

MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER COMMISSIONERS HELD ON MARCH 15, 2018, AT 8:30 A.M., IN THE MEETING ROOM AT THE MUNICIPAL BUILDING, 101 N. HALAGUENO STREET, CARLSBAD, NM

VOTING MEMBERS PRESENT:	Craig Stephens Russell Hardy Larry Henderson Fred Beard Gary Perkowski	Chairman Member Member Member Member
VOTING MEMBERS ABSENT:		
EX-OFFICIO MEMBERS PRESENT:	Steve McCutcheon	Ex-Officio/City Administrator/ Secretary
EX-OFFICIO MEMBERS ABSENT:	Mayor Dale Janway	Ex-Officio/Member
OTHERS PRESENT:	Mike Hernandez Wendy Hammett Ron Myers Wes Nichols Joe Harvey Richard Aguilar Olga Ramirez Jackie Brown Bonnie Brown	Deputy City Administrator Finance Director/City Treasurer Utilities Director Utilities Deputy Director WW Superintendent Environmental Superintendent Assistant to City Administrator Citizen Citizen

1. Call to Order

Craig Stephens called the meeting to order.

2. Roll Call and Determination of Quorum

Craig Stephens called Roll and it was determined that there was a quorum of voting members.

3. Approval of Agenda

The motion was made by Larry Henderson and seconded by Fred Beard to Approve the Agenda. The Vote was as follows, Yes: Craig Stephens, Fred Beard, Russell Hardy, Larry Henderson, and Gary Perkowski No: None, Absent: None. The Motion passed.

4. Approval of Minutes of Regular Board of Water and Sewer Commission Meeting held on February 15, 2018

The motion was made by Larry Henderson and seconded by Russell Hardy to Approve the Minutes of the Regular Board of Water and Sewer Commissioners Meeting held on February 15, 2018. The vote was as follows, Yes: Craig Stephens, Fred Beard, Russell Hardy, Larry Henderson and Gary Perkowski, No: None, Absent: None. The Motion passed.

5. Consider Request from Jackie & Bonnie Brown regarding billing adjustment

Craig Stephens introduced Jackie & Bonnie Brown. Mr. Brown stated they received their monthly water bills for December and January that totaled over \$1600. They have a waterline that goes towards the Airport and down highway 285 then towards their ranch. The line is about 3 miles. Mr. Brown stated he reported a leak to the City and the meter was replaced with a smart meter and the leak disappeared. He said he believes there was some type of water hammer that caused it to pop, their line is at the end and that is what usually happens at the end of the line. Mr. Brown stated they are there to request some relief or at least for the couple of months there was a leak.

Mike Hernandez mentioned they are on the 2 ½ times the city rate. He told the board the consumption is a lot but not as much as they have seen.

Ron Myers stated according to the reports it was probably leaking for about two months.

Steve McCutcheon asked if there was any possibility there was a water hammer on that line.

Mike Hernandez told the board the Fire Station is tied in right next to their meter, to his knowledge the Fire Station hasn't experience any problems. That tap is probably within feet of the Brown's meter.

Mr. Brown mentioned again to the board, a water hammer happens at the end of the line that is where his meter is located.

The motion was made by Russell Hardy to credit half the amounts charged between the months of November and December and seconded by Fred Beard. The vote was as follows, Yes: Craig Stephens, Fred Beard, Russell Hardy, Larry Henderson and Gary Perkowski, No: None, Absent: None. The Motion passed.

6. Water and Sewer Department Monthly Reports Presented by Ron Myers

Ron Myers reported they pumped a little less water from Sheep Draw in February compared to January. He stated historically January is usually high; there was also a pretty big water leak in January. Ron Myers reported residential sales were down. He reported BOD removal was 99.37% in February. The TSS removal was at 99.28% removal.

Joe Harvey mentioned to the board the WWTP modified their report to show the reuse amount.

Larry Henderson asked about the funding on the effluent on the River. Steve McCutcheon said that city efforts were unsuccessful. The state funding is very limited.

7. Utilities Department Project Updates Presented by Ron Myers

Russell Hardy asked about the status on Well 6. Ron Myers reported Well 6 is complete; he is waiting on approval from NMED. Ron Myers reported Double Eagle Phase III is still in the design state, there are a few minor changes to the design. Steve McCutcheon stated the engineer's estimate came in lower.

Ron Myers reported Reservoir 2 was down they had some minor issues. He said they are hoping to have it repaired within the next couple of weeks.

8. Financial Reports presented by Wendy Hammett

Wendy Hammett reported on the Revenues and Expenditures. She reported the July – January Revenues is favorable to the budget. The Operating Costs is favorable to the budget. The Labor is favorable to the budget. Wendy Hammett said we are coming in favorable in Revenues, Operating, and Labor to budget. She reported our capital is favorable to the budget.

Steve McCutcheon mentioned to the board the long term prospect of this fund is not looking good. He mentioned to the board the city is starting to pay off the debt that was incurred for Double Eagle

and the Waste Water Treatment Plant. He stated as they calculate the fund, they see some serious deterioration to this fund.

9. Update on Surrounding Communities Water & Septage Rates

Steve McCutcheon reported that Ron Myers and Wendy Hammett are working together to combine the information to report back to the board. Steve McCutcheon said the city does have a project coming up, but the funds are earmarked for that. We need to continue with the project so we can benefit. He told the board they are going to have to look seriously at the fund. This is an enterprise fund; it has to be self-sustained according to state statute.

Wendy Hammett stated that the report is almost complete. They are just compiling the information into an easy to read format to make it easier for the board to compare. That should be completed and ready for review at the next board meeting.

Steve McCutcheon said the city has in the past transferred money from this fund into the General Fund. It has been used to sustain the salaries, insurance costs and costs associated with Double Eagle.

Craig Stephens asked if the city has looked into the cost of the potential growth for the city.

Steve McCutcheon said yes, the Mayor has appointed a committee to look specifically at the growth of the city.

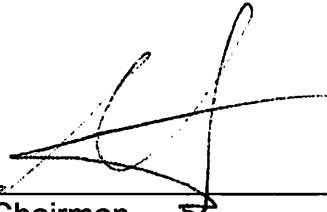
Larry Henderson asked if on a Regional basis if anyone was looking at the impact of the water drilling going on around us.

Steve McCutcheon said the state engineering has changed their permitting so now they are able to get data on what the usage is and where it's going.

Steve McCutcheon discussed the Tatum Wells with the Board; he expects to bring a Request for Proposal to next month's meeting for the Boards' approval.

10. Adjourn

The motion was made by Russell Hardy and seconded by Fred Beard to Adjourn. The vote was as follows, Yes: Craig Stephens, Fred Beard, Russell Hardy, Larry Henderson and Gary Perkowski No: None, Absent: None. The Motion passed.


Chairman