

MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER COMMISSIONERS JUNE 17, 2021, AT 8:30 A.M., IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING, 101 N. HALAGUENO STREET, CARLSBAD, NM

VOTING MEMBERS PRESENT:	Craig Stephens Fred Beard John Bowen Dennis Miehls	Chairman Member Member Member
VOTING MEMBERS ABSENT:	Gary Perkowski	Member
EX-OFFICIO MEMBERS PRESENT:	Eddie Rodriguez John Lowe	Ex-Officio/Mayor Pro-Tem/ Member Ex-Officio/City Administrator/Secretary
EX-OFFICIO MEMBERS ABSENT:		
OTHERS PRESENT:	Wendy Austin KC Cass Ron Myers Melissa Salcido Wes Nichols Denise Madrid-Boyea Olga Ramirez Brittany Aragon	Deputy City Administrator Deputy City Administrator Director of Utilities Director of Finance Deputy Director of Utilities City Attorney Assistant to City Administrator Account Supervisor

1. Roll Call and Determination of a quorum

C. Stephens called roll and it was determined that there was a quorum of voting members.

2. Approval of Agenda

The motion was made by F. Beard and seconded by D. Miehls to Approve the Agenda. The vote was as follows, Yes: C. Stephens, D. Miehls, J. Bowen, F. Beard. No: None. Absent: G. Perkowski. The motion passed.

3. Approval of Minutes of the Board of Water and Sewer Commissioners Regular Meeting held May 20, 2021

The motion was made by D. Miehls and seconded by F. Beard to Approve the Minutes of the May 20, 2021 regular board meeting. The vote was as follows, Yes: C. Stephens, D. Miehls, J. Bowen, F. Beard. No: None. Absent: G. Perkowski. The motion passed.

4. Discussion on Water Conservation Ordinance

J. Lowe stated that at last month's meeting, G. Perkowski asked some questions regarding the wellfield numbers and the weekly report that is sent to the board. He stated R. Myers would

give a short presentation detailing what the report means, what the water rationing is and what the city's Ordinance states.

R. Myers stated every year beginning in April a Water Conservation flyer is mailed out with every water bill. This is the flyer that reminds residents about the odd and even address numbers for watering, no watering between certain hours and no watering on Mondays. He mentioned the Ordinance defines Stage I, Stage II, and Stage III rationing. He stated there are two trigger points that would put the city in Stage One, Stage Two or Stage Three. He briefly gave a presentation explaining what the numbers on the report meant and how to read the report.

J. Lowe stated when the reports are sent out sometimes it causes some confusion. They are working on a template for reporting, which should eliminate any confusion.

C. Stephens asked if the city has ever been in Stage II or Stage III. R. Myers stated not while he has been here. J. Lowe mentioned to the board if you don't see a report for one of the wells, it is usually an indicator that well is on off-line.

C. Stephens asked if the generators had come in. R. Myers stated yes, currently two wells have backup generators.

5. Utility Billing Demonstration by Melissa Salcido

M. Salcido gave a demonstration on the Munis Utility Billing System. She stated the Utility Billing is called Citizen Self-Service, which will provide citizens web-based access to view their accounts, make payments, and view bills in real time. She mentioned at the end of July everything will be done through the new Utility Billing System.

J. Lowe thanked the Finance department and W. Austin on all their hard work and time they committed to implementing this new program.

6. Utilities Department Monthly Reports and Project Updates presented by Ron Myers

R. Myers stated everything is running as normal. He mentioned Well #7 is down, the motor will be pulled next week; hopefully, it will be up and running soon. He mentioned that they pumped 809 acre feet and last year at the same time they pumped 1015 acre feet. C. Stephens asked why less water was pumped this year. R. Myers stated they were unsure.

7. Financial Reports presented by Melissa Salcido

M. Salcido stated the financials in the packet were the wrong ones; she handed out the correct ones. M. Salcido gave a summary of the April Financials. Revenues are unfavorable to the budget. She stated Revenue is still down due to a decrease in the septage services and Effluent water. Labor costs are favorable to the budget. Operating costs are favorable to the budget. Capital costs are favorable to the budget.


C. Stephens asked for an update on the Effluent Agreement and the Tatum Wells. J. Lowe

stated the Effluent is still going, they are not taking any water, the contract ends in October of this year, it can be extended for five years. He mentioned Select Energy is working diligently to get that water moving to places where it is needed, working with different government and federal entities.

J. Lowe reported they have been working on an agreement for the past six or seven months. He said him and Ms. Boyea have been working on a Draft agreement with Select. He said they are close to reaching an agreement. F. Beard asked if the city is still waiting for the agreement before they start construction on the waterline on the Tatum Well. J. Lowe said it was only for them to equip and pump, they are looking at their own infrastructure.

8. Adjourn

The motion was made by F. Beard and seconded by J. Bowen to Adjourn. The vote was as follows, Yes: C. Stephens, D. Miehl, J. Bowen, F. Beard No: None Absent: G. Perkowski The motion passed.



Chairman