

**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF WATER AND SEWER COMMISSIONERS  
May 18, 2023, AT 8:30 A.M.,  
IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING, 101 N. HALAGUENO  
STREET, CARLSBAD, NM**

<b>VOTING MEMBERS PRESENT:</b>	<b>Craig Stephens Fred Beard John Bowen Dennis Miehls</b>	<b>Chairman Member Member Member</b>
<b>VOTING MEMBERS ABSENT:</b>	<b>Gary Perkowski</b>	<b>Member</b>
<b>EX-OFFICIO MEMBERS PRESENT:</b>	<b>Eddie Rodriguez  John Lowe</b>	<b>Ex-Officio/Mayor Pro-Tem/ Member Ex-Officio/City Administrator/Secretary</b>
<b>EX-OFFICIO MEMBERS ABSENT:</b>		
<b>OTHERS PRESENT:</b>	<b>K.C. Cass Ivan Abell Melissa Salcido Denise Madrid Boyea Wes Nichols Matt Warner Olga Ramirez Richard Aguilar Chris Prater</b>	<b>Deputy City Administrator Director of Utilities Director of Finance City Attorney Deputy Director of Utilities WWTP Superintendent Assistant to City Administrator Environmental Services Superintendent Citizen</b>

**1. Roll Call and Determination of 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, F. Beard, J. Bowen, D. Miehls. No: None. Absent: G. Perkowski. The Motion passed.

**3. Approval of Minutes of the Board of Water and Sewer Commissioners Regular Meeting held February 16, 2023**

The motion was made by D. Miehls and seconded by J. Bowen to Approve the Minutes of the Regular Board of Water and Sewer Commissioners Meeting held on February 16, 2023. The vote was as follows, Yes: F. Beard, J. Bowen, D. Miehls, C. Stephens. No: None. Absent: G. Perkowski. The Motion passed.

**4. Consider Approval of Request for water service outside city limits from Darwin Bratcher for property located at R401 Happy Valley Road**

Applicant was not present; the motion was made by D. Miehl and seconded by F. Beard to table the item. The vote was as follows, Yes: F. Beard, J. Bowen, D. Miehl, C. Stephens No: None. Absent: G. Perkowski

**5. Consider Approval of Request for water service outside city limits from Donna Davis for property located at 217-2 Grassburr Lane**

C. Stephens introduced Chris Prater. C. Prater said he was there representing D. Davis. He said that currently two of their lots have water (Lots 1 and 4), and they would like to add water to Lots 2 and 3. They want to tie in to the meter on Grassburr Lane.

I. Abell stated the meters are there on Grassburr, they would be responsible to have it tied into their Lots. C. Stephens asked what size the water line was. I. Abell stated there is a six-inch line they would be able to tap into to get water.

D. Miehl asked about the Easement. C. Prater stated they have about a 60ft Easement. J. Lowe asked what they planned on doing with the Lot. C. Prater responded they plan on building a residential home and selling it later. C. Stephens asked how big the lots were. C. Prater responded each is a little over an acre. J. Lowe reminded the board that if the Lots are sold the water does not transfer to the new owner; they would have to return to the board and request water service for their property. J. Bowen asked when they plan to begin construction. C. Prater stated as soon as they have all the utilities and permits in place.

C. Stephens stated one problem he sees, is if the applicant installs the water meters and the new owner returns to the board, they could be denied water service. This isn't a guarantee those lots will have water service in the future.

The motion was made by D. Miehl and seconded by J. Bowen for water service outside city limits for property located at 217-2 Grassburr Lane. The vote was as follows, Yes: F. Beard, J. Bowen, D. Miehl, C. Stephens. No: None. Absent: G. Perkowski The motion passed.

**6. Consider Approval of Request for water service outside city limits from Donna Davis for property located at 217-3 Grassburr Lane**

The motion was made by J. Bowen and seconded by F. Beard for water service outside city limits for property located at 217-3 Grassburr Lane. The vote was as follows, Yes: F. Beard, J. Bowen, D. Miehl, C. Stephens. No: None. Absent: G. Perkowski The motion passed

**7. Utilities Department Monthly Reports presented by Ivan Abell**

I. Abell reported there were a couple of issues at the WWTP. He reported the WWTP had a toxin hit the system. He stated more than likely it was dropped into a manhole. It wiped out the biologic side of the treatment plant within six hours. C. Stephens asked how that is cleaned up. I. Abell stated there really is no way to clean it; it just has to flush through the system. The state has been notified. They had to stop irrigation to the Golf Course and sales of effluent water to the contractor.

The plant is back up and running as of Monday. C. Stephens asked if they were keeping a cost of the repairs. J. Bowen asked when the last time was this happened. I. Abell responded around 1997.

I. Abell discussed the second incident. He stated they had a minor malfunction with their utility partner, XCEL. XCEL lost power to some substations causing the transformer to malfunction. XCEL brought in a portable substation from Amarillo, they got everything back up and running. C. Stephens asked if the city had purchased some generators for this purpose. M. Abell stated yes, the city does have two back-up generators. He stated Well #9 and Well #6 have back-up generators. Well #9 was down; it had a malfunction so that back-up generator was not available. He stated Well #6 operated flawlessly. He stated staff and administration worked well together to get this resolved. Right now, they are working on some after action reports for future preparations.

J. Lowe mentioned to the board, they are looking at different options to prepare for any future malfunctions. C. Stephens asked if XCEL was willing to provide a permanent portable substation. KC Cass stated probably not, but they do have two in the region.

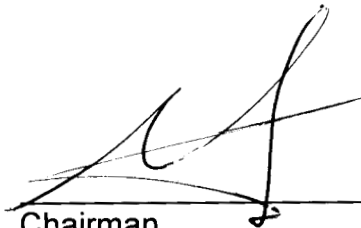
I. Abell reported they pumped about 823 acre-feet from Sheep's Draw wellfield, which is down from previous year by about 20 acre-feet. In the Double Eagle Water System, they pumped about 41 million gallons into the system. They treated about 71.5 million gallons of sewage at the WWTP; they accepted about 277,000 gallons of septage. They delivered about 55 acre-feet to the Golf Course.

#### **8. Financial Reports presented by Melissa Salcido**

M. Salcido gave a summary of the March 2023 Financials. Revenues are favorable to the budget. Costs for labor are favorable to the budget, operating costs are favorable to the budget and capital costs are favorable to the budget.

#### **9. Adjourn**

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

  
Chairman