

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF WATER AND SEWER COMMISSIONERS
JANUARY 18, 2024, 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 Miehl	Chairman Member Member Member
VOTING MEMBERS ABSENT:	Gary Perkowski	Member
EX-OFFICIO MEMBERS PRESENT:	Richard D. Lopez Wendy Austin	Mayor Interim City Administrator/Secretary
EX-OFFICIO MEMBERS ABSENT:		
OTHERS PRESENT:	K.C. Cass Ivan Abell Melissa Salcido Denise Madrid-Boyea Wes Nichols Matt Warner Richard Aguilar Olga Ramirez Eddie Rodriguez	Deputy City Administrator Director of Utilities Director of Finance City Attorney Deputy Director of Utilities WWTP Superintendent Environmental Services Superintendent Assistant to City Administrator City Councilor

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

3. Approval of Minutes of the Board of Water and Sewer Commissioners Regular Meeting held December 21, 2023

The motion was made by F. Beard and seconded by J. Bowen to Approve the Minutes of the Regular Board of Water and Sewer Commissioners Meeting held on December 21, 2023. The vote was as follows: Yes: F. Beard, J. Bowen, D. Miehl, C. Stephens No: None. Absent: G. Perkowski. The Motion passed.

4. Consider Approval to determine time and place of Advisory Board Meetings

D. Miehl made the motion to continue meeting at City Hall on the 3rd Thursday of the month at 8:30 am. The motion was made by D. Miehl and seconded by J. Bowen to approve the time and place for the Advisory Board Meetings. The vote was as follows: Yes: F. Beard, J. Bowen, D. Miehl, C. Stephens No: None. Absent: G. Perkowski. The Motion passed.

5. Utilities Department Monthly Reports presented by Ivan Abell

I. Abell reported they pumped about 470 acre-feet from the Sheep Draw wellfield, which is about 5.1 million gallons a day, which is up about 34 acre-feet from this time last year. In the Double Eagle Water System, they pumped about 62 acre-feet and delivered about 15 acre-feet to the City. Customers on the Double Eagle water system used about 1.9 million gallons. The WWTP treated about 72 million gallons of sewage and treated about 246 thousand gallons of septage. They delivered 5.66 million gallons of Effluent to the Municipal Golf Course and had about 3.9 million gallons of Effluent Sales. For the total year of 2023, they sold approximately 83.8 million gallons. D. Miehl asked if that was up from the previous year. I. Abell stated yes it is.

There was about .08 inches of precipitation for the month of December and about five and half inches for the year.

C. Stephens asked how many meters were in service. I. Abell said he does not have an accurate count but it is over 12,000.

Councilor Rodriguez asked how the new meter system was going and if all the meters have been changed out. I. Abell stated its going well. He said they are in the process of implementing the fixed base system. C. Stephens asked if it would be completed before the end of the fiscal year. I. Abell stated he did not believe so. C. Stephens stated he noticed the city did not have any drinking water safety violations. I. Abell stated that is correct.

6. Double Eagle Waterline Replacement Project Update presented by Ivan Abell

I. Abell stated the contractor started work on January 9th. He said there was a delay due to parts not being available. C. Stephens asked when it would be completed. I. Abell stated they estimate about 120 days. Councilor Rodriguez clarified the 120 days begins when they start trenching. I. Abell confirmed.

7. November and December Financial Reports presented by Melissa Salcido

M. Salcido gave a summary of the December 2023 Financials. The Water & Sewer Fund had a beginning fund balance of \$16.2 million. Revenues budget has a balance of \$9.3 million were \$2 million favorable to the \$7.2 million budget. Labor costs of \$2.6 million were \$184 thousand favorable to the \$2.8 million budget. Operating costs of \$1.5 million were \$513 thousand favorable to the \$2 million budget. Capital Investment of \$2.4 million was \$11.7 million favorable to the \$14.1 million budget.

W. Austin mentioned to the board there is \$7 million encumbered and \$2 million favorable in revenue, and the fund balance is in good shape for projects for next year.

C. Stephens asked how the new billing system was going. M. Salcido stated it is working out well. She stated they have had some issues with the recurring credit card payments; she is looking into an app or a link that will help customers make recurring payments. They are also looking at getting the automated phone system again.

C. Stephens asked about the cut-offs. M. Salcido stated they had cut-offs this week. They did not do any cut-offs during Thanksgiving and Christmas. Councilor Rodriguez asked if the city could cut off someone's water remotely or if an employee has to go and physical turn it off. M. Salcido said she is looking into a system that will allow that. W. Austin reminded the board typically during Thanksgiving and Christmas the city does not do cut-offs. C. Stephens asked if the city still put liens against the houses. M. Salcido stated yes, they just filed in October.

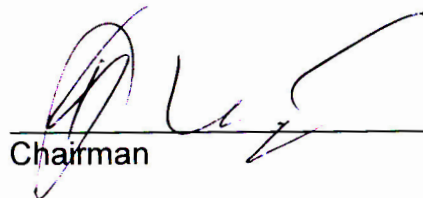
M. Salcido reported to the board, there was an insert in the water bills for this month, telling homeowners they are responsible for the billing of water service for their property. If they are renting they could fill out a letter of non-responsibility. C. Stephens asked if there was something, the city could do to notify the property owner that the bill for their rental is not being paid. W. Austin stated most times the city does not know which properties are rentals.

W. Austin said they have considered raising the deposit. D. Miehl asked if this board was the one who would raise the deposits. W. Austin said this board can make a recommendation to council and council would have to approve. She stated they would work on a proposal for the board to review. Mayor Lopez asked when the last time the rates were raised. M. Salcido said she is unsure.

K.C. Cass gave the board a legislative update. He stated the city has prioritized water and sewer infrastructure. In Capital outlay, the top three projects are water and sewer projects. He stated the number one project is the National Parks Highway sewer project, the second project is the Primary Lift Station and the third project is the Double Eagle Waterline replacement project.

8. 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