

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF WATER AND SEWER COMMISSIONERS HELD ON FEBRUARY 16, 2017, 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 Larry Henderson Russell Hardy Fred Beard Gary Perkowski</b>	<b>Chairman Member Member Member Member</b>
<b>VOTING MEMBERS ABSENT:</b>	<b>None</b>	
<b>EX-OFFICIO MEMBERS PRESENT:</b>	<b>None</b>	
<b>EX-OFFICIO MEMBERS ABSENT:</b>	<b>Mayor Dale Janway Steve McCutcheon</b>	<b>Ex-Officio/Member Ex-Officio/City Administrator/ Secretary</b>
<b>OTHERS PRESENT:</b>	<b>Stephanie Shumsky Annette Barrick Wendy Hammett Mike Hernandez Luis Camero Ron Myers Jamey Schwiger Wes Nichols Richard Aguilar Joe Harvey</b>	<b>Deputy City Administrator City Clerk Finance Director/City Treasurer Utilities Director Projects Director Double Eagle Superintendent Water Dept. Superintendent Collections Superintendent Environmental Services WW Superintendent</b>

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

**0:00:01                    1.        Call to Order**  
Craig Stephens called the meeting to order.

**0:00:04                    2.        Roll Call and Determination of Quorum**  
Craig Stephens called Roll and it was determined that there was a quorum of voting members. Those present were: Craig Stephens, Gary Perkowski, Larry Henderson, Russell Hardy and Fred Beard; Absent: None

**0:00:55                    3.        Approval of Agenda**  
The motion was made by Gary Perkowski and seconded by Larry Henderson to Approve the Agenda. The Vote was as follows, Yes: Craig Stephens, Gary Perkowski, Larry Henderson, Russell Hardy and Fred Beard, No: None, Absent: None. The Motion passed.

**0:01:12**                      **4. Approval of Minutes of Regular Board of Water and Sewer Commission Meeting held on January 19, 2017**

The motion was made by Russell Hardy and seconded by Larry Henderson to Approve the Minutes of the Regular Board of Water and Sewer Commissioners Meeting held on January 19, 2017. The Vote was as follows, Yes: Craig Stephens, Gary Perkowski, Larry Henderson, Russell Hardy and Fred Beard, No: None, Absent None: The Motion passed.

**0:01:15**                      **5. Water & Sewer Department Monthly Reports presented by Mike Hernandez**

Mr. Hernandez reported that less water was pumped compared to last month. He said the trend should be moving upward as the weather warms. He said Double Eagle also pumped about 5 acre feet less this month. He added that the Waste Water Treatment Septage Disposal is down. He said they are working to get a Vactor Truck Operator with a CDL.

Joe Harvey reported that in December, the numbers began to rise at the Treatment Plant. He recommended a temporary ban on Septage haulers. He said it appeared that the Haulers were bringing something toxic into the plant. He said the numbers weren't in violation but it needed to be corrected. He said it has improved since the ban was put in place. He said the cause could be the gray water. He said Hobbs and Pecos has been willing to take the Septage. He said the number one goal is to take care of our plant. He said the PH and Petroleum tests did not show anything. Fred Beard suggested testing each load that is brought in.

**0:09:46**                      **6. Utilities Department Project Updates presented by Mike Hernandez**

Mike Hernandez reported that White Cloud Construction got the bid for Well 6 and City Council approved it at their last meeting. He said Smithco was the successful bidder for the Lift Station. He reported that Double Eagle Phase III is getting designed by Molzen Corbin. He said that Wendy is working with Heather Roy in the City's GIS Department to map the old meters to review usage and prepare for future auto reads. Jamie Scwiger said Artesia used the auto read system and it was a great success. Mr Hernandez reported that the plans for Effluent under the river are about 90 percent complete. He said Mr. Camero and Jason Burns went before the Water Trust Board to request funding. He said they have a design. Russell Hardy asked if it would be a dedicated line. Mr. Hernandez said it will be a dedicated line. He said the Parks Department is fine tuning everything while they wait for the funding.

**0:18:07**                      **7. Financial Reports presented by Wendy Hammett**

Ms. Hammett reported the year-to-date revenues are favorable of which a large part of that is due to the grants. She reported that labor costs in the Water Sewer Department are down due to realigning cost savings. She said she prepared a comparison chart of City Water Procedures. She said she hopes to have it ready for approval by the next meeting. Craig Stephens thanked her for her work on the chart.

Ms. Hammett said there were fewer cut-offs this month compared to last month. She suggested the Board consider reporting late and non-payments to Credit Bureau rather than putting liens on the property.

**0:30:44**      **8.    Adjourn**

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

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Chairman

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