



MINUTES OF THE UTILITIES AND TRANSPORTATION COMMITTEE  
February 4, 2015

**CALL TO ORDER AND WELCOME-** The meeting of the Utilities and Transportation Committee was called to order at approximately 3:41 p.m. by Chairwoman Natasha N. Mackey.

**ROLL CALL**

Those present: Councilor Natasha N. Mackey, Councilor Elena Velasquez, and Councilor Caleb Grant.

Staffs present included Steven J. Polasek, City Manager, Steve Miko, Public Works Director, Art Torrez, Water & Sewer Manager, Louis Najar, City Engineer, Monica Garcia, Finance Director, Sylvia Casarez, Utility Billing Supervisor, Anna Aragon, Pecos Trails Transit, and Randal Seyler, Roswell Daily Record.

Other individuals present included Mike McLeod, Xcel Energy, and Robert Perea, Xcel Energy.

**APPROVAL OF AGENDA**

Councilor Velasquez moved to approve the agenda as presented. Councilor Mackey seconded the motion. A voice vote was unanimous and the motion passed.

**APPROVAL OF MINUTES-** Councilor Velasquez motioned to approve the minutes of August 4, 2015 meeting. Councilor Mackey seconded the motion. A voice vote was unanimous and the motion passed.

**NON-ACTION ITEMS**

1. Discussion of double water rates for residents residing outside city limits using city utilities

Art Torrez provided an overview of the city code with respect to double water rates. Art indicated that double rates for utilities are intended to promote infill within the city limits. Counselor Velasquez voiced her concern for city residents who are not receiving city water on West Bland. Mr. Polasek and Art Torrez will be looking into the matter for residents on West Bland.

2. Discussion by Xcel Energy staff-Discussion on relocation of electric meters for new services

Louis Najar introduced Robert Perea and Mike McLeod from Xcel energy. They discussed future changes in placement of their meters in new subdivisions. They will now require installation of residential meters in new subdivisions to be located in the alleys. Mr. McLeod and Mr. Perea's intent with the meeting was to keep the City informed on changes on how they will serve new residential subdivisions. Their presentation included a slideshow and they distributed a handout which displayed current Xcel Energy service to meter and future customer service to meter.

### 3. Transportation Overview

Discussion on the policy of children riding unattended on Pecos Trails public transit-Anna Aragon stated that there isn't a policy on children riding unattended. Children ride free with their parents. Mrs. Aragon elaborated that on occasions, if the driver feels that a child is too young, they will call in and request a police officer to accompany the child.

She also reported on how many passengers can ride on each bus and that each bus has cameras which can record any problems that may arise.

Committee discussed a bus schedule app. - City wants staff to look into getting a schedule app and even a combined system.

### 4. Water and Wastewater

#### a. Overview on water and wastewater rate increase for 2015

Art Torrez and Monica Garcia discussed rate increases. Art Torrez provided a PowerPoint presentation of previous, current and next year's rate and cost.

#### b. Look at revenue for 2014 and projected 2015

Art Torrez reported that anticipated revenues of the rate increase are generating sufficient funds to keep up with current operating expenses, bond payments, and loan payments. The City has encumbered \$5,823,420.00 in projects during fiscal year 2015 - 2016. The balance in the cash balance fund was reported to be \$7,047,976.00.

#### c. Discussion of debt to total asset management of water fund – This item wasn't discussed during the meeting.

#### d. Utility Projects:

1. Country Club and Montana water line repair- Louis Najar reported on the status of the water line rehab at Country Club and Montana. Louis Najar provided a slide show on the condition of the pipes at Country Club and Montana. The project should take 5 to 6 months to complete. Mr. Najar also reported that the Contractor is waiting on parts and will begin as soon as all the parts are in. He also reported that there would be road closures. Discussion of the need to making sure the public is made aware of these road closures.
2. WWTP Entrance Works Upgrade- Art Torrez provided a slide show on the condition of the screw pumps and bar screen. He stated that they run continuously and that they were very corroded. This corrosion has caused sever leaking so they need to be removed and replaced as soon as possible. The bar screen is now 30 years old and also needs to be replaced. Mr. Torrez reported that bid documents were being developed and that we would be going out to bid this spring.
3. Update on Roof repairs at the warehouse and the WWTP O&M Building- Art Torrez discussed the roof repairs at the warehouse and the WWTP O&M building, the bid is closed and the price came in under estimated costs. The project will begin in April 2015.

4. Update on Country Club Reservoir Rehab- Art Torrez provided a slide presentation of the reservoirs and the areas that need to be repaired. The repairs will consist of the application of grout and epoxy coating to the inside and outside of the reservoir.
5. Sewer line replacement at Tierra Berrendo – No discussion on this matter.
6. Discussion of remote read water meters- Sylvia Casarez discussed typical complaints she receives from customers about their water bills. The remote read water meters would pin point the period disputed by the customer and Water Billing would have access to instantaneous report on water consumption. Currently, the meters are being read every 28 to 32 days. This is the technology that is available.

**RUGULAR ITEMS: (No Action Items)**

**OTHER BUISNESS (NON-ACTION)**

5. Public Comments-there weren't any public comments

**ADJOURN**

Chairperson Mackey adjourned the meeting at 5:04 p.m.

Submitted by: Senida Merryfield