

**LINKED MINUTES OF A REGULAR MEETING OF THE LAKE CARLSBAD GOLF
COURSE ADVISORY BOARD OF THE CITY OF CARLSBAD, NEW MEXICO,
HELD AT THE MUNICIPAL GOLF COURSE ANNEX ON SEPTEMBER 2, 2026, AT
4:00 P.M.**

Present:	Steve Hendley	Chairman
	Dean Bair	Vice-Chairman
	JW Sutphin	Board Member
	Kathy Temple	Board Member
	Happy Scheel	Board Member
	Mike Fulkerson	Board Member

Absent:

Also Present:	Kyle Boatman	Golf General Manager
	Ryan Garcia	Assistant Pro Shop Manager
	Dina Navarrette	Director of Community Development
	Stephan Brown	Compliance Clerk

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

0:00:07 **1. ROLL CALL AND DETERMINATION OF QUORUM**

Roll was called determining the presence of a quorum.

0:00:20 **2. APPROVAL OF MEETING MINUTES – AUGUST 5, 2026**

0:00:23 **MOTION**

The motion was made by Mr. Fulkerson and seconded by Mr. Bair to approve the meeting minutes from August 5, 2026

0:00:27 **VOTE**

The vote was as follows: Yes - Hendley, Bair, Sutphin, Temple, Scheel, Fulkerson; No - None; Absent - None; the motion carried.

0:00:40 **3. REPORTS**

0:00:41 **A. Maintenance Report**

Mr. Boatman stated the first two weeks of August, the Golf Course went without water. He said normal maintenance activities continued, including weed management, tee box renovations, and mower maintenance. He stated in September, the greens will be aerated and sanded. He said overseeding will begin at the end of the month around tee boxes and surrounds. **Mr. Boatman** stated there are eight staffing positions currently

filled, with one position becoming vacant on September 14, 2026. He said 10.9 inches of water was lost through August and three-quarters of an inch of rain was received. He stated during the other two weeks, once watering resumed, more than 20 million gallons of water were used on the course. He said the tree cracking on hole 16 has been removed.

Mr. Bair asked who would be aerating the greens. **Mr. Boatman** said the golf course staff will handle aeration this fall, while a contractor will perform the work next spring. **Mr. Bair** asked for an update regarding the netting on the driving range. **Mr. Boatman** stated the contractor is currently on the course working on the project, which is approximately half complete. He said it should be finished by next week.

Mr. Hendley asked about the mowing schedule. **Mr. Boatman** said mowing is completed six days a week, but most staff members have been assisting with the removal of the tree on hole 16. **Mr. Hendley** asked about the best management packet for the staff Mr. Boatman planned to create. **Mr. Boatman** explained staff members will begin documenting how long certain tasks and maintenance activities take, as well as how long individual staff members take to complete each job. He stated the information will be used to demonstrate the need for additional staff by identifying which jobs require the most time to complete. **Mr. Hendley** asked who would review the documents. **Mr. Boatman** stated his superintendent and he will review all the documents and compare the information with other staff members. **Mr. Hendley** asked if it would be possible to obtain sod to start a nursery. **Mr. Boatman** said yes. He stated he would look into the possibility and determine when the project could fit into the budget.

Ms. Navarrette asked Mr. Boatman to explain a potential idea regarding pro shop staffing levels. **Mr. Boatman** stated there are currently four vacant part-time positions. He said, depending on staffing levels at the end of the year, they may consider combining the part-time positions into another full-time position and eliminating the vacant part-time positions.

Mr. Bair stated there are still many people jumping ahead on the course. **Mr. Garcia** said there have been some instances where groups are allowed to jump ahead. He stated groups have been allowed to move to hole 2 because the range at hole 1 has been closed. He said some groups have also been sent to hole 10 to help mitigate congestion. He stated groups not permitted to jump ahead will be addressed as the marshal positions continue to roam the course.

Mr. Scheel asked why single and double groups have been sent out when most courses only allow groups of three or more to maintain effective pace of play. **Mr. Garcia** stated the issue has been discussed previously, but the change has not been implemented. He said there are still several issues to resolve before enforcing the rule.

Mr. Bair mentioned hiring a starter could be beneficial on high-volume days. **Mr. Boatman** stated once the marshal positions are filled, one marshal will serve as a starter while the other continues to roam the course.

0:23:20

B. Pro Shop Report

Mr. Garcia stated gift cards totaled \$14,860.00, memberships totaled \$1,200.00, greens fees totaled \$34,660.00, tournaments totaled \$15,405.00, carts totaled \$23,445.00, resulting in total monthly revenue of \$207,619.00. He said there are two full time position vacant and one marshal position vacant. He stated there is one marshal position already filled and he will begin onboarding soon. He said the pro shop remodel is going well and will hopefully be reopened within the next month. **Mr. Garcia** stated a reopening event will be held with food and a mini golf tournament. He said the floor has been done and the baseboards, the slatwall, fixtures and the front counter still need to be installed. He stated the Men's Golf Association have a team verse team event on October 17, 2026.

Mr. Bair asked why on the par 3 the grass is so high on the fairways. **Mr. Boatman** said the fairways have never been mowed on the par 3 it has always been mowed with a rough mower.

Mr. Hendley asked about the pro shop's revenue for the month, including operating and labor expenses. **Mr. Boatman** said labor cost \$53,000, operating cost \$69,000, with the revenue the pro shop profited \$16,000.

Mr. Bair asked what is going to happen as far as the snack bar at the pro shop after the pro shop is finished. **Mr. Boatman** said that was placed on hold since the space is being used right now while the pro shop is still under remodel.

0:40:28

Adjourn

With no further business, Steve Hendley adjourned the meeting at 4:40 P.M.

Steve Hendley, Chairman

Date