

**Utilities Department Monthly Report  
July 2010**

**MONTHLY REPORTING**

**Utilities Administration Division**

- Requisitions have been prepared for all “open” purchase orders as well “special projects” which mainly for contractors and generally have task orders involved
- Have reviewed all ACH deposits to make certain they reconcile with bank deposits of utility customers
- Physical count of Utilities has been completed. I would like to thank Kelly Eversole, Matt Tafoya, and Larry Romero for their help in this project that would have not been completed on time due to my untimely illness. I would also like to thank Shawni Muniz for doing all she could in my office for the two & a half weeks I was out. Esteban Medina, for just taking charge and completing his own requisitions and processing bills for payment and working on renewal of expired contracts. “What a team!”

**Utilities Services Division**

**Customer Service Section**

- Staff cross training is on going
- Updating of customer files is ongoing

**Meter Reader Section**

- Re-reads 505
- Read in/out 48
- Work Orders 264
- Cut out/non pay 131
- Line Locates 85
- Residential water meter change outs 164
- Recovered tools at 932 Tecolote Street
- Made police report on meter tampering at 1114 2<sup>nd</sup> Street
- Cycle 10 Auto read program is 95% complete, waiting on one 1” meter to complete
- Lee will be out on vacation from 07/19/10 through 07/30/10; James Perea will be in charge of meter reading section.

**Waste Water Division**

- Three new sewer tap connection permits issued for month of June 2010.
- NPDES Permit June 2010 D.M.R. completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.
- Thirteen calls for service responded to for the Month of June 2010 including afterhours.
- 37.71 million gallons of water treated and discharged to outfall 001 Gallinas River for month of June 2010.

- 9,260,269 Million gallons discharged for re-use to Highlands golf course, Robertson fields, Keyes Park, Lincoln Park, Veterans Park and Juan Marrujo soccer field for Month of June 2010.
- Maintenance of 57,463 feet of sewer lines in the month of June 2010 throughout City.
- Attended NMDOT Task meetings on Grand Ave. project on June 3, 2010 and June 17, 2010.
- Attended meeting with Secretary of the Environment regarding executive order 2010-4 on septage.
- Attended city uniform bid opening on June 24, 2010 and received one bid- prepared council agenda for meeting on July 7, 2010 for approval by the governing body.
- Attended weekly scheduled manager/supervisor meetings at Utility Directors office.
- Attended DRT meeting on June 22, 2010.
- Attended public hearing on Executive Order 2010-4 with septic haulers on June 29, 2010.
- DP-494 Sludge Lads completed and reported to N.M.E.D Ground Water Bureau.
- DP-1118 Effluent Lads completed and reported to N.M.E.D. Ground Water Bureau.
- Bio-Monitoring Wet testing completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.

#### **Gas Division**

- Need to replace 14 gas services as part of Moreland project
- Replaced 630feet of PVC gas line with 2inch polyethylene gas line at Calle Alegre and still need to replace gas services
- 110 new gas meters have been installed
- Auto matting project is ongoing
- Cleaned and cut weeds at CNG station and regulator stations
- Polyethylene fusion re-qualifying scheduled for July 16, 2010
- Installed line markers on transmission line

#### **Solid Waste Division**

- Completed interviews and hired 32 summer youth employees for the KAB Program
- Processed 22 tons of recycled materials
- Preparations for the 4<sup>th</sup> of July fiestas
- Processed 20 rollout container work orders
- Attended council meeting for rate structure

#### **Water Division**

##### **Water Conservation Section**

- Met with Rotary Club on new conservation ordinance
- Assembled low flow kits for water conservation

- Assembled rain barrels
- Water conservation monitoring
- Cost estimates on AMR
- Two letters of violation for month of July
- Seven benefit car washes for months of June and July

### **Distribution Section**

- Installed 740 feet of 8 inch water main on the east side of Railroad Ave.
- Water valve maintenance
- Fixed three water leaks
- Renewed four ¾" water services
- Installed three new ¾" water services
- Installed 380' feet of effluent water on 7<sup>th</sup> and Lincoln Park
- Valve box repairs on 8<sup>th</sup> and 7<sup>th</sup> streets for the new pavement
- Lowered 4 inch water mains on Grand Ave. for the construction on the drainage system
- Water Department and Waste Water Department got Lincoln Park on Effluent water
- 8 inch water tap on 7<sup>th</sup> and Columbia St.

## **IMPROVEMENT PLANS**

### **Utilities Administration Improvement Plan**

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Some Service & Material Agreements not current.	Develop R. F. P.'s	On Going
Improve Critical Spare Parts Inventory	Work with Purchasing Officer to identify spare parts needed	The Purchasing Officer is currently working with supervisors to improve the critical spare parts inventory. This will be on going
Asset Management Plan	Work with the four Divisions to establish a committee to work with and implement the Asset Management Plan	On Going

### **Customer Service Improvement Plan**

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Renewing of Sanitation Exemption	Make a log for customers who qualify and are participating.	Have sent door tags to customers notifying of program.
New Meters	Exchanging out old meters with new ones.	Over 100 new meters have been entered and logged.

### **Meter Reader Improvement Plans**

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Cross Training	Cross train meter readers on line locates.	Meter reading staff is now certified on line locates and will cover when needed.
Old meters	Exchange old meters	An additional 164 meters have been changed out.

## Waste Water Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Install effluent reuse lines	Expand reuse system to Carnegie Park.	Pipe has been ordered and onsite. In-house projects between Waste Water Dept. and Water Distribution Dept.
Re-use system expansion	Expand system to increase availability of re-use water to additional city parks and irrigation users.	PER Fee and agreement under negotiation, state funding  Frozen.
Grand Avenue Utilities Replacement	Install new sewer and effluent-use lines with major road improvement on Grand Avenue	Engineering design has been completed. Funding in FY10 Budget. Project was put out to Bid in October and should commence on March 15, 2010
Cinder Road, sewer and effluent lines	Install new 15" sewer collection pipe to be able to lift moratorium. Engineering and Design is 100% complete. Presented to Utility Committee on 12-14-09 and it was recommended to proceed.	Funding-Water Trust Board Funding application was submitted in November for \$620,000.00 for effluent lines. We will be applying for an NMFA for \$750,000.00 for sewer lines. Received \$250,000 water trust board grant for effluent on June 30, 2010.
West Las Vegas Middle school sewer line re-alignment	This re-alignment will divert flow from an 8" main to a 10" main.	West and City signed easement agreement on May 13, 2010.
Camp Luna sewer line replacements due certain undersized lines	Lines in certain areas are undersized and over capacitated.	Seeking Easement Access

### Gas Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
2" gas line replacement at Calle Alegre Street	Replacing old PVC gas line with 2" Polyethylene line	On going

### Water Conservation Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Improve Water Conservation through Ordinance	Open ordinance for review and solicit public comments to improve it. Incorporate suggestions into the ordinance.	Passed on June 26, 2010. Working on PSA's to send to radio stations and for newspaper to explain different aspects of new Ordinance.

### Water Distribution Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Distribution System modeling & mapping	Hire engineering firm to perform modeling and mapping. Obtain information from Molzen	Lack of Internal Capacity
Reuse water (Effluent) line extension	Extend the effluent reuse water to Lincoln park and Carnegie park from Grand Ave.	Started on 5/10/2010
Distribution System Line Replacement	Replace leaky, small diameter, aged or add lines to loop system	Engineering Analysis, Scheduling
Distribution System Leak Detection Program	Work with OSE under grant to develop program. Results used to prioritize replacements.	Have detected 5 leaks. Training completed. Working with OSE on report.

### Water Supply Improvement Plan

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
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Peterson Dam Leakage	Dam leakage is excessive during winter months due to contraction of Dam.	Draft scope of work
Peterson / Bradner Dam Safety Evaluation	Prepare O&M manuals, Emergency Plan	Task order approved at the May 5, 2010 council meeting. Engineering firm has proceeded with task.
Acequia / City, Gallinas River Diversion Negotiation	Develop a plan to divert water from the Gallinas River that is acceptable to the City, acequias, OSE and other stakeholders.	Negotiations are on-going with next scheduled for Thursday, July 15, 2010.
Distribution System Modeling & Mapping	Hire engineering firm to perform modeling and mapping. Obtain info from Molzen.	Task order approved at the April 21, 2010 council meeting. Engineering firm has proceeded with task.
Distribution System – High Trihalomethanes	Develop map, profile and plan to decrease concentration of THMs in distribution System	Completed map and profile

**CAPITAL PROJECTS****Waste Water Capital Project**

PROJECT	STATUS	START DATE	COMPLETION DATE
Installation of 640 feet of 10" SDR 35 sewer main at West Las Vegas Middle School.	Waiting to complete reuse water project.	July 5,2010	Open
Installation of 620 feet of SDR 35 sewer main thru existing easement at Sierra Vista elementary school.	Is been scheduled following West school project.	July 27, 2010	Open

**Gas Capital Projects**

PROJECT COMPLETION	STATUS	START DATE	
Moreland St. 2" gas line replacement	Replaced 864 ft. of PVC pipe with polyethylene pipe.	7/13/10	05/30/11

**Water Distribution Capital Projects**

PROJECT COMPLETION	STATUS	START DATE	
Grand Ave. Utility Replacement	In progress	3/15/2010	Open

**Water Supply Capital Projects**

PROJECT COMPLETION	STATUS	START DATE	
Peterson Dam Leakage	SMA has completed data Collection and Conceptual Engineering and are proceeding with task	5/21/09	08/2010
Peterson / Bradner Dam Safety Evaluation	Agreement with WH Pacific signed.	5/21/09	08/2010
Acequia / City, Gallinas River Diversion Negotiation	Weekly negotiations/MCC is analyzing flow data	2008	2010

<p>Distribution System – High Trihalomethanes. Problem is system wide and is the result of elevated summer TOC, increased temperature, low demand, inadequate system looping, and lack of periodic flushing.</p>	<p>Completed map and profile. It has been determined that this is a system wide problem. Efforts are in progress to modify disinfection practices and optimize Alum feed rates to minimize the problem. Distribution is in the process of identifying broken valves and eliminating dead ends. Operations will seek engineering solutions/recommendations for alternative disinfection/ treatment at the water treatment facility pending PER completion.</p>	<p>6/1/09</p>	
<p>Utilities Front Entrance</p>	<p>Purchasing preparing RFP</p>	<p>6/13/10</p>	<p>08/10</p>

## PROJECT UPDATES FROM ENGINEERS

### Daniel B. Stephens & Associates

Daniel B. Stephens & Associates, Inc. (DBS&A) is supporting the City through the preliminary engineering report (PER) process and as assigned activities for groundwater development. This letter represents our monthly status report on activities undertaken on behalf of the City in June 2010. Specifically, DBS&A has completed the following:

- ♦ Site visits and meeting in Las Vegas on June 23, 2010 with Ken Garcia and Doug Albin
- ♦ Review of Mora-San Miguel-Guadalupe regional water plan (pulled applicable discussions on the geology, water supply, endangered species issues, and water plan alternatives)
- ♦ Review of other background documents for the PER history and existing facility sections

### Molzen, Corbin & Associates

The following is the July 10, 2010 update of current Task Orders we have with the City of Las Vegas under Contract Number 1983-09:

- 1a. Old National Road Sewer Evaluation - Letter Report - **complete**
- 1b. Old National Road Sewer Evaluation – Survey - **complete**
- 1c. Old National Road Sewer Evaluation - Flow Measurement - **complete**
- 2a. West Las Vegas Middle School Sewer Evaluation - Letter Report - **complete**
- 2a. West Las Vegas Middle School Sewer Evaluation – Survey - **complete**
- 2a. West Las Vegas Middle School Sewer Evaluation - Flow Measurement - **complete**
- 3a. Taylor Well No. 2 - Basic Design – **the design is approximately 20% complete**
- 3b. Taylor Well No. 2 - Design Survey - **complete**
- 3c. Taylor Well No. 2 - Construction Phase Services – **to be provided later**
- 3d. Taylor Well No. 2 - Soil Investigation – **to be scheduled in July**
- 3e. Taylor Well No. 2 - Construction Observation (Surface Features) – **to be provided later**
- 3f. Taylor Well No. 2 - Construction Observation (Well) - **to be provided later**
4. Water System Hydraulic Model
  - **The water model is approximately 20% complete**
  - **The date for the submittal of a draft model will be determined upon receipt of the information that is due to us from the other consultants involved in the Overall Water System PER.**
5. Finished Water PER
  - **We are waiting on the basic information that is due to us from the other consultants involved in the Overall Water System PER.**
  - **We met with the other consultants on July 7, 2010 to discuss the schedule.**
  - **We are proposing to make a site visit to the Water Plant on July 21, 2010.**
- 6a. Storrie Lake Conveyance System PER
  - **We performed property research at the water users association on July 7, 2010.**
  - **We performed a site visit of the project area from Storrie Lake to McAllister Lake on July 7, 2010.**
- 6b. Storrie Lake Conveyance System Aerial Photography- **The aerial photography has been ordered and should be available in July 2010.**
- 6c. Storrie Lake Conveyance System Environmental Information Document – **We will submit an agreement to the City for review and approval.**
- 7a. Cinder Road Sewer System Improvements - Basic Design - **complete**
- 7b. Cinder Road Sewer System Improvements - Design Survey - **complete**
- 7c. Cinder Road Sewer System Improvements - Soils Investigation - **pending**
- 7d. Cinder Road Sewer System Improvements – Permits - **pending**
- 7e. Cinder Road Sewer System Improvements - Property Survey/Plats/Easements - **pending**

8. State Police/KFUN Water and Sewer Extension Study - **complete**
9. Rodriguez Park Effluent Re-use Letter Report
  - **Draft letter report was submitted on May 27, 2010 and received comments from the City on June 9, 2010**
  - **Revised draft report submitted on June 10, 2010**
  - **The City has requested a Task Order for the design of the water tank, package booster pump station, yard piping and electrical service to operate the sprinkler system at Rodriguez Park.**
  - **We provided a draft engineering agreement for the design on June 22, 2010. We will provide a revised agreement on July 9, 2010 to include the COE permit for the Gallinas River and the NMDOT permit for New Mexico Avenue for review and approval.**
- 10a. Camp Luna Elevated Tank Painting Basic Design
  - **Preliminary site plan submitted to City (Matt Tafoya) on May 19, 2010.**
  - **Met with Matt on June 2, 2010 and he indicated that he had no comments.**
  - **We submitted the preliminary plans and specifications on June 24, 2010.**
- 10b. Camp Luna Elevated Tank Painting Design Survey - **complete**
11. Water Treatment Plant Disinfection Equipment Design - **We provided the City with a draft engineering agreement on May 14, 2010.**
12. Septage Management Technical Assistance
  - **There was a public meeting held on June 29, 2010.**
  - **We provided a draft engineering agreement on July 1, 2010.**
  - **There is a public meeting scheduled for July 12, 2010.**
13. WWTP Air Piping Modifications - **We provided the City with a draft engineering agreement on June 22, 2010.**

*Please note that Task Order No. 6c and 9, 11, 12 and 13 are pending and have not yet been executed.*

### **WH Pacific**

Bradner and Peterson Dams Emergency Action Plans and Operations & Maintenance Manuals

Agreement No.: 2081-10

WHPacific Project Number 209.021304

BUDGET (excluding NMGRT): \$290,437.00

Revenue Earned (7/6/10): \$60,894.75

On June 4, 2010, the Draft Hydrologic Analysis Reports for each Dam were sent to the City of Las Vegas for review. One set of each report was also submitted to URS (subconsultant to WHP) for review and comment. Comments have been received and are in the process of being incorporated.

The Hydrologic Analysis Reports are the first major milestone for the Project. Subsequent milestones will be:

Submittal to the Office of the State Engineer – Dam Safety Bureau (next week)

Dam Breach Analysis – will follow after OSE Approval

Flood Routing and Inundation Mapping

Development of EAP Documents

Development of O&M Documents

Submittal of above to the OSE – Dam Safety Bureau

Structural Stability Analysis and Report for Peterson Dam

The Project is scheduled for completion by July 2012. The Team is currently slightly ahead of schedule.

Gallinas Diversion Dam

Agreement No.: 1751-07 and #2009-WRAP-10

WHPacific Project Number 209.021321A and B

BUDGET (excluding NMGRT): \$134, 235.00

Revenue Earned (7/6/10): Nothing invoiced at this time.

On June 25, 2010, a Site Visit and Kick-Off Meeting were held. Site Visit included Geotechnical, Environmental and Civil.

The Project is scheduled for Bid in December 2010.

**Souder-Miller & Associates**

Las Vegas Preliminary Engineering Report

DESCRIPTION OF PROJECT: TO6: Coordinate and oversee the preparation of an integrated Water Preliminary Engineering Report (PER) on behalf of the City of Las Vegas.

**Through June 14 2010**

Raw Water PER: on hold pending finalization of negotiations w/ Consultant

Water Treatment and Distribution PER: Project on hold

Water Rights: Project on hold

**Through July 2010- Projected**

Raw Water PER: project on hold

Water Treatment and Distribution PER: project on hold

Water Rights: project on hold

**Schedule**: Project has been on hold since November 2009

**Issues**: Project behind original schedule by 7 months

Las Vegas Pump Back System and 404 Permit

DESCRIPTION OF PROJECT: TO3: Design of a pump back system to Peterson Reservoir and preparation of 404 Permit application

**Through June 14, 2010**

Pump Back System: design of pump back system is currently on hold until return flow credits are determined by OSE

404 Permit Application:

- Wetland Delineation: Permits West began Wetlands Delineation on June 8th and working downstream from Peterson Reservoir. they reached NM65 by June 10th and have found 7 wetlands so far. most are confined to the stream channel or within 12-inches of the bank. the biggest wetlands are between new and old NM65.

**Through July 2010- Projected**

Pump Back System: once return flow credits are determined, design of pump back system can commence

Wetland Delineation: Permits West will continue Wetlands Delineation

**Schedule:** Pump Back System: one month behind schedule

Wetland Delineation: Permits West is currently on schedule. Timeline below based on a May 6, 2010 NTP date

Prepare preliminary Mitigation Plan: August 4, 2010

Permit Application: 20 days to prepare permit application after preliminary mitigation plan completed for ACOE review

Final Mitigation Plan: 30 days after receipt of all comments from City and ACOE

**Issues:** Pump Back System: one month behind schedule

Wetland Delineation: none at this time