

**Utility Department**  
**Monthly Report**

**Accounting**

**Carmen L. Tafoya, Accountant**

- Prepared and distributed Monthly Financial Reports and Supervisor Meeting on Nov. 16<sup>th</sup>
- Advised supervisor's to look at budget line items that are over spent or in "the red" and advise me how and what line item we will be transferring from
- Met with John Gallaher, PE for Red Oak Consulting for Rate Study Project Orientation Workshop
- Assisted in providing financial, operating and statistical information needed to complete the rate study analysis. November 16<sup>th</sup>. thru 18<sup>th</sup>.
- Participated in a meeting with RBC Capital Markets, Mr. Paul Cassidy to review City of Las Vegas Financial Status, Capacity, and Outstanding Debt which proved to be very informative
- Worked with Supervisors on revision to Village of Wagon Mound gas billing which resulted in the billing of the transportation charges passed on to City by Zia Natural Gas Company
- Working with supervisors on a daily basis to ensure bills get paid on time and we have enough money in their line items to pay these bills
- Performed cashier duties as required

**Customer Service**

**Pamela Marrujo, Customer Service Manager**

- Held Red Oak Workshop Nov.16-18, visited Water Plant, Solid Waste Facility and Waste Water Plant. Helped organized workshop meeting times with appropriate staff.
- Looked into NMHU gas bill concern/reviewed account/found error on account, had staff fix error and discussed outcome with Tim and NMHU (spoke with Bill Taylor)
- Sulier responded to letter/Mr.Sulier brought letter into office along with bankruptcy information/forwarded to Lorraine (11-30-09)
- Luna responded to letter/Met with Tim/Ken. They will meet with Mr.Compos, Luna President/will be taking to council for reconsideration
- Attended meeting with Paul Cassidy/City Manager/Utility Director in Albuquerque
- Submitted new insert from Mayor regarding Fire Safety / submitted to Postal Pros
- Continued gathering data for Red Oak including utility revenue and utility expense reports
- Worked on Complaint Process/Flow chart for Department Head Mtg. Describing current process/interviews with Teresa Duran & Gloria Medina
- On Interview Committee for Event Planner/Liaison with Elmer Martinez evaluating applications and conduction interviews

**Consuelo Lopez, Utility Services Billing Supervisor**

- No new rebates on toilets since 11/18/09
- Sold 4 more rain barrels, there are 84 left
- Gave out 54 more shower heads, there are 222 left
- Are working on liens and updating files
- Cleaning out files with zero balances
- Rotating customer service clerks
- Cross training in billing and the consumption clerk job

## **Meter Readers**

### **Lee Aragon, Utility Services Supervisor**

Meter Readers read

- Cycle 9 Routes 27, 28, 29
- Cycle 12 Routes 36, 37, 38
- Cycle 14 Routes 42, 43, 44
- Cycle 16 Routes 48, 49, 50
- Cycle 18 Routes 54, 55, 56
- Cycle 01 Routes 1, 2, 3
- Cycle 03 Routes 9, 10, 11
- Cycle 05 Routes 15, 16, 7
- Cycle 11 Routes 33, 34, 35
- Cycle 13 Routes 39, 40, 41
- Cycle 15 Routes 45, 46, 47
- Cycle 17 Routes 51, 52, 53
- Cycle 19 Routes 57, 58, 59
- Cycle 02 Routes 5, 6, 7
- Cycle 04 Routes 12, 13, 14
- Re-Reads 152
- Read In/Read Outs 28
- Line Locates 71 (new line locating equipment is in use)
- Cut out non pay 55
- Work orders 97
- Confiscated tools at 914 8<sup>th</sup> Street
- Water readings were estimated for Cycle 03 this month
- Found in stock 33 2" meters, have identified 24 old 2" meters in need of replacement
- Have started the process with water crew to exchanges large meters

## **Waste Water Department**

### **Esteban Medina, Waste Water Operations Supervisor**

- Received preliminary flow analysis on Interceptor 8, 9, and West Las Vegas Middle School, will be discussing findings will be presented to Utility Committee on 12-8-09
- James Cook and Hopson took AB Pump #4 for warranty repairs on 11-13-09  
Good Rich Roofing Company completed repairing roof and will be in for final inspection on 12-8-09, pending weather conditions
- (Pending)The following sewerline will be replaced in the west side alley of the 500 block of Chavez Street,will increase this main from 4" clay to 6" PVC
- Planning the install of a sewer manhole on the property of west las vegas middle school within the sewer easement.(pending final litigation)
- (Pending)100 ft. of 6" VCP Pipe to be replaced in the alley between 7th, 8th, National, and University due to its bad condition, it will be replaced with 8" PVC and a manhole
- All operators available attended the safety class on Thursday, December 3, 2009  
One sewer tap inspection at 329 South Commerce
- Replaced 40 ft. of VCP Sewer Pipe with 8" PVC and Clean-out at 21 Golf View Court due to root intrusions
- Two days of GPS Survey performed by Engineers for sewer and water study for new state police building and new development at KFUN/South Commerce
- On-going Maintenance and Waste Water operations

## **Gas Department**

### **Larry Romero, Interim Gas Manager**

- Repaired a gas leak at 600 Porter Street
- Installed gas service at 41 Harris Street
- Repaired above ground leaks
- Conducted odorant testing
- Repaired underground leak at 513 Christine
- Worked on gas leak at Luna Drive
- Repaired gas leak at valve pit to Camp Luna on Highway 65
- Installed gas meter and regulator
- Maintenance of backhoe
- Helped with work orders
- Repaired an underground leak at 2100 North Gonzales
- Helped contractors at NMHU expose high pressure gas line on 11<sup>th</sup> Street
- Regulated pressures for the NMBHI
- Attended safety class

## **Water Distribution**

### **Archie Allemand, Water Distribution Supervisor**

- Worked on 4" water taps at medical center
- Connected meter to new 2" water main at the 900 block of Chavez Street
- Cleaned shop, greased backhoe and cleaned pumps
- Worked at dead end of Harris Road on replacing water main with 2" PVC pipe
- Worked on 8<sup>th</sup> Street water leak on service line
- Installed double setting at Romero Street
- Replaced side walk on 8<sup>th</sup> Street after water leak
- Installed double setting at 1030 5<sup>th</sup> Street
- Installed double setting at 407 8<sup>th</sup> Street
- Worked on water leak at 1606 Parkview
- Installed 3/4" service at 329 South Commerce
- Checked for water leaks on all river crossings
- Worked at 407 8<sup>th</sup> Street running back risers for relocation of meters.
- Changed oil on trucks and cleaned snow on side walks
- Checked on frozen water lines for customers

## **Schedule Plans for upcoming Projects**

- Connect 2" water main to 12" main on Harris Road
- Connect 3/4 " service to 2" main on Harris Road
- Install new service on 400 block of Taos Street
- Install new tap on Lincoln Street for relocation of meters for 407 8<sup>th</sup> Street
- Railroad projects, line replacement 8"-received the 8x8 taping sleeve to get started

## **Water Treatment Plant/Water Supply**

### **Robert Tafoya, Water Treatment Plant Operations Supervisor**

#### **Operational Status**

#### **Surface Water Diversion**

Approved Diversion: 2683.32 AF

YTD Diversion: 2588.91 AF

Remaining Balance: 94.41 AF

### Ground Water Pumping

YTD Taylor Well 4: 237.62 AF

### Storage

Total Storage: 1022.64 AF

Amount in Storage: 797.85 AF

Available Storage: 234.88 AF

Percent Full: 77%

### Comments

In order to supplement river diversion, we anticipate storage will drop by an additional 46 to 61 AF during the month of December. Total storage ending December will be near 73%.

<u>Project Status</u>	<u>Start</u>	<u>Finish</u>
• Continued Thursday meetings with Acequia representatives.	10/31/09	Ongoing
• Groundwater Resources - Gave instruction to Mustafa to explore the feasibility of introducing the well at the wastewater facility into the water supply system. Mustafa will involve Bob Marley in the process. The OXIDO water rights permit was approved by OSE, 11/30/09, for 33.46 AF. This brings our total adjudicated right to 2683.32F	11/17/09	Ongoing
• Met with red Oak and provided a tour of facilities and provided preliminary information on system needs	11/16/09	Ongoing
• Large Meter Accuracy Validation-Begin acquiring preliminary information	12/9/09	Ongoing

### Water Conservation

#### **Matt Tafoya**

- Worked on receiving reports
- Met with Dennis English on heavy equipment availability
- Worked on bagging 59 low flow kits
- Transported cashiers to the bank all week
- Worked on maps for all of housing meter installation
- Met with plumbers on toilet replacement at utilities
- Covered for Archie while he was out

### Solid Waste Department

#### **Alvin Jiron, Solid Waste Supervisor**

#### Action Items

- Recycling day in the community Nov. 14<sup>th</sup>
- Mulching project at the Macario Housing site
- Graffiti clean-up on the river walk with Parks Department
- Meeting with the Las Vegas land-grant on the old Las Vegas Landfill cleaning project
- Completed Transfer Station Certifications course
- Provide new customers with rollout containers to and starting to replace damaged containers
- Completed roll-out container audit on Del Rio Trailer Park
- Completed commercial container audit on Mills Plaza Shopping Center
- Transfer Station ten year midterm review

Youth Education Program

- Bidding out supplies for the education in the schools

Litter Clean-ups

- 12<sup>th</sup> Street and bridge area
- Area around Transfer Station
- Cemetery cleanup project

Community Participation

- Cold Weather Shelter
- Electric light parade

Vacant positions

- Packer Driver III
- Transfer Station/Recycling Attendant
- K.A.B coordinator