

**Utilities Department Monthly Report
December 2011**

MONTHLY REPORTING

Utilities Administration

- Monitoring the budgets for the six divisions within the utility department as well as assisting in the monitoring of the expenditures, submission of requisitions and payment requests for the numerous special projects within the divisions.
- Monitoring all daily deposits and assisting with training of cashiers. Semi-monthly meetings with the CSR and cashier staff are being held for training and discussion of any issues that come up.
- Supervisors have been busy checking all service materials in inventory to make certain stock is adequate to meet any emergencies within their respective departments to include safety equipment.
- Administering grants for utility projects.
- I look forward to working with Chris Cavazos, who is the new Project Manager for the Water Division.

Utilities Services Division

Customer Service Section

- Cross training cashiers, customer service & consumption clerk.
- Updating files and cleaning out old files.

Field Customer Service Section

- Re-reads 231
- Line Locates 133
- Work Orders 160
- Read in/outs 23
- Cut out-non pay 89
- Stopped Meters 0
- Door Tags 24
- Auto read all new meters and now just need to cut holes in meter lids only.
- Ramon Herrera transferred from Gas to Meter Reading, his training will be complete on 01/11/12.
- Read Gas meters only on Cycles 13, 14, 15, and 16 due to cold weather.

Water Meter Size	Total Number of Meters	Total Meter Exchanges	Total Remaining Old Meters	Total Meters Changed This Month
5/8 inch	No Count			15
5/8 x 3/4 inch	5157	4934	223	63
1 inch	143	83	60	5
1 1/2 inch	No Count			0
2 inch	189	111	109	0
3 inch	6		0	0

4 inch	10		10	Meters on Order
6 inch	2		2	0

Waste Water

- Continuing maintenance and upkeep at the plant.
- Hauling sludge and injecting to airport fields.
- Maintenance of plant equipment in the yard.
- Completed vehicle inspections.
- Handled sewer call throughout the town.
- Putting polymer into the digesters.
- Ordered garage doors.
- Ordered pumps from Alpha Southwest.
- Completing DMR to meet discharge permit requirements.

Gas Division

- The following gas leak repairs were worked on and completed
 - 12/01/2011 21 country club drive
 - 12/02/2011 322 south pacific
 - 12/07/2011 406 Lois drive & south pacific
 - 12/08/2011 214 Delgado St
 - 12/12/2011 503 South Pacific
 - 12/15/2011 600 Mills Ave also replaced 102 feet of 2'' PVC Gas Line with 2'' PE Gas Line
- 12/06/2011 Maintenance was done on all gas equipment
 - 1. Compressors
 - 2. Backhoes
 - 3. Trucks
 - 4. Tampers
 - 5. Welder
- 12/13/2011 Lock up testing was done on the following Regulator Stations:
 - 1. Mullins Station
 - 2. Old National Rd
 - 3. Camp Luna
 - 4. Hot Springs
 - 5. Wagon Mound
- 12/19/2011- 12/28/201 Gas crew worked on the new offices project

Solid Waste Division

Accomplishments

- New commercial dumpsters have arrived.
- New residential roll outs have arrived and are being delivered.
- Construction of first recycling spoke is nearly complete.
- All packer trucks have had a GPS placed in them to assure efficiency.
- A total of 2 semi loads of cardboard was sent to recycling.

Challenges

- Improving on the Recycling Center at the station.

- Obtaining more staff for work at Transfer Station and out in the field for litter prevention and illegal dumping clean ups.
- Assuring that all staff follows all Safety rules.
- Obtaining more staff for recycling center.
- Assuring that at least 2 truckloads of cardboard are recycled per month.
- Obtaining clean and presentable Recycling spokes as well the Transfer Station property.

Water Division

Distribution Section

- Worked on remodel inventory room.
- Installed one single setter water service at 500 Grand Ave.
- Renewed one ¾ single setter service on Railroad Ave.
- Checked river crossings where water mains run through.
- Fixed a water leak on Alamo St. – 8” water main.
- Fixed a water leak on Mora St. – 1” water main.
- Exchanged eleven 2” meters.
- Exchanged one 6” meter.
- Cut pavement on 8th Street and National Ave. to install sewer pipe in manhole.

Accomplishments

- 2” water meter exchange is ongoing.

Challenges

- Replacing aging 4 inch water meters.
- 320’ 6” water main with water hydrant.
- Install new 12” C900 Effluent Water main from 12th Street up Moreno Street to Rodriguez Park on Grant Street.
- New 6 inch fire protection tap at Highlands University new Student Center on National Ave.
- 8th Street and Tilden to Jackson Ave. 420 feet of new 2” PVC water line and connect 9 water services.
- Replace old galvanized 1 ¾ water main.

Water Conservation Section

Water Conservation Programs	Inventory	Distributed For month	Distributed Year to Date
Low Flow kits	1079	5	1645
Rain Barrels	221	0	231
High Efficiency Toilets Rebates		1	96
High Efficiency Toilet	9	1	21

Home Audit Kits	466	0	43
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- Changed to stage IV on April 8, 2011.
- Worked on back-flow letters for months October to December 2011.
- Worked on receiving reports.
- Worked with Molzen Corben on MDF water line.
- Ordered new tapping machine.
- Overseeing all purchases on ware house shelving.
- Received utility trailer for water department.
- Worked on new radio ads and will forward for review.

Water Treatment Plant

- Regular monitoring of water metering, water quality, equipment maintenance and water sampling.
- Training James Perea who was transferred from Utilities Services Division to the Water Treatment Plant.
- New turbidity unit was installed in filter building for monitoring the suspending of particles from clarifiers.

Operation Status as of 12/31/2011

Surface Water Diversion

Approved Diversion: 2754.270 AF

YTD Diversion: 2278.315 AF

Remaining Balance: 475.955 AF

Ground Water Pumping

YTD Taylor Wells #4: 411.845 AF

Storage

Total Storage: 1022.643 AF

Amount in Storage: 949.020 AF

Available Storage: 73.623 AF

Percent Full: 92.8 %

Water at Storrie Lake

Amount in Storage: N/A

Project Manager Report – Chris Cavazos

- Peterson Dam – Pump Back Project – Worked extensively through the month to make sure that the Environmental Assessment documents would be ready for submittal in Early January 2012. The Project is on schedule and no major delays have occurred to date.

- Peterson Dam Enlargement and Desalination at Taylor Well #7 – Looking to Department of Interior, Bureau of Reclamation for Grant Funding.
- Rodriguez Park Effluent Reuse – Construction had stopped but should start back up in mid January 2012.
- Taylor Well #2 – Drilling commenced and is on pace to have well ready for testing by early to mid January 2012.
- Gallinas River Diversion – running great even with freezing temperatures, the collection grids are still collecting and working well with the ice creating a protective cover over the grids.
- Evaporation Rates Report and Study – Reviewed the Evaporation report done by URS and compared it to the one done by Mr. Wessely, and was able to find errors in the report done by Mr. Wessely.
- Leak at Mallette Property – A leak was detected at 50 – 80 GPM. A Task Order is being developed by Molzen Corbin.
- Leak Detection and Repair Grant – Updated all known and highly possible locations of leaks as well as determining locations that need to be replaced (i.e. river crossings) for grant proposal.

IMPROVEMENT PLANS

Utilities Administration Improvement Plan

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Develop Utility Rates based on cost of service Methodology	Hire a firm to perform rate study to ensure adequate funding for utility Operations and Capital improvements.	Expecting draft rate study by the end of the month.
Staffing/Cross- Training in Utility Department	Fill Vacant positions to have a full staff. Cross train staff in different areas to ensure coverage of all positions	One cashier is covering at City Hall. Advertisement for hiring of 2 CSR will close on 01/16/12.
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	Asset management class is scheduled in Albuquerque next month.

Customer Service Improvement Plan

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Shorthanded by 2 customer service clerks	Advertise to hire, interview and hire 2 CSR's.	Advertisement closes on January 16, 2012.
Errors in Billing	Move Customer Service Supervisor to back office with consumption clerk to minimize distractions during billing.	Customer Service Supervisor was moved to inventory office with consumption clerk.
Customer Service must have a procedure manual.	Make a manual for billing and cross training.	Have started with updates and bank drafts.

Meter Reader Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Old Water Meters	Change out old outdated water meters	Changing out years 1990 through 1995.

Waste Water Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Install effluent reuse lines	Expand reuse system to Rodriquez Park.	This project is underway and should be completed by the end of 2011.
Re-use system expansion	Expand system to increase availability of re-use water to additional city parks and irrigation users.	Project is listed in draft PER and in ICIP. Seeking out funding options.
Air handling issues at WWTP for aeration basins	Work with engineers on constructive solutions to this issue.	Submitted to NMED for CWSRF funding.
Cinder Road, sewer and effluent lines	Install new 15" sewer collection pipe to be able to lift moratorium. Engineering and Design is 100% complete. pipe and materials ordered utilizing \$200,000 WTB Grant and \$50,000 loan. Updated uniform funding application re-submitted to water trust board for the sewer main for the requested amount of \$750,000.	Need to schedule installation of effluent line. Materials have been received.
Solids handling issues at WWTP for aerobic digestors	Work with engineers on constructive solutions to this problem.	Submitted application for CWSRF funding.
Camp Luna sewer line replacements due certain undersized lines	Lines in certain areas are undersized and over capacitated.	Seeking Easement Access

West side sewer line replacements	Replace undersized and over capacitated sewer mains	I.C.I.P./ Updated uniform funding application re - submitted to Water Trust Board for sewer main upgrades in the requested amount of \$2,750,000 on February 24, 2011
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Gas Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Old PVC gas line that needs to be replaced.	Replace old line with new line and relocate gas services.	Replaced line on Lopez and Church Streets.
Residential meter replacement project	Replacing 1989 and older gas meters with new R275 gas meters.	Continuing to replace old gas meters.
Gas employees must obtain CDL.	Send staff to training and testing for CDL.	Two employees have attained their CDL.

Solid Waste Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Vehicle Maintenance Improvement	Establish a 3 month Maintenance of Trucks	3 month plan has begun for each truck.
Litter Control at Transfer Station	Daily walk through and pick up on the grounds.	Showing significant progress along fence lines and front of property.
Improve Recycling	Educate and involve public.	Conducting community clean ups.
Safety Meetings	Conduct bi-weekly meetings of safety issues pertaining to Solid Waste.	Continuing to hold meetings.
Transfer Station Roadway	Acquire proper material for roadway project.	Millings from streets projects were acquired for roadway. Complete.

Water Conservation Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
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Conservation Ordinance Violators	Monitor watering, car washing, etc.	On-going
Fine Tuning of Water Conservation Ordinance	Solicit suggestions for improvements to Water Conservation ordinance	Committee suggestions taken to City Manager for action at administrative level.
Education of Public on Conservation.	Outreach to community.	Posting signs around town and providing community with materials on water conservation.
Drought Contingency and Emergency Response Plan	Implement a plan in the event of a severe water shortage.	Plan is being revised again and will be taken to council in February.
New Water Conservation Specialist	Promoted David Marquez as new water conservation specialist.	Training new WCS.

Water Distribution Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Distribution System modeling & mapping	Hire engineering firm to perform modeling and mapping.	Maps have been completed by Molzen-Corbin and are being reviewed.
Reuse water (Effluent) line extension	Extend the effluent reuse water to Plaza Park. Phase I River Walk 980 ft. installed, 380 ft. almost complete.	Started on 2/24/2011 and has been completed.
Distribution System Line Replacement	Replace leaky, small diameter, aged or add lines to loop system	Draft PER complete.
Distribution System Leak Detection Program	Work with OSE under grant to develop program. Results used to prioritize replacements.	Have detected 5 leaks. Relocated leak detection loggers. Have all 100 loggers installed on water valves.

Water Supply Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Replace PLC at RAW Water Building	For flow control at cabin site tank and chemical pump	System has been installed. All employees are being

	feed rate for treated water	trained on the system.
Structural repair of Filter Building on Northeast side	Repair northeast side of filter building to ensure structural stability.	Under review consultation with Molzen-Corbin, Doug Albin has visited water treatment plant for review.

CAPITAL PROJECTS

Waste Water Capital Project

PROJECT	STATUS	START DATE	COMPLETION DATE
Working with Engineer and Community Development Staff for emergency CDBG Grant for sludge centrifuge.	Grant request submitted- ICIP and budget 2011. Awaiting approval from DFA.	July 26, 2010	Working with Engineer and Community Development Staff for emergency CDBG Grant for sludge centrifuge.
Camp Luna- replace under sized sewer mains.	Need to work with county and residents for access do to encroachment on easements.	September 30, 2010	Camp Luna- replace under sized sewer mains.
Air handling issues at WWTP for aeration processes-sludge handling issues and covering of entrance works.	Going out for quotes from engineering firms	December 14, 2010	Air handling issues at WWTP for aeration processes-sludge handling issues and covering of entrance works.
NPDES NM0028827 renewal	Assigned task order to Souder Miller and Associates engineering for preparation and completion of this permit.	September 23, 2010	Complete
Reclaimed water pipe and material bid for Cinder Road Project	County public works signed off on crossing permits so that we could commence this project.	January 2011	Materials have been received.
Industrial Storm Water Pollution Prevention Plan for WWTP.	Assigned task order to Molzen-Corbin engineering for preparation and completion of this EPA mandated Plan.	SWPP completed and NOI sent to EPA for approval- received response from EPA for more Info. on 12-29-10.	Complete

State police building KFUND	Final cost from contractor in for review by Molzen Corbin to move forward with finalizing the needed extension agreements. Need final DOT easements .	City wants 12" sewer and water lines installed for this project for future expansion of city utilities. City to pay the difference in pipe costs from 8" to 12".	Project has started, observation being done by Levy Lujan, CLV public works division.
Service truck For waste water department with utility bed and crane.	Waste water will budget vehicle in 2011/ 2012 budget.	Will be getting the final state contract costs for this truck	Service truck For waste water department with utility bed and crane.

Solid Waste Capital Projects

PROJECT	STATUS	START DATE	COMPLETION
Transfer Station Renovations	Renovations have started and are going as scheduled	March 17, 2011	
Landfill Closure	Preliminary Engineering Report	April 2011	September 2012

Water Distribution Capital Projects

PROJECT	STATUS	START DATE	COMPLETION
12 Inch Effluent Water Moreno project Phase 1	The new 12 in Effluent water Pipe phase one 980 feet. 25 per	2/24/2011	Complete
Meter Replacement	Started on 2" water meters from 1989 to 1990 38 meters have replaced seventeen 2" meters	12/1/2009	On going
Cinder Road Effluent water	Install 12 inch Effluent water main 8641 feet from Mills Ave. up Cinder Road.	5/9/2011	On Hold
Moreno St. 12 inch Effluent line to Rodriguez Park	Need to hook up Plaza and Rodriguez parks to effluent water.	01/12/2012	05/30/2012

Water Supply Capital Projects

PROJECT COMPLETION	STATUS	START DATE	
Peterson Pump Back System	Emergency CDBG funding has been awarded. Complete grant has been submitted for review so that funds may be released.	2010	TBD
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.	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.	2010	TBD