

**Utilities Department Monthly Report
November 2010**

MONTHLY REPORTING

Utilities Administration Division

- Completed new files for Water Projects and budgets for the “Special Projects”; which includes Budgets, Requisitions, Reports of Revenue & Expenditures per contractor. A total of 50 projects are currently ongoing.
- A new work assignment has been issued with a deadline date of December 31st a complete inventories of all Divisions, Water, Waste Water, Gas, which is required under our Asset Management Plan.
- Small tools and equipment inventory has been completed for all Divisions.
- Working on the preparation for mid-year budget adjustments

Utilities Services Division

Customer Service Section

- Checking arrangements and accounts to bring up to date before winter bills start.

Meter Reader Section

- Re-reads 614
- Line Locates 135
- Work Orders 140
- Read in/outs 45
- Cut out-non pay 53
- Stopped Meters Changed 2

Waste Water Division

- One new sewer tap connection permit issued for month of October 2010.
- NPDES Permit October 2010 D.M.R. completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.
- Sixteen calls for service responded to for the Month of October 2010 including afterhours.
- 42.45 million gallons of water treated and discharged to outfall 001 Gallinas River for month of October 2010.
- 3,476,828 million gallons discharged for re-use to Highlands golf course, Robertson fields and city parks for Month of October 2010.
- Maintenance of 32,663 feet of sewer lines in the month of October 2010 throughout City.
- Attended NMDOT Task meetings on Grand Ave. project on October 7, 2010 and October 21, 2010.
- Third Quarter Bio-monitoring WET testing completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.
- Attended weekly scheduled manager/supervisor meetings at Utility Directors office.
- Meeting with engineer on October 6, 2010 regarding reclaimed water line alignments.

- Meeting with engineer on October 25, 2010 regarding pipe costs associated with Cinder Road project.
- Meeting with engineer on October 6, 2010 for Industrial Storm Water Pollution Prevention Plan (SWPPP) for the Waste Water Treatment Facility mandated by E.P.A.
- Interviewed three applicants on October 27, 2010 for the vacant waste water laborer position and one was chosen.
- Working on finalizing RFP with Alpha Southwest to proceed with award letter and negotiated contract.
- Waste water operators attended mandatory safety training on October 7, 2010.

Gas Division

- Meters have arrived. Will be working on meter replacement 1989 and older
- Leak survey is complete. 11 underground leaks and 27 above ground leaks. Working on scheduling to repair leaks.
- Auto matting project is complete.
- Replacing meters, need to order indexes
- Robertson High School project is complete

Solid Waste Division

- Received NMED Grant for Landfill closure totaling \$48,923.00.
- Working with artist on bridge street mural.
- Painted walk through bridge and graffiti on river walk.
- Provided supplies to NMHU Hugs program for river walk clean-up.
- Created and installed signage for recycling program.
- Started cell phone recycling program with proceeds going to KAB fund.

Water Division

Water Conservation Section

- Meetings with Lee Einer on rain harvesting
- 760 low flow kits issued out
- 145 rain barrels sold to customers
- 44 rebates on high efficiency toilets
- 9 high efficiency toilets handed out to qualifying customers
- Changed to stage II watering on September 24, 2010
- Water conservation monitoring
- Inspection of Camp Luna tank painting
- Follow up on bad water complaints
- Ordered 10 High Efficiency toilets

Distribution Section

- Installed 650 feet of 8 inch water main on Columbia Ave. Project complete
- Effluent water on Columbia Ave. Project complete
- Installed fire hydrant on Columbia Ave. and 7th street.
- Water valve maintenance
- Fixed 3 water leaks
- Renewed 4- 3/4in water services
- Installed 2 new 3/4" water service
- Fire Hydrant maintenance
- Fire Hydrant flushing
- Raised Valve box
- Painted fire hydrants
- Laid asphalt on Columbia Ave.
- Alley on Raynolds between 7th street and 8th street installed 130 feet of 2 inch. Water main complete just need to transfer services to new line.

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 improve.	Orientation Workshop 11/16-19 th , Financial Plan Workshop completed Rate Design Workshop Completed
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	Presently we are training a new inventory clerk
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
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.	Next negotiation scheduled for Thursday, May 13, 2010.

Customer Service Improvement Plan

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Improvement in billing	Having all customer service clerks knowing how to check readings.	Will be able explain and break down bill.
Adjustments	Knowing how to make an adjustment and double verify before posted.	Correcting errors before posted.

Meter Reader Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Old Water Meters	Change out old outdated water meters	37 change outs this month Stopped change outs until re-order shipment arrives

Waste Water Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Valve box covers that state (re-use water) to prevent any cross connections with potable water valves.	Looking for vendors who sell this product	No vendors found yet.
NPDES NM0028827 renewal	Assigned task order to Souder Miller and Associates engineering for preparation and completion of this permit.	In process
Industrial Storm Water Pollution Prevention Plan for WWTP.	Assigned task order to Molzen-Corbin engineering for preparation and completion of this EPA mandated Plan.	In process

Solid Waste Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Damaged Containers	Replace damaged roll-out containers.	Delivering containers as they come in
Advertising Packer driver III/transport driver	Waste collection and hauling to Wagon Mound	Recommendation for hire has been made

Water Conservation Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Conservation Ordinance Violators	Monitor watering, car washing, etc.	On-going
New ordinance is not accommodating to all customers/businesses	Modify ordinance for hardship cases.	Agenda request submitted for publication of revision for 11/16/10 council meeting.

Water Distribution Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Foul smelling/tasting water complaints	Find cause of odor/taste in the water	Taking water samples as customers call in
Distribution System modeling & mapping	Hire engineering firm to perform modeling and mapping. Obtain information from Molzen	Lack of Internal Capacity
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.
Porter and Hot Springs Water Distribution	Loop the four inch water main from Porter to Hot Springs Blvd.	Started project 11/2/10

Water Supply Improvement Plan

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
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	Being worked on by WH Pacific