

**Utilities Department Monthly Report
January 2010**

MONTHLY REPORTING

Utilities Administration Division

- Working on balancing the ACH Bank Draft Accounts and setting policies and procedures whereby the banking information we receive will balance with our records at all times.
- Training scheduled on new system Community First Bank will be initiating for uploading bank draft accounts. Training scheduled January 12th, at 1:30 p.m.
- Met with Robert Tafoya, Water Treatment Plant Supervisor and Archie Allemand Water Distribution Supervisor to review budget and propose changes at mid-year budget reviews which are scheduled to start with a couple of weeks. Going thru the current chart of accounts to ensure all expenses are classified correctly. (Infrastructure Improvements being expended out of System Maintenance.)
- Scheduled a meeting with all supervisors this week in anticipation of the budget hearings with the city manager
Begun cross-training Purchasing Officer in the cashier area. Each month more people are coming in to pay their bills. Spending at least 10-15 hrs. per month assisting in the cashier area.
- Cashiers are being more attentive to customers to ensure every customer is attended to and has their questions answered in a friendly and respectful manner.

Utilities Services Division

Customer Service Section

- No rain barrels sold for December. Four toilet rebates. 90 rain barrels remaining.
- Cross training for billing & consumption clerk
- Combining and updating customer files
- Stats: Received six complaints
- Change-outs: residential: 5 Commercial: 9
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Meter Reader Section

- Meter Re-reads 131
- Line Locates 73
- Cut-out Non pay 63
- Cut-out Work Orders 186
- Read in/outs 40
- Door Tags 10
- Confiscated tools at 300 New Mexico Ave. and 1401 Salazar St.
- Estimated reads on Cycles 3 and 6 due to cold weather.

Waste Water Division

- Quarterly Testing for DP-494 Sludge LADS completed and reported to N.M.E.D. Ground Water Bureau.
- Quarterly Testing for DP-1118 Effluent Re-use LADS completed and reported to N.M.E.D. Ground Water Bureau.
- Quarterly Testing for Bio-monitoring wet testing completed, waiting on results to report to E.P.A. and N.M.E.D. Surface Water Bureau.
- NPDES Permit December D.M.R. completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.
- Compliance Inspection by N.M.E.D. Surface Water Bureau of treatment facility on 1-6-2010.
- 43.09 million gallons of water treated and discharged to outfall 001 Gallinas River.
- Zero (0) gallons discharged for re-use.
- Maintenance of 48,041 feet of sewer lines in the month of December throughout City.

Gas Division

- Took apart regulators at Hot Springs regulating station to clean.
- Went to Wagon Mound to dig up transmission line so village workers could cross a water line under our line and installed a new gas service.
- Worked at NMHU old boiler on 11th St. relocating two gas services and setting up meters with stands.
- Repaired gas leaks at the Medite station, Luna station, and Watrous Valley Ranch on meter set.

Solid Waste Division

- Started Christmas tree recycling program.
- Graffiti removal at South Pacific Park.
- Grand Ave. litter clean up from Legion Dr. to Mountain View Dr.
- Processed 20 tons of recycled materials
- Provided Mayor Marquez with education materials for students.
- Completer container audits at Mills Plaza and Salazar trailer park.
- Worked with cold weather shelter on site preparation.
- Have Packer/Transport Driver and Transfer Station/Recycling Attendant job descriptions out for approval.

Water Division

Water Conservation Section

- Meeting with Engineers on KFUN project
- Leak detection on MDF water main

- Assembled low flow kits for water conservation
- Water conservation monitoring
- Cost estimates for housing individual metering
- Leak detection program

Distribution Section

- Repaired six water main brakes.
- Replaced a section of old water main that was in very poor shape.
- Installed four new 3/4 water services
- Exchanging the old two inch meters. Nine two inch meters have been changed out.
- Thawed out and replaced frozen meters for customers

Treatment Plant/ Supply Section

- Hired Don Cole as Utilities Plant Mechanic
- Started the process of developing an effective O&M program

Operational Status as of 1/8/10

Surface Water Diversion

Approved Diversion: 2683.32 AF

YTD Diversion: 29.00AF

Remaining Balance: 2654.00 AF

Ground Water Pumping

YTD Taylor Well 4: 7.40 AF

Storage

Total Storage: 1022.64 AF

Amount in Storage: 736.05 AF

Available Storage: 286.59 AF

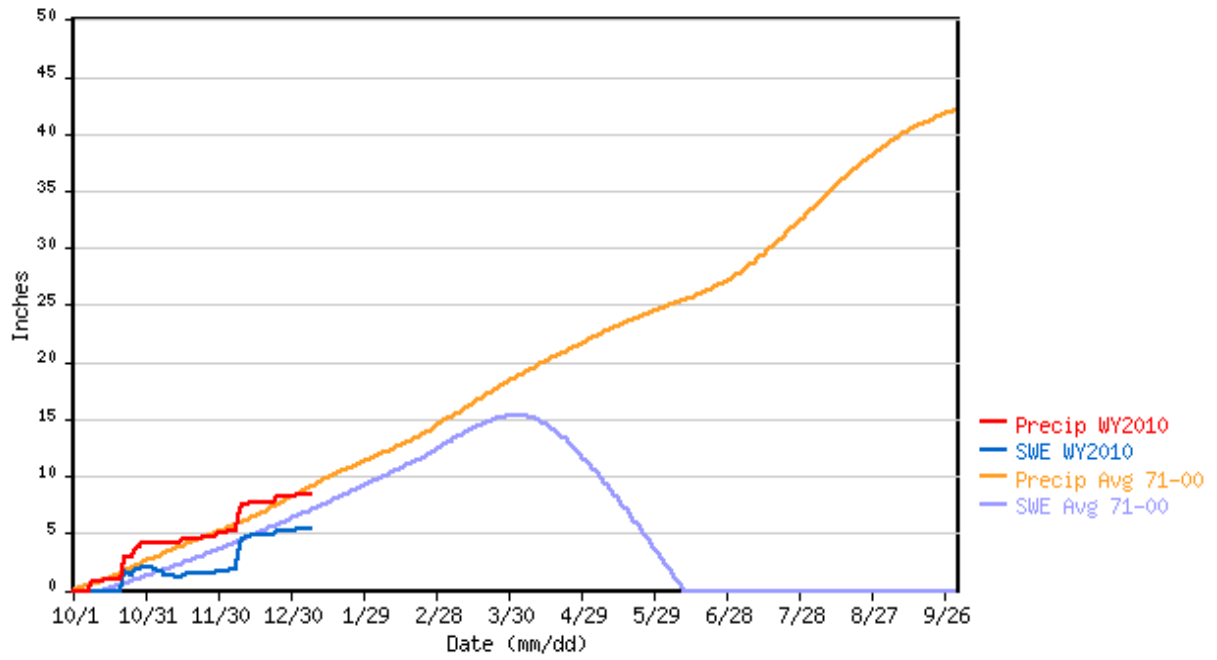
Percent Full: 72%

Comments

An unusually cold season has contributed to significant ice build-up restricting gate movement at the diversion dam inlet works. Crews are continuing the effort to break ice in order to take additional water. Every effort will be made to begin the process of refilling storage.

WESNER SPRINGS SNOTEL for Water Year 2010

*** Provisional Data, Subject to Change ***



IMPROVEMENT PLANS

Utilities Administration Improvement Plans

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.	We have hired the firm of RedOak & Associates for this project and have gone thru the Project Orientation Workshop 11/16-19th
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	We have started cross training the purchasing officer in the cashier area as of 1/11/10
Some Service & Material Agreements not current.	Develop R. F. P.'s	Utilities accountant is meeting with division managers to update/develop listing.
Improve Critical Spare Parts Inventory	Work with Purchasing Officer to identify spare parts needed	The Purchasing Officer is currently working with supervisors. On-going

Meter Reader Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Meter Misreads	Reduce meter reading errors	Developed log. Supervisor is doing re-reads.
Unaccounted for water use	Reduce unaccounted for water use due to under-reading meters.	Reviewing AWWA standard
Cross-training	Cross train staff on locates to begin with field supervisor	Field Customer Service supervisor has been trained
Meter Exchange:	Change out 10-yr.old meters or those at 11.5 million gallons	Read report from IT on 01/15/10 and will review by next report and develop listing.

Waste Water Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Staffing/Cross Training	Vacant WW Level III Operator. Vacant Laborer(will become vacant on 1-15-2010).	In process of training lower level operators
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. WTB Application for reuse of data NMFA loan for collection system.
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 begin on February 10, 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 \$350,000.00 for effluent lines. We will be applying for an NMFA for \$950,000.00 for sewer lines.
Develop a sewer request form (process/policy) to be filled out by customer(s) / plumbers	This process/policy will enable efficient tracking of sewer tap requests	In process of drafting form.
West Las Vegas Middle school sewer line re-alignment	This re-alignment will divert flow from an 8” main to a 10” main.	On-hold pending attorney outcome.
Camp Luna sewer line replacements due certain undersized lines	Lines in certain areas are undersized and over capacitated.	Seeking Easement Access

PROJECT/CONCERN

IMPROVEMENT PLAN

PROGRESS

West side sewer line replacements	Replace undersized and over capacitated sewer mains	I.C.I.P.
State Police Building/KFUN Development	Preliminary topo survey completed by engineer to see if sewer line will make grade to South Commerce and Cumbres Patio area.	Awaiting preliminary design analysis.

Gas Improvement Plans

PROJECT/CONCERN

IMPROVEMENT PLAN

PROGRESS

2'' gas line extension at San Miguel County yard	Provide gas services to buildings.	Easement agreements
Moreland St 2'' gas line Replacement	Replace leaking PVC gas line	Lack of employees
Measured Apache housing new gas line	Setup for individual gas services	Grant money

Solid Waste Improvement Plans

PROJECT/CONCERN

IMPROVEMENT PLAN

PROGRESS

Damaged Containers	Replace damaged roll-out containers with new ones.	Delivered 40 containers and have more containers on order.
Loader lease agreement with Wagner equipment	Enter into new lease agreement for new loader	Going to council for approval on 01/20/10.
R.A. Simmons contract renewal	Retain R.A. Simmons as back-up for hauling to Wagon Mound	Going to council for approval on 01/20/10.

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.	Awaiting approval of changes by attorneys.

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
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
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	Contract Negotiations
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.	Ongoing weekly negotiations

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Distribution System Modeling & Mapping	Hire engineering firm to perform modeling and mapping. Obtain info from Molzen.	On hold pending funding
Distribution System – High Trihalomethanes	Develop map, profile and plan to decrease concentration of THMs in distribution System	Completed map and profile
Alarm System/Security Problems	Hire contractor to repair and or replace existing system at Utilities, Water Plant and Wells.	RFP preparation
Utilities Front Entrance/non ADA Compliant	Hire contractor to replace front entrance	RFP preparation

CAPITAL PROJECTS

Waste Water Capital Project

PROJECT	STATUS	START DATE	COMPLETION DATE
6" Trash Pump	In process of obtaining quotes.	1-11-2010	1-29-2010
8" and 4" Sludge Loading Valves (to be replaced)	Valves have been ordered.	1-1-2010	Open

Gas Capital Projects

PROJECT	STATUS	START DATE	COMPLETION
Above ground gas leaks as per leak survey	complete	9/25/09	01/11/10
55Below ground gas leaks as per leak survey	95% complete	9/13/09	01/29/10

Solid Waste Capital Projects

PROJECT	STATUS	START DATE	COMPLETION
Camp Luna landfill ground water monitoring by Souder, Miller & Associates	In progress	01/06/10	01/08/10
Transfer Station Facility repairs/equipment purchase	Budget Planning	12/15/09	03/10/10 (est.)

Water Distribution Capital Projects

PROJECT	STATUS	START DATE	COMPLETION
Railroad Avenue Distribution Line Replacement	Materials have been ordered. Waiting on tapping saddles. Mid year.	1/19/2010	5/30/2010 estimated
Large meter replacement	Prepared budget increase.	12/1/2009	12/1/2010 estimated
Meter Replacement	Started on 2" meters.	12/1/2009	12/1/2010
Large Drilling Machine	Report mid-year budget review.	N/A	N/A

Water Supply Capital Projects

PROJECT	STATUS	START DATE	COMPLETION
Peterson Dam Leakage	SMA has completed data Collection and Conceptual Engineering	5/21/09	08/2010
Peterson / Bradner Dam Safety Evaluation	Contract Negotiations / Presentation was made to Utilities Committee by WHP on 1/12/10	5/21/09	08/2010
Acequia / City, Gallinas River Diversion Negotiation	Weekly negotiations/MCC is analyzing flow data	2008	2010
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.	6/1/09	
Alarm System/Security Problems	Purchasing preparing RFP	6/13/10	08/10
Utilities Front Entrance/non ADA Compliant	Purchasing preparing RFP	6/13/10	08/10