

**Utilities Department Monthly Report
January 2011**

MONTHLY REPORTING

Utilities Administration Division

- Met with department managers and supervisors on Mid Year Budget Adjustments, which included Utilities Admin., Utility Service, Waste Water, Gas, Solid Waste and Water Distribution and Water Plant which amounts to six (6) departments or divisions and 26 different funds which are reviewed, justification sheets and line item transfer sheets are prepared and reviews are than scheduled with the Utilities Director. We are scheduled to meet with City Manager and Finance Director on 01/13/11. This along with day to day duties has kept me very busy during the month of December.
- We are also preparing for opening a second collection site which will be at the City Office Building on Grand Avenue.

Utilities Services Division

Customer Service Section

- In the process of hiring another Customer Service Representative and then will rotate all in reception.

Meter Reader Section

- Re-reads 155
- Line Locates 81
- Work Orders 134
- Read in/outs 52
- Cut out-non pay 37
- Stopped Meters Changed 2
- Water Meters Changed 78 (1989 or older), 420 remaining on list
- All residential water meters for auto read trial run are completed-Cycle 10 Routes 30,31,32
- Meter reading cross training is on-going and will be completed in two months.
- Confiscated tools at Montezuma Route.
- Estimated all water reads on December 17 due to snow-Cycle 14 Routes 42,43,44.

Waste Water Division

- NPDES Permit December 2010 D.M.R. completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.
- Fourth Quarter Bio-monitoring Wet testing D.M.R. completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.
- Fourth Quarter DP-494 Sludge Lads completed and reported to N.M.E.D. Ground Water Bureau.
- Fourth Quarter DP-1118 Effluent Lads completed and reported to N.M.E.D. Ground Water Bureau.
- Twenty Eight calls for service responded to for the Month of December 2010 including afterhours.

- 49.66 million gallons of water treated and discharged to outfall 001 Gallinas River for month of December 2010.
- Zero (0) gallons discharged for re-use to Highlands golf course, Robertson fields and city parks for Month of December 2010.
- Maintenance of 24,469 feet of sewer lines in the month of December 2010 throughout City including maintenance of problem lines that are done on a monthly basis.
- Attended weekly scheduled manager/supervisor meetings at Utility Directors office.
- Meeting with engineer and county contractor regarding sewer and effluent lines on Cinder Road and Palo Verde Street on December 15, 2010.
- No new sewer tap permits issued for December 2010.
- The City Waste Water Treatment Facility suffered a bulking event on one of its secondary clarifiers on the evening of December 6, 2010 in which sent a partial blanket of solids over the weirs to outfall 001 Gallinas River. EPA and NMED Surface Water Bureau notified. NMED Surface Water Bureau performed a compliance inspection on December 7, 2010.

Gas Division

- Meter replacement project for meters from 1989 and older—389 meters total, 100 replaced, need to replace 279 more in order to complete project. Repaired 27 above ground leaks that were detected by leak detection services. Project complete.
- Repaired 10 underground leaks that were detected by leak detection services. Need to repair 3 more leaks.
- Re-calibration of large meters – 85 meters were recalibrated, 3 meters were replaced, 3 more meters will be replaced when order of meters arrives in February.
- 250 meters were replaced for auto mating project. Indexes will also be ordered.
- Qualifications for seven gas employees were completed.

Solid Waste Division

- 136 roll outs carts were ordered on December 22, 2010 and will be delivered within a 4-6 week period.
- Scale not reading correctly because of ice underneath. Heaters were placed to melt the ice and water was drained. A procedure to have scale checked and water drained periodically is being worked on to avoid this from happening again.
- ASD builders will be starting work on building within a couple of weeks.
- Replacing windows, painting inside and outside office building, also doing minor repairs. Arm operated drawer at customer window will be installed.
- 7 Customers on the waiting list to be provided with a roll out.
- 15 customers on the list for damaged roll outs.
- 45 customers needing lids for their roll outs.

Water Division

Water Conservation Section

- Low Flow Kits-300 in stock, 169 issued 2010 year to date

- Rain Barrels-152 in stock, 148 issued 2010 year to date
- 66 High Efficiency Toilet Rebates issued
- High efficiency Toilets-10 in stock, 10 handed out to income qualified customers
- Changed to Stage II watering on September 24, 2010
- Gathering information for 6" main line extension on Airport Road to Zemway Road

Distribution Section

- Porter street water loop installed 469 feet of 4" Water main complete
- Effluent water on Columbia Ave. Project complete
- Painting water hydrants on going
- Started 12 inch Effluent water main on Moreno St.
- Fixed 2 water leaks
- Renewed 3- 3/4in water services
- One 6 inch fire tap
- One 2 inch water service
- Replaced three 2 inch water meters
- Cut pavement on Moreno st. for the new 12 inch effluent water for the plaza park
- Installed new fire hydrant on East Columbia Ave.

Water Treatment Plant

(Achievements for 2010)

- **Replacement of obsolete MIOX disinfectant system.** The new RIO M Series units have decreased salt usage and increased product strength. The result is a more economical and more effective disinfection process.
- **Flocculant chemical feed line replacement.** Six individual lines, totaling approximately 4,200 feet, were replaced, reducing leakage of drinking water additives.
- **New finished water flow meter.** A 24" flow meter was installed in the Clearwell Building for more accurate measurement.
- **New Level Transducer in Clearwell Building.** Since the entire process hinges on the water level in the Clearwell, more accurate level measurement is crucial.
- **24 hour operation-capable at Well #4.** The PLC setpoint solution eliminated the need for a \$50K VFD solution.
- **New Air Compressor and paperless recorder at Taylor Wells.** This allows for constant static and pumping level readings for Well #4. (Air Compressor broke after 4 months in service.)
- **Replacement of mixed oxidant tank.** This doubles the available storage of mixed oxidant product allowing for greater down time in the event of an emergency outage.
- **Replacement of Aluminum Sulfate Tank cover.** The old tarp was replaced with a one-piece custom cover.

- New water source for MIOX Generators. A new house water line was installed from the Raw Water Building to the MIOX Generator Room.
- New unit heaters installed. 3 heaters were installed in the Filter Building.
- Replacement of pilot valve. The pilot valve for the backwash line was replaced reducing water usage.