

**Utilities Department Monthly Report
December 2010**

MONTHLY REPORTING

Utilities Administration Division

- Working with the different divisions in preparation of Mid-Year Budget Adjustments
- Cross training of inventory clerk in preparation and submission of Purchase Orders and preparation of invoices to be paid etc. (The information provided by the Finance department at the Training on Dec. 9, 2010 was very helpful and informative and could not have come at a better time)
- Keeping up with daily assignments and projects
- I would like to wish everyone pleasant and safe holidays!

Utilities Services Division

Customer Service Section

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

Meter Reader Section

- Re-reads 297
- Line Locates 108
- Work Orders 178
- Read in/out 21
- Cut out-non pay 59
- Stopped Meters Changed 1
- Water Meters Changed 38

Waste Water Division

- On-going Waste Water Operations.
- No new sewer tap connection permit issued for month of November 2010.
- NPDES Permit November 2010 D.M.R. completed and reported to E.P.A. and N.M.E.D. Surface Water Bureau.
- Twenty six calls for service responded to for the Month of November 2010 including afterhours.
- 47.19 million gallons of water treated and discharged to outfall 001 Gallinas River for month of November 2010.
- Zero (0) gallons discharged for re-use to Highlands golf course, Robertson fields and city parks for Month of November 2010.
- Maintenance of 24,518 feet of sewer lines in the month of November 2010 throughout City.
- Attended NMDOT Task meetings on Grand Ave. project on November 4, 2010 and November 18, 2010.

- Attended Bid (99-10) opening on November 4, 2010 for reclaimed water pipe and materials at purchasing office. Bid was awarded by Mayor and council on November 16, 2010 to HD Supply waterworks as per low bid. Apartment letter completed and filed at City Clerks office.
- Attended weekly scheduled manager/supervisor meetings at Utility Directors office.
- Meeting with engineer on November 2, 2010 regarding reclaimed water line alignments and Luna area reservoirs.
- Meeting with engineer on November 9, 2010 regarding pipe costs associated with Cinder Road project, Moreno project to place order.
- Industrial Storm Water Pollution Prevention Plan (SWPPP) for the Waste Water Treatment Facility mandated by E.P.A. completed and NOI submitted to EPA.
- One waste water laborer hired at city council meeting on November 16, 2010.
- Alpha Southwest contract signed and completed for maintenance services for waste water and water treatment facilities and filed at city clerks office.
- Attended Robertson High School board meeting on November 16, 2010 regarding effluent reuse water on Cinder Road.
- Attended PER meeting on November 30, 2010 regarding reclaimed water with contracted engineers and city officials.
- Engineers working on new NPDES permit for city, awaiting final analytical results for input into permit application.
- Waste water operator attended monthly mandatory safety class on November 4, 2010.
- 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

- Meter replacement project ongoing-1989 and older
- Repaired above ground leaks
- Working on class 3 underground leaks
- Re-calibration of large meter high users complete
- Auto matting meter project complete-need to order indexes
- Completed qualification of employees

Solid Waste Division

- Applied for NMRC recycling grant.
- KAB addressed student in the classroom on recycling education.
- Processed 18 tons of recycled materials.
- Resumed branch mulching operations.
- Working with contractor on design for landfill closer with grant funding.
- Working on specification for solid waste equipment purchases.
- Attended Solid Waste Rules and Regulation meeting in Albuquerque.

Water Division

Water Conservation Section

- Final inspection of Camp Luna tank painting
- 164 Low flow kits issued out
- 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
- Coverage for Archie for one week
- Worked on receiving reports for pavement cuts on Columbia from Grand to 7th St.

Distribution Section

- Porter street water loop installed 469 feet of 4" Water main
- Effluent water on Columbia Ave. Project complete
- Painting water hydrants
- Water valve maintenance
- Fixed 9 water leaks
- Renewed 10- 3/4in water services
- Laid asphalt on Railroad Ave.
- Installed complete new 2" water services in alley on Raynolds between 7th Street and
- Completed 8 inch fire protection tap and 3 inch domestic water taps for New Mexico State Hospital New Meadows building

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.	Financial Plan Workshop completed Rate Design Workshop Completed. On-going
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 and cross training in cashiers
Some Service & Material Agreements not current.	Develop R. F. P.'s	On Going

Customer Service Improvement Plan

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Gas Rates	Changing new gas rates.	Rate change will be in effect when December bills are mailed.
Adjustments per consumption.	Logging adjustments per consumption per month.	Report needed for the end of the year.

Meter Reader Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
Old Water Meters	Change out old outdated water meters	Received new shipment of water meters on 11/23. 38 change outs this month.
Recall on Meter Reader Vehicles	Tail lights on trucks were recalled	Took all meter reader trucks to Santa Fe to have issue resolved

Waste Water Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
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 public hearing and intent to adopt revisions at 12/14/10 Council Meeting

Water Distribution Improvement Plans

PROJECT/CONCERN	IMPROVEMENT PLAN	PROGRESS
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