

**SANTA FE COUNTY  
TOTALIZING METER REPORT**

Due to the limited nature of water resources in Santa Fe County (SFCo), the vulnerability to depletion by drought, and to provide a sustainable resource for future generations, the Board of County Commissioners adopted SFCo Ordinance 2004-7 to address water conservation for all residential and commercial uses of water within SFCo. Ordinance 2004-7 requires residents of SFCo living or operating businesses on lots where restricted water usage and water meter reporting requirements apply, submit well metering data on an annual basis.

Year-end data must be submitted to SFCo Utilities on or before January 15<sup>th</sup> immediately following the reporting year.

**1. CUSTOMER INFORMATION**

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Home/Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address \_\_\_\_\_

**2. WELL INFORMATION** (Please attach a copy of your well permit and plat if not previously submitted.)

Office of the State Engineer Well Number: \_\_\_\_\_  
Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Use the following link to Google Maps to find Latitude and Longitude by inputting your street address:  
<http://www.mapcoordinates.net/en>

**3. TOTALIZING METER INFORMATION**

Serial Number: \_\_\_\_\_ Make: \_\_\_\_\_  
Model: \_\_\_\_\_ Multiplier: \_\_\_\_\_  
Units: ( ) cubic-feet ( ) gallons

**4. METER READINGS**

Previous reading \_\_\_\_\_

(Reading of the meter totalizer should be recorded once each month on or near the same date)

Month	Reading Date	Meter Reading	Month	Reading Date	Meter Reading
January	_____	_____	July	_____	_____
February	_____	_____	August	_____	_____
March	_____	_____	September	_____	_____
April	_____	_____	October	_____	_____
May	_____	_____	November	_____	_____
June	_____	_____	December	_____	_____

**5. PHOTOGRAPH OF METER**

Please Attach

**6. CALCULATE USAGE**

See back for calculation sheet

**7. ADDITIONAL STATEMENTS OR EXPLANATIONS:**

(Please include any pertinent information concerning repair of meter, dates out of service, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Return Form to: Via Regular Mail - Santa Fe County Utilities Department  
424 NM Hwy 599 Frontage Road Santa Fe, New Mexico 87507  
Electronically - [jybeam@santafecountynm.gov](mailto:jybeam@santafecountynm.gov)

If you have any questions call Jacqueline Beam at: 992-9832

Revision Date: March 8, 2021

## Water Use Calculation Worksheet

### A. Average Daily Water Use (for use with meter that reads in cubic feet):

#### 1. Meter Readings:

Reading #2                      Reading #1  
Date: \_\_\_\_\_              Date: \_\_\_\_\_              \_\_\_\_\_ # of days between readings  
Odometer                      Odometer  
Reading: \_\_\_\_\_ - Reading: \_\_\_\_\_ = \_\_\_\_\_ Cubic feet used

#### 2. Water Use (convert to gallons):

Cubic feet used: \_\_\_\_\_ x 7.48 gallons  
= \_\_\_\_\_ (Gallons used)

#### 3. Average Daily Water Use:

Gallons used: \_\_\_\_\_  
÷ \_\_\_\_\_ (# of days between readings)  
=  (Average gallons per day)

### B. Average Daily Water Use (for use with meter that reads in gallons):

#### 1. Meter Readings:

Reading #2                      Reading #1  
Date: \_\_\_\_\_              Date: \_\_\_\_\_              \_\_\_\_\_ # of days between readings  
Odometer                      Odometer  
Reading: \_\_\_\_\_ - Reading: \_\_\_\_\_ = \_\_\_\_\_ Gallons used

#### 2. Average Daily Water Use:

Gallons used: \_\_\_\_\_  
÷ \_\_\_\_\_ (# of days between readings)  
=  (Average gallons per day)

### C. Total Annual Usage

Average gallons per day \_\_\_\_\_ x 350\* = \_\_\_\_\_ Total gallons/year used

\*reduced total number of days to account for 14 day vacation

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# How to Read Your Water Meter

## STEP 1: Locate Your Meter



**Figure 1**

Your water meter is generally located near the curb in front of your home although in some areas it may be inside your home, usually in the basement. Outside meters are typically housed in a concrete box marked "water" (as shown in Figure 1) or in a meter pit with a cast iron lid. Carefully remove the lid by using a tool such as a large screwdriver or pliers and visually examine the area around the meter to make sure there are no harmful insects or other animals.

## STEP 2: Read Your Water Meter

Water meters in Santa Fe County (SFCo) measure volume in gallons or cubic feet (one cubic foot = 7.48 gallons and 100 cubic feet = 748 gallons). Water charges are typically based on 100 cubic feet or on 1000 gallon units. There is one type of water meter used throughout SFCo, the digital-reading meter which resembles the meter in Figure 2.

In the meter shown in Figure 2 and 3, the reading is taken directly from the display. The meter reads the total number of gallons of water recorded since the meter was installed. Open lid to expose face of meter in order to read the meter.



**Figure 2**

# INTRODUCING YOUR NEW NEPTUNE WATER METER

**Learn about its features and how to read your meter.**

## LIGHT SENSOR

Recessed small hole (next to flashlight icon).  
Supplies the power for the LCD panel (light activated).

On your LCD screen you may see the following icons.



## FLOW INDICATOR

Shows the direction of flow through the meter.

- ON Water in use
- OFF Water not in use
- Flashing Water is running slowly
- (-) Reverse flow
- (+) Forward flow



## LEAK INDICATOR

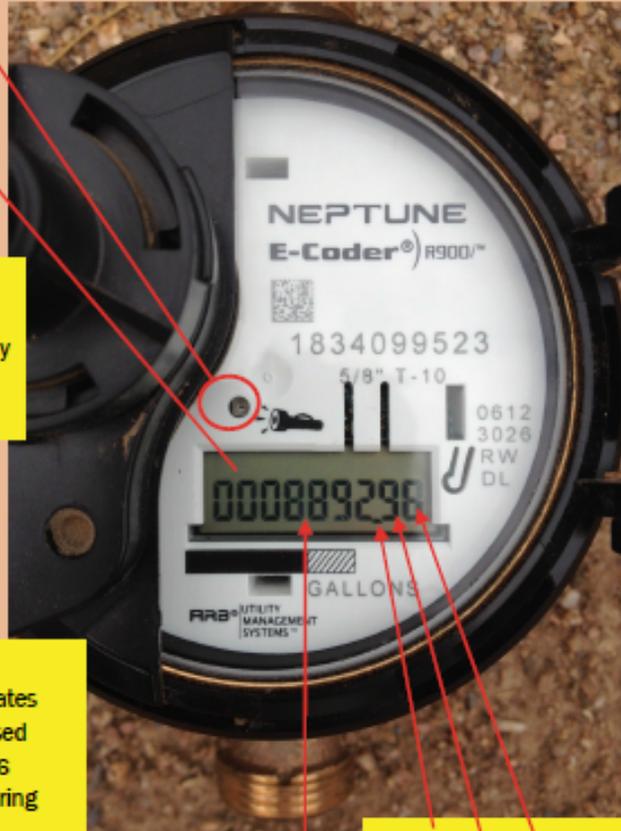
Displays a possible leak.

- OFF No leak indicated
- Flashing Intermittent leak indicates that water has been used for at least 50 of the 96 15-minute intervals during a 24-hour period
- On Continuously Indicates water use for all 96 15-minute intervals during a 24-hour period

## RATE

### RATE OF FLOW

Average flow rate is displayed every 6 seconds on LCD display.



## LCD DISPLAY

Nine digit LCD displays the meter reading in billing units of gallons.

Read is followed by a decimal point

Then a number that is 10 ths of a gallon

Then a number that is 100 ths of a gallon

## How to read your meter

The read in the photo is 8,892.96 gallons

**Figure 3**