

## PUBLIC WORKS BENCHMARKS

Benchmark Item	MAY					
	Totals for the Month			Fiscal* Year-to-Date Totals		
	2018	2019	3-Year Average	2018	2019	3-Year Average
Water Flow (acre-feet)	246	191	214	2,498	2,478	2,483
Wastewater Flow (million gallons)	24	29	29	303	321	335
Fleet Work Orders, PM & CM, % of Total Time	58%	47%	55%	54%	56%	56%
Buildings Work Orders Completed (each)	98	142	116	1,087	1,176	1,151
Customer Service Requests (each)	159	157	155	1,098	1,029	1,036
Backflow Testing (each)	169	232	208	1,284	1,337	1,404
Plan Checking (each)	22	30	27	239	258	253
Trash Complaints (actual call-outs)	1	2	32	335	33	252

\*Fiscal year is July 1 to June 30

## MEMORANDUM

**TO:** Steven J. Pinkerton  
General Manager

**THROUGH:** Joe Pomroy, P.E.  
Director of Public Works

**FROM:** Ronnie Rector  
Public Works Contracts Administrator

**SUBJECT:** Public Works Department's Monthly Status Report for May, 2019

**DATE:** June 15, 2019

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### **DIRECTOR HIGHLIGHTS**

Engineering, Fleet Maintenance and Buildings Maintenance are all internal divisions of the District and provide capital project and operational maintenance services to Public Works, Administration and Community Services. Each of these three divisions have from 3 to 7 staff members, whose labor costs need to be charged to the department responsible for the work. This also includes service and supplies costs, and any consultants' fees.

For example, the fleet mechanic who works on all the snowmobiles and grooming vehicles is not a Ski employee and therefore charges back that labor to Ski as an intercompany charge, including the cost of parts purchased for maintenance and repair.

The same applies to Engineering. When a project is designed for Golf, the engineer does not work for Golf and therefore the labor costs are charged to the capital project outlined in the Golf section of the District's CIP. The Golf CIP is also charged for any consultants hired, the cost of TRPA permits, and any contractor costs for the project.

Revenue is posted back to the internal division to balance expenses, so that these divisions remain break-even. The budgets for each of these three divisions can be found on the district's website, under "Internal Services," Page 28 in the budget book.

The Solid Waste complaint process has been updated so that reports of trash violations can be directly submitted through Talk2IVGID over a mobile device or to a dedicated email account. We have eliminated the cumbersome voicemail process. The current fine statistics are reported below:

July 1 to June 30	Fines Paid	Credits Issued	Net of Fines	Total Complaints
2014-15	\$46,258	\$17,323	\$28,935	200
2015-16	\$18,997	\$12,834	\$6,163	162
2016-17	\$12,294	\$4,198	\$8,096	254
2017-18	\$14,948	\$1,965	\$12,983	341
2018-19	\$1,600	\$3,397	-\$1,797	31
2005-19	\$223,466	\$78,840	\$144,626	2005

## WASTE NOT AND TAHOE WATER SUPPLIERS ASSOCIATION

Staff hosted the North Shore component of the 2019 Snapshot Day event on May 18; 21 volunteers sampled 14 locations. This year, 283 volunteers participated throughout the entire Tahoe Basin and Truckee River watersheds, visiting 78 locations. Staff prepared for the event by conducting advertising, volunteer coordination, volunteer training, equipment calibration, conducting site safety checks, and serving as the lead organizing agency (for event planning) for the multiple partners. Reports and project materials are posted at: <http://tahoetruckeesnapshotday.org>.

In conjunction with the Tahoe Environmental Research Center, staff cohosted and attended the Lahontan Water Board's Harmful Algal Bloom Training on May 29. This half-day training included lecture and laboratory work on freshwater Harmful Algal Blooms (HABs). Staff can now identify and collect field samples for further laboratory analysis in the Tahoe Basin, if requested.

Staff conferred with Keep Truckee Meadows Beautiful on the Adopt-A-Spot program. We are researching a collaboration on repeat volunteer litter cleanup efforts.

The 2019 Curbside Green Waste Recycling Program launched on April 29, 2019, and collection will occur curbside until July 21, then again September 30 through October 25.

There were 2 incidents requiring actions by the Solid Waste Enforcement Technician. The Garbage Can Enclosure (Bear Box/Shed) Rebate Program remains in place for new property owners. To date, 24 new property owners have submitted applications.

## STAFF HIGHLIGHTS

Alfonso Gutierrez completed his WNCC welding recertification. Public Works staff completed required Cybersecurity Awareness training.

## UTILITIES HIGHLIGHTS

May saw water production of 62 million gallons (MG), 29 mg of wastewater processed, 16,000 gallons of septage received from the Thunderbird Lodge and Spooner Fire Department, and over 95 tons of biosolids trucked to Bentley for recycling.

Training events included CPR, Pool Pact essential management skills, TORCH safety sessions, and the CWEA Safety Day, which was held at the Chateau.

Several of the sewer pump stations received attention, from grease removal to new odor scrubbers. Pressure relief valves (PRVs) throughout the District received maintenance, as well.

There were 83 preventative maintenance and 172 corrective or unscheduled work orders generated in May.

## **ENGINEERING HIGHLIGHTS**

The Engineering Division is working on several CIP projects, including:

ADA Access to On-Course Restrooms: This project will update two paved cart paths to provide golf cart and ADA access to restrooms at the Mountain Golf Course. The project was awarded to Colbre Paving + Grading, and work will begin in early June.

Incline Park Facility Renovations: This project will bring substantial upgrades to Ballfield #3, located near the Incline Middle School. Work was awarded to RaPiD Construction and is anticipated to begin in June. We have received our Washoe County permit and are waiting on the TRPA permit which, due to their busy season, is taking a long time.

Repairs to the Recreation Center Deck, Stairs and Railings: This project was awarded to Bruce Purves Construction. Work is underway with minor delays due to weather in May, with completion anticipated in July.

Water Reservoir Safety and Security Improvements: This project was awarded to Resource Development Company. The contractor has been making site visits, ordering materials, and preparing for start of work in June.

The following additional Public Works contracts were issued in May:

<b>Date</b>	<b>Vendor</b>	<b>Project CIP &amp; Name</b>	<b>Amount</b>
5/22/19	Sierra NV Construction	Chip-Sealing Wetlands Roads	\$63,007
5/24/19	Aspen Developers	Incline Creek Restoration, Upstream of SR 28	\$273,000

Work is complete on the Burnt Cedar Beach stairs and flatwork. We are certainly honored to have a part in maintaining such a beautiful asset on the north shore.



The Engineering Division is also overseeing a number of projects in the construction, bidding, design and planning phases, including (but not limited to): WRRF Aeration System improvements; WPS 2-1 Electrical Improvements; SPS 1 Improvements; Tennis Center renovations; leak studies; several projects at the Mountain Golf Course; replacement of District fire panels; and maintenance and upgrade projects at the WRRF and BCWDP.

## **BUILDINGS HIGHLIGHTS**

The Buildings team completed 143 work orders this month, 111 of which were corrective; the remainder were both scheduled and unscheduled projects.

All District fire panels were inspected, complying with NTFPD code. Some of the work completed included more striping of District parking lots, installation of new drinking fountains at the Mountain Course, and repair of the Chateau's F&B gate.

## **FLEET HIGHLIGHTS**

All snow removal equipment has been returned to summer use. Fleet is collecting excess and obsolete equipment to be sold at upcoming auctions. Revenue from these auctions will be credited back to the appropriate departments.

## **BUSINESS OFFICE HIGHLIGHTS**

The Business Office notified 65 accounts of delinquency, 252 property owners of a possible water leak, issued just over \$4,500 in leak relief credits, and updated ownership information for 27 properties. One account remains shut off for non-pay.

Contract administration and administrative support for the month included those projects listed in the various division reports, above, assistance with public records requests, and support for the various CIPs underway throughout the District.