M E M O R A N D U M

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 June, 2019

DATE: July 15, 2019

UTILITIES HIGHLIGHTS

In June, the plants processed 120 million gallons (MG) of water, a little over 29 MG in wastewater, received 10,000 gallons of septage from Thunderbird Lodge, and processed over 120 tons of biosolids, which was taken to Bently in Minden for processing into fertilizer.

Trees and brush are being removed around the Public Works facilities for defensible space and fire control. This work is on-going.

District reservoirs received attention this month, and the Wetlands facility received maintenance on roofs and roads. The last six ARVs were replaced along the effluent export line, and three old service connections were abandoned.

Our Asset Management team participated in a Rural Community Assistance Corporation webinar for mapping small water systems using Google Earth Pro. This is a simplified alternative to using ESRI's ArcMap, and there are some integration capabilities that may be useful.

STAFF HIGHLIGHTS

Joe Hill, of our Waste Not team, received his AWWA Water Efficiency Grade 1 certificate.

ENGINEERING HIGHLIGHTS

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

<u>ADA Access to On-Course Restrooms</u>: 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 is underway. Extra paving has been added in order to complete some repairs to cart paths in the area while the contractor is on site. Project should be complete by July 15.

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 both the Washoe County and TRPA permits and have scheduled the required TRPA grading inspection, after which work will commence.

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, and will add safety and security improvements to the District's potable water reservoirs. Work is anticipated to begin in June.

Additional Air Relief Valve (ARV) work was completed along the District's Effluent Export Line in the Carson Valley area.

The following additional Public Works contracts were issued in June:

Date	Vendor	Project CIP & Name	Amount
6/12/19	RaPiD Construction	Incline Park Backflow Replacement	$35,530
6/28/19	Resource Development	2019 Sewer Manhole Rehab	$39,600
6/28/19	ARMAC Construction	2019 Sanitary Sewer Manhole Repairs	$32,750

The Engineering Division is also preparing for interviews for a new Engineering Manager in early July, and 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, and maintenance and upgrade projects at the WRRF and BCWDP.

BUILDINGS HIGHLIGHTS

The Buildings team completed 135 work orders this month, 109 of which were unscheduled work. All District fire extinguishers were inspected to NTFPD code. The Administration building required repairs and clean-up due to a flood in the Men's restroom. The Champ course received a new exhaust fan and louvers in the Fleet maintenance shop, and a new exterior ice dispenser was installed.

WASTE-NOT AND TWSA HIGHLIGHTS

Staff hosted the June 1 Community Cleanup day; 168 volunteers spent 3 hours collecting debris from local roads and trails - collecting about 16 yards of litter and setting a new record for both attendance and amount of debris collected. This project collaborates with the Incline Rotary, which provides a BBQ lunch for the volunteers.

Staff has also been working with NV Energy on renewable energy options for Diamond Peak Ski Resort.

The Waste Not team facilitated the June 12 TWSA meeting at South Tahoe PUD, and awarded 4 scholarships to high school seniors as part of the 2019 TWSA Scholarship Program. Program guidelines are being developed for the TWSA/Tahoe Fund Water Bottle Filling Station grant program for 2019/2020. The Tahoe Fund has committed to a $10,000 match for this project.

And, if you've hiked the new Incline to Sand Harbor multi-use trail, you may have noticed the 8 new dog waste bag stations and 12 cigarette butt receptacles donated to the project.

FLEET HIGHLIGHTS

It's mid-summer business as usual in the Fleet division.

BUSINESS OFFICE HIGHLIGHTS

The Business Office posted 58 delinquent accounts for shut-off in June, and shut off 3 accounts for non-payment; currently only 1 of those remains shut off. Potential leak notifications were sent to 308 accounts, and staff issued $58 in leak relief credit. There were 25 properties which received updated ownership information.

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.

PUBLIC WORKS BENCHMARKS

Benchmark Item	JUNE					
	Totals for the Month			Fiscal Year*-to-Date Totals		
	2018	2019	3-Year Average	2018	2019	3-Year Average
Water Flow (acre-feet)	407	368	389	2,904	2,846	2,872
Wastewater Flow (million gallons)	26	29	29	329	350	364
Fleet Work Orders, PM & CM, % of Total Time	65%	58%	60%	55%	57%	57%
Buildings Work Orders Completed (each)	89	135	102	1,176	1,311	1,254
Customer Service Requests (each)	111	144	145	1,209	1,173	1,181
Backflow Testing (each)	406	399	374	1,978	1,736	1,778
Plan Checking (each)	28	28	30	309	258	253
Trash Complaints (actual call-outs)	6	4	32	341	37	252

*Fiscal Year is July 1 to June 30