MEMORANDUM

TO: Indra Winquest  
    Acting 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 September, 2019

DATE: October 16, 2019

DIRECTOR HIGHLIGHTS – SEPTEMBER 2019

The production work and data compilation for the 2018 Public Works Sustainability Report was prepared and completed. The report is posted online at:

https://www.yourtahoeplace.com/public-works/waste-not/sustainabilityPipeline

The District’s Engineering Division has been extremely busy with three major projects under construction; Incline Ballfield Renovation, Incline Creek Restoration and Mountain Course Clubhouse Renovation. This requires a substantial amount of inspection for conformance with plans, coordination of excavation activities and overseeing change conditions. At the same time two contractors were replacing the roof at the Mountain Clubhouse. Staff also has been advertising for bids on three Public Works projects to upgrade water and wastewater pumping stations.

In the first quarter there have been two fines issued for trash violations, totaling $600. A total of three wildlife resistant carts were also issued in accordance with the Ordinance. Five new homeowners have installed bear sheds under the rebate program for new homeowners.

WASTE NOT AND TAHOE WATER SUPPLIERS ASSOCIATION

TWSA was awarded a $62,000 NDEP 319h Source Water Protection grant with the Tahoe Center for Environmental Sciences, for a 2-year educational campaign on micro-plastics pollution and ways to reduce single use plastics entering the environment.
IVGID’s High-Efficiency Appliance Rebate program kicked off on July 1, 2019 and, to date, 29 customers have received $100 rebates for fulfilling requirements of the rebate program.

Staff hosted the Incline portion of the Great Sierra Beach and River Cleanup on September 2nd. Fifteen volunteers collected about 40 pounds of trash, cleaning 5 miles of shoreline. A diver underwater cleanup effort occurred at Sand Harbor at the same time, with the goal of a lake-wide underwater cleanup next year. More information from this event can be found here:


The 2019 Curbside Green Waste Recycling Program launched on April 29. The first collection period totaled 12 weeks, from April 30 to July 21. The fall collection period is active again, and will run from September 30 to October 25.

**STAFF HIGHLIGHTS**

Kelly Moore passed the Water Treatment Grade I test and, as she’d already recently passed the Wastewater Operator certification test, has been promoted from an Operator in Training (OIT) to a full Grade I Operator.

Brian Kambitsch also passed both the Water Treatment Grade I test and the Instrumentation/Electrician Grade I test, and has also been promoted from an OIT to a full Grade I Operator.

Department training included instruction on using the new Vac-Con truck, generator training, confined space rescue, employee fire extinguisher training, a NEXGEN webinar, and a safety meeting.

**UTILITIES HIGHLIGHTS**

Staff repaired one watermain line and two sewer main lines, one of which was on the effluent export line south of Sand Harbor. There were 81 unscheduled or special project work orders generated for the month. Testing was completed on 32 water meters, and staff spent 160 man-hours at the Wetlands, repairing sink holes, fixing hunting blinds, and cleaning weir boxes, pipes and culverts.

Water production for September was 112 million gallons; 22.7 million gallons of wastewater was processed. The plant received 22,500 gallons of septage from Thunderbird Lodge, and trucked 149 tons of biosolids down to Bently for recycling.
Power outages for the month affected the plants, pump stations and reservoirs, resulting in various alarm call-out responses.

**FLEET HIGHLIGHTS**

Fleet received the new Vac-Con truck early in September, and staff received training in its use. Here’s a photo of the shiny new beast; our IVGID logo looks rather small in comparison.

![Vac-Con Truck](image)

**ENGINEERING HIGHLIGHTS**

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

**Incline Park Facility Renovations:** This project will bring substantial upgrades to Ballfield #3, located within Incline Park near the Middle School. Construction is finishing up. The irrigation and drainage systems are complete, and prefab dugouts have been placed. Contractor is installing the warning track and infield mix. New sod will be installed in early October, and final site stabilization is anticipated on October 15. The Contractor is providing pricing for an enlarged scoreboard and required structural modifications. Installation of the scoreboard this fall will depend on manufacturer lead times and require dry weather.

**Incline Creek Phase VI – Upstream of SR 28:** This project was awarded to Aspen Developers. You can see from the photo the culverts that will be replaced by the new
bridge, which (as of this writing) has arrived on site. Construction prior to bridge install, including BMPs, creek diversion and bridge abutments, is almost complete.

**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. The contractor is working up shop drawings and submittals prior to starting work on site.

**Mountain Golf Clubhouse Restoration:** This project was awarded to Houston Smith Construction. Entryway ADA access is complete and contractor is currently working on grading and paving of the new cart staging area.

**WPS 2-1 Electrical Improvements:** This project was awarded to San Joaquin Electric on August 27. Contractor is starting the MCC procurement process.

The following additional Public Works contracts were issued in September:

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Project CIP &amp; Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/13/19</td>
<td>Lakeside Paving</td>
<td>3242LI1202; Champ Course Cart Paths</td>
<td>$34,280</td>
</tr>
<tr>
<td>9/13/19</td>
<td>Lakeside Paving</td>
<td>3141LI1202; Mtn. Course Cart Paths</td>
<td>$23,850</td>
</tr>
</tbody>
</table>

The Engineering Division is also overseeing a number of projects in the construction, bidding, design and planning phases, including: WRRF Aeration System improvements; SPS 1 Improvements; Tennis Center renovations; Bocce courts; Champ Course Maintenance Building improvements; roof repair projects at Mountain Golf; Phase II of the Bike Park; District pavement maintenance; and maintenance and upgrade projects at the WRRF and BCWDP.
BUSINESS OFFICE HIGHLIGHTS

The Business Office notified 60 accounts of delinquency, 372 property owners of a possible water leak, issued $2,462 in leak relief credits, and updated ownership information for 45 properties. No accounts are off for non-pay.

Contract administration and administrative support for the month included those projects listed in the various division reports, above, audit of the 2017 Watermain Replacement Project for grant funding follow-up, Janitorial bid document support, finalizing bid documents and advertising for the WRRF Aeration and SPS 1 Projects, and support for other CIPs underway throughout the District.
<table>
<thead>
<tr>
<th>Benchmark Item</th>
<th>SEPTEMBER</th>
<th></th>
<th>Fiscal* YTD Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Totals for the Month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>2019</td>
<td>3-Year Average</td>
<td>2018</td>
</tr>
<tr>
<td>Water Flow (acre-feet)</td>
<td>393</td>
<td>344</td>
<td>459</td>
<td>1,344</td>
</tr>
<tr>
<td>Wastewater Flow (million gallons)</td>
<td>27</td>
<td>23</td>
<td>26</td>
<td>91</td>
</tr>
<tr>
<td>Fleet Work Orders, PM &amp; CM, % of Total Time</td>
<td>64%</td>
<td>56%</td>
<td>59%</td>
<td>60%</td>
</tr>
<tr>
<td>Customer Service Requests (each)</td>
<td>124</td>
<td>72</td>
<td>114</td>
<td>417</td>
</tr>
<tr>
<td>Backflow Testing (each)</td>
<td>153</td>
<td>170</td>
<td>159</td>
<td>675</td>
</tr>
<tr>
<td>Plan Checking (each)</td>
<td>27</td>
<td>31</td>
<td>31</td>
<td>103</td>
</tr>
<tr>
<td>Trash Complaints (actual call-outs)</td>
<td>2</td>
<td>5</td>
<td>18</td>
<td>12</td>
</tr>
</tbody>
</table>

*Fiscal year is July 1 through June 30.