

MEMORANDUM

TO: Indra Winquest
Interim 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 March, 2020

DATE: April 15, 2020

PUBLIC WORKS DIRECTOR HIGHLIGHTS

The Effluent Export Pipeline Project in SR 28 and the Effluent Pond Lining Project have been placed on hold as of February 27, 2020 per Board direction. The Board has formed a General Manager's committee to work towards preparing a Request for Proposal for a consulting firm to conduct a project review. The draft scope of work and the draft RFQ have been prepared and are under review by the General Manager.

Public Works Administration is closed to the public, but Staff is answering phones and responding to emails during normal business hours. IVGID Public Works will temporarily suspend disconnections and penalty charges for delinquent accounts during this time. We will work with customers facing financial hardship to develop payment plans in order to assist with past due balances. We encourage any of our customers to contact us if they have concerns about their account balances.

Solid Waste Services during Covid-19 Restrictions

- Pine needle collection, which was set to start in late April, will be delayed until at least June due to restrictions in response to COVID-19.
- Waste Management's Incline Village office is closed to walk-in customers. Call 775-831-2971 or email InclineVillage@wm.com. There is a payment drop box on site.
- The Incline Village Transfer Station's public access drop off is closed.

Waste Not and Tahoe Water Suppliers Association

Household hazardous waste and E-waste collection has been temporarily closed because of the Covid-19 crisis.

All outreach events for April and May 2020 have been cancelled.

IVGID Waste Not is partnering with the League to Save Lake Tahoe to form an Incline/North Shore area 'Tahoe Blue Crew.' Tahoe Blue Crew empowers and supports community members to conduct cleanup efforts that protect Lake Tahoe. A Blue Crew Team Leader training will be rescheduled.

Staff is conducting research and analysis of current HHW operations and needed CIP versus outsourcing the HHW collection. A Request for Proposals is being developed.

Bear Shed Rebates: FY19-20 Total: 15. Installed: 11, Pending: 4, Remaining: 10.

Staff received word that TWSA is the recipient of the 2020 (national) AWWA Exemplary Source Water Protection Award. Staff has been in correspondence with AWWA staff, providing background information, program descriptions and photos for an upcoming press release.

UTILITIES HIGHLIGHTS

In March, the plants produced 28 million gallons of treated water and processed just over 23 million gallons of wastewater, received 5,000 gallons of septage from the Thunderbird Lodge, and trucked 119 tons of processed biosolids to Bently for recycling.

There were only six call-outs this month, two of which were after hours, and 151 hours of snow removal at District venues. The team also completed 1,860 feet of hydro-flushing of District sewer lines.

There were 123 unscheduled or special work orders generated in March, and staff has gone "live" with the new NEXGEN backflow module with only a few small bugs to be worked out.

ENGINEERING HIGHLIGHTS

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

WRRF Aeration System Improvements

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six 200,000-gallon aeration basins with two jet aeration clusters per basin. These clusters utilize pressurized air to mix and recirculate the wastewater and provide the necessary oxygen to the microorganisms. The pressurized air is delivered by multistage centrifugal blowers that are metered by electronically operated valves in order to keep the correct balance of oxygen in the aeration basins at all times. This project funds the design and replacement of the aeration system equipment at the WRRF. The Board awarded the construction contract to the lowest responsive bidder, KG Walters, on December 11. A

preconstruction meeting was held on January 15, 2020 and the Contractor is still preparing submittals for all the required equipment. Contractor is scheduled to mobilize to the site in late-April and the project will continue until December 2020. IVGID has been put on notice that there may be COVID-19 delays but so far the Contractor and their and material suppliers are continuing to work since they are considered essential businesses.

K. G. Walters Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$1,508,500	\$0	\$1,508,500	\$0	\$1,508,500

Water Reservoir Safety and Security Improvements

This project will replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices. The exterior access to the roof area is required to meet the needs of the District to monitor the water quality in the reservoirs and perform routine repairs to radio communication equipment. The ladders also need to be secured from access by the public. The reservoir ladders, fall protection, platforms, and protective railings will meet the current Occupational Safety and Health Administration (OSHA) safety standards. The Board awarded the contract to Resource Development Company on April 10, 2019. Construction is expected to be substantially complete by September 15, 2020.

Resource Development Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$362,600	\$0	\$362,600	\$0	\$362,600

Water Pump Station 2-1 (WPS 2-1):

WPS 2-1 is located at the Burnt Cedar Water Disinfection Plant and pumps the disinfected potable water into the water distribution system to serve Incline Village and Crystal Bay. WPS 2-1 was largely constructed in 1972, with minor upgrades in 1995 and 2012. The electric motor control centers (MCCs) and switchgear at WPS 2-1 date to the original 1972 installation. This equipment does not meet modern OSHA requirements for Arc Flash safety, and the MCCs and switchgear are at the end of their service life and are no longer supported by their respective manufacturers. Jacobs Engineering completed the

design. The Board awarded the contract on August 28, 2019 to San Joaquin Electric. Work is substantially complete and a Notice of Completion will be recorded in April.

San Joaquin Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$291,000	\$0	\$291,000	\$276,450	\$14,550

Mountain Course Clubhouse Renovation

On August 11, 2018 a fire occurred in the Mountain Course Clubhouse which led to the closing of the kitchen area. The Board-approved renovation plans include a revised allocation of floor space, changes to access and substantial changes to customer flow, including new ADA accessibility to the lower level for food service, construction of a new and expanded deck (see photo), and the installation of new windows and doors. The Board awarded the construction contract to Houston Smith Construction at their August 14, 2019 Board meeting. This project is in the final phase of construction, with an anticipated completion date in mid-April.



Houston-Smith Construction Contract Status:

Original Contract Amount	Change Orders	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
\$1,006,000	\$79,781.38	\$1,085,781.38	\$761,370.95	\$324,410.43

IVGID Recreation Center Paver Entrance

A 2020 Capital Improvement Project to replace the cracking concrete entrance at the IVGID Recreation Center with concrete pavers. Engineering staff has completed design and bid the project. Construction is anticipated to start May 4th and be complete by May 22nd.

IVGID Recreation Center Site Lighting Replacement

A 2020 Capital Improvement Project to replace bollard and site lights with modern LED fixtures. We received three bids, with Intermountain Electric of Reno, NV, being low bidder at \$84,856.00. Construction is anticipated to start May 4th and be complete by May 29th.

Incline Village Bocce Courts

At the August 14, 2019 Board of Trustees meeting, the Board prioritized construction of bocce courts. Two bocce courts were initially included in the Tennis Center remodel but were removed in favor of maintaining the existing hitting wall. At the November 13, 2019 Board of Trustees meeting a preferred site was selected adjacent to the IVGID Recreation Center. Engineering staff has completed design and bid the project, with RaPiD Construction of Carson City the low bidder, at \$68,860.00. Construction is anticipated to start June 1, 2020.

The Engineering Division is also overseeing a number of projects in the construction, bidding, design and planning phases, including (but not limited to): Renovation of the Tennis Center, the Champ Course Maintenance Building's drainage project; the 2020 Watermain Replacement Project; Phase II of the Bike Park; District pavement maintenance; and maintenance and upgrade projects at the WRRF and BCWDP.

Contract administration and administrative support for the month included those projects listed in the various division reports included herein, and support for other capital improvement projects underway throughout the District, including new Ski rental equipment bidding.

BUSINESS OFFICE HIGHLIGHTS

No delinquent accounts were posted for shut-off due to the COVID-19 pandemic. Potential leak notices were sent to 222 accounts, and staff processed \$156 in credits related to water leaks. Accounts were updated for 5 properties that changed ownership in March.

PUBLIC WORKS BENCHMARKS

Benchmark Item	MARCH					
	Totals for the Month			Fiscal Year-to-Date Totals		
	2020	2019	3-Year Average	2020	2019	3-Year Average
Water Flow (acre-feet)	86	115	103	2,040	2,192	2,127
Wastewater Flow (million gallons)	23	34	30	238	257	248
Fleet Work Orders, PM & CM, % of Total Time	52%	67%	60%	52%	58%	55%
Customer Service Requests	21	46	40	460	787	693
Backflow Testing	32	74	55	1,221	1,062	1,225
Plan Checking	22	36	26	177	203	201
Trash Call-Outs	12	2	6	72	26	142

Fiscal Year is July 1 to June 30