PUBLIC WORKS BENCHMARKS

Benchmark Item	DECEMBER					
	Totals for the Month			Fiscal* Year-to-Date Totals		
	2014	2015	3-Year Average	2014	2015	3-Year Average
Water Flow (acre-feet)	154	164	176	1,864	1,812	1,885
Wastewater Flow (million gallons)	29	29	28	178	183	180
Fleet Work Orders, PM & CM, % of Total Time	58%	53%	61%	56%	55%	57%
Buildings Work Orders Completed (each)	100	119	99	687	775	640
Customer Service Requests (each)	65	68	78	804	713	835
Backflow Testing (each)	48	99	77	847	940	892
Plan Checking (each)	12	8	11	150	130	148
Trash Complaints (actual call-outs)	3	8	8	139	69	118

*Fiscal Year is July 1 to June 30.

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 December, 2015

DATE: January 13, 2016

DIRECTOR HIGHLIGHTS

The table below presents trash violation statistics for the current and previous fiscal year, plus the totals for the last ten years (since the inception of the trash violation enforcement program). The goal of the Public Works Department is to achieve trash compliance through proactive enforcement and education by using internal staff and responding to trash complaints from the public. Fines are issued for violations of the Solid Waste Ordinance and credits are issued for installation and use of animal-resistant containers. All fines are collected through the utility bill.

July 1 to June 30	Fines Paid	Credits Issued	Net of Fines	Total Complaints
2013-14	$37,670	$11,845	$25,825	229
2014-15	$46,258	$17,323	$28,935	163
2015-16	$11,899	$12,084	-$185	69
2005-16	$187,526	$68,530	$118,996	1249

Garbage Can Enclosure (Bear Box) Rebate Program: Since July 1, 2014, 224 applications for rebates have been received with 154 successful installations to date. Staff is providing product selection assistance, providing site location assistance, processing applications, verifying site installations and proof of payment - then initiating rebate payment upon completion of process.

WASTE NOT HIGHLIGHTS

Staff researched to find a Public Works sustainability metrics evaluation system and determined the ENVISION software, endorsed by the AWWA, is the industry

standard. Several other options have been identified for further research. Staff will be meeting weekly to work through the ENVISION Public Works benchmarking process.

Staff conducted site logistics for the drop-off and curbside Holiday Tree Recycling program. Curbside collection will be offered January 4 through 8, 2016 by Waste Management. The drop-off site at Preston Field will be open December 23, 2015 to January 29, 2016. Chipping will be conducted by the North Lake Tahoe Fire Protection District.

Staff has been in communication with the Tahoe Keys Property Owner's Association (TKPOA) and representatives from Sierra Club and League to Save Lake Tahoe on a revised Integrated Weeds Management Plan (IWMP) and Non-Point Source Plan. Bi-weekly meetings are scheduled in 2016. In December 2015, Lahontan Water Board staff sent an extensive set of comments to the TKPOA on the IWMP. The correspondence directed removal of herbicide application from the IWMP itself, to be considered later, and emphasized the need to explore and test non-chemical control options first.

Staff had been facilitating monthly TWSA Board special meetings on the Tahoe Keys IWMP, to report to the full Board on new developments and possible actions.

Extensive staff time was devoted to the production of the "2015 TWSA Watershed Control Program Annual Report." This report was sent to the printer on November 19, and distributed by mail to the regulators on December 3. This report is required by the Nevada Department of Environmental Protection in order to maintain our filtration exemption for our drinking water source. Loss of the filtration exemption would necessitate constructing a drinking water filtration plant at a cost greater than $10 million.

ENGINEERING HIGHLIGHTS

The Department is working on several CIP projects currently under construction or in the bidding phase, including:

- <u>WWTP #2 Water Improvements</u> – This project will replace pumps at the Wastewater Treatment Plant (WWTP) that supply the #2 water system, together with related instrumentation, controls, and electrical modifications required for the new pump system. The existing HVAC system will also be upgraded for code compliance, including demolition of the existing HVAC equipment, ducts and controls, and installation of new fans, ducting, louvers, dampers, and associated electrical and control equipment. The pump replacement work was awarded to

Resource Development Corporation of Sparks, NV and the HVAC system upgrade was awarded to Mt. Rose Heating and Air Conditioning, Inc. of Reno, NV.

The pump replacement work is substantially complete. All existing equipment is installed and fully operational. Remaining work currently focuses on punch list items and project close-out.

HVAC System upgrade work currently focuses on equipment and material procurement by the contractor. Mobilization to complete the work is expected to occur in January 2016.

Resource Development Contract Status:

Original Contract Amount	Change Orders to Date	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
$53,100.00	$1,300.15	$53,100.00	$51,669.15	$2,721.00

Mt. Rose Contract Status:

Original Contract Amount	Change Orders to Date	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
$44,200	$0	$44,200	$0	$44,200

- <u>WWTP Headworks System Retrofit</u> – This project will replace the externally-fed rotary drum screen at the Wastewater Treatment Plant. Procurement of the new drum screen was awarded to Parkson Hycor, and fabrication of the equipment is currently underway.

- <u>Pump Station Re-Roof Project</u> – This project will replace the aging roofs on 12 water and sewer pump stations throughout the District, including the blower building at Diamond Peak. The project was awarded to Contract West Roofing, Inc., of Salt Lake City, UT, on December 16 and work will commence shortly.
  Contract West Roofing Contract Status:

Original Contract Amount	Change Orders to Date	Current Total Contract Amount	Total Payments for Work Completed to Date	Current Balance to Completion (including retainage)
$190,640	$0	$190,640	$0	$190,640

In addition, the Engineering Department is overseeing a number of other projects in the planning and design phase, including safety enhancements for the natatorium mezzanine at the Recreation Center, a safety fence for the #1 ball field at Incline Middle School, the Beach Facilities Study, replacement of the secondary boiler at the Recreation Center, the Diamond Peak Incline Creek Culvert Rehabilitation, the Public Works Cold Storage Building, the second phase of the Effluent Export Pipeline Replacement Project, as well as a number of other improvements at the Wastewater Treatment Plant, Sewer Pump Stations, and Water Pump Stations.

UTILITIES HIGHLIGHTS

Monthly compliance reports were submitted for the water and wastewater systems to the state and local agencies with no permit violations. Water production average was 1.73 MGD and Wastewater flow averages were .93 MGD. Septage received totaled 5,000 gallons.

Water Resource Recovery Facility (WRRF)

Along with routine work, staff set up a temporary backflow preventer to accommodate #2 water supply during the plant's #2 pump upgrades. They also rebuilt and reinstalled the #2 water PRV Cla-valve in the same location. Thunderbird and our electrician worked to set the SCADA program in the building to accommodate all of the new control systems.

Other projects consisted of replacing a faulty hopper flush and bowl flush solenoids on the #2 centrifuge. Staff repaired a damaged electrical board and effluent meter chart, and repaired the drive belt shroud on the rag press.

Water Operations

The Burnt Cedar Water Disinfection Plant (BCWDP) met all treatment and monitoring requirements for the month. All UVT and intensity sensor calibrations and checks were completed and Staff continues to work on some chlorine residual issues which are causing plant shutdowns.

Staff just recently created new Work Orders dealing with the operation and maintenance of the BCWDP facility.

Water Pump Stations
Staff completed the biweekly chlorine residual test of the water tank reservoirs and all sites were above 0.25 mg/L residual.

The Plant Electrician assisted the Pipeline team with wiring one of the mag meters to one of the association complexes. Staff also completed restoration of the SCADA communications to R3A-1 plus assisted the Ski area with Arc-flash data collecting.

Staff completed the rebuild and reinstallation of the #2 pump control valve at WPS 4-2 and spent substantial time on snow removal activities.

Sewer Pump Stations

Staff changed out the Protein Matrix barrel at SPS #1 and will continue to monitor the grease accumulation.

Water Distribution

In addition to the normal work load, staff performed 7 line locates, repaired 1 water service line leak, assisted the meter technician with final reads, turn offs and turn ons, and installed locking devices on normally closed valves. The valve exercising program continued as weather permitted.

Staff adjusted our water system to flow through Zone 2 into Zone 1 and it is still operating as expected. They also assisted the Utilities Maintenance Specialist with several smaller projects, such as valve repairs in pump stations, evaluation of the Schneider Ranch meter for replacement, evaluation of the export line ARV, and identifying additional upcoming projects.

Wastewater Collection

Staff cleaned 2,237 feet of sewer lines but had over 274 hours of snow removal on District sites. One sewer blockage was dealt with and, after the investigation, concluded it was a customer issue. One manhole was repaired and raised.

Utility Maintenance Specialist

Completed projects for this month include:

- Reviewed and wrote new RFP for liquid oxygen delivery and maintenance contract.
- Had new pump and motor installed in the #1 valve can at WPS 2-2.
- Worked with contractors to upgrade and raise 9 PRV vault lids at various locations.
- Replaced two piece vault lid and the air relief valve box and lid at the Smart Valve location in Crystal Bay.
- Replaced the #3 check valve and spool at the Spooner pump station.
- Replaced packing in 4 suction valve stems at the Spooner pump station.
- Attended flagger recertification training in Reno.

There are currently 13 more projects that are in progress, waiting for review or waiting on the next step of the projects.

Miscellaneous/Training/Safety

Our driver continued hauling of bio-solids from the treatment plant to the Bentley facility and spoils from the pipeline yard to our wetlands facility.

Pipeline personnel are currently short one member until a replacement can be made. Staff is currently reviewing applications to fill the vacated position. They held their monthly safety meeting on proper installation of pipe fittings and attended the monthly District safety meeting. Other work included checking of all fire extinguishers, eye wash stations and AED devices. One of the Operators completed his Class A CDL requirements and is now licensed as a CDL driver.

Plant staff started on the Safety Analysis for fall protection at our tank reservoir sites, accompanied by the District Safety Officer. This project is still in the early stages for a recommendation. There was also information gathering by the Electricians regarding our ARC-Flash data for the District Safety Officer.

There were a total of 21 alarms from the Plant Division and 7 overtime call-out responses for the Pipeline Division. Call-outs consisted of customer service assistance, water service line leaks, customer sewer issues, WRRF plant checks, high and low chlorine residual, high turbidity, PLC fail calls at the BCWDP and high wet well alarms.

BUSINESS OFFICE HIGHLIGHTS

- Staff posted 59 delinquent accounts for shut off. No accounts were shut off for nonpayment during the holidays. There are currently 3 accounts which are still shut off with delinquent balances.

- No liens were recorded.
- No releases of liens were recorded.
- 749 accounts received E-statements through Online Account Access.
- Potential leak notifications were indicated for 268 accounts on their monthly statement. 31 Online Account Access customers were also notified of their leak by email.
- 10 changes in ownership were processed on utility accounts.
- Staff processed $787.40 in credits related to water leaks.
- Staff attended the NNCCP purchasing meeting.
- Staff is working on contract administration for various CIP projects, including the Pump Station Re-Roof Project, multiple Burnt Cedar Water Treatment Plant upgrades, requests for proposals for Diamond Peak and Fleet, and continues with scanning of archived project information.

FLEET HIGHLIGHTS

Fleet staff has provided operator safety training for all Diamond Peak shuttle bus and tram drivers. Training was also provided to operators for snow grooming equipment.

One used snowmobile was sold at auction for $1,800. Due to title problems with this piece of equipment, we missed the live auction date and tried something different; our vender coordinated an online bidding auction. This turned out to be very successful and yielded a great price for a snowmobile of that age and condition.

Department Highlights:

Sweetwater Shop

- All shop activities are running smooth at this time and the mechanics are keeping up with preventive maintenance schedule and repairs.

- All standby generators at sewage and water pump stations have gone through an extensive preventative maintenance and inspection. Problems found were addressed and all stations are in good condition and ready for service if needed for power outages.

Ski Shop: All shop activities are running smooth and mechanics are keeping up with workload. All winter operations equipment has been put into service and is performing well.

Golf Shop: With the closing of both golf operations, mechanics are now in the process of winter maintenance and overhauls of the equipment in preparation for the 2016 season.

BUILDINGS HIGHLIGHTS

Administration

Rewired and repaired ice melt system receptacle above Accounting door.
Troubleshot Boardroom furnace, checked electrical and gas, installed new thermostat

Public Works

Troubleshot PW portable generator
Repaired roll up door #2 in Building A - broken wire, bent spring axle

Treatment Plant

Repaired HVAC in solids handling building
Wetlands facility roof repair, caulked around upper seam of flat roof

Chateau

Repaired swinging door at Grill bar
Cleaned grease trap in the Grill
Cleaned carpets in the Grill
Warranty window replacement at the Grill
Installed timer for exhaust hood and dishwasher in Grill kitchen
Cleaned grease trap in catering kitchen
Readjusted HVAC register above stairs
Troubleshot and repaired air handler #6

Aspen Grove

Reviewed kitchen cabinet layout for replacement
Alarm issues; reset codes

Golf

Alarm repairs and new batteries in Champ Cart Barn
Mtn. Golf Pro Shop vandalism - cleaned up broken glass and installed plywood

Met with Burgarello regarding installation of glass break alarms

Ski

Ski F&B:

- Repaired hood fan system
- Turned on water heater, Snowflake Lodge
- Repaired outside sink and snowmelt sink, Snowflake Lodge
- Fire alarm trouble call - low batteries, Snowflake Lodge
- Added additional gas line for outdoor BBQ, Snowflake Lodge
- Diagnosed and replaced faulty condensate pump, Snowflake Lodge

Repaired main lodge roof ice melt system
Cleaned graffiti off of slope facing wall and resurfaced wall at Skier Services
Replaced faulty PT valve on water heater in the Fleet Maintenance shop