

## PUBLIC WORKS BENCHMARKS

Benchmark Item	AUGUST					
	Totals for the Month			Fiscal* Year-to-Date Totals		
	2016	2015	3-Year Average	2016	2015	3-Year Average
Water Flow (acre-feet)	472	442	475	974	869	925
Wastewater Flow (million gallons)	33	34	34	70	71	72
Fleet Work Orders, PM & CM, % of Total Time	64%	62%	66%	56%	64%	60%
Buildings Work Orders Completed (each)	149	122	139	287	274	272
Customer Service Requests (each)	128	178	163	275	334	326
Backflow Testing (each)	249	239	226	533	496	499
Plan Checking (each)	34	37	39	54	60	63
Trash Complaints (actual call-outs)	15	17	18	37	38	69

\*Fiscal Year = July 1 – 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 August, 2016

**DATE:** September 15, 2016

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**DIRECTOR HIGHLIGHTS**

The District had the unique opportunity to host Colonel David Ray from the US Army Corps Sacramento District and his key staff for a tour of the Incline and Third Creek Projects that were 75% funded by the Corps (>\$6 million). This visit provided us a chance to thank them for the great partnership, show them the successful projects and talk about future partnership opportunities under Section 595 for the Effluent Export Project.

District staff met with Legislative Analyst Marcus Faust about current status of the Lake Tahoe Restoration Act and Section 595 Funding. It looks very positive that both of these will make progress in 2016, as they are both contained within Water Resource Development Act (WRDA) 2016. As of writing this, WRDA has passed the Senate.

The District has been answering many calls, emails and in-person questions about the new trash and recycling cart roll-out. We have been providing details about the roll-out, the timing, the size of carts and the new services. We have been sending some of these requests to the appropriate Waste Management representative if it is a service question, request for containers or a billing request. This has put a very high demand on front-office personnel.

District staff has been very involved in the fast track project to construct 10 new homes as part of Incline Creek Estates. The Board in 2007 had approved extending water

and sewer mains to serve this development and approved the sale of water rights for the development. The project was put on hold during the recession. The activation of this project has required a lot of staff time for plan review, engineering analysis and coordination with Washoe County to try and get a fast track approval so construction can begin this fall.

Garbage Can Enclosure (Bear Box) Rebate Program: Since July 1, 2014, 313 applications for rebates have been received with 220 successful installations to date. Staff is providing product selection assistance, site location assistance, processing applications, verifying site installations and proof of payment - then initiating rebate payment upon completion of the process. The rebate is \$300 for 2016-17.

## **WASTE NOT HIGHLIGHTS**

Staff had been attending the Tahoe Keys Property Owners Association (TKPOA) AIS working group meetings. The draft NPDES permit application for a 2017 herbicide 'pilot' test was released for internal review. Staff is currently reviewing the document. Staff continues to review developments with the TKPOA NPS plan and the 2016 Rhotamine Dye Test waiver issued by Lahontan for the Tahoe Keys. Weed harvester operations, a skimmer boat demo, and mesocosm tank study were observed on August 2, with a work group meeting held on August 24.

DRINK TAHOE TAP was a sponsor and booth participant for the 20th Annual Lake Tahoe Summit held at Harvey's Arena on August 31. Approximately 7000 people were in attendance. After persistent requests, TWSA was allowed onsite with the mobile water stations. The stations proved to be vital to attendees, with up to 100 people in line waiting for water; 1,600 of the new custom, refillable water pouches were distributed.

The seasonal yard waste recycling program finished in July, and a total of 24,093 bags were collected curbside. Calculated at an average of 28 lbs. per bag, this indicates approximately 337 tons of materials were diverted from landfills.

## **ENGINEERING HIGHLIGHTS**

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

- 2016 Watermain and Fire Flow Enhancement Project – This project will replace approximately 1,800 lineal feet of old steel watermains by standard watermain replacement methods. This project was awarded to Burdick Excavating of Carson City, Nevada. Work on Schedule C, Theresa Road, is substantially complete. Tie

in of the new watermain on Schedule A, North Enterprise, is scheduled for the week of September 19 and work on Schedule B, Village Court, is scheduled to begin the week of September 26.

**Burdick Excavating 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)
\$629,643	\$0	\$629,643	\$0	\$629,643

- Recreation Center Boiler Replacement Project – This project will replace the aging boiler plant at the Recreation Center. The project was awarded to Savage and Son of Reno, Nevada. Work is well underway and on schedule for substantial completion by September 30, 2016.

**Savage and Son 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)
\$440,783	\$0	\$440,783	\$0	\$440,783

Additionally, the Engineering Department is overseeing a number of other projects in the planning and design phase; including facility replacements at Incline Beach; Golf Course restroom remodeling; safety enhancements for the natatorium mezzanine at the Recreation Center; a safety fence for the #1 ball field at Incline Park; Aspen Grove and Village Green flatscaping and retaining wall enhancements; the Diamond Peak Incline Creek Culvert Rehabilitation; restroom improvements at the Diamond Peak base lodge; 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, the Burnt Cedar Water Disinfection Plant, and the Water and Sewer Pumping 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

5.0 MGD and wastewater flow average was 1.1 MGD. The Laboratory team completed all required testing. 20,000 gallons of septage was received at the WRRF site.

### **Water Resource Recovery Facility (WRRF)**

Staff assisted locating fiber optic runs with IT for contractor conduit installations.

The #2 blower motor starter unit was troubleshot for start fail and it was repaired. The blower unit itself was deemed out of commission until repairs are made, plus the Ethernet switch installations and power supplies to four locations were completed.

The team switched over from the South basins to the North basins and cleaned out the South basins. Staff also assisted the UMS team with the power disconnect to the #2 blower so it could be removed and sent out for repairs.

The wetlands enhancement facility monthly rounds were completed with no issues.

### **Burnt Cedar Water Disinfection Plant (BCWDP)**

The BCWDP facility met all treatment and monitoring requirements for the month.

The team assisted the UMS team with disconnection of the magnesium hydroxide unit, the replacement of the mag mixer and installation of a time-out on the magnesium hydroxide mixer. Other projects included replacement of a micro fuel cell on the O2 analyzer and a complete shock flushing of the turbidity sensor line.

### **Water Pump Stations / Tanks**

Completed monthly chlorine residual testing of the water reservoir tanks and dosed one tank that was low on chlorine residual but still met requirements.

Corrected issues with the backflow controls to WPS 4-1 and changed the pump control valve solenoid to the #3 pump at WPS 3-1.

### **Sewer Pump Stations**

Staff assisted the UMS team with the disconnect, removal and replacement of the pump and motor at SPS #5.

The electricians worked with AT&T identifying the broken alarm line going to SPS #11, assisted with the temporary generator power unit connect, upgrades to the 3-phase power and disconnected the unit for removal after the repair work was completed.

The team troubleshot and repaired the high wet well float alarm at SPS#7 and started on SPS PM'S.

### **Water Distribution**

In addition to the normal workloads staff performed 67 line locations and repaired 5 water main line leaks.

Staff assisted the UMS person on several other projects and the removal and delivery of the WRRF #2 blower for repairs.

Staff continued with clearing around the water tanks for access and tank protection, and performed potholing at various locations for the watermain replacement project.

The team also assisted the UMS, Engineering and Compliance staff with labor and equipment support.

### **Wastewater Collection**

Staff performed 1,343 feet of CCTV work and 12,470 feet of hydro-flushing. One brief sanitary sewer spill occurred due to the watermain project flushing into the collection system.

One sewer main was repaired due to contractor damage. Two ARV's were installed on our sewer main from Crystal Bay, two manholes were raised to grade and all valves and manholes were inspected upon completion of County overlay projects.

Crews assisted with the pump removals at SPS #5, grease removal and hauling from SPS 14 to Lockwood and hauled the WRRF damaged blower unit to California for repairs

### **Utility Maintenance Specialist**

Thirteen projects were completed for the month, including sewer ARV'S, SPS #5 pump and motor replacement, the magnesium hydroxide mixer, shaft and suction line. Removal of the transformer pad at the WRRF site. Removal of the #2 blower and delivery for repairs. Assisting Schneider Ranch to reestablish effluent flow, and two repairs to a Schneider Ranch effluent meter damaged by internal debris.

Other projects completed, both internally or by outside contractors, included modification to the #2 North selector wall, mixer structure and concrete repairs. Wetlands control building interior painting, digging and investigating damaged valving at the wetlands site, the overflow piping project at R5-1, bid openings for R5-1 & 8B-1 painting contracts plus assisted on the Highway 28 sewer main repairs caused during Granite Construction parking upgrades.

Currently there are thirteen other projects either waiting on parts, contractors, scheduling, are in progress, waiting on reviews or return requests.

Lists of projects are available upon request

### **Miscellaneous / Training / Safety**

Our driver continues his hauling of biosolids from the WRRF site, green waste for the Parks Division and golf courses, plus spoils off-haul from the PW site.

Both teams worked together on the emergency bypass pumping training at SPS #7 and training files have been updated with pictures in our standard SOP file and binder.

Both teams held their monthly safety meetings, inspected all AEDs, fire extinguishers and eye wash stations, the District's annual Safety Week and the District PW Customer Care Council meetings.

Pipeline staff held a Waterous fire hydrant demo put on by Ferguson.

### **Callouts**

The Plant team responded to 23 callouts, including WRRF sludge blankets, fuses on electrical equipment, surge alarms, low chlorine residual, high wet wells, power outage and low levels at the water reservoir tanks. One assist involved a customer locked inside the incline Beach gate.

The pipeline team responded to 11 callouts consisting of customer assistance, broken water service lines, and sewer service line issues.

### **BUSINESS OFFICE HIGHLIGHTS**

- Staff posted 49 delinquent accounts for shut-off; 18 online account customers were also notified of posting by email.

- No accounts were shut-off for nonpayment. There is currently 1 account shut-off for a delinquent balance.
- No liens were recorded. No releases of lien were recorded.
- 877 accounts received E-statements through online account access.
- Potential leak notifications were indicated for 403 accounts on their monthly statement; 79 online account access customers were also notified of their leak by email.
- 21 changes in ownership were processed on utility accounts.
- 11 community members participated in the 3<sup>rd</sup> Friday Walk and Learn event on August 19 for the Sewer Pumping Station and Creek Restorations.
- Staff is working on contract administration for various CIP projects, including the 2016 Watermain Project, reservoir repainting, janitorial, beaches and Aspen Grove site improvements, Recreation Center boiler replacement, and various projects at Diamond Peak. Scanning of historic archived files continues.

## **FLEET HIGHLIGHTS**

Initial new operator OSHA-required forklift training was given to two new District employees in August. This training is required for any employee that operates a forklift, and is followed up with an annual refresher course.

All District overhead cranes and vehicle lifts at the WRRF, sewer and water pump stations, and Fleet shop locations have gone through their annual OSHA-required inspections and have passed with no reported issues.

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.
- Ski Shop
  - All shop activities are running smooth and mechanics are beginning the process of summer services and overhauls of the equipment in preparation for next season.
  - All of the summer operation vehicles and equipment are fully repaired, serviced and in use.
- Golf Shop: All of the golf operation vehicles and equipment are fully repaired, serviced and ready for use. The golf shop operation is running smooth at this time and the mechanics are keeping up with the workload.

## **BUILDINGS HIGHLIGHTS**

- **Administration**  
Installed new T.V. and new white board in small conference room.

Upgraded and added new receptacles in downstairs copy room

- **Public Works**

- Replaced leaking water heater in pipeline men's restroom
  - Repaired parking lot lights, upper public parking area

- **Treatment Plant**

- Troubleshoot lab AC #1, found control wire compromised by rodents in attic
  - Replaced all lamps with LED's and changed ballasts in Chlorine room

- **Chateau**

- Cleaned all food and beverage floors
  - Replaced broken and dirty ceiling tiles in grill kitchen
  - Tested and adjusted doors at the front and in the community rooms upstairs for ADA compliance
  - Repaired main sewer line back-up, which caused flooding; cleaned facility
  - Added power and switch for future string lights on patio deck.

- **Aspen Grove**

- Addressed rodent problem under the building
  - Repaired janitor closet doors, added locks

- **Golf**

- Repaired electrical box and plywood damaged by a bear in Mtn. Course cart barn
  - Repaired drinking fountain at Mountain Golf Pro Shop

- **Ski**

- Scheduled, managed parking lot painting
  - Troubleshoot heater, repaired emergency circuits, added emergency lights, added three circuits with three receptacles to Ski Fleet Maintenance
  - Troubleshoot east electric vehicle charging station
  - Started Main Lodge deck recoat and reseal

- **Parks**

- Started Preston Park CIP bleacher coating install
  - Replaced light fixtures in women's handicap stall at Village Green

- **Recreation Center**

- Pressure washed all air conditioning units
  - Installed new air vent in message room
  - Cleaned all floors throughout building
  - Installed new sidewalk bollards
  - Began CIP Boiler Install prep

- **Tennis Center**

- Repaired locks on center courts
  - Troubleshoot GFI for TV

- **Incline Beach F&B**  
Repaired sewer block caused by garbage in drains
- **Burnt Cedar Beach F&B**  
Troubleshoot refrigerator/freezer cooling problems
- **Beaches**  
Disassembled, cleaned and reinstalled chlorine system, BC Pool  
Repaired broken shower valve at BC bathroom showers / purchased parts for all valve replacement  
Added additional smoke detectors to BC Life Guard office, per Fire Marshall