<table>
<thead>
<tr>
<th>Benchmark Item</th>
<th>JANUARY</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Totals for the Month</td>
<td>Fiscal* Year-to-Date Totals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>2017</td>
<td>3-Year Average</td>
<td>2018</td>
</tr>
<tr>
<td>Water Flow (acre-feet)</td>
<td>143</td>
<td>111</td>
<td>122</td>
<td>1,936</td>
</tr>
<tr>
<td>Wastewater Flow (million gallons)</td>
<td>26</td>
<td>37</td>
<td>29</td>
<td>199</td>
</tr>
<tr>
<td>Fleet Work Orders, PM &amp; CM, % of Total Time</td>
<td>47%</td>
<td>53%</td>
<td>54%</td>
<td>52%</td>
</tr>
<tr>
<td>Buildings Work Orders Completed (each)</td>
<td>110</td>
<td>73</td>
<td>94</td>
<td>709</td>
</tr>
<tr>
<td>Customer Service Requests (each)</td>
<td>56</td>
<td>36</td>
<td>48</td>
<td>723</td>
</tr>
<tr>
<td>Backflow Testing (each)</td>
<td>67</td>
<td>32</td>
<td>47</td>
<td>1,167</td>
</tr>
<tr>
<td>Plan Checking (each)</td>
<td>17</td>
<td>6</td>
<td>11</td>
<td>189</td>
</tr>
<tr>
<td>Trash Complaints (actual call-outs)</td>
<td>25</td>
<td>5</td>
<td>13</td>
<td>322</td>
</tr>
</tbody>
</table>

*Fiscal Year is 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 January, 2018

DATE: February 15, 2018

__________________________________________________________

DIRECTOR HIGHLIGHTS

Public Works does not miss the snow. Without time spent on snow removal, the
Pipeline crew has been able to spend more time on sewer main cleaning and closed
Circuit television work, especially compared to last year. It has been beneficial to get
back on the preventative maintenance work, too, after a heavy summer and fall
working with the export pipeline, the large watermain project and multiple other small
projects that pulled staff away.

The Solid Waste complaint process has been updated so that reports of trash
violations can be directly submitted through Talk2IVGID over a mobile device or to a
dedicated email account. We have eliminated the cumbersome voicemail process.

The Solid Waste Franchise performance review has been completed and submitted
to Waste Management, and is posted online where you found this report. It is called
the Waste Management Performance Review.

WASTE NOT AND TAHOE WATER SUPPLIERS ASSOCIATION

The Holiday Tree Chipping Program, now in its 22nd year, is a long-standing example
of community collaboration, with Waste Not providing outreach and site
setup/teardown, NLTFPD doing the chipping, Pipeline supporting snow
removal/transport of chips and the Parks Department providing site assistance and
chip-drop logistics. Curbside tree collection was offered the week of January 9-12,
and 1,380 trees were chipped between December 23, 2017 and January 29, 2018. This program diverted approximately 25 tons of wood chips from landfill disposal.

Preliminary statistics on the community recycling efforts places the recycling rate at 29%, an increase from previous years. The increase in 2017 is primarily attributed to higher participation levels in the yard debris recycling program.

The Household Hazardous Waste and Electronic Waste Drop-Offs increased in 2017, as well. HHW visitation numbers (including both hazardous and electronic waste drop offs) in 2017 were 1,797, compared to 1,694 in 2016. We collected 49.37 tons of materials collected in 2017 compared to 61.4 tons in 2016.

The Aquatic Invasive Bottom Barrier Challenge was met. The Tahoe Fund raised $26,000 to match the TWSA commitment of $26,000, for a total of $52,000 to purchase additional inventory of bottom barriers. These will assist in ongoing efforts to control aquatic invasive species.

**UTILITIES HIGHLIGHTS**

Monthly compliance reports were submitted for the water and wastewater systems to the state and local agencies with no permit violations. The Laboratory team completed all required monthly testing and submittals. Water production was 46.6 million gallons (MG), and processed wastewater was 26.3 MG. 141.8 tons of biosolids were hauled to the Bentley facility for composting. We received 5,000 gallons of waste water from State Parks sites. All of the monthly reports were submitted for review and approval. All monthly DMR’s were reported with no violations.

**Water Resource Recovery Facility (WRRF)**

Both clarifiers were on-line for the entire month. Three 3 aeration basins were on-line until January 4, dropping to 2 basins for the rest of the month on plug flow; the north basin was emptied. Staff fabricated and installed a rag basket for the center channel. The Buildings crew isolated and eliminated the #2 waterline to the office and main lab.

Staff worked at locating and identifying valve information to and from WAS storage. Staff also participated in the interview process for the open Instrumentation/Electrician position and “cleaned house” in preparation for the upcoming WRRF facility remodel project.

Staff programmed and activated the automated Wasting program with consultant assist, and repaired the heating unit in solids handling.
Burnt Cedar Water Disinfection Plant (BCWDP)

The BCWDP facility met all treatment and monitoring requirements for the month. Fine tuning of chlorine dosage was completed, as well as calibration of the CL-17 chlorine analyzer. Staff incorporated chlorine injection point in the ozone destruct building, replaced the plant water Cla-Valve and performed all monthly UV, UVT and OCS calibrations.

Pump Stations / Reservoirs

Staff completed two rounds of reservoir chlorine testing, inspected and repaired the three-way air valve at SPS-9, replaced two power cords to the big generator at SPS-1 and installed a chlorine analyzer at reservoir 2-1. The UMS person tracked down a replacement inlet valve for SPS-9.

Water Distribution

In addition to the normal workload, staff performed 9 line locations. Staff also assisted the UMS person with installing equipment for a bypass at SPS-1, a new chlorine line feed at R5-1, multiple jobs at the WRRF, procurement of 300’ of free conveyor material to protect the new concrete and other work in conjunction with the new Cold Storage building, 16 hours of snow removal, and mapping of fire lines at the Mt. Rose Chalets and Incline Crest 3.

Wastewater Collection

Scheduled work consisted of quarterly PRV inspections and performed valve exercising throughout the District. Staff attended the District safety meeting, a webinar on lead and copper mitigation, and trained on snow removal input into Nexgen. Staff also completed 13,160 feet of hydro-flushing of sewer mains and 9,034 feet of CCTV work.

Utility Maintenance Specialist

Projects and tasks completed this month include the rehabilitation and lining of 9 manholes, repair of a leaking fuel return line at WPS 4-2/5-1, several smaller projects at the WRRF, assisted District contractor with station reconstruction work at SPS-8, replacement of an ARV and siding projects at the Burnt Cedar WDP, and attendance at District-provided training events.

Other projects in progress include a mag meter replacement at the Wetlands, work at the WRRF and Spooner Pump Station, various District backflow device replacements, easement verification and vegetation clearing work for the effluent export line USFS.
permit, and replacement of ARVs and related equipment within sewer force mains throughout town. A complete list of all projects is available on request.

**Asset Management**

10 Buildings, 1 Pipeline and 53 Plant Preventative Maintenance work orders were generated. 95 Buildings, 17 Pipeline and 16 Plant Corrective / Unscheduled / Special project work orders were also generated.

GIS work included updating District valve history and maps, information gathered via TV inspections on sewer main conditions, APN updates to District maps, and continued monitoring of the BillMaster and GIS data link.

Work order/service requests are monitored for entry and accuracy, and staff met to review processes for Preventative Maintenance work orders. We also received several fixes with Nexgen’s January software update.

Quarterly performance-measurement reports for Buildings included in-house labor and labor performed by outside contractors on various tasks. Automated a new report for PM tasks completed vs. not completed. Also ran quarterly performance-measurement reports for watermain leaks/repairs and Engineering labor.

Staff is working closely with Nexgen to create an in-house service request process which would allow District venues to submit requests directly to Buildings, for work order generation if necessary. Also working with Nexgen and staff to convert our existing backflow program to Nexgen’s backflow module. We are currently awaiting a quote from Nexgen for this conversion.

Prepared and reviewed cost reports for CIP, snow removal and various Department charges prior to distribution to District staff, and reports for various projects are in the development stage, including for Boulder Bay, pine needle hauling and a task history reporting request from HR.

**Miscellaneous / Training / Safety**

Our CDL driver continues to haul biosolids for the WWRF site, green waste for Parks and Golf, equipment drop off or returns for all PW departments, the tree chipping program hauling to various sites for reuse and picking up materials for the Pipeline team.

Staff attended multiple District-provided training events, safety meetings and Nexgen training on new reporting methods, modules and updates.
Call-outs (After Hours)

The plant team responded to 12 alarms or call-outs, including a false CL2 spike at BCWDP, a tripped circuit breaker, high chlorine reads, high wet wells and a “MPU” fault at R6C-1. The pipeline team responded to 11 overtime call-outs. A complete list is on file.

ENGINEERING HIGHLIGHTS

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

- **Public Works Equipment Storage Building** – This project will construct a new 7,600 square foot vehicle storage building at the Public Works facility on Sweetwater. The project was awarded to Geney/Gassiot of Reno, Nevada, and construction began in early June. Major structural work for the building is complete including all masonry, structural steel, roofing systems, and interior concrete slabs. Work currently focuses on completion of mechanical, electrical, and plumbing systems within the building. Substantial completion is anticipated for June 3, 2018, with final completion on June 30, 2018.

  Geney/Gassiot Contract Status:

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>Change Orders to Date</th>
<th>Current Total Contract Amount</th>
<th>Total Payments for Work Completed to Date</th>
<th>Current Balance to Completion (including retainage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,026,997</td>
<td>$115,620.02</td>
<td>$2,142,617.02</td>
<td>$1,632,823.24</td>
<td>$509,793.78</td>
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</table>

- **Sewer Pump Station 8 Improvements Project** – This project consists of upgrades and rehabilitation of existing facilities at Sewer Pump Station #8, including process and mechanical equipment, pumps, motors, piping and electrical systems. The project was awarded to K. G. Walters Construction of Santa Rosa, California. All major components for the project have been delivered and the contractor has mobilized and begun work on-site. Work currently focuses on wet-well cleaning and rehab as well as electrical, mechanical, and equipment demolition in the dry-well. Substantial completion of the project is anticipated by April 13, 2017. Payment was made in December for materials stored to date.
K. G. Walters Contract Status:

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>Change Orders to Date</th>
<th>Current Total Contract Amount</th>
<th>Total Payments for Work Completed to Date</th>
<th>Current Balance to Completion (including retainage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$685,000</td>
<td>$18,486.53</td>
<td>$703,486.53</td>
<td>$33,434.75</td>
<td>$670,051.78</td>
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- **Holman Family Bike Park Project** – Phase I of this project included a beginner pump track, beginner and intermediate flow trails, installation of District-supplied ramps, temporary and permanent BMPs, and drainage. The project was awarded to Sierra Trail Works of Reno, Nevada. Work is substantially complete. Additional advance line jumps will be installed in the spring.

Sierra Trail Works Contract Status:

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>Change Orders to Date</th>
<th>Current Total Contract Amount</th>
<th>Total Payments for Work Completed to Date</th>
<th>Current Balance to Completion (including retainage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$49,874.00</td>
<td>$44,111.14</td>
<td>$93,985.14</td>
<td>$81,297.80</td>
<td>$12,687.34</td>
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Additional contracts issued in January:

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Project CIP &amp; Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4/18</td>
<td>G3 Engineering</td>
<td>2599SS1102; WRRF Improvements</td>
<td>$23,000</td>
</tr>
<tr>
<td>1/11/18</td>
<td>The Metal Co.</td>
<td>3464BD1302; Vehicle Shop/Snowmaking Pump House Roof Replacement</td>
<td>$47,175</td>
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<tr>
<td>1/23/18</td>
<td>S. Lindstrom</td>
<td>2524SS1010; Effluent Export Line, Phase II</td>
<td>$6,300</td>
</tr>
<tr>
<td>1/23/18</td>
<td>Dunn-Rite</td>
<td>2599BD1105; WRRF Building Upgrades</td>
<td>$4,800</td>
</tr>
<tr>
<td>1/25/18</td>
<td>F W Carson Co.</td>
<td>2599SS1103; Wetlands Effluent Disposal Facility Improvements</td>
<td>$18,500</td>
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<tr>
<td>1/25/18</td>
<td>ASI, Nevada</td>
<td>2523LE1720; 2007 Trackless Flail Mower #602 Replacement</td>
<td>$22,444</td>
</tr>
<tr>
<td>1/25/18</td>
<td>ASI, Nevada</td>
<td>2097HE1731; 2008 Trackless Snowblower #619 Replacement</td>
<td>$154,082</td>
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<tr>
<td>1/25/18</td>
<td>Turf Star</td>
<td>3242LE1730; 2007 Toro Tri-Plex 3250D Mower #598 Replacement</td>
<td>$57,280</td>
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</tbody>
</table>
Additionally, the Engineering Department is overseeing a number of other projects in the bidding, planning and design phase, including the Diamond Peak CMP Culvert Rehabilitation Project, office space remodels at the Public Works facilities, the second phase of the Effluent Export Pipeline Replacement Project, as well as a number of other improvements at the WRRF, the Burnt Cedar Water Disinfection Plant, and District water and sewer pumping stations.

BUILDINGS HIGHLIGHTS

- **Administration:** Installed new shelving units in copy room and adjacent rooms.

- **Public Works:** Installed photocell to PW new gas pump lights; cleaned and repaired Fleet compressor; added circuits for new tire changer, band saw, chop saw; installed conduit, wire for future sand blaster in Fleet Maintenance.

- **Treatment Plant:** Repaired Reznor heater at Champ Golf Course pump house; repaired gutters and heat tape on Treatment Plant Facility; installed water flow switch on Ozone fire suppression system per Fire Marshall Inspection.

- **Chateau:** Installed new dishwasher in Grill Kitchen; disconnected and reinstalled all electrical and plumbing; replaced expansion tank dishwasher booster heater in the Grill kitchen; replaced receptacle and plug for right side steamer in Grill kitchen; replaced circuit breaker; repaired catering kitchen dishwasher hood relays; interlocked dishwasher and dishwasher hoods; repaired both fireplaces in community rooms; started Chateau CIP painting project and completed fire closure magnetic door stops CIP per Fire Marshall inspection.

- **Aspen Grove:** Started door and fascia replacement CIP project,
• **Golf**: Performed leak check on roof repair during and after weather at Champ Golf Maintenance Building and adjusted airflow to all office vents. Replaced exit and emergency light in pro shop at Mountain Golf Pro Shop and re-lamped bathrooms. Closed out permit on bathroom project at Mountain Golf Pro Shop.

• **Ski**: Replaced receptacles on patio at BBQ and replace electric cord; opened and cleaned drain at F&B hot line floor sink; cleaned all kitchen F&B floors; replaced lamps at the top of the stairs in the Skier Services Building.

• **Parks**: Performed composite/stress test on existing floor coverings at Preston Park.

• **Recreation Center**: Replaced women’s bathroom room overhead lights, managed deep clean on facility, cleaned windows throughout facility, replaced pool drinking fountain and replaced pool pump.

• **Tennis Center**: Performed HVAC check for winter conditions.

• **Beaches**: Repaired Reznor unit in Snack Bar at Incline Beach F&B. Replaced floor outlets at Burnt Cedar Beach F&B. Filled both pools and increased heat to prep for divers performing leak testing. Inspected boat ramp and tightened ramp safety walls after wave action for the month. Installed hand held showers in handicapped stalls, repaired toilet and partitions, and started wood re-staining project at the Burnt Cedar Beach Pool Building.

**FLEET HIGHLIGHTS**

1. During auction on January 10, Fleet has sold nine pieces of Public Works, Golf, and Parks equipment that was replaced as part of the 2017/18 CIP. Proceeds received from this auction totaled $62,271, which will be credited to the respective departments.

2. Fleet has been down one mechanic with Kris Stevens on active duty deployment as part of his USAF Reserve duties. This deployment is scheduled through April 1.

Department Highlights:

Sweetwater shop: Despite being sort staffed, all shop activities are running smooth at this time and the mechanics are keeping up with the preventive maintenance schedule and repairs. Any special projects are on hold at this time.
Ski shop: All shop activities are running smooth and mechanics are keeping up with workload.

Golf shop: Mechanics are in the process of winter maintenance and overhauls of the equipment in preparation for the 2018 season.

**BUSINESS OFFICE HIGHLIGHTS**

- Staff posted 68 delinquent accounts for shut-off; 35 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.
- 1,054 accounts received E-statements through online account access.
- Potential leak notifications were indicated for 276 accounts on their monthly statement. 49 online account access customers were also notified of their leak by email.
- 27 changes in ownership were processed on utility accounts.
- Staff processed $158.64 in credits related to water leaks.
- Staff continues contract administration work for our various CIP projects, including those contained within Engineering’s report, above.