## PUBLIC WORKS BENCHMARKS

<table>
<thead>
<tr>
<th>Benchmark Item</th>
<th>JUNE</th>
<th>Fiscal Year*-to-Date Totals</th>
<th>2016</th>
<th>2017</th>
<th>3-Year Average</th>
<th>2016</th>
<th>2017</th>
<th>3-Year Average</th>
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<tbody>
<tr>
<td>Water Flow (acre-feet)</td>
<td></td>
<td></td>
<td>408</td>
<td>391</td>
<td>390</td>
<td>2,840</td>
<td>2,865</td>
<td>2,906</td>
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<tr>
<td>Wastewater Flow (million gallons)</td>
<td></td>
<td></td>
<td>29</td>
<td>30</td>
<td>30</td>
<td>336</td>
<td>412</td>
<td>361</td>
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<tr>
<td>Fleet Work Orders, PM &amp; CM, % of Total Time</td>
<td></td>
<td></td>
<td>67%</td>
<td>55%</td>
<td>60%</td>
<td>59%</td>
<td>58%</td>
<td>57%</td>
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<tr>
<td>Buildings Work Orders Completed (each)</td>
<td></td>
<td></td>
<td>133</td>
<td>83</td>
<td>115</td>
<td>1,467</td>
<td>1,274</td>
<td>1,383</td>
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<tr>
<td>Customer Service Requests (each)</td>
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<td>132</td>
<td>180</td>
<td>143</td>
<td>1,205</td>
<td>1,162</td>
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<tr>
<td>Backflow Testing (each)</td>
<td></td>
<td></td>
<td>399</td>
<td>318</td>
<td>348</td>
<td>1,820</td>
<td>1,621</td>
<td>1,725</td>
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<tr>
<td>Plan Checking (each)</td>
<td></td>
<td></td>
<td>24</td>
<td>35</td>
<td>31</td>
<td>252</td>
<td>255</td>
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<tr>
<td>Trash Complaints (actual call-outs)</td>
<td></td>
<td></td>
<td>45</td>
<td>44</td>
<td>34</td>
<td>162</td>
<td>254</td>
<td>205</td>
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*Fiscal Year is July 1 to 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 June, 2017

DATE: July 17, 2017

______________________________________________________________

DIRECTOR HIGHLIGHTS

The District’s Mill Creek Dam No. 2, located at the back of the Public Works parcel, has now been emptied after filling to capacity this spring. The reservoir behind the dam filled due to the extensive snowmelt in the Mill Creek drainage. District staff bypassed much of the creek’s runoff into the dam for storage, in order to prevent potential flooding for Mill Creek and Pine Cone Circle homeowners.

The Water Resource Recovery Facility was set up for peak flow operation for the July 4th period. This has been the highest impact week to the District’s operation for a number of years. The WRRF is set up to handle high flows, sewer pumping station wet wells are cleaned in anticipation of additional debris, staffing is planned to handle the additional workload and traffic routes are analyzed so we can get to facilities within acceptable response times.

The Board has ended the residential education period for overfilled containers and garbage placed next to containers. Beginning August 1, all overfilled containers and trash being placed next to containers will be issued a Solid Waste Violation.

Garbage Can Enclosure (Bear Box) Rebate Program: Since July 1, 2014, 460 applications for rebates have been received with 350 successful installations to date. Rebate is $150 for all new applications.

WASTE NOT HIGHLIGHTS
2017 is the
• 25th Anniversary of the Waste Not Programs
• 15th Anniversary of the Tahoe Water Suppliers Association

Staff coordinated the June 8, 2017 TWSA 15th Anniversary Luncheon. Despite cold and windy weather, 60 people attended the celebration and enjoyed a catered lunch, an anniversary swag bag and several speakers (Jennifer Carr, Jennifer Montgomery, Greg Reed, Suzi Gibbons). An abbreviated TWSA Board meeting was held at the end of the luncheon.

Staff continues to spend extensive time reviewing research materials related to the Tahoe Keys Property Owner Association’s (TKPOA) “Application for Exemption to Apply Aquatic Herbicides Test Project,” which was submitted to the Lahontan Regional Water Quality Control Board in January 2017. Staff is researching state and federal regulatory information that will be important in the decision-making process.

Staff has been working with Tahoe RCD and the Tahoe Fund on a matching grant offer, authorized by TWSA Board, for purchasing bottom barriers. The joint fundraising project for bottom barrier mats should be launching in June 2017 as a Tahoe Fund project.

Staff continues to research Public Works’ sustainability metrics evaluation system. The framework for an IVGID Sustainability Annual Report is in development. Energy, water and waste records are being input into an EPA Energy Star data tracking and analytics portal. Data from NV Energy is being uploaded to the EPA Energy Star Website for better tracking and two STOKE templates have been released to aid certification this winter.

The annual Spring Community Cleanup was coordinated by Waste Not. Setting a new record for participation, 111 neighbors came out on Saturday, June 3, to collect litter and loose trash from Incline’s streets, streams and trails. The morning’s efforts resulted in a very heavy load of small debris, with more than 8 cubic yards (two very full dumpsters) collected.

UTILITIES HIGHLIGHTS

Monthly compliance reports for the water and wastewater systems were submitted to state and local agencies with no permit violations. The Laboratory team completed all required monthly testing and submittals. Water production was 127.4 MG and treated Wastewater was 30.2 MG. 19,500 gallons of septage was received at the WRRF site. 124.1 tons of biosolids were hauled to the Bently facility for composting.
We received 274,448 gallons of wastewater from State Parks sites. Pipeline collected and recycled 42,000 lbs. of scrap metal.

**Water Resource Recovery Facility (WRRF)**

Projects included installing the second mixer into the #2 North basin, investigation of issues on the Centrisys control panel and replacement of the computer fan. The DWPSP flow meters were tested and adjusted, bringing a much needed process improvement.

The TSS probes continue to be cleaned to record accurate reads, new level sensors were installed in the #3 and #4 WAS basins, the #3 blower vibration sensor was corrected and bypass pumping was set up into the vacant aeration basins to accommodate the export line emergency pipe repair.

Other projects included the continued pumping down of both upper and lower emergency holding ponds, and running the Plant’s 2 North and 2 South aeration basins in plug flow mode, along with both clarifiers. Both emergency retention ponds were pumped down to accommodate future emergency storage. The polymer mixer for the #2 centrifuge was inspected and cleaned.

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.

A second sodium silicate pump was installed to increase the dosing rate into the water system. All weekly / monthly UVT, UV and OCS calibrations were completed and water was removed from the fuel supply fill area.

The emergency generator was test run with no issues

**Water Pump Stations / Tanks**

Staff completed bi-weekly sampling of all water reservoirs for chlorine residual, preventative maintenance processes were completed and logged in Nexgen, and the 5-3 B tank was taken out of service leaving 5-3 A as primary supply.

**Sewer Pump Stations**
SPS 17 was taken down and isolated for related work in the road. The SPS 1 dry well exhaust fan coupling was repaired and put back in service, float levels were adjusted in SPS 5, pumping issues at SPS 11 were repaired, and SPS 1 and SPS 8 were pumped down in preparation for the 4th of July pummeling.

SPS 10 is experiencing lifting issues due to a hole in the piping; these issues are being addressed.

Water Distribution

In addition to normal workload, staff performed 125 line locates, two watermain and one service line repairs, tested eight commercial water meters and continued on the annual pressure reducing valve inspection and rebuild program.

Staff repaired three fire hydrants, installed one new fire hydrant, performed one service line freeze for a contractor, re-plumbed the tennis site’s backflow device and performed the annual warehouse inventory count.

Other projects consisted of assisting on this year’s watermain project, the PW cold storage building project, assisting Washoe County on their erosion control project, and working with the Utility Maintenance Specialist on various plant and pump station projects.

Bi-annual leak detection was performed by an outside contractor; three leaks were found and repaired. Staff also performed two non-pay turn offs for the Utility Billing Office.

Wastewater Collection

The team completed one sewer main line repair, performed an export line repair by replacing a section of pipe, continued with Stream Environmental Zone manhole inspections, completed cleaning 85 BMP drain vault boxes and spread 750 tons of grindings to repair the wetlands facility roads.

Staff also performed 375 feet of CCTV work and 8,265 feet of hydro flushing.

Utility Maintenance Specialist

Projects completed for June consisted of one air relief valve replacement on the export line, annual replacement of the odor scrubber canister at SPS 10, replacement of the Sodium Hypochlorite scrubber at the WRRF site, internal repairs and upgrades
at the wetlands control building and delivery and spreading of 750 tons of grindings for roadway repairs.

Projects being worked on consist of SPS 14 major repairs and replacements of internal items, SPS 10 pipe replacement, lowering of the export line at Hwy 395 and Plymouth drive while working with NDOT, continued export line ARV replacements in Jacks Valley and ARV replacements on the sewer force mains throughout the District.

There are currently ten more projects waiting on parts, contractors, proposals and funding.

Lists of projects are available on request

Asset Management

Preventative Maintenance work orders were created for the following: 15 for Buildings, 4 in Pipeline and 16 for the Plant. In addition, another 72 Buildings, 14 Pipeline and 15 Plant project work orders were generated.

GIS projects primarily consisted of 6 water and sewer audits, 11 field locations of meter installations, 7 meter address changes, 9 CCTV sewer condition updates and implemented valve exercising completion status with updates.

Two new reports were generated for the Engineering division. Staff finalized the Pipeline month end requirements, reviewed six Pipeline cost reports before distribution, along with additional work order and labor reports. Staff also participated in the Nexgen Ad Hoc report generation webinar.

Working with the Buildings Division, staff reviewed 2017-18 preventative maintenance tasks, adding modifications to minimize generated work orders with Nexgen, and created a draft of breakdowns by work order type at each District venue for the 311 service portal draft for service requests.

Other projects completed were monitoring the Bill Master meter link and finalized the requirements with the vendor and participated in the ESRI ArcGIS Pro Essentials webinar related to Arc Map conversions with ESRI’s continued support of our product.

Miscellaneous / Training / Safety

Our CDL driver continues to haul biosolids for the WWRF site, green waste and mulch for the golf course, ski and parks departments and has been assisting with delivering and picking up equipment for the fleet division.
Pipeline staff attended the monthly District safety meeting, both teams attended the OSHA training, both teams performed a confined space rescue training exercise and trained the brush crew on backhoe operation. All District fire extinguishers were inspected.

One operator attended and passed his PACP certification renewal.

**Call outs (After Hours)**

The plant team responded to a total of 19 alarms and call outs this month. The WRRF site, BCWDP and some pump stations experienced temporary power outages with no long lasting effects. The Pipeline team responded to 6 callouts. A complete list of these callouts is on record.

**ENGINEERING HIGHLIGHTS**

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

- **Diamond Peak Base Lodge Lower Restroom Replacement Project** – This project will provide a complete renovation of the original restrooms in the lower level of the Diamond Peak Base Lodge. The project was awarded to Sentinel Builders of Sparks, Nevada. Project start date was October 12 and work was substantially complete on December 14. Repairs of deficient work identified over the course of the ski season have been completed and final payment and contract close-out is being processed.

  Sentinel Builders 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>
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<td>$183,078</td>
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- **2017 Watermain Replacement Project** – This project will replace approximately 3,000 lf of old watermains with new 8” PVC or Class 350 DIP watermains within the Mill Creek neighborhood, along Sawmill, Selby and Pine Cone Roads. Work was awarded to Gerhardt and Berry of Reno, NV, and is scheduled to begin on May 1. All work is substantially complete with final pave out occurring in early July.
Washoe County’s water quality improvements and pavement projects in the same neighborhood will occur over the remainder of the summer.

Gerhardt and Berry Contract Status:

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
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<tbody>
<tr>
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• **Public Works Equipment Storage Building** – This project is to 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, with earthwork, site utilities, and relocation of the District’s fuel island. 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>
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<th>Current Balance to Completion (including retainage)</th>
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<tbody>
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• **Sewer Pump Station 8 Improvements Project** – This project will consist of upgrades and rehabilitation of existing facilities at raw sewage 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. Work is scheduled to begin after Labor Day, with substantial completion by December 4, 2017.
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>
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- **WRRF Access and Decant Improvements Project** – This project will construct a new decant facility for the District’s Vactor trucks, a new modular gravity retaining wall replacing an existing failed timber wall, and a widened access road to the back half of the Water Resources Recovery Facility. The project was awarded to Burdick Excavating of Carson City, Nevada. Work is scheduled to begin in late July with substantial completion by November 1, 2017.

Burdick Excavating Contract Status:

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<tr>
<th>Original Contract Amount</th>
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<th>Current Total Contract Amount</th>
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Additionally, the Engineering Department is overseeing a number of other projects in the bidding, planning and design phase, including the Incline Beach House project, office space remodel at the Public Works facilities, safety enhancements for the natatorium mezzanine at the Recreation Center, the Diamond Peak Incline Creek Culvert Rehabilitation, 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.

**FLEET HIGHLIGHTS**

Sweetwater shop: All shop activities are running smooth at this time and the mechanics are keeping up with preventive maintenance schedules and repairs. Mechanics took extra steps this year to inspect and test all Parks/Grounds equipment before the July 4 holiday to ensure availability of all equipment at this busy time of year.

Ski shop: All shop activities are running smooth and mechanics are preparing to start the summer services and overhauls of the equipment in preparation for next season.
Golf shop: Mechanics have completed all winter equipment services and repairs and equipment is ready for use on the golf courses as needed.

BUILDINGS HIGHLIGHTS

In addition to the following list of projects, the Buildings team completed annual District fire extinguisher inspections and repairs, and striping at District parking lots.

- **Administration**
  - Installed new snowmelt system on northeast entrance roof
  - Cleaned carpets and tile throughout building

- **Public Works**
  - Repaired fleet roll up doors
  - Completed new entrance gate installation

- **Treatment Plant**
  - Installed new LED lighting in the lab.

- **Chateau**
  - Investigated and repaired ice machine outside snack shack
  - Cleaned out and repaired swamp cooler water reservoir for FC 7 Chateau F&B
  - Repaired four damaged parking lot lights with new LED fixture heads.
  - Winter damage - installed new electric car charger.
  - Winter damage - pavers repaired at front of Chateau
  - Winter damage - resurfaced main patio deck due to excessive snow
  - Winter damage - installed new gutters damaged from excessive snow

- **Aspen Grove**
  - Painted exterior of building
  - Started CIP kitchen remodel
  - Repaired interior lighting

- **Golf**
  - Winter damage - Completed mold abatement and repairs to Champ Maintenance Building
  - Installed new water line for battery charger at the Champ cart barn
  - Repaired and replaced pump for Champ Course waterfall feature
  - Replaced glass in Champ Pro Shop front door following vandalism

- **Ski**
  - Winter damage - pavers repaired in the front of Main Lodge
  - Winter damage - continued mold abatement and repairs to Fleet Maintenance building

- **Parks**
Installed new drinking fountain on Village Green  
Winter damage - pavers repaired in front of bathrooms at Village Green  
Replaced sensors for hand dryers in both women’s bathrooms at Preston Park  

• **Recreation Center**  
Winter damage - Investigated and repaired back parking lot lights  
Completed new boiler upgrade with Lochinvar  

• **Tennis Center**  
Replaced glass on south parking lot lights  
Repaired rodent damage to table canopies  

• **Incline Beach F&B**  
Replaced fan belts on kitchen hoods  

• **Burnt Cedar Beach F&B**  
Replaced fan belts on kitchen hoods  
Installed new water line for ice machine, including electrical and drain line.  

• **Beaches**  
Winter damage – repaired and replaced driveway swing gate at Ski Beach  
Tightened concrete blocks on boat ramp.  

**BUSINESS OFFICE HIGHLIGHTS**  

• Staff posted 53 delinquent accounts for shut-off; 24 online account customers were also notified of delinquency postings via email.  
• No accounts were shut off for nonpayment. There is currently 1 account shut off for a delinquent balance.  
• There were no liens or releases of liens recorded.  
• E-statements were sent to 977 accounts registered online.  
• Potential leak notifications were indicated for 335 accounts on their monthly statement, and 63 online account access customers were also notified of their leak by email.  
• Changes in ownership were processed for 24 utility accounts.  
• Staff processed no credits related to water leaks.  
• Staff is working on contract administration tasks for the various CIP projects, including those contained in Engineering’s report, above.