# Public Works Benchmarks

## MARCH

<table>
<thead>
<tr>
<th>Benchmark Item</th>
<th>2018</th>
<th>2017</th>
<th>3-Year Average</th>
<th>2018</th>
<th>2017</th>
<th>3-Year Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Flow (acre-feet)</td>
<td>107</td>
<td>116</td>
<td>109</td>
<td>2,147</td>
<td>2,174</td>
<td>2,151</td>
</tr>
<tr>
<td>Wastewater Flow (million gallons)</td>
<td>28</td>
<td>45</td>
<td>35</td>
<td>25</td>
<td>305</td>
<td>270</td>
</tr>
<tr>
<td>Fleet Work Orders, PM &amp; CM, % of Total Time</td>
<td>61%</td>
<td>61%</td>
<td>61%</td>
<td>54%</td>
<td>58%</td>
<td>57%</td>
</tr>
<tr>
<td>Buildings Work Orders Completed</td>
<td>93</td>
<td>96</td>
<td>95</td>
<td>895</td>
<td>998</td>
<td>989</td>
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<tr>
<td>Customer Service Requests</td>
<td>53</td>
<td>48</td>
<td>47</td>
<td>833</td>
<td>746</td>
<td>808</td>
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<tr>
<td>Backflow Testing</td>
<td>58</td>
<td>70</td>
<td>63</td>
<td>1,278</td>
<td>1,094</td>
<td>1,168</td>
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<tr>
<td>Plan Checking</td>
<td>19</td>
<td>12</td>
<td>21</td>
<td>223</td>
<td>177</td>
<td>197</td>
</tr>
<tr>
<td>Trash Call-Outs</td>
<td>4</td>
<td>15</td>
<td>9</td>
<td>329</td>
<td>155</td>
<td>191</td>
</tr>
</tbody>
</table>

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 March 2018

DATE: April 13, 2018

DIRECTOR HIGHLIGHTS

Ever since there have been sewer systems, there has been groundwater getting into sewers, much to the annoyance of sewer operators everywhere. My experience in the industry gives me confidence in saying that the District has a far better than average system for preventing groundwater intrusion. With that said, in the first three months of 2017, we saw a total of 121.4 million gallons of sewage treated, compared to this year, when we treated 77.2 million gallons. Last year may be considered one of the wettest on record, and increased our sewage flows by 57%. A 100% to 200% increase is not uncommon for some sewer systems.

Our lead Water Treatment Operator is updating the Burnt Cedar Water Disinfection Plant’s 2012 Operations Manual of standard operational procedures. New staff training on those procedures will begin on April 1.

The Public Works Department welcomed new part-time employee David Gibney to the Utilities Billing Office, and Bryan Kambitsch to the Treatment Plant. David also works part time for Diamond Peak.

Garbage Can Enclosure (Bear Box/Shed) Rebate Program: Since July 1, 2014, 512 applications for rebates have been received with 412 successful installations to date.

WASTE NOT AND TAHOE WATER SUPPLIERS ASSOCIATION

The Tahoe Fund Aquatic Invasive Bottom Barrier Challenge was successfully completed. The Tahoe Water Suppliers Association donated $26,000, which was matched by the Tahoe Fund’s $26,000 to purchase $52,000 in bottom barriers for the Tahoe Resource Conservation District. https://vimeo.com/256686801

The Tahoe Keys Property Owner Association’s “Application for Exemption to Apply Aquatic Herbicides Test Project” was submitted to the Lahontan Regional Water Quality Control Board in January 2017; an updated version was published July 2017. It appears
that the project is stalled in the regulatory process. Staff is continuously working on reviewing updated reports and documents related to the proposal.

Staff attended the 37th Annual Conference of the Western Aquatic Plant Management Society, held in Reno on March 27, to see a presentation on the ‘UV Light Pilot’ by John Paoluccio, and view the results of the ‘efficacy of herbicides on sprouted turions’ lab test by Dr. Lars Anderson.

Staff completed the first IVGID Public Works Sustainability Report. The report is under review by the PW Director and is anticipated to be published in April 2018. The report features a sustainability metrics evaluation system, and also documents PW program milestones. Energy, water and other resource use records are being input into an EPA Energy Star data tracking and analytics portal in order to build a databank.

Staff facilitated the 2-day final evaluation tour by the examiner for STOKE Certification at Diamond Peak on February 5 and 6. The evaluation went very well; with final STOKE certification now anticipated by early April 2018.  
www.stokecertified.com/members/diamond-peak

UTILITIES HIGHLIGHTS

Water production for March was 34.8 million gallons (MG), for a total daily average of 1.1 MG; 28.2 MG of waste water was processed, for a daily average of .91 MG. The Plant also received 13,000 gallons of septage, and processed/hauled 93.45 tons of biosolids.

Utilities staff performed over 338 hours of snow removal during the month of March, CCTV-inspected 3,470 feet of sewer lines, and responded to 27 overtime call-outs. Pumps were repaired or sent out for repair for the Burnt Cedar Water Disinfection Plant and for Spooner Pump Station. There are an additional 13 projects currently in progress.

Our GIS person submitted comments to Nexgen’s Backflow requirement document and will be meeting with Nexgen in early April to finalize our requirements and discuss a schedule for data migration. She also prepared and reviewed three cost reports (Snow Removal, PRV and Equipment Rental) prior to distribution to our venue leads and Accounting, and prepared approximately 15 monthly work order, services request and labor reports for Public Works.

All monthly UV, UVT and OCS calibrations were completed, and staff completed the replacement of the SPS-15 emergency generator panel.

Staff participated in the CIP tour for our Board of Trustees, and with the annual Career Day hosting over 80, 7th graders from Incline Middle School. Those kids love to visit the Treatment Plant and talk sewage.

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 punch list items 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>$117,674.57</td>
<td>$2,144,671.57</td>
<td>$2,015,305.96</td>
<td>$129,365.61</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. Work currently focuses on equipment start-up and functional testing. Substantial completion of the project is anticipated by April 13, 2018.

- **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>$453,637.55</td>
<td>$249,848.98</td>
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**Sewer Pump Station 11 Replacement Project** – This project consists of replacement of SPS 11, located 200’ from the lake and originally constructed over 40 years ago. Procurement of the packaged pump station was awarded to Smith & Loveless at the March 28 Board Meeting. Fabrication of the packaged station is expected to take 12 weeks upon contract award. Once the station is built, it will be transported to Incline Village for installation via a separate, competitively bid construction contract.

- **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>
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<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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<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 March:

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Project CIP &amp; Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/12/18</td>
<td>The HON Co.</td>
<td>2523FF1602; WWTP Office Space Reconfiguration</td>
<td>$15,864</td>
</tr>
<tr>
<td>3/12/18</td>
<td>Building Control Systems</td>
<td>2599BD1105; WRRF Upgrades</td>
<td>$15,000</td>
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<tr>
<td>3/13/18</td>
<td>CH2M</td>
<td>2599DI1703; SPS 1 Upgrades</td>
<td>$46,000</td>
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<tr>
<td>3/21/18</td>
<td>BJG</td>
<td>2523FF1602; WWTP On-Call Crew Quarters, CA Services</td>
<td>$13,500</td>
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<tr>
<td>3/22/18</td>
<td>Ferguson Waterworks</td>
<td>2524SS1010; Effluent Export Line, Ph. II</td>
<td>$23,200</td>
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<tr>
<td>3/22/18</td>
<td>CH2M</td>
<td>2599SS1707; WRRF Aeration System Upgrades</td>
<td>$40,000</td>
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<td>3/26/18</td>
<td>Burdick Exc.</td>
<td>2599SS1103; Wetlands 2017 Flood Damage Repairs</td>
<td>$24,980</td>
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<td>3/28/18</td>
<td>Edge Core Tech</td>
<td>3462LE1608; Red Fox &amp; ridge Lifts Restraining Bar Upgrade</td>
<td>$25,148</td>
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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 door and touch keypad lock set at the IT server room and replaced a light panel in the print room.

**Public Works:** Installed a new fire alarm panel, antenna and water proof box, and installed a new burglar alarm panel, antenna and water proof box.

**Treatment Plant:** Installed heat tape in a new 180 ft. gutter and downspout, and tied in new water lines for remodeled offices.

**Chateau:** Inspected and repaired electric car charger station, installed new skins on doors in hallway and moved, adjusted and repaired the dishwasher countertop in the Grill kitchen.
Aspen Grove: Replaced faucet in kitchen sink, cleaned out disposal.

Golf: Troubleshooted and installed 8 ft. lamps, replaced the middle ceiling fan and installed new carpet in the Champ Maintenance operations offices. Installed low voltage wire for gas pump at Champ Maintenance.

Ski: Rental shop and Sports shop not heating properly, repaired thermostat. Replaced boiler at Skier Services. Replaced TPRV on house heat boiler as the unit was leaking; checked system pressure. Adjusted incoming pressure. Installed flue gas plugs. Main lodge roof snowmelt system breaker tripping; replaced breakers and broken ice melt loop.

Parks: Repaired the faucet on the Parks Building’s kitchen sink and repaired the thermostat on the garage Reznor.

Recreation Center: Reset and monitored boilers 1 and 2, which were locked out, inspected and repaired the Lochinvar boilers on vent sizing. Turned down burn rate to 66% to allow no low fan speed faults. Pool was closed due to high chlorine and PH. Pool was back washed and treated with chlorine-neutralizing chemicals. Repaired and replaced lock on boiler room door.

Tennis Center: Repaired ceiling radiant heater.

Incline Beach F&B: Removed and disposed of shelving.

Burnt Cedar Beach F&B: Installed wire for IT connections and junction boxes.

Beaches: Removed winter circulation pump at Burnt Cedar Beach. Installed summer plugs, changed electrical to summer settings, replaced the pool pump, modified plumbing and powered up the chlorination system for the baby pool. Replaced the main pool pump, and installed new wiring and gaskets from disconnect.

FLEET HIGHLIGHTS

Fleet is still down one mechanic with Kris Stevens on active duty deployment as part of his USAF Reserve duties. We look forward to his return in mid-April.

Department Highlights:

- Sweetwater: All shop activities are running smooth at this time and the mechanics are keeping up with preventive maintenance schedule and repairs. Any special projects are on hold at this time.
- Ski: All shop activities are running smooth and mechanics are keeping up with workload.
- Golf: 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 2018 season.

BUSINESS OFFICE HIGHLIGHTS

- Staff posted 42 delinquent accounts for shut-off; 23 online account customers were also notified of posting by email.
- No accounts were shut-off for nonpayment. There is currently 1 account shut off with a delinquent balance.
• 1,081 accounts received E-statements through online account access.
• Potential leak notifications were indicated for 260 accounts on their monthly statement. 50 online account access customers were also notified of their leak by email.
• 19 changes in ownership were processed on utility accounts.
• Staff continues contract administration work for our various CIP projects, including those contained within Engineering's report, above.