

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim General Manager

SUBJECT: General Manager's Status Report
Prepared for the meeting of October 30, 2019

DATE: October 21, 2019

Capital Projects Update October 21, 2019

Design

WRRF Aeration System Improvements

The aeration process of wastewater treatment supplies oxygen to facilitate the biological activity that converts raw sewage into treated wastewater effluent. The plant has six-200,000-gallon aeration basins with two jet aeration clusters per basin. These clusters utilize pressurized air to mix and recirculate the wastewater and provide the necessary oxygen to the microorganisms. The pressurized air is delivered by multistage centrifugal blowers that are metered by electronically operated valves in order to keep the correct balance of oxygen in the aeration basins at all times. This project funds the design and replacement of the aeration system equipment at the WRRF. The age of the equipment, the number of hours of operation, and condition assessment indicates the existing centrifugal blowers are at the end of their serviceable life. Additionally, the blowers are no longer supported by the manufacturer and replacement parts are difficult to acquire. Jacobs Engineering has completed the design. The contract is being advertised for bids and bid opening is October 24, 2019. Project completion is October 2020.

SPS #1 – (Adjacent to the Beaches Overflow Parking Lot)

The District owns 18 sewer pumping stations in Incline Village and Crystal Bay. Sewer Pump Station #1 collects and transports 50 percent of the raw sewage and transport to the wastewater treatment plant on Sweetwater Road. Constructed in 1962, this station has provided reliable service. The station contains the mechanical and electrical equipment to pump sewage to the wastewater treatment plant. The equipment in the station to be replaced as a part of this project are the variable frequency drives installed in the 1990s for the three pump sets and the motor control centers. The bid opening was conducted on October 10, 2019 and a memo is included, on the Consent Calendar, in the 10/30 Board Packet.

Tennis Center Renovation

The Board approved on June 19 for staff to begin the design of the tennis center renovation. The architectural, design and permitting services scope of work was approved at the August 14 BOT meeting with the removal of Bocce Courts. The project will be brought back to the Board for design review and prioritization on October 30. The key project objectives are renovation of the pro-shop buildings and surrounding site to renovate aging restrooms,

expand the pro-shop by enclosing outdoor kitchenette area, expand and enhance the deck area, improve wayfinding and flow of traffic through the Tennis Center.

Construction

Water Reservoir Safety and Security Improvements

This project would replace the ladders that access the top of the water reservoirs, install intermediate access platforms, install protective railings and install new fall protection devices. The exterior access to the roof area is required to meet the needs of the District to monitor the water quality in the reservoirs and perform routine repairs to radio communication equipment. The ladders also need to be secured from access by the public. The reservoir ladders, fall protection, platforms, and protective railings will meet the current Occupational Safety and Health Administration (OSHA) safety standards. The Board awarded the contract to Resource Development Company on April 10, 2019. Construction began this summer and is expected to be substantially complete by June 30, 2020.

Incline Park Ballfields Renovations

The project was awarded to Rapid Construction at the March 18, 2019 District Board meeting. The project was reduced in scope to only improvements at Field #3 to include:

- New Baseball-specific Turf Infield, Drainage, and Irrigation
- New outfield specific French Drain
- New Scoreboard with naming rights panel
- New Modular Batting Cages with retaining/seating wall
- New Foul Poles
- Expansion of outfield dimensions, fencing replacement, and renovated outfield warning track
- New Backer Board at Backstop/Includes padding
- New enclosed custom modular Dugouts with equipment storage
- Site Signage Improvements

TRPA pre-grade was July 8, construction is currently in progress and will be substantially completed by October 30, 2019.

WPS 2-1 Incline – (Adjacent to Burnt Cedar Beach)

Water Pump Station 2-1 (WPS 2-1) is located at the Burnt Cedar Water Disinfection Plant (BCWDP) and pumps the disinfected potable water into the water distribution system to serve Incline Village and Crystal Bay. WPS 2-1 was largely constructed in 1972 with minor upgrades in 1995 and 2012. The electric motor control centers (MCCs) and switchgear at WPS 2-1 date to the original 1972 installation. This equipment does not meet modern OSHA requirements for Arc Flash safety and the MCCs and switchgear is at the end of its service life and no longer supported by the respective manufacturers. Jacobs Engineering completed the design. The Board awarded the contract on August 28 to San Joaquin Electric. Notice to proceed was issued on September 9 and project completion is April 2020.

Mountain Course Clubhouse Renovation

On August 11, 2018 a fire occurred in the Mountain Course Clubhouse which completely decimated the kitchen area. Smoke damage was incurred throughout the facility, which in turn affects walls, flooring and mechanical systems. The District's insurance coverage is for replacement. However, the evaluation of what is the best solution long term for the operations indicates a revised allocation of floor space, changes to access and substantial change to customer flow requires a makeover of the floor plan. These changes facilitate other objectives including a long standing issue of ADA accessibility to the lower level for food service. The plans also include construction of a new and expanded deck and the installation of new windows and doors. The Board approved the design on May 22 and authorized advertising for bids which then occurred on June 21. The Board awarded the construction contract to Houston Smith Construction at the August 14 BOT meeting. Project is currently in construction with grading, utilities and paving being completed prior to the October 15 TRPA deadline.

Other Projects

The grant funded Incline Creek Restoration project located on the Hole 14 of the Championship Golf Course was awarded to Aspen Developers and began construction on September 9, 2019 and will be completed on schedule.

Items of Note

No Smoking Policy Development

In coordination with the NLTFPD, Staff is working on developing a potential "No Smoking" policy that could apply to all IVGID facilities and venues. There has been recent legislation that refers to smoking near vegetation and this has been a topic of discussion in the community for quite some time. Staff is hoping to bring this proposed policy to the Board of Trustees this winter.

Recruitment of New Director of Finance

The Director of Finance position will be posted as soon as Wednesday, October 23 with a three week response time. Senior Management staff is working with Human Resources to develop an application screening and interview process to ensure we have several highly qualified applicants to select from. The job description includes duties and responsibilities related to solely to managing the District's financial operations. It currently does not include any additional areas of responsibility. Staff will provide an additional update on November 13.

2019 Beaches Season wrap up

The Interim General Manager will provide an end of the season Beaches wrap up at the November 13th Board meeting. This will include final total visits data, season highlights and potential ideas for improvements in 2020 to include a brief presentation of the "Guest Access Ticket".

Update on meeting with the Forest Service

The meeting with the United States Forest Service originally scheduled for September 30th, was rescheduled to November 13th. Staff will report back with an update after the meeting. The purpose of the meeting is to discuss the parcel located across from Incline High School. IVGID is hoping to acquire the parcel for the purposes of public outdoor recreation (potential dog park) and fire prevention.

Financial Transparency

The Monthly District Financial reports are posted on the Financial Transparency page <https://www.yourtahoepace.com/ivgid/financial-transparency>.

The September financial reports for the first three months indicate revenues above budgeted levels of charges for services, while internal services are under due to Staff vacant positions causing reduced services. The extra miscellaneous items are in large part of the insurance proceeds for the Mountain Course fire. Expenses for personnel are under budget including the effects of vacancies. Capital Expenditures noted are only for the General Fund and are over budget because of the extra spent on the approved server replacement.