

MEMO TO: **Cameron McKay, General Manager**

FROM: **Brandon Garden, Utility Operations Superintendent**

SUBJECT: **Operations Report for the meeting of November 17, 2020; Operations for October 16, 2020 – November 12, 2020**

WATER CREW

Leaks Repaired 2

Lake Station Output

October 1, 2020 – October 31, 2020

Total Flow: 29,033,500 Gallons

Daily Average: 936,565 Gallons

Turn On/Offs

32

Profiles/Leak Detects/Frozen Meters

2

Escrow Reads/Meter Re-Reads

87

Inspections

11

Station 1	346 Eugene Dr.
Station 2	169 Terrace View
Station 3	176 Buchanan
Station 4	314 Andria
Station 5	403 Kimberly Brooke
Tank 6	481 Kimberly Brooke
Station 7	698 Kingsbury Grade
Tank 10 A&B	1640 Black Bear Run

Major Activities

- The crew fixed a leak on a service line that feeds two separate properties in Lake Village.
- The chlorine generator had a major failure causing it to be out of service for almost 12 hours. The crew was able to fix the issue with parts that were on hand to get it back up and running.
- Winter preparations have continued at all district owned facilities.
- Timer counters have been replaced for pump motors at Station 2.
- Byran assisted Tom Swick with the RTU power supply at Station 5. More on this in my section of this report.
- A meter register was replaced at 340 Barton Ct.
- All district fire extinguishers have had their annual inspections and have been recharged.
- Batteries for all of the alarm sensors at all tank sites have been replaced.
- Snow removal at all Stations when needed.
- Calibration on all analyzers at Station 1 is complete.
- Byran and Shane continue to spend time on permitting and inspections. External inspections are the only inspections being completed.
- Byran and I have been issuing connection permits and performing plan reviews.
- All monthly UV sensor verifications are complete.
- The crew has delivered shut off notices to customers who have not paid their bills.
- Non-pay shut offs and turn ons when paid.
- Board packet delivery is done by the crew monthly.

- Scheduled Intertie exercising with Edgewood continues to take place every other week. Stand by generators at all stations are exercised on non-Intertie weeks.
- End of the month radio and manual meter reads have been done by the crew.

GIS

- Currently Farr West is working on incorporating existing record drawings.
- Corrections that need to be made have been sent to Farr West as they are found.

Training

- Mike Edwards has participated in virtual training put on by Nevada Rural Water Association.

ROAD CREW

Major Activities

- Please see attached report submitted by Joel Goligoski, Street Maintenance Specialist.

Road Report 10-13-2020-11-12-2020

Paint Striping

Joel and Darren paint striped Tramway, North Benjamin, South Benjamin, Chimney Rock.

Joel and Darren painted 22 stop bars total. Joel and Darren painted stop bars from Daggett to South Benjamin along Highway 207 at district intersections. Joel and Darren painted stop bars in the South Benjamin and Tramway area as well.

Sweeping

Darren swept all the roads in the district. Darren swept 13 loads of pine needles.

Brush

Joel and Darren cut four loads of brush in the areas of Easy Street, Aspen, Ridge, Sherwood, and Sunset.

Delineation

Joel and Darren installed 2 delineators at 173 Terrace View Dr.

Joel called in an underground service alert at 224 Scott for two delineators. Joel and Darren will install this week.

Signs

Joel and Darren turned around the snow advisory signs and turned on the beacons at Tramway, Quaking Aspen, North Benjamin, Andria, and Highlands.

Snow Removal

Joel and Darren installed the Epoke in the dump truck and resumed the anti-ice route before storms.

Joel advised F&B of a few streets that plowing was missed on the last storm. Ridge due to construction on Terrace View, Glen and Kjer due to not being visible due to owners of road not having a street sign.

Joel and Darren chained up the loader.

Joel and Darren put the snowplow on truck 1323.

FACILITIES

160 Pine Ridge & 298 Kingsbury Grade

- Nothing to report on my end.

SEWER

- I have reviewed and updated all pumping data from the main lift station and the other lifts stations.

- A sink hole was observed on Tramway near Bonnie Dr. The issue was created from a void in the sewer main line. Summit is working on a way to correct this issue.
- A Corrective Action Letter was sent out to the four owners of 752 Bigler Ct. The sewer lateral for the property is exposed and will need to be buried to get into compliance with KGID's sewer ordinance.

SNOW REMOVAL

- I have been working with Frontier Communications to repair one of their vaults on Quaking Aspen that is damaged and will create snow removal issues this winter.
- Joel and I have identified many areas in need of additional snow staking to protect properties and infrastructure from snow removal damage.
- There were minimal complaints with the first snow fall of the season. The snow removal contractor was ready and performed a good job throughout the district.

VEHICLE & EQUIPMENT

- Truck 1827 had the tires replaced.
- Truck 1021 had the tires replaced.
- Byran has started on the annual small engine maintenance program.
- Cashman equipment and I have been working towards getting an updated service agreement for our heavy equipment.
- New headlights have been ordered for truck 1020. The current headlight lenses are fogged over very bad causing low lighting issues when driving in the dark.
- Both filters for the fuel pumps at the Ops Yard have been replaced.

OPERATIONS SUPERINTENDENT

General

- Impact Construction has completed the installation of 56 linear feet of curb and gutter on the lower portion of Andria Dr. at the intersection of N. Benjamin. KGID has flow tested the new portion and it has corrected the issue with water coming out of the gutter and flowing across the roadway.
- I assisted the water crew with the water leak repair on Laura Dr.
- Fire flow information was requested by the property owner of 104 Daggett. They are doing a remodel and are required to install a fire suppression system. The fire flow information as provided to them.
- I was selected to be a board member on the Nevada Water and Wastewater Operator's Forum. I will represent Medium Water Systems.
- I have acquired the Utility Management Certification through National Rural Water Associations Water University. This certification program is designed to recognize the professional educational achievements of individuals and to market their achievements and skills to increase the value of today's water professionals. I am one of three people in the state of Nevada that have this certification.
- Standard Operating Procedures have been created for sampling. It became apparent that the operators were not using the same procedures. By creating these SOP's it will require all operators to follow the same procedure for all of the sampling that is done throughout the district.
- I have helped Brandy and Judy with invoice issues for water supplies and have provided descriptions for where parts and supplies have been used.
- Conner with Digital Technology Solutions and I developed a call option with our new phone system to provide callers with an option for Road/Snow calls to be directed to the Road Technician on call during storm events. This item was initially overlooked with the implementation of the new phone system and eliminating the answering service that used to take the calls and forward them to the on-call personnel.
- The power supply for the SCADA system at Station 5 failed. Byran and I worked with Tom Swick to get a new power supply installed. When the power supply failed, we had no automatic control through SCADA for the Station. Byran was the on-call operator at this time and had to manually pump water to keep the tank zone in water and not create a supply issue to the customers in that zone.

- I have reviewed multiple projects submitted by NV Energy for projects they will be performing in the district.
- When inspecting projects in the district I noticed a new driveway going in at 178 Hall Ct. that had a hydronic system to heat the driveway. Shane and I notified the owner that a Cross Connection Survey would be needed to check for possible cross connections and the need for a backflow prevention device. After our survey we identified there was not a need for a backflow as the unit was self-contained and not connected to the water supply for the property.
- I provided many years of water production data to the Sierra Business Council. They are doing a greenhouse gas study and requested this information from most of the water purveyors in the basin.
- I have updated all of the utility crews email passwords and have worked with them to update their phone apps and computer apps.
- *The current line locating and leak sounding equipment is showing wear and is nearing the point of replacement. The crew and I have been looking into newer technologies for line locating and leak detection. We have demoed one model and found it too complicated and complex for efficient use. I am looking into other options and brands to hopefully demo and find options for this work that will assist the crew in line locating and leak detection.* I continue to spend time on this item.
- *I have spent a lot of time going through boxes and boxes of paperwork that came from the Business Contracts Managers office when it was cleaned. This process has been very time consuming as I have had to go through every single sheet of paper individually to verify that nothing is destroyed that could lead to leaving the district vulnerable to a records retention violation. I have found on many occasions original signed contract and project documents that were never filed nor saved electronically. I have found titles for vehicles and equipment that were in with printed out emails that had no correlation with the vehicle, nor had the vehicles ever been registered with the Department of Motor Vehicles. My intention is not to put anyone down or spread ill will but to express the time that is being taken to do this task along with the other day to day operations. I foresee this taking many months to fully complete.* I continue to spend time on this.
- *Work has started on product purchasing for treatment and distribution supplies that were budgeted for this fiscal year.* This work is ongoing.
- Time has been spent on project related items for the Juniper and Andria projects.
- Time has been spent investigating meter and consumption data for meters within the Tahoe Beach Club.
- I have started assembling KGID's Risk and Resilience Assessment.
- I continue to review and make changes to our conservation plan.
- I have been assisting with connection permits and plan reviews.
- I continue to keep you updated on all the crew's operations and mine as well.
- I have completed the monthly pump reports submitted to NDEP.
- The fuel use reports have been updated.
- I have visually inspected and reviewed all projects performed by the crews throughout the district.
- I continually review timesheets, and approve overtime as needed.
- I review all crew Daily Field Report. These reports are used for the crews to document their day to day operations and tasks.
- I have approved all invoices for the field crews.
- I have reviewed all backflow test reports.
- I have reviewed all GPS reports for field crew vehicles and fuel reports.

PROJECTS

Andria Road Rehabilitation

- All field work and punch list items are completed. Final administrative items are currently in the process of being closed out.

Juniper/Kjer Water and Road Improvement Project

- Administrative items are currently in the process of being closed out.

2020 Sealing Project

- Farr West is incorporating the record drawing for this project into the GIS system.

Chlorine Generator

- I have been in contact with Process Solutions, Inc. (PSI) for contracting activities. Project design and drawings are expected to be submitted for review the week of November 16th. Once submitted and approved Farr West will submit to NDEP for review and approval.

2021 Waterline and Road Improvement Project

- Flow testing of roadways and curb and gutter has been completed to identify areas needing correction. Farr West and I met on site to review the areas in question.

Farr West is currently in the design phase for this project

Meetings

- Brandy, Carrie, and I had a conference call with members for the meter reading software upgrade. There were problems with accounts that did not have proper account numbers and meter information that created issues within the software. These properties were identified and corrected.
- Site meeting with Aspen, West Coast Paving, and Farr West to discuss rejected work.

Training

- I have completed one class of twelve on Identification and Notification of Construction Claims-Keys to Success. I feel this class will be very beneficial with the issues and change orders that came up during the Andria Dr. Reconstruction project and will provide for better management of these situations when the arise in the future.

WATERLOSS

Month/ Yr	Finished Water	Plus Water From EWC	Plus Water From RHGID	Less Water To EWC	Net Water	Billed Water Cons	Water Loss	% Water Loss	Raw Water	Net Raw Water	Loss/Gain	% Water Loss
2020												
May-20	20,550,700	0	27,000	201,116	20,376,584	18,984,747	1,391,837	7%	19,810,000	19,635,884	651,137	3%
Jun-20					0		0	#DIV/0!		0	0	#DIV/0!
Jul-20	33,914,600	24,506	64,000	0	34,003,106	30,080,352	3,922,754	12%	30,290,000	30,378,506	298,154	1%
Aug-20	35,271,800	29,500	60,000	15,292	35,346,008	31,554,713	3,791,295	11%	31,970,000	32,044,208	489,495	2%
Sep-20	28,846,100	111,598	84,000	106,752	28,934,946	25,536,013	3,398,933	12%	25,960,000	26,048,846	512,833	2%
Oct-20	29,033,500	94,284	78,000	0	29,205,784	25,092,725	4,113,059	14%	25,890,000	26,062,284	969,559	4%
Nov-20					0		0	#DIV/0!		0	0	#DIV/0!
Dec-20					0		0	#DIV/0!		0	0	#DIV/0!
					0		0			0	0	
					0		0			0	0	
					0		0			0	0	
					0		0			0	0	
TOTAL	147,616,700	259,888	313,000	323,160	147,866,428	131,248,550	16,617,878	11%	133,920,000	134,169,728	2,921,178	2%

