

NORTHERN NEVADA WATER PLANNING COMMISSION AGENDA

Wednesday, April 30, 2008
1:30 p.m.

Washoe County Department of Water Resources
Community Meeting Room
4930 Energy Way, Reno, Nevada

1. Roll Call and determination of presence of a quorum.
2. Approval of agenda.
3. Election of chairman and vice-chairman.
4. Commission discussion and possible adoption of procedure for taking public comments at Northern Nevada Water Planning Commission (NNWPC) public meetings.
5. Public Comments.* (Three-minute time limit per person.)
6. Establish a schedule for selection of Chairman for a term of one year.
7. Establish a schedule for regular meetings.
8. Commission discussion and possible direction to staff concerning recruitment of a public at large non-voting member.
9. Commission discussion, possible approval and possible input to the Western Regional Water Commission (WRWC) concerning the proposed WRWC work plan and budget through the 2008-2009 fiscal year, and possible direction to staff.
10. Discussion and possible direction to staff regarding agenda items for the June 4, 2008, NNWPC meeting and future meetings.
11. Commission comments.
12. Staff comments.
13. Public Comments.* (Three-minute time limit per person.)
14. Adjournment.

*Indicates a non-action item

Notes: Items on the agenda without a time designation may not necessarily be considered in the order in which they appear. The Commission may take action on any of the action items listed.

Facilities in which this meeting is being held are accessible to the disabled. Persons with disabilities who require special accommodations or assistance (e.g. sign language interpreters or assisted listening devices) at the meeting should notify the Washoe County Department of Water Resources, at 954-4665, 24 hours prior to the meeting.

In accordance with NRS 241.020, this agenda has been posted at the following locations: Reno City Hall (1 East First Street), Sparks City Hall (431 Prater Way), Sparks Justice Court (630 Greenbrae Dr), Sun Valley GID (5000 Sun Valley Blvd.), TMWA (1355 Capital Blvd.), Washoe County Administration Building (1001 E. 9th Street), Washoe County Clerk's Office (Court and Virginia Streets), Washoe County Central Library (301 South Center St.), Washoe County Department of Water Resources (4930 Energy Way), Galena Market (19990 Thomas Creek Rd.), Galena High School (3600 Butch Cassidy Way), South Valleys Library (15650A Wedge Parkway) and TMWA's website: http://www.tmh2o.com/about_us/meeting_center

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: April 22, 2008
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: **Discussion and possible Commission action concerning adoption of a procedure for taking public comments at Northern Nevada Water Planning Commission public meetings.**

SUMMARY

The Nevada Open Meeting Law, NRS 241, requires that agendas for meetings of public bodies include a period devoted to comments by the general public. On April 11, 2008, the Western Regional Water Commission adopted governing rules and regulations including public comment provisions consistent with the Open Meeting Law (see below). As the Northern Nevada Water Planning Commission (NNWPC) is also required to comply with the Open Meeting Law, the Commission might consider adopting similar provisions.

Citizens attending the meeting may address the Board at the proper time as provided herein. Petitions, remonstrances, communications, comments or suggestions from citizens which are not related to an item included in the agenda must be heard under Public Comment.

Each person desiring to address the Board shall submit an attendance card. Each person addressing the Board shall read his or her name and the city or county of his or her residence into the public record. Oral presentations given during the Public Comment section of the agenda or for any agenda item shall not be repetitious and shall be confined to three minutes maximum duration, unless the presiding officer or the Board grants additional time. No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer. No question shall be asked of a Trustee except through the presiding officer. No action shall be taken on issues raised under the Public Comment section of the agenda.

After a motion is made, no person shall address the Board without first securing the permission of the presiding officer to do so.

PREVIOUS ACTION

None

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the NNWPC adopt the same public comment provisions as adopted by the WRWC and direct staff to file them as administrative policies and procedures.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the staff recommendation."

js

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: April 22, 2008
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: **Establish a schedule for selection of a Chairman for a term of 1 year.**

SUMMARY

Section 39 of the Western Regional Water Commission Act, Chapter 531, Statutes of Nevada, 2007 (the "Act"), requires that the Northern Nevada Water Planning Commission (NNWPC) establish a schedule for the selection of a chairman to serve a 1-year term. The Act is silent concerning a vice chairman. Similarly, NRS 540A did not include provisions for a vice chairman, however, a vice chairman was selected by the Regional Water Planning Commission to preside over meetings in the absence of the chairman. Therefore, the NNWPC may wish to consider selection of a vice chairman at the same time it selects a Chairman.

PREVIOUS ACTION

None

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the NNWPC adopt a schedule that provides for the annual selection of a chairman and vice chairman for 1-year terms ending on December 31 of each year, and direct staff to file the schedule with the NNWPC administrative policies and procedures.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the staff recommendation."

js

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: April 22, 2008
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: **Establish a schedule of regular meetings.**

SUMMARY

Section 40 of the Western Regional Water Commission Act, Chapter 531, Statutes of Nevada, 2007 (the "Act"), requires that the Northern Nevada Water Planning Commission (NNWPC) establish a schedule of regular meetings. The NNWPC might consider monthly meetings on the first Wednesday afternoon of each month because of the availability of a meeting room and the public's familiarity with the former Regional Water Planning Commission's meeting schedule. The first regularly scheduled meeting would take place on June 4, 2008.

PREVIOUS ACTION

None

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the NNWPC establish a schedule of regular meetings, to take place on the first Wednesday of the month at 1:30 p.m., and direct staff to file the schedule in the NNWPC administrative policies and procedures.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the staff recommendation."

js

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: April 22, 2008
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: **Possible direction concerning recruitment of a public at large non-voting member**

SUMMARY

Section 37 of the Western Regional Water Commission Act, Chapter 531, Statutes of Nevada, 2007 (the "Act"), includes on the Northern Nevada Water Planning Commission (NNWPC) a nonvoting member of the public at large to be appointed by the voting members. Staff requests direction regarding the possible recruitment of this member.

PREVIOUS ACTION

None

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that, should the NNWPC wish to appoint a nonvoting public at large member, staff be directed to initiate a recruitment and bring a list of qualified applicants to the NNWPC at a future meeting.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the staff recommendation."

js

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: April 22, 2008
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: Commission discussion, possible approval and possible input to the Western Regional Water Commission (WRWC) concerning the proposed WRWC work plan and budget through the 2008-2009 fiscal year, and possible direction to staff.

SUMMARY

At Western Regional Water Commission (WRWC) meetings earlier this year staff presented a proposed budget for the 2008-09 fiscal year and the 4th quarter of fiscal year 2007-08 (April-June 2008), and a work plan to cover the same time period. Work plan items are either summarized provisions of SB 487 and/or the JPA, or items recommended by the staff working group and the Regional Water Planning Commission. Items are divided into two priority groups: items that are recommended for early action and those that might be addressed in the intermediate- or long-term. Items would be addressed either by staff or professional support by way of a professional service agreement. After reviewing the work plan, the WRWC decided to postpone action until after the Northern Nevada Water Planning Commission had an opportunity to review, make recommendations and approve it.

PREVIOUS ACTION

None

FISCAL IMPACT

The WRWC budget for the 2008-09 fiscal year contains a \$1.6 million line item for professional service contract expenditures from the Water Management Fund. That figure represents maximum budget authority for contracts associated with items in the work plan.

RECOMMENDATION

Staff requests discussion and direction from the NWPC regarding time frames and funding priorities for the work plan items and any recommendations to the WRWC.

js

Proposed Western Regional Water Commission Work Plan

Recommended near-term items

(SB 487 / JPA)

1. Plan for the **scheduling and delivery of water resources** held by public purveyors to maximize the yield of regional water resources and facilitate the cooperative administration of regional water conveyance and treatment facilities for the benefit of the public purveyors and members.
2. Plan for maximizing **conjunctive use** by the public purveyors and members, i.e., the combined use of surface water, groundwater and reclaimed water systems to optimize resources, including an analysis of legal and procedural barriers to an optimized conjunctive use program.
3. **Water conservation** plan for municipal, industrial and domestic water resources within the planning area, including recommendations for water conservation agreements among water purveyors and local governments.
4. Plan the process for the **establishment of service territories** within the planning area in which the public purveyors and all systems for the supply of water resources which are controlled or operated by the public purveyors and members may provide new retail or wholesale water resources to new customers.

(RWPC / Staff Recommendations)

5. Watershed-based water quality planning, including a plan for the development of a **Truckee River third-party total maximum daily load (TMDL)** for nutrients among affected entities and regulatory agencies.
6. Develop an **integrated water resources management plan for the north valleys** including water supply, wastewater, reclaimed water, storm water and flood control.
7. Develop a **regional hydrologic model** to evaluate changes in land use in the Truckee Meadows and the affect on Truckee River flood hydrology, working in conjunction with the Truckee River Flood Project.
8. Existing, ongoing water conservation projects, recommended by the RWPC:
 - Water Audit Program
 - Annual maintenance of Washoe Evapotranspiration (ET) Project
 - Additional projects as developed

Recommended intermediate- or long-term items

(SB 487 / JPA)

1. Develop an updated **comprehensive plan** by 2011, through the Water Planning Commission
2. Study and make recommendations to members regarding **water conservation ordinances or tariffs** to implement the water conservation plan and the comprehensive plan.
3. Evaluate and develop recommendations regarding the **consolidation of public purveyors** in the planning area as part of the comprehensive plan.
4. Plan for **water resources shortage sharing** among purveyors, and implement the plan with the approval of all affected entities.

(RWPC / Staff items)

5. Plan for the expansion and **regional integration of reclaimed water systems** and analyze legal and procedural barriers to expanded uses of reclaimed water.
6. Investigate and evaluate the **water quality effects caused by septic systems** in priority areas.

Western Regional Water Commission

Staff Report

DATE: April 4, 2008

TO: Chairman and Members, Western Regional Water Commission

FROM: Ben Hutchins, WRWC Treasurer

SUBJECT: **Presentation and request for approval of the WRWC Budget for 4th Quarter Fiscal Year 2008 and the Tentative Budget for Fiscal Year 2009 to be submitted to the Department of Taxation**

SUMMARY

In response to the Western Regional Water Commission (WRWC) direction at the February 8, 2008 meeting, staff has developed a budget for the 4th quarter fiscal year 2007/08 and tentative budget for fiscal year 2008/09. The budget for the 4th quarter fiscal year 2007/08 is based on the Regional Water Planning Commission (RWPC) approved work plan. These projects are in progress and have current contractual obligations.

BACKGROUND

The attached budgets were developed by staff to be consistent with the Regional Water Planning Commission (RWPC) current approved work plan and the proposed WRWC administration and work plan as presented February 8, 2008.

The budget for the 4th quarter fiscal year 2007/08 (Attachment 1) shows Water Management Fund (WMF) expenditures that include one full time staff, professional services, and service contract agreements necessary to address near-term work plan items formerly reviewed and approved by the RWPC and the Board of County Commissioners. Approval of this budget is needed to continue and finalize the work currently in progress where contractual obligations exist.

The attached tentative budget for fiscal year 2008/09 (Attachment 2) shows WMF expenditures that include four full time staff (including one full time attorney), professional services, and service contract agreements necessary to address the work plan yet to be reviewed by the Northern Nevada Water Planning Commission (NNWPC) and adopted by the WRWC. The scope and cost for each individual project is yet to be developed.

Approximate TMWA and Washoe County in-kind contributions are also shown. It should be noted that the professional services budget includes \$1,600,000 for contracting out project work related to the work plan as adopted by the WRWC. It is expected that the member agencies will contribute the balance of the work/contracts to complete the work plan either through provision

of in-kind services or through contracts paid for directly by the agencies in support of this WRWC effort if the budget is insufficient.

To properly account for all WRWC financial transaction, Washoe County staff has established an Agency Fund to properly account for all WRWC activities. The creation of the new WRWC Agency Fund recognizes the separate legal structure of the WRWC, now that the JPA is in effect.

RECOMMENDATIONS

Staff recommends that the WRWC approve the budget for the 4th quarter fiscal year 2007/08 and tentative budget for fiscal year 2008/09 and authorize staff to submit the required budget filings with the State of Nevada.

Western Regional Water Commission

April 1, 2008 - June 30, 2008

Budget

Revenues

Water Surcharge Revenues	363,069
Interest Income	<u>17,322</u>
Total Revenue	<u>380,391</u>

Expenditures (professional service & service contracts)

Vendor	Project or Service Description	Balance @ 3/20/08
Washoe County	Administration: Water Management Planner	24,293.00
NIMBUS ENGINEERS, INC.	Truckee Meadows Flood Storage Volume Mitigation - Phase II	12,075.00
WRC NEVADA INC	Hydrologic Criteria Drainage Design Manual	13,586.70
LINN, NIKI J	WRWC Minutes	600.00
LINN, NIKI J	Editing & Formatting Comprehensive Regional Water Management Plan	20,000.00
LINN, NIKI J	NNWPC Minutes	4,760.00
LINN, NIKI J	WMHB Minutes	9,120.00
ECO LOGIC	Regional Reclaimed Water System Plan	1,175.84
ECO LOGIC	Technical Assistance for Comprehensive Regional Water Management Plan	10,130.27
BOARD OF REGENTS UNR	Evapotranspiration Controller Study	23,634.37
RENO, CITY OF	Watershed-Based Water Quality Education Outreach Program	8,785.54
RENO, CITY OF	North Valleys Flood Storage Volume Mitigation - Phase II	30,822.02
TRUCKEE MEADOWS WATER AUTHORITY	Water Usage Review Program	43,000.00
BOARD OF REGENTS/DESERT RESEARCH	Washoe Evapotranspiration Project	15,106.17
BOARD OF REGENTS UNR	Ground Water Monitoring Using Satellite Radar Images	29,358.15
SPARKS, CITY OF	Sparks TMSA/FSA Facility Plan	180,325.90
RENO, CITY OF	Nevada Field Guide for Construction Site Best Management Practices	10,000.00

Total outstanding project obligations @ March 20, 2008 436,772.96

Net Income (loss) (56,382)

Western Regional Water Commission
July 1, 2008 - June 30, 2009
Tentative Budget

Budget Category	1.5% WMF	NOTE	Washoe County In-Kind	NOTE	TMWA In-Kind	NOTE	SVGID In-Kind	NOTE
REVENUE	Amount		Amount		Amount		Amount	
Water Surcharge Revenues	1,452,275							
Interest Income	69,289							
Total Revenue	1,521,564		0		0		0	
PROFESSIONAL SERVICES/SUPPLIES	Amount		Amount		Amount		Amount	
Prof Services	1,600,000	1						
Service Contract	498,533	2	62,629	3	25,200	4	1,500	8
Office Supplies					1,200	5		
Total Professional Services/Supplie	2,098,533		62,629		26,400		1,500	
OTHER EXPENSES	Amount		Amount		Amount		Amount	
Misc.			97,237	6	2,000	7		
Total Other Expense	0		97,237		2,000			
Total Expenses	2,098,533		159,866		28,400		1,500	

Net Income (loss) (576,969) 9

1. Proposed budget provides legal spending authority for projects yet to be approved by the WRWC upon recommendations provided by the NNWPC. Specific per project scope and cost yet to be developed and approved by the WRWC.
2. \$478,533 for three full time administrative staff members and one attorney; \$20,000 for NNWPC & WMHB meeting minutes services.
3. Washoe County estimate for labor overhead: WRWC Treasurer, 1.5% fund management, accounting, purchasing, human resources, information technology, & routine/administrative GIS/drafting, services.
4. TMWA estimate to perform administrative tasks such as drafting and posting agendas, producing staff reports, delivering agenda packets, contracts to provide WRWC minutes and website postings and updates.
5. TMWA estimate for supplies to produce agendas, staff reports and agenda packets.
6. Washoe County estimate for services and supplies overhead: office space, utilities, computer hardware, software, copier, supplies.
7. TMWA estimate for office space, copier, computer expenditures.
8. SVGID human resources, accounting and payroll.
9. Budget expenses exceed revenues by \$576,969 which reduces projected cash reserves to approx. \$2.04M @ 6/30/09 (\$45,000 reserved and on deposit for surety bond requirements).