

**NORTHERN NEVADA WATER PLANNING COMMISSION
("NNWPC")
AGENDA**

Wednesday, March 7, 2018

1:30 p.m.

Washoe County Commission Chambers
1001 East Ninth Street
Reno, Nevada

Notes:

1. Items on this agenda on which action may be taken are followed by "For Possible Action" in bold type. Non-action items are followed by an asterisk (*).
2. Public comment is limited to three minutes per speaker and is allowed during the public comment periods, and before action is taken on any action item. Comments are to be directed to the Commission as a whole. Persons may not allocate unused time to other speakers. The public may sign-up to speak during the public comment period or on a specific agenda item by completing a "Request to Speak" card and submitting it to the clerk.
3. Items on this agenda may be taken out of order, combined with other agenda items for consideration, removed from the agenda, moved to or from the Consent Items section, or delayed for discussion at any time. Arrive at the meeting at the posted time to hear item(s) of interest.
4. Supporting material provided to the Commission for the items on the agenda is available to members of the public at the NNWPC offices, 1001 E. Ninth St., Reno, NV, from Jennifer Purgitt, (775) 954-4665, and on the NNWPC website at <http://www.nnwpc.us>
5. In accordance with NRS 241.020, this agenda closes three working days prior to the meeting. We are pleased to make reasonable accommodations for persons who are disabled and wish to attend meetings. If you require special arrangements for the meeting, please call (775) 954-4665 no later than 24 hours prior to the meeting.
6. 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), Sun Valley GID (5000 Sun Valley Blvd.), Truckee Meadows Water Authority (1355 Capital Blvd.), Washoe County Administration Building (1001 E. Ninth Street), South Valleys Library (15650A Wedge Parkway), the NNWPC website: <http://www.nnwpc.us> and the State of Nevada Website: <https://notice.nv.gov>

1. Roll Call and determination of presence of a quorum. *
2. Public Comments. * (Three-minute time limit per person.)
3. Approval of agenda. **(For Possible Action)**
4. [Approval of the minutes from the February 7, 2018 meeting.](#) **(For Possible Action)**
5. [Report on the Regional Effluent Management Planning Framework](#) developed by the Regional Effluent Management Team, and possible direction to staff – Jim Smitherman, NNWPC Water Resources Program Manager, and Roy Johnson, Managing Engineer, Brown and Caldwell. **(For Possible Action)**
6. Discussion and possible recommendation to the Western Regional Water Commission ("WRWC") for approval of a scope of work, and funding in an amount not to exceed \$561,000 from the Regional Water Management Fund ("RWMF"), for the [development of a Regional Effluent Management Planning Guidance Document](#) over three fiscal years, commencing July 1, 2018; and possible direction to staff – Jim Smitherman and Rick Warner, Washoe County Community Services Dept. **(For Possible Action)**

Northern Nevada Water Planning Commission Agenda for March 7, 2018

7. [Review draft Fiscal Year 2018 – 2019 WRWC tentative budget](#); discussion and possible recommendation to the WRWC to approve the tentative budget – Jim Smitherman and Chris Wessel, NNWPC Water Management Planner. **(For Possible Action)**
8. [Program Manager's Report](#) – Jim Smitherman. *
 - a. Report on the status of projects and Work Plan supported by the RWMF;
 - b. Financial Report on the RWMF for Fiscal Year 2017-2018.
9. Discussion regarding possible agenda items for the April 4, 2018 NNWPC meeting, and other future meetings; and possible direction to staff – Jim Smitherman. **(For Possible Action)**
10. Commission comments. *
11. Staff comments. *
12. Public Comments. * (Three-minute time limit per person.)
13. Adjournment. **(For Possible Action)**

*Indicates a non-action item

DRAFT - MINUTES
NORTHERN NEVADA WATER PLANNING COMMISSION

Wednesday, February 7, 2018

The regular meeting of the Northern Nevada Water Planning Commission ("NNWPC") was held in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada and conducted the following business:

The meeting was called to order by Chair Henderson at 1:30 p.m.

1. Roll Call and Determination of Presence of a Quorum

Voting Members Present: Danielle Henderson, Michael DeMartini, Michael Drinkwater, John Enloe, John Flansberg, Bill Hauck, John Martini, David Solaro, John Zimmerman

Voting Members Absent: Mickey Hazelwood, Darrin Price, Mervin Wright

Non-Voting Members Present: Thomas Pyeatte

Non-Voting Members Absent: Harry Fahnestock, Ron Penrose, My-Linh Nguyen, Cindy Turiczek

Staff Members Present: Jim Smitherman; Chris Wessel; John Rhodes, Legal Counsel; and Jennifer Purgitt

2. Public Comment

Cathy Brandhorst spoke on various topics.

3. Approval of Agenda (For Possible Action)

COMMISSIONER SOLARO MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER FLANSBERG. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

4. Approval of Minutes from the December 6, 2017, Meeting (For Possible Action)

COMMISSIONER SOLARO MADE A MOTION TO APPROVE THE DECEMBER 6, 2017, MINUTES, SECONDED BY COMMISSIONER MARTINI. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

5. Report on Phase 1 of the Regional Storm Water Drainage Network Geographic Information System ("GIS") Map project and possible direction to staff - Jim Smitherman, NNWPC Water Resources Program Manager, and Dr. Jeremy Smith, Truckee Meadows Regional Planning Agency ("TMRPA"). (For Possible Action)

Dr. Jeremy Smith reported that TMRPA staff has completed data gathering and assessment tasks in the Regional Storm Water Drainage Network Geographic Information System ("GIS") Map project. The presentation included data compilation and analysis, initial conclusions, remaining Phase 1 work, and possible next steps for continuation of the project.

COMMISSIONER FLANSBERG MADE A MOTION TO ACCEPT THE REPORT, SECONDED BY COMMISSIONER MARTINI. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

6. Discussion and possible approval of a recommendation from the Regional Effluent Management Team to approve a scope of work from Data Instincts Public Outreach

Consultants, and funding in an amount not to exceed \$25,000 from the Regional Water Management Fund (“RWMF”), for the first phase of communication and outreach advice and assistance related to regional effluent management planning; if approve, authorize the Program Manager to execute an Agreement with Data Instincts for that purpose; and possible direction to staff - Jim Smitherman. (For Possible Action)

Jim Smitherman discussed the need for consultant assistance for communication and outreach related to regional effluent management planning. The scope of work included in the staff report is intended to provide for timely initiation of the first phase of assistance, and will be followed by a more robust proposal to be considered by the NNWPC for possible recommendation to the Western Regional Water Commission (“WRWC”) for inclusion in the FY 2018-2019 budget.

Public Comment: Cathy Brandhorst spoke on various concerns related to water.

COMMISSIONER ENLOE MADE A MOTION TO APPROVE THE PROPOSED SCOPE OF WORK AND FUNDING, IN AN AMOUNT NOT TO EXCEED \$25,000 FROM THE RWMF; AND AUTHORIZE THE PROGRAM MANAGER TO EXECUTE AN AGREEMENT WITH DATA INSTINCTS FOR THAT PURPOSE, SECONDED BY COMMISSIONER FLANSBERG. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

7. Report on the December 6, 2017, NNWPC priority-setting workshop, including: presentation of results; review of draft Professional Services Budget Detail, incorporating priority results to be included in the Western Regional Water Commission (“WRWC”) Fiscal Year 2018-2019 Tentative Budget; and possible direction to staff - Jim Smitherman and Chris Wessel. (For Possible Action)

Mr. Smitherman presented the staff report reviewing information on the results of the NNWPC project ranking exercise. Staff has developed a draft project list, based on workshop results, for the WRWC 2018-2019 Tentative Budget.

Commissioner Enloe stated he is not in support of the Climate Variability Data Assessment line item. The Desert Research Institute (“DRI”) and the United States Geological Survey (“USGS”) are working on the Water for the Seasons Project and he would rather rely on that information than have other potential hydrology to consider.

Commissioner Enloe expressed concerns with tying specific dollar amounts to projects that may not end up being approved for funding.

Mr. Smitherman confirmed that they do have flexibility to move funds around between line items in the approved budget.

John Rhodes, Legal Counsel, also confirmed that flexibility is built into this budget and funds can be moved from one category to another as long as the total budget is not exceeded. Listing projects without dollar amounts is possible except for the projects that are contractually committed.

Commissioner Martini stated that he does like to see the line items with specific dollar amounts rather than looking at general lump sums.

Commissioner Enloe stated that he is okay with specific dollar amounts being listed if there is a way to note that the numbers are preliminary and subject to change.

Chris Wessel explained that the WRWC does not approve the specific line items when they approve the total budget.

Mr. Smitherman further explained that this is technically a worksheet as far as the state budget is concerned and we have the flexibility to move dollars around within our worksheet.

Commissioner Martini suggested the possibility of a budget workshop before the next NNWPC meeting to revisit the project priorities before making a budget recommendation to the WRWC.

COMMISSIONER DRINKWATER MADE A MOTION TO SCHEDULE A WORKSHOP TO DECIDE HOW WE WANT TO PRESENT THE PERSPECTIVE PROFESSIONAL SERVICES BUDGET FOR FISCAL YEAR 2018-2019, SECONDED BY COMMISSIONER ENLOE. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

8. Program Manager's Report – Jim Smitherman.

- A. Report on the status of projects and Work Plan supported by the Regional Water Management Fund ("RWMF");
- B. Financial Report on the RWMF for Fiscal Year 2017-2018.

Jim Smitherman, NNWPC Water Resources Program Manager, presented a brief overview of the staff reports included for this agenda item.

9. Discussion regarding possible agenda items for the March 7, 2018, NNWPC meeting, and other future meetings, and possible direction to staff – Jim Smitherman. (For Possible Action)

The next NNWPC meeting agenda will include: A report from Roy Johnson, Brown and Caldwell, on a regional effluent management planning framework; a proposal for a contract with Nevada Water Innovation Campus to develop an effluent management planning guidance document; and a review of the draft tentative budget with any other actions that may come out of the workshop.

No action was taken.

10. Commission Comments

Commissioner Enloe reported that the Truckee Meadows Water Authority completed the outlet channel dredging project at Donner Lake.

Chair Henderson reported that the Flood Management Authority recently released a request for qualifications for environmental services.

11. Staff Comments

None

12. Public Comment

None

13. Adjournment (For Possible Action)

The meeting was adjourned at 2:46 p.m.

Respectfully submitted by Christine Birmingham.

Approved by:

Danielle Henderson, NNWPC Chair

APPROVED BY COMMISSION IN SESSION ON _____, 2018.

DRAFT

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: March 1, 2018

TO: Chairman and Members, Northern Nevada Water Planning Commission (“NNWPC”)

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: Report on the Regional Effluent Management Planning Framework developed by the Regional Effluent Management Team, and possible direction to staff.

SUMMARY

In 2015, the Northern Nevada Water Planning Commission, (“NNWPC”), approved funding for project coordination services to help the Regional Effluent Management Team (the “Team”) develop a framework to be used as the basis of an effluent management strategy focused on the Truckee Meadows Water Reclamation Facility and the South Truckee Meadows Water Reclamation Facility. Mr. Roy Johnson, Managing Engineer at Brown and Caldwell (and formerly at Stantec) has been providing project coordination services since that time, moderating and documenting approximately 50 Team meetings while compiling effluent management framework elements. The framework was completed in late 2018 in the form of a PowerPoint presentation, which Mr. Johnson will deliver at the meeting.

BACKGROUND

In December 2014, the Northern Nevada Water Planning Commission (“NNWPC”) directed staff to prepare a presentation summarizing wastewater master planning in the region and outlining a scope of work for a wastewater and effluent management master plan update. Working together with the Team, technical staff from the City of Reno, the City of Sparks, Washoe County and the Truckee Meadows Water Authority, staff provided the requested information and materials at the following two NNWPC meetings. The Team had been meeting informally since April 2014 to discuss regional effluent management issues. In February 2015, the NNWPC provided funding for a project coordinator to assist the Team in working toward multi-agency solutions to several near-term effluent management issues and to develop an effluent management planning framework.

RECOMMENDATION

Staff recommends that the NNWPC accept the report and provide direction to staff as appropriate.

JS:jp

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: March 1, 2018

TO: Chairman and Members, Northern Nevada Water Planning Commission (“NNWPC”)

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: Discussion and possible recommendation to the Western Regional Water Commission (“WRWC”) for approval of a scope of work, and funding in an amount not to exceed \$561,000 from the Regional Water Management Fund (“RWMF”), for the development of a Regional Effluent Management Planning Guidance Document over three fiscal years, commencing July 1, 2018; and possible direction to staff.

SUMMARY

The Regional Effluent Management Team (the “Team”) has accomplished a number of significant steps toward addressing region-wide water and wastewater planning issues. Important outcomes include the State Environmental Commission’s 2017 adoption of revised reclaimed water regulations; the Agreement for Treated Effluent between the City of Reno, City of Sparks and TRI General Improvement District; the ongoing Advanced Water Treatment Technologies Demonstration Project being conducted by the University of Nevada, Reno; and the recently completed Regional Effluent Management Planning Framework (the “Framework”).

In December 2017, the NNWPC ranked regional reclaimed water planning as its top priority for the foreseeable future. To address this priority, and as the next logical step to follow the completion of the Framework, the Team envisions developing an Inter-Agency Regional Effluent Management Planning Guidance Document (“Guidance Document”) over the next three years. The resulting document would provide guidance to decision makers facing future effluent and reclaimed water management alternatives.

The Team recommends that the University of Nevada, Reno, through the Nevada Water Innovation Campus (“NWIC”), provide primary support, at the direction of the Team, using funding from the RWMF in amount not to exceed \$561,000 distributed over three fiscal years (“FY”), beginning in FY 2018-2019. A scope of work and estimated funding breakdown by FY is attached.

BACKGROUND

The Team, consisting of technical staff from the City of Reno, the City of Sparks, Washoe County and the Truckee Meadows Water Authority, has been meeting since 2014 to discuss regional effluent management issues. Since 2015, when RWMF funding was approved for

project coordination support, staff and Team members have provided reports from time to time to keep the NNWPC apprised of accomplishments and to request funding for activities such as the Advanced Water Treatment Technologies Demonstration project.

FISCAL IMPACT

The fiscal impact to the RWMF for this item, if approved, will be \$181,422 in fiscal year 2018-2019. Budget authority is anticipated in the Fiscal Year 2018–2019 budget, in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310200.

RECOMMENDATION

Staff recommends that the NNWPC review the Regional Effluent Management Planning Guidance Document Scope of Work and, if acceptable, make a recommendation for approval to the WRWC.

JS:jp

Attachment: Regional Effluent Management Planning Guidance Document Scope of Work

PROJECT PROPOSAL

Principal Investigator: Krishna Pagilla, Ph.D., P.E.
Project Number:

**1. Project Title: Development of Inter-Agency Regional Effluent
Management Planning Guidance Document**

2. Principal Investigator: Krishna Pagilla, Ph.D., P.E., Professor
University of Nevada, Reno
Department of Civil and Environmental Engineering
Phone: 775-682-1918; E-mail: pagilla@unr.edu

3. Project Manager: Jim Smitherman, Program Manager
Western Regional Water Commission
Northern Nevada Water Planning Commission
1001 E. Ninth Street, Reno, NV 89520
Phone: 775-954-4657
E-mail: jsmitherman@washoecounty.us

3. Scope of Work: See Page 2

4. Duration of the Project: July 1, 2018 to June 30, 2021

5. Specified Deliverable Items:

As described in the Scope of Work

6. Equipment: None

7. Budget: See Page 4

**Development of Inter-Agency Regional Effluent Management Planning Guidance
Document
University of Nevada, Reno
Scope of Work**

A. Introduction and Background

Staff from the Northern Nevada Water Planning Commission, City of Reno, City of Sparks, Truckee Meadows Water Authority (“TMWA”) and Washoe County, the Regional Effluent Management Team (“Regional Team”) are effective at addressing region-wide water and wastewater planning issues. The Regional Team’s accomplishments are evidenced by their efforts working collaboratively with the State of Nevada Division of Environmental Protection staff to adopt updated reclaimed water regulations in 2017, the Agreement for Treated Effluent between the City of Reno, City of Sparks and TRI General Improvement District, and the ongoing Advanced Water Treatment Technologies Demonstration Project with the University of Nevada, Reno.

The Northern Nevada Water Planning Commission (“NNWPC”) has identified effluent and reclaimed water management planning as a top priority for the region over the next several years. Local water, wastewater, and effluent issues are inter-related, creating a need for integrated planning and management. To accomplish the effluent and reclaimed water management planning objective, the Regional Team envisions developing an Inter-Agency Regional Effluent Management Planning Guidance Document (“Guidance Document”) over the next three years. The result would be a “living document” that would guide future effluent and reclaimed water management decisions. The Guidance Document would include the following elements:

- Effluent inter-relationships between facilities to guide decisions
- Facility-specific effluent management alternatives with implementation lead times
- Budgetary costs for effluent management alternatives
- Public input
- Facility-specific timelines showing critical milestones to meet effluent management constraints
- Development of technical analysis supporting reclaimed water regulations and regional policies

To effectively develop the Guidance Document in a timely manner, the Regional Team requires internal and external support. After much deliberation, the Regional Team recommends that the University of Nevada, Reno, through the Nevada Water Innovation Campus (NWIC), be tasked with providing primary external support at the direction of the Regional Team. Alternatives investigated included the status quo approach, which has been essentially staff-led effort with consultant assistance; adding additional agency staff; and the recommended approach, continuing the staff-led effort with additional project management and technical assistance provided by the University of Nevada on a contract basis. It should be noted that additional, independent analysis of technologies or options, such as treatment process technologies to reduce constituent concentrations (nitrogen, phosphorus, TDS, etc.) to meet Truckee River discharge requirements, may also be required.

B. Project Goals

The overall goal of the project is to develop an Inter-Agency Regional Effluent Management Planning Guidance Document. The specific goals are as follows:

1. Identify effluent management goals for each local water reclamation facility;
2. Identify and evaluate future facility-specific effluent management alternatives with implementation lead times;
3. Develop evaluation criteria, such as least life-cycle cost, robust operation, and optimization of available water rights, etc.
4. Develop budgetary costs for effluent management alternatives;
5. Following public input, present the multi-agency work plan with planning-level costs and critical effluent capacity milestones for local government approvals.

C. Project Tasks

To achieve the overall project goal and specific goals identified above, NWIC will perform the following tasks under this project, at the specific direction of the Regional Team. The tasks are further outlined below to describe the scope of the study.

Task 1: Establish Effluent Management Goals. The purpose of this task is to identify the short-term and long-term regional effluent management goals, and to identify the goals that are common to the community, along with agency-specific and facility-specific goals. Examples of possible goals include: community goals from public input, protect and enhance the environment, growth readiness, provide for sustainable water resources, infrastructure flexibility and resiliency, a common vision for effluent use, and long-term funding requirements and affordability. Common goals and goals that are specific to each facility will be developed.

Task 2: Document Planning Resources. The purpose of this task is to identify support personnel and inventory the available planning resources. Truckee Meadows Regional Planning Agency regional growth projections, water reclamation facility flow projections, the Regional Water Management Plan, TMWA Water Resource Plan and water reclamation facility master plans are examples of current, relevant information.

Task 3: Effluent Management Constraints. The purpose of this task is to identify current and future management constraints, such as: water rights, TROA, WQSA and TMDLs, regulatory discharge permits, interlocal agreements, infrastructure limitations, geographic constraints, public perception, and financial considerations.

Task 4: Effluent Management Methods. The purpose of this task is to review current and potential effluent management methods. The management methods currently being used by local facilities include: surface water discharge, non-potable reuse and rapid infiltration basins. Future

potential management options may include: export of the effluent outside of the existing collection area, uses of Class A+ exceptional quality reclaimed water, or other management options. The potential management methods that might be used by each local treatment facility and the methods most viable for each facility will be presented.

Task 5: Water Quality and Resource Management. The purpose of this task is to develop local water quality, water resources, and effluent constraints and opportunities in the context of exploring creative solutions for effluent management. Examples of possible creative solutions may include inter-facility raw sewage / reclaimed water interties, uses of Class A+ exceptional quality reclaimed water, reclaimed water export and storage for future use (i.e. Bedell Flat Water Bank) or satellite flow shaving facilities.

Task 6: Inter-Agency Coordination & Evaluations. The purpose of this task is to identify and evaluate future management options for each existing wastewater facility, including: opportunities for inter-facility or inter-agency coordination and potential joint projects, options for new facilities or treatment processes, flow shaving facilities, or decommissioning existing facilities.

Task 7: Financial Evaluation. The purpose of this task is to identify and estimate future cost implications for each viable management option for each existing wastewater facility. Planning level estimates will be provided for capital costs and typical operating costs to compare alternatives. In addition, a planning level evaluation will consider impacts to rates, connection fees, funding sources and the potential for joint ventures.

Task 8: Inter-Agency Regional Effluent Management Planning Guidance Document. An Inter-Agency Guidance Document will be produced, which summarizes the key findings, outcomes and recommendations from the effluent and reclaimed water management planning effort. The intent is not to write a large report, but rather to summarize the key findings and recommendations in a living document for decision makers. The Guidance Document would include a discussion of the inter-relationships between the various water reclamation facilities, including a flowchart to guide decisions. It would present the recommended Work Plan, including facility-specific effluent management alternatives with implementation lead times, budgetary costs for the recommended effluent management alternatives and timelines showing critical milestones for effluent management actions. A summary of the alternatives considered and public input and responses would also be included.

D. Project Team

The UNR project team will consist of the Principal Investigator, Dr. Krishna Pagilla, PE, one Associate Research Professor, and undergraduate student assistants, as necessary. Additional faculty and staff at UNR will be used for unique and supplementary tasks as needed with approval from the Regional Team.

E. Project Schedule

The project schedule for UNR tasks will extend over a period of 3 years. A detailed project schedule for UNR involvement outlining the exact duration of each task described above and the respective deliverables will be developed during the first quarter of the project after the scope has been refined by the Regional Team.

F. Project Costs

Required NNWPC funding for the project is estimated at \$181,422 for year 1, \$186,786 for year 2 and \$192,302 for year 3. The cumulative total is \$560,510. Project status reports, schedule updates, task accomplishments, and refinements to the scope of work will be presented to the NNWPC and WRWC semi-annually, or as requested.

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: March 1, 2018

TO: Chairman and Members, Northern Nevada Water Planning Commission
("NNWPC")

FROM: Jim Smitherman, Water Resources Program Manager
Chris Wessel, Water Management Planner

SUBJECT: Review draft Fiscal Year 2018 – 2019 Western Regional Water Commission
("WRWC") tentative budget; discussion and possible recommendation to the
WRWC to approve the tentative budget.

SUMMARY

Staff has developed a draft tentative budget for fiscal year 2018-2019 for review and possible recommendation to the WRWC. The attached draft tentative budget includes Regional Water Management Fund ("RWMF") revenues, cash on hand and expenses for staff and non-staff professional services. Additional budget worksheets include details for professional services related to priority projects and routine operating expenses.

BACKGROUND

The WRWC is required to submit a budget to the Nevada Department of Taxation after holding a hearing in May of each year. The attached draft tentative budget is provided for review, discussion, possible direction to staff, and possible recommendation to the WRWC for approval as presented or with revisions. Based on input received, staff will prepare a tentative budget for review and adoption by the WRWC.

FISCAL IMPACT

The fiscal year 2018-2019 draft tentative budget projects \$1,543,403 in revenue, \$2,335,566 in expenses, and an ending cash balance of approximately \$393,203. Budget expenses include a maximum of \$1,641,466 for WRWC work plan activities, \$617,400 for three full time staff and legal services, and various routine operating expenses in the amount of \$76,700.

RECOMMENDATION

Staff recommends that the NNWPC review the draft tentative budget for fiscal year 2018-2019 and, if acceptable, make a recommendation to the WRWC for approval of the tentative budget.

CW:jp

Attachments: WRWC Draft Tentative Budget FY18-19

**Western Regional Water Commission
Fiscal Year July 1, 2018 - June 30, 2019
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTE	Washoe County In-Kind	NOTE	TMWA In-Kind	NOTE	SVGID In-Kind	NOTE
REVENUE	Amount		Amount		Amount		Amount	
Estimated Water Surcharge Revenues	1,479,124							
Grant and/or Other Revenue	40,000							
Estimated Interest Income	24,279							
Total Revenue	1,543,403		0		0		0	
PROFESSIONAL SERVICES/SUPPLIES	Amount		Amount		Amount		Amount	
Estimated Professional Services (Page 2)	1,641,466	1						
Staff Services (Page 3)	617,400	2,3	0				0	
Non-Staff Services (Page 3)	76,700							
Total Professional Services/Supplies	2,335,566		0				0	
OTHER EXPENSES	Amount		Amount		Amount		Amount	
Estimated Misc.			0					
Total Other Expense	0		0		0		0	
Total Expenses	2,335,566		0		0		0	

Net Decrease in Cash Reserves (\$792,163)

Cash Balance as of 7/1/17	\$1,175,122
Estimated 2017/2018 Revenue (Cash Flow)	1,491,070
Estimated 2017/2018 expenditures (Page 4)	(\$1,480,827)
Estimated cash balance as of 7/1/18	\$1,185,366
Net Decrease in Cash Reserves for FY 2018-19	(\$792,163)
Estimated cash balance as of 6/30/19	\$393,203

NOTES:

1. Proposed budget provides legal spending authority for projects yet to be approved by the WRWC upon recommendations provided by the NNWPC.
2. Proposed budget provides legal spending authority for contract staff services previously approved by the WRWC.
3. Includes Washoe County estimate for overhead: human resources, information technology, office space, utilities, computer hardware, software, copier, supplies, routine/administrative and GIS/drafting services.

Tentative Professional Services Budget Detail Fiscal Year 2018/2019

Professional Services Project Name	2018/2019 Budget Total	Expense Description/Example	Workshop Re-allocation	
<i>DRI Cloud Seeding</i>	50,000	Pending FY18-19 ILA with DRI	(50000)	
<i>Climate Variability Data Assessment</i>	0		(10000)	
<i>Precipitation Monitoring</i>	20,000	Pending FY18-19 Amendment to ILA with DRI		
Regional Water Planning Projects	70,000	NNWPC Ranking Vote Total 11		
<i>Washoe ET Project</i>	10,000	Pending FY18-19 Amendment to ILA with DRI		
<i>Water Usage Review Program</i>	100,000	Pending FY18-19 Amendment to ILA with TMWA		
<i>Certified Landscape Technician Program</i>	12,500	Pending FY18-19 Amendment to ILA with NLA		
Regional Water Conservation	122,500	NNWPC Ranking Vote Total 6		
<i>Integrated Wastewater and Reclaimed Water Planning</i>	200,000	Pending multi-year ILA with UNR/Nevada Water Innovation Campus Project		
<i>Advanced Water Treatment Demonstration</i>	208,466	Pending FY18-19 Amendment to multi-year ILA with UNR		
<i>Reclaimed Water Planning</i>	175,000	Pending Project Proposal		100000
<i>Bedell Flat Infiltration</i>	0	Hydrologic Investigations	(100000)	
<i>Bedell Flat Infiltration Grant</i>	0	208 grant (40K; see <i>Grant and/or Other Revenue</i> ; Page 1)		
Regional Reclaimed Water Planning Projects	583,466	NNWPC Ranking Vote Total 28		
<i>Integrated Source Water Protection Program</i>	0		(50000)	
<i>Storm Water GIS Mapping</i>	100,000	Pending Project Proposal		
<i>Watershed Management Plan Update</i>	200,000	Pending FY18-19 Amendment to ILA with City of Reno		150000
<i>NPDES Storm Water Permit Update</i>	63,000	Pending FY18-19 ILA with City of Reno	(50000)	
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY18-19 Amendment to ILA with City of Reno		
Regional Storm Water Planning Projects	625,500	NNWPC Ranking Vote Total 25		
<i>Localized Flooding</i>	160,000	Closed Basin Flooding/Evaluation of Ditch Flooding		60000
Regional Flood Control Planning Projects	160,000	NNWPC Ranking Vote Total 7		
<i>Regional Wastewater Flow Projections</i>	20,000	Pending Project Proposal		
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	20,000	Retain LTI for future needs		
<i>N & P Reduction in Watershed</i>	0		(50000)	
Regional Wastewater Planning Projects	40,000	NNWPC Ranking Vote Total 14		
<i>NNWPC/WRWC Website Update/GIS Mapping</i>	10,000			
<i>Water Management Plan Update</i>	30,000	Possible future Plan Amendment		
Comprehensive Plan	40,000			
Totals	\$1,641,466		(310000)	310000

Note: Budget amounts may be transferred between categories

Western Regional Water Commission Tentative Routine Operation Budget Fiscal Year 2018/2019

		2018/2019 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	Staff Services	\$430,000	Cost of <i>Support Staff</i> services as defined by employee services contract entered into between Washoe County and WRWC. Includes finance and administrative staff labor cost
Washoe County Overhead		\$40,000	Based on analysis of fy17-18 actual general fund overhead (excludes labor)
Mileage Expenses		\$2,400	Annual routine daily vehicle mileage expenses.
Legal Services		\$144,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
Lobbying Registration		\$1,000	Cost of registration for staff members as state lobbyists
Staff Services Subtotal		\$617,400	
Minutes	Non-Staff Services	\$15,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
Website		\$25,000	Such as website content and design services; annual website updating, maintenance, and hosting; specialized programming services; digital library development and updating; hosting, development and maintenance of databases; licensing fees, software and software updates, training/programming reference materials.
Video Coverage		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
CAFR & Audit		\$8,700	Annual expense for CAFR development and financial audit.
Regional Training		\$1,000	Cost of training for staff members <i>not covered by in-kind services</i> including registration and other miscellaneous cost such as reference materials, field trips, etc.
Regional Travel		\$1,000	Cost of travel for staff members <i>not covered by in-kind services</i> including transportation services, mileage reimbursement, lodging, meals, and other miscellaneous cost such as parking, etc.
Advertising		\$1,000	Such as advertising and legal notices.
Misc. Operating		\$20,000	Such as printing & reproduction, publications, and public notices, refreshments for volunteer boards/commissions, GIS and other in-house member agency support (not covered by in-kind services), equipment & supplies (i.e. computers, computer related supplies such as CDs, DVDs, etc.), projectors, printers, poster board, reproduction services, software licensing and fees, labels, business cards, periodicals, subscriptions, books, postage & mailing, promotion and public materials, misc. equipment rental, insurances, staff office supplies, and other expenses not included as part of overhead.
Non-Staff Services Subtotal		\$76,700	
Totals		\$694,100	

Estimated Expenditures Fiscal Year 2017/2018

Description	Total Estimated Fiscal 2017/2018 Expenditure as of 6/30/18
WRWC Employees	393,474
Mileage Expenses	2,400
WRWC Overhead	42,500
Legal Services	139,200
Lobbying Services	-
Service Contract Subtotal	577,574
Minutes	5,000
Website	15,000
Envision/Sosu	5,000
CAFR & Audit	8,700
Regional Training	215
Regional Travel	-
Advertising	1,000
Misc. Operating	5,500
Non-Service Related Routine Operating Subtotal	40,415
Routine Operating Expense Subtotals	617,989
<i>TROA 6700 AF Water Rights Requirement</i>	37,986
<i>Precipitation Monitoring</i>	31,660
Regional Water Planning	69,646
<i>DRI Cloud Seeding</i>	100,000
<i>Cloud Seeding Monitoring</i>	15,147
<i>Washoe ET Project</i>	10,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
Conservation, Sustainability, Climate Change	237,647
<i>Bedell Flat Infiltration</i>	-
<i>Bedell Flat Infiltration Grant</i>	-
<i>Regional Effluent Management Strategy</i>	18,112
<i>Integrated Wastewater and Reclaimed Water System Planning</i>	175,000
Regional Reclaimed Water Planning Projects	193,112
<i>Watershed Management Plan Update</i>	66,467
<i>TMRPA Regional Storm Water GIS Map Project</i>	21,000
<i>NPDES Storm Water Permit Update</i>	-
<i>NPDES Storm Water Quality Management Program</i>	262,500
Regional Storm Water Planning Projects	349,967
	-
Regional Flood Control Planning Projects	-
<i>N & P Reduction in watershed</i>	-
<i>Water Quality Standards and TMDL Review, and Compliance</i>	-
<i>Septic System Mitigation Planning</i>	-
Regional Wastewater Planning Projects	-
<i>Plan Update</i>	-
<i>RWMP Update-Editing</i>	2,466
<i>TMRPA Sustainability Study</i>	10,000
Water Management Plan	12,466
Project Subtotal	862,838
Totals	1,480,827

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: March 1, 2018
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: Program Manager's Report

Attached are updated reports for items (a) and (b) for your review.

- a) Report on the status of Projects and Work Plan supported by the RWMF; and
- b) Financial Report on the RWMF.

**Status Report of Projects and Work Plan
 Supported by the Regional Water Management Fund**

Funds Ctr/ Project #	Project	Vendor	Orig.PO	Changes	Balance	Percent Complete	Start Date	End Date
WP310002	Acquisition of water rights	TRUCKEE MEADOWS WATER AUTHORITY	99,976.82	-37,986.21	61,990.61	38%	5/16/2013	6/30/2018
WP310008	Precipitation"Can"Gauge Monit FY16-17	BOARD OF REGENTS/DESERT RESEARCH	31,513.22	-31,367.13	146.09	100%	9/29/2016	9/30/2017
WP310101	Water Usage Review Program FY 2017/18	TRUCKEE MEADOWS WATER AUTHORITY	100,000.00	0.00	100,000.00	0%	7/1/2017	9/30/2018
WP310102	Washoe ET Program FY 2016-17	BOARD OF REGENTS/DESERT RESEARCH	9,122.36	-4,870.22	4,252.14	53%	7/1/2013	9/30/2017
WP310111	Certified Landscape Tech FY 2017/18	NEVADA LANDSCAPE ASSOCIATION	12,500.00	0.00	12,500.00	0%	7/1/2016	6/30/2018
WP310113	Cloud Seeding Monitoring	BOARD OF REGENTS/DESERT RESEARCH	20,400.40	-15,147.06	5,253.34	74%	7/1/2014	9/30/2017
WP310203	Advanced Water Treatment Demo FY2016-19	BOARD OF REGENTS, NSHE, obo UNR	203,954.00	-111,622.4	92,331.56	55%	7/1/2016	9/30/2017
WP310205	Regional Effluent Mgmt Strategy FY16/17	STANTEC CONSULTING SERVICES INC	18,111.50	-10,070.97	8,040.53	56%	4/1/2015	9/30/2017
WP310303	TMeadws Storm Water Quality Prog FY17-18	RENO, CITY OF	262,500.00	-131,582.73	130,917.27	50%	7/1/2017	9/30/2018
WP310305	Watershed Mgmt Plan Update FY2017-2019	RENO, CITY OF	66,466.50	-41,218.50	25,248.00	62%	4/6/2017	10/6/2018
WP310306	Regional Storm Water GIS Map-Phase 1	TRUCKEE MEADOWS REG PLAN AGENCY	21,000.00	-20,296.73	703.27	97%	7/1/2017	3/31/2018

-- Indicates contracting in progress or project status being updated.

3/1/2018
Fund 766
Report 400/ZF15

**Financial Report on the
Regional Water Management Fund**

Fiscal Year 2018; Period 9

Accounts	Plan Budget	Actual (Revenue & Expenses)	PO Commit (Remaining PO Balance)	Actual + PO	Available (Budget Minus Actual + PO)	Avail%	PreCommit (PO's Requested)	Available (Budget Minus PO Requisitions)	Avail%
State Grants	40,000.00-				40,000.00-	100-		40,000.00-	100-
* INTERGOVERNMENTAL	40,000.00-				40,000.00-	100-		40,000.00-	100-
Interest-Pooled Inv.	25,195.37-	10,661.01-		10,661.01-	14,534.36-	58-		14,534.36-	58-
RGL Pooled Inv.		624.31-		624.31-	624.31			624.31	
Water Surcharge 1.5%	1,394,568.00-	1,256,109.93-		1,256,109.93-	138,458.07-	10-		138,458.07-	10-
* MISCELLANEOUS	1,419,763.37-	1,267,395.25-		1,267,395.25-	152,368.12-	11-		152,368.12-	11-
** REVENUE	1,459,763.37-	1,267,395.25-		1,267,395.25-	192,368.12-	13-		192,368.12-	13-
Professional Services	1,574,926.00	526,223.53	443,233.46	969,456.99	605,469.01	38		605,469.01	38
WRWC Staff & Legal	521,591.00	302,580.49	60,000.00	362,580.49	159,010.51	35.61		159,010.51	35.61
Fin Consult Services	10,000.00	8,700.00		8,700.00	1,300.00	13		1,300.00	13
Invest Pool Alloc Ex		474.29		474.29	474.29-			474.29-	
Pmts to O Agencies	100,000.00	37,986.21	61,990.61	99,976.82	23.18	0		23.18	0
Seminars and Meetings	1,000.00	215.25		215.25	784.75	78		784.75	78
Advertising	1,000.00	336.00		336.00	664.00	66		664.00	66
Undesignated Budget	20,000.00				20,000.00	100		20,000.00	100
Insurance Premium		3,780.00		3,780.00	3,780.00-			3,780.00-	
Combined Utilities	400.00	266.64		266.64	133.36	33		133.36	33
Travel	1,000.00				1,000.00	100		1,000.00	100
Equipment nonCapital		939.00		939.00	939.00-			939.00-	
Overhead	95,009	53,670		53,670	41,339	176		41,339	176
** EXPENDITURES	2,324,926.00	935,171.17	565,224.07	1,500,395.24	824,530.76	35		824,530.76	35
*** Total	865,162.63	332,224.08-	565,224.07	232,999.99	632,162.64	73-		632,162.64	73-