

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: February 28, 2019

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 2019-2020 Western Regional Water Commission (“WRWC”) tentative budget; discussion and possible direction to staff; and possible recommendation to the WRWC to approve the tentative budget.

SUMMARY

Staff has developed a draft tentative budget for fiscal year 2019-2020 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 2019-2020 draft tentative budget projects \$1,596,880 in revenue, approximately \$2,239,986 in expenses, and an ending cash balance of approximately \$403,115. Budget expenses include a maximum of \$1,658,745 for WRWC work plan activities, \$534,541 for three full time staff and legal services, and various routine operating expenses in the amount of \$46,700.

RECOMMENDATION

Staff recommends that the NNWPC review and discuss the draft tentative budget for fiscal year 2019-2020; provide appropriate direction to staff; and, make a recommendation to the WRWC for approval of the tentative budget as presented or with revisions.

CW:jp

**Western Regional Water Commission
Fiscal Year July 1, 2019 - June 30, 2020
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	1,537,564	
Grant and/or Other Revenue	40,000	
Estimated Interest Income	19,316	
Total Revenue	1,596,880	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	1,658,745	1
Staff Services (Page 3)	534,541	2,3
Non-Staff Services (Page 3)	46,700	
Total Professional Services/Supplies	2,239,986	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	0	
Total Expenses	2,239,986	

Net Change in Cash Reserves (\$643,106)

Cash balance as of 7/1/18 (from Audit)	\$1,295,606
Estimated 2018/2019 revenue (Cash Flow)	1,531,792
Estimated 2018/2019 expenditures (Page 4)	(\$1,781,177)
Estimated cash balance as of 7/1/19	\$1,046,221
Net change in cash reserves for FY 2019-20	(\$643,106)
Estimated cash balance as of 6/30/20	\$403,115

NOTES:

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. 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 2019/2020

Professional Services Project Name	2019/2020 Budget Total	Expense Description/Example
<i>Climate Variability Data Assessment</i>	0	
<i>Precipitation Monitoring</i>	20,000	Pending FY18-19 Amendment to ILA with DRI
Regional Water Planning Projects	20,000	NNWPC Ranking Vote Total 11
<i>Washoe ET Project</i>	10,000	Pending FY18-19 Amendment to ILA with DRI
<i>DRI Cloud Seeding</i>	0	Pending FY18-19 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>Regional Effluent Management Planning Guidance Document</i>	187,728	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Advanced Water Treatment Demonstration</i>	238,017	FY18-19 Amendment to multi-year ILA with UNR
<i>Reclaimed Water Planning - Expert Panel</i>	30,000	Pending Project Proposal
<i>Reclaimed Water Planning - Data Instincts</i>	50,000	Multi-year Contract with Data Instincts
<i>Reclaimed Water Planning NWII A+ Leadership</i>	40,000	Pending ILA with UNR
<i>Bedell Flat Infiltration Grant</i>	40,000	208 grant (40K; see Grant and/or Other Revenue; Page 1)
Regional Reclaimed Water Planning Projects	585,745	NNWPC Ranking Vote Total 28
<i>Integrated Source Water Protection Program</i>	0	
<i>Storm Water GIS Mapping</i>	100,000	Pending Project Proposal
<i>Watershed Management Plan Update</i>	75,000	Pending FY18-19 Amendment to ILA with City of Reno
<i>NPDES Storm Water Permit Update</i>	63,000	Pending FY18-19 ILA with City of Reno
<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	500,500	NNWPC Ranking Vote Total 25
<i>Localized Flooding</i>	160,000	Closed Basin Flooding/Evaluation of Ditch Flooding
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	
Regional Wastewater Planning Projects	40,000	NNWPC Ranking Vote Total 14
<i>Project Contingency Funds</i>	200,000	
<i>Water Management Plan Update</i>	30,000	Possible future Plan Amendment
Comprehensive Plan	230,000	
Totals	\$1,658,745	

Note: Budget amounts may be transferred between categories

**Western Regional Water Commission
Tentative Routine Operation Budget Fiscal Year 2019/2020**

		2019/2020 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees		\$412,925	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
Salaries and benefits for WRWC staff		\$374,000	
GF OH OPEB - allocated		\$29,725	
Support Services from CSD F&A		\$9,200	
Washoe County Overhead	Staff Services	\$12,616	Based on analysis of fy17-18 actual general fund overhead (excludes labor)
GF OH Utilities - direct		\$497	
GF OH - direct		\$1,697	
GF OH - allocated		\$10,422	
Mileage Expenses		\$1,000	Annual routine daily vehicle mileage expenses.
Legal Services		\$108,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
Lobbying Registration		\$0	Cost of registration for staff members as state lobbyists
Staff Services Subtotal		\$534,541	
Minutes	Non-Staff Services	\$5,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
WRWC Tech Services		\$2,500	Such as 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 and website content and design services.
TRIG Server Hosting and Support		\$7,500	
TMRPA Server and Hosting		\$5,000	
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	\$10,000	Such as printing & reproduction, publications, and public notices, refreshments for volunteer boards/commissions, general tech service support, 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		\$46,700	
Totals		\$581,241	

Estimated Expenditures Fiscal Year 2018/2019

Description	Total Estimated Fiscal 2018/2019 Expenditure as of 6/30/19
WRWC Employees	393,474
Salaries and benefits for WRWC staff	
GF OH OPEB - allocated	
Support Services from CSD F&A	
Mileage Expenses	2,400
WRWC Overhead	42,500
GF OH Utilities - direct	
GF OH - direct	
GF OH - allocated	
Legal Services	139,200
Lobbying Services	600
Service Contract Subtotal	578,174
Minutes	5,000
Website	15,000
Envision/Sosu	5,000
CAFR & Audit	8,700
Regional Training	1,500
Regional Travel	-
Advertising	1,000
Misc. Operating	6,700
Non-Service Related Routine Operating Subtotal	42,900
Routine Operating Expense Subtotals	621,074
<i>TROA 6700 AF Water Rights Requirement</i>	10,000
<i>Precipitation Monitoring</i>	20,000
Regional Water Planning	30,000
<i>Washoe ET Project</i>	10,000
<i>DRI Cloud Seeding</i>	150,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
Conservation, Sustainability, Climate Change	272,500
<i>Advanced Water Treatment Demonstration</i>	153,607
<i>Bedell Flat Infiltration</i>	40,000
<i>Regional Effluent Management Strategy</i>	386
<i>Nevada Water Innovation Institute</i>	25,000
<i>Reclaimed Water Planning - Expert Panel</i>	30,000
<i>Reclaimed Water Planning - NWII A+ Leadership</i>	40,000
<i>Reclaimed Water Planning - Data Instincts Public Outreach</i>	50,000
<i>Regional Effluent Management Planning Guidance Document</i>	181,110
Regional Reclaimed Water Planning Projects	520,103
<i>NPDES Storm Water Quality Management Program</i>	262,500
<i>NPDES Storm Water Permit Update</i>	-
<i>Watershed Management Plan Update</i>	75,000
<i>TMRPA Regional Storm Water GIS Map Project</i>	-
Regional Storm Water Planning Projects	337,500
<i>Localized Flooding</i>	-
Regional Flood Control Planning Projects	-
<i>Regional Wastewater Flow Projections</i>	-
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	-
Regional Wastewater Planning Projects	-
<i>NNWPC/WRWC Website Update/GIS Mapping</i>	-
<i>Plan Update</i>	-
Water Management Plan	-
Project Subtotal	1,160,103
Totals	1,781,177