

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: January 30, 2019

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

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

SUBJECT: Review draft fiscal year 2020-2021 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 2020-2021 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 2020-2021 draft tentative budget projects \$1,636,784 in revenue, approximately \$2,603,190 in expenses, and an ending cash balance of approximately \$341,419. Budget expenses include a maximum of \$2,020,986 for WRWC work plan activities, \$582,204 for three full time staff and legal services, and various routine operating expenses in the amount of \$47,000.

RECOMMENDATION

Staff recommends that the NNWPC review and discuss the draft tentative budget for fiscal year 2020-2021; 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, 2020 - June 30, 2021
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	1,608,041	
Grant and/or Other Revenue	0	
Estimated Interest Income	28,743	
Total Revenue	1,636,784	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	2,065,986	1
Staff Services (Page 3)	535,204	2,3
Non-Staff Services (Page 3)	47,000	
Total Professional Services/Supplies	2,648,190	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	0	
Total Expenses	2,648,190	

Net Change in Cash Reserves **(\$1,011,406)**

Budget Analysis

Cash balance as of 7/1/19 (from Audit)	\$1,452,337
Estimated 2019/2020 revenue (Cash Flow)	1,532,498
Estimated 2019/2020 expenditures (Page 4)	(\$1,677,010)
Estimated cash balance as of 7/1/20	\$1,307,825
Net change in cash reserves for FY 2020-21	(\$1,011,406)
Estimated cash balance as of 6/30/21 ⁽⁴⁾	\$296,419

NOTES:

- 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.
- Proposed budget provides legal spending authority for contract staff services previously approved by the WRWC.
- Includes Washoe County estimate for overhead: human resources, information technology, office space, utilities, computer hardware, software, copier, supplies, routine/administrative and GIS/drafting services.
- Estimated cash balance reflects Required minimum six month operating budget

Tentative Professional Services Budget Detail Fiscal Year 2020/2021

Professional Services Project Name	2020/2021 Budget Total	Expense Description/Example
<i>Climate Variability Data Assessment</i>	0	Possible ILA with DRI
<i>Precipitation Monitoring</i>	20,000	Pending FY20-21 Amendment to ILA with DRI
Regional Water Planning Projects	20,000	NNWPC Ranking Vote Total 9 (6%)
<i>Washoe ET Project</i>	5,000	Amendment to ILA with DRI
<i>DRI Cloud Seeding</i>	0	
<i>Water Usage Review Program</i>	100,000	Pending FY20-21 Amendment to ILA with TMWA
<i>Certified Landscape Technician Program</i>	12,500	Pending FY20-21 Amendment to ILA with NLA
Regional Water Conservation	117,500	NNWPC Ranking Vote Total 15 (10%)
<i>Nevada Water Innovations Campus</i>	0	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)?
<i>Regional Effluent Management Planning Guidance Document</i>	191,986	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Advanced Water Treatment Demonstration</i>	120,000	Amendment to multi-year ILA with UNR. 55k rollover; 65k new work
<i>Reclaimed Water Planning - Expert Panel</i>	30,000	Pending Project Proposal with Corollo
<i>Reclaimed Water Planning - Data Instincts</i>	25,000	Multi-year Contract with Data Instincts
<i>Reclaimed Water Planning NWII A+ Leadership</i>	36,000	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Bedell Flat Infiltration</i>	40,000	Pending Proposal from TMWA
<i>Long Valley Creek Feasibility Study</i>	100,000	Pending Amendment; Contract with Stantec
Regional Reclaimed Water Planning Projects	542,986	NNWPC Ranking Vote Total 46 (31%)
<i>One Truckee River</i>	250,000	Pending FY20-21 Contract with One Truckee River
<i>Storm Water GIS Mapping</i>	0	Pending Project Proposal TMRPA, Reno, Spark, Washoe County
<i>Watershed Management Plan Update</i>	0	ILA with City of Reno for NCE; Possible RWMP Update.
<i>NPDES Storm Water Permit Update</i>	63,000	Pending Proposal; ILA with Reno
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY20-21 Amendment to ILA with Reno
Regional Storm Water Planning Projects	575,500	NNWPC Ranking Vote Total 34 (23%)
<i>Steamboat Ditch Flooding Study</i>	100,000	Evaluation of Ditch Flooding; ILA w/ Washoe County; Continuing Contract
<i>Closed Basin Flooding</i>	100,000	Closed Basin Flooding Pending proposal cost share ILA with Reno/Washoe County
<i>Lemmon Valley Flood Study and Mapping</i>	60,000	Closed Basin Flooding/Evaluation of Ditch Flooding ILA w/ Washoe County; Continuing Contract
Regional Flood Control Planning Projects	260,000	NNWPC Ranking Vote Total 23 (15%)
<i>Regional Wastewater Flow Projections</i>	20,000	Pending Project Proposal TMRPA
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	20,000	Possible Retain LTI for future needs; ILA with Reno
<i>N & P Reduction in Watershed</i>	0	Pending Project Proposal; ILA with Reno
Regional Wastewater Planning Projects	40,000	NNWPC Ranking Vote Total 23 (15%)
<i>Water Management Plan Update</i>	150,000	Plan Update; Consultant Contracts TBD
Comprehensive Plan	150,000	
Project Contingency Funds	360,000	
Totals	\$2,065,986	

Note: Budget amounts may be transferred between categories

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

		2020/2021 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	Staff Se	\$431,008	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		\$346,109	
Temporqy employees		\$50,000	Manpower Temporary Employees
GF OH OPEB - allocated		\$25,959	
Support Services from CSD F&A		\$8,940	
Washoe County Overhead		\$22,196	Based on analysis of FY17-18 actual general fund overhead (excludes labor)
GF OH Utilities - direct		\$499	
GF OH - direct		\$1,697	
GF OH - allocated		\$20,000	
Mileage Expenses			\$1,000
Legal Services		\$81,000	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		\$535,204	
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		\$9,000	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		\$47,000	
Totals		\$582,204	

Estimated Expenditures Fiscal Year 2019/2020

Description	Total Estimated Fiscal 2019/2020 Expenditure as of 6/30/20
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>Acquisition of Water Rights</i>	-
<i>Climate Variability Data Assessment</i>	-
<i>Precipitation Monitoring</i>	20,000
Regional Water Planning	20,000
<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	122,500
<i>Reclaimed Water Planning - Expert Panel</i>	40,000
<i>Bedell Flat Infiltration</i>	40,000
<i>Advanced Water Treatment Demonstration</i>	183,017
<i>Nevada Water Innovation Institute</i>	25,000
<i>Reclaimed Water Planning - Data Instincts Public Outreach</i>	26,134
<i>Regional Effluent Management Planning Guidance Document</i>	187,728
<i>Reclaimed Water Planning - NWII A+ Leadership</i>	34,057
<i>Long Valley Creek Feasibility Study</i>	40,000
Regional Reclaimed Water Planning Projects	575,936
<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>Plan Update</i>	-
Water Management Plan	-
Project Subtotal	1,055,936
Totals	1,677,010