

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: February 24, 2022

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

FROM: Kim Rigdon, Water Resources Program Manager

SUBJECT: Action, discussion, and possible direction to staff on the draft Fiscal Year 2022-2023 Western Regional Water Commission (WRWC) Tentative Budget; and possible recommendation to the WRWC to approve the tentative budget.

SUMMARY

Staff has developed a draft tentative budget for fiscal year 2022-2023 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 2022-2023 draft tentative budget projects \$1,724,810 in revenue, approximately \$2,763,638 in expenses, and an ending cash balance of approximately \$348,165. Budget expenses include a maximum of \$2,110,000 for WRWC work plan activities, \$551,538 for three full time staff and legal services, and various routine operating expenses in the amount of \$102,100.

RECOMMENDATION

Staff recommends that the NNWPC review and discuss the draft tentative budget for fiscal year 2022-2023; provide appropriate direction to staff; and, make a recommendation to the WRWC for approval of the tentative budget as presented or with revisions.

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**Western Regional Water Commission
Fiscal Year July 1, 2022 - June 30, 2023
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	\$1,724,810	
Grant and/or Other Revenue	-	
Estimated Interest Income	16,251	
Total Revenue	1,741,061	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	2,110,000	1
Staff Services (Page 3)	551,538	2,3
Non-Staff Services (Page 3)	102,100	
Total Professional Services/Supplies	2,763,638	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	-	
Total Expenses	2,763,638	

Net Change in Cash Reserves **(\$1,022,577)**

Budget Analysis

Cash balance as of 7/1/21 (<i>from Audit</i>)	\$1,815,222
Estimated 2021/2022 revenue (<i>Cash Flow</i>)	1,749,227
Estimated 2021/2022 expenditures (<i>Page 4</i>)	(\$2,193,706)
Estimated cash balance as of 7/1/22	\$1,370,742
Net change in cash reserves for FY 2022-23	(\$1,022,577)
Estimated cash balance as of 6/30/23	\$348,165

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.
4. Estimated cash balance reflects Required minimum six month operating budget

Tentative Professional Services Budget Detail Fiscal Year 2022/2023

New WP Project Numbers	General Ledger Account Number	Professional Services Project Name	2022/2023 Budget Total	Expense Description/Example
WP310008	710100	Precipitation Monitoring	20,000	Annual Commitment
		Regional Water Planning Projects	20,000	
WP310102	710100	Washoe ET Project	5,000	Annual Commitment
WP310101	710100	Water Usage Review Program	100,000	Annual Commitment
WP310111	710100	Certified Landscape Technician Program	12,500	Bi-Annual Commitment
		Regional Water Conservation	117,500	
WP310209	710100	Reclaimed Water Planning NWII A+ Leadership	150,000	Multi-year ILA with UNR / One Water Nevada
WP310210	710100	Long Valley Creek Feasibility Study	60,000	Ongoing project-Stantec & Washoe County
WP310211	710100	Reclaimed Water Planning	50,000	Annual Commitment - Corollo
WP310213	710100	Source Water Control Plan Development	100,000	Ongoing Project- UNR
WP310214	710100	Reclaimed Water Planning - Data Instincts	100,000	Multi-year contract with Data Instincts IPR outreach
WP310200	710100	NWII Research Hub Planning at American Flat	30,000	New ILA with UNR
		Regional WW & Reclaimed Water Planning Projects	490,000	
WP310303	710100	NPDES Storm Water Quality Management Program	262,500	Annual Ongoing Commitment
WP310307	710100	One Truckee River	75,000	Continued support for program administration
WP310308	710100	Water Quality Credit Program	200,000	Ongoing SWPCC-Environmental Incentives
WP310300	710100	Watershed Assessments	75,000	Possible ILA with COR SWPCC
WP310300	710100	Truckee Meadows Regional Storm Water Management Program (NPDES permit requirement)	100,000	Possible ILA with COR SWPCC
		Regional Storm Water Planning Projects	712,500	
WP310402	710100	Steamboat Ditch Flooding Study	150,000	Ongoing Project- HDR Washoe County Evaluation of Ditch Flooding
WP310400	710100	Closed Basin Flooding - Cold Springs Water Balance Modeling	200,000	Closed Basin Flooding pending proposal cost share ILA with Reno/Washoe County-Expected Contract Spring 2022
WP310400	710100	Lemmon Valley Long-Term Flood Mitigation Analysis	160,000	Pending ILA with WC
		Regional Flood Control Planning Projects	510,000	
WP310605	710100	Water Management Plan Update	75,000	Plan Update; Consultant Contracts TBD
WP310600	710100	Project Contingency Funds	135,000	
WP310600	710100	Shared Work Program	50,000	TMRPA ILA with WRWC-proposal received
		Comprehensive Plan	260,000	
		Totals	\$2,110,000	

Note: Budget amounts may be transferred between categories

**Western Regional Water Commission
Tentative Routine Operation Budget Fiscal Year 2022/2023**

	2022/2023 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	\$455,917	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	\$385,835	
Temporary employees	\$50,000	
GF OH OPEB - allocated	\$8,082	
Support Services from CSD F&A	\$12,000	
Washoe County Overhead	\$13,621	
GF OH Utilities - direct	\$446	
GF OH - direct	\$0	
GF OH - allocated	\$13,175	
Mileage Expenses	\$1,000	Annual routine daily vehicle mileage expenses.
Legal Services	\$81,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between McDONALD CARANO and WRWC
Lobbying Registration	\$0	Cost of registration for staff members as state lobbyists
Staff Services Subtotal	\$551,538	
WRWC Tech Development and Services	\$50,000	Development of enhanced website, web-based tools and other programming services for regional water programming and updates. Program integration and maintenance related services: website updating, maintenance and hosting; 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.
RWMP Support Services	\$25,000	Support services related to report preparation and packaging: GIS, updated cost burden analysis memo, professional services for work group facilitation, public comment solicitation tools, and/or website updates/modifications.
Video Coverage	\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
ACFR & Audit	\$9,100	Annual expense for ACFR 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	\$102,100	
Totals	\$653,638	

Estimated Expenditures Fiscal Year 2021/2022

Description	Total Estimated FY2022 Expenditure as of 6/30/22
WRWC Employees	
Salaries and benefits for WRWC staff	339,441.00
GF OH OPEB - allocated	13,101.00
Support Services from CSD F&A	12,913.00
Mileage Expenses	-
WRWC Overhead	
GF OH Utilities - direct	497.00
GF OH - direct	-
GF OH - allocated	13,175.00
Legal Services	81,062.86
Contract Services/Prof Svcs	-
Lobbying Services	-
Service Contract Subtotal	460,189.86
Minutes	500.00
Envision/Sosu	4,221.90
CAFR & Audit	8,900.00
Advertising	500.00
Regional Travel	500.00
Misc. Operating	7,030.72
Website	-
Regional Training	500.00
Non-Service Related Routine Operating	22,152.62
Routine Operating Expense Subtotals	482,342.48
	-
Precipitation Monitoring	20,000.00
Regional Water Planning	20,000.00
Water Usage Review Program	100,000.00
Washoe ET Project	5,000.00
Certified Landscape Technician Program	12,500.00
Conservation, Sustainability, Climate	117,500.00
NWII Research Hub Planning at American Flat	-
GAC Pilot Testing	-
RSWRF Source Water Control Plan & Sampling Program	170,000.00
Independent LV/S basin water balance with	-
Advanced Water Treatment Demonstration	64,050.42
Nevada Water Innovation Institute	-
Reclaimed Water Planning - Data Instincts Public Outreach	91,673.36
Regional Effluent Management Planning JC	-
A+ Reclaimed Water Feasibility Study	75,148.00
Long Valley Creek Feasibility Study	58,469.63
Expert Review Panel	31,924.00
Regional Effluent Management Planning RJ Guidance Document	86,236.00
Reg. Wastewater Source Control	170,000.00
Regional Reclaimed Water Planning	747,501.41
Regional Storm Water Planning Projects	-
NPDES Storm Water Quality Management Program	262,500.00
One Truckee River	29,014.00
Pollution Trading Credit Program	100,000.00
Regional Storm Water Planning Projects	391,514.00
Closed Basin Flooding - Cold Springs Water Balance Modelling	100,000.00
Lemmon Valley Long-Term Flood Mitigation Analysis	100,000.00
Steamboat Flood Evaluation	134,848.56
Regional Flood Control Planning Projects	334,848.56
Regional Wastewater Flow Projections	-
Modeling for Water Quality Standards and	-
Regional Wastewater Planning Projects	-
Comprehensive Plan	50,000.00
Water Management Plan Update	50,000.00
Water Management Plan	100,000.00
Project Subtotal	1,711,363.97
Totals	2,193,706.45