

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: February 24, 2023

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 Western Regional Water Commission (WRWC) Fiscal Year 2023-2024 Tentative Budget, and possible recommendation to the WRWC to approve the tentative budget

SUMMARY

Staff has developed a draft tentative budget for fiscal year 2023-2024 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.

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.

BACKGROUND

In accordance with NRS 354.596, the WRWC is required to file the tentative budget with the Department of Taxation no later than April 17, 2023, and must adopt the final budget before June 1, 2023. A public hearing must be held after May 15 and before May 31, 2023, and noticed a minimum of 7 days and not more than 14 days in advance of the final budget adoption hearing.

On February 1, 2023, the NNWPC approved the professional services budget detail (Attachment 7a page 2) for inclusion in the draft tentative budget.

FISCAL IMPACT

The fiscal year 2023-2024 draft tentative budget projects \$1,730,000 in total revenue, approximately \$2,866,694 in expenses, and an ending cash balance of approximately \$628,656. Budget expenses include a maximum of \$2,160,000 for WRWC work plan activities, \$602,594 for three full time staff, one part-time temporary staff and legal services, and routine operating expenses in the amount of \$104,100.

RECOMMENDATION

Staff proposes the NNWPC review and discuss the draft tentative budget for fiscal year 2023-2024; 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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Attachment: 7a Draft WRWC Fiscal Year 2023-2024 Tentative Budget

**Western Regional Water Commission
Fiscal Year July 1, 2023 - June 30, 2024
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	\$1,720,000	
Grant and/or Other Revenue	-	
Estimated Interest Income	10,000	
Total Revenue	1,730,000	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	2,160,000	1
Staff Services (Page 3)	602,594	2,3
Non-Staff Services (Page 3)	104,100	
Total Professional Services/Supplies	2,866,694	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	-	
Total Expenses	2,866,694	

Net Change in Cash Reserves (\$1,136,694)

Budget Analysis

Cash balance as of 7/1/22 (from Audit)	\$1,932,733
Estimated 2022/2023 revenue (Cash Flow)	1,725,000
Estimated 2022/2023 expenditures (Page 4)	(\$1,892,383)
Estimated cash balance as of 7/1/23	\$1,765,350
Net change in cash reserves for FY 2023-24	(\$1,136,694)
Estimated cash balance as of 6/30/24	\$628,656

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 2023/2024

New WP Project Numbers	General Ledger Account Number	Professional Services Project Name	FY24 Budget	Agreement Notes
WP310008	710100	<i>Precipitation Monitoring</i>	20,000	Annual ILA
		Regional Water Planning Projects	20,000	
WP310102	710100	<i>Washoe ET Project</i>	5,000	Annual ILA
WP310101	710100	<i>Water Usage Review Program</i>	100,000	Annual ILA
WP310111	710100	<i>Certified Landscape Technician Program</i>	12,500	Bi-annual agreement
		Regional Water Conservation	117,500	
WP310211	710100	<i>NWRI-Expert Panel APW Planning</i>	50,000	Annual ILA
WP310212	710100	<i>Regional Effluent Guidance Document</i>	50,000	Multi-year ILA
WP310213	710100	<i>NWII-Enhanced Wastewater Source Control Phase II</i>	200,000	Multi-year ILA
WP310214	710100	<i>Data Instincts-OneWater Nevada Communications Plan</i>	100,000	Multi-year agreement
WP310215	710100	<i>NWII-Regional Water Management Coordination</i>	160,000	Multi-year ILA
WP310200	710100	<i>Sierra Nevada Journey's-APW STEM Education OneWater NV</i>	TBD	Pending Proposal-Spring 2023
WP310200	710100	<i>NWII-Research Hub Planning at American Flat</i>	TBD	Pending Proposal
		Regional WW & Reclaimed Water Planning Projects	560,000	
WP310303	710100	<i>Regional NPDES Storm Water Quality Management Program</i>	262,500	Annual Ongoing Commitment
WP310307	710100	<i>Truckee River Foundation-One Truckee River</i>	75,000	Annual agreement
WP310308	710100	<i>Environmental Incentives-Water Quality Credit Program</i>	100,000	Multi-year agreement
WP310300	710100	<i>Watershed Assessments</i>	TBD	Pending Proposal
WP310300	710100	<i>Truckee Meadows Regional Storm Water Management Program (NPDES permit requirement)</i>	TBD	Pending Proposal & permit update
		Regional Storm Water Planning Projects	437,500	
WP310402	710100	<i>Stantec-Steamboat Ditch Flooding Study Phase 2</i>	TBD	Pending Proposal-Spring 2023
WP310400	710100	<i>Cold Springs Water Balance Modeling</i>	TBD	Pending Proposal-Spring 2023
WP310400	710100	<i>Lemmon Valley Long-Term Flood Mitigation Analysis</i>	TBD	Pending Proposal-Spring 2023
		Regional Flood Control Planning Projects	0	
WP310600	710100	<i>Project Contingency Funds Pending Projects</i>	900,000	
WP310605	710100	<i>WRWC-Regional Water Management Plan</i>	75,000	Annual Budget for RWMP
WP310720	710100	<i>WRWC-TMRPA Shared Work Program</i>	50,000	Annual ILA
		Comprehensive Plan	1,025,000	
		Professional Services Budget Total	\$2,160,000	

Note: Budget amounts may be transferred between categories

Western Regional Water Commission		
Tentative Routine Operation Budget Fiscal Year 2023/2024		
	Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	\$506,973	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	\$436,891	
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	\$602,594	
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	\$12,000	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	\$104,100	
Totals	\$706,694	Page 3