

Western Regional Water Commission

STAFF REPORT

DATE: May 12, 2016

TO: Chairman and Members, Western Regional Water Commission

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: PUBLIC HEARING on the Western Regional Water Commission (“WRWC”) Tentative Budget for Fiscal Year 2016 – 2017; discussion and adoption of the WRWC Final Budget for Fiscal Year 2016 – 2017

SUMMARY

Staff has developed a Fiscal Year 2016 – 2017 Tentative Budget for the WRWC including revenues and expenses for staff and non-staff professional services. The attached State budget forms show revenues of \$1,484,662, and expenditures of \$2,604,976. The balance of \$1,120,314 will come from cash reserves.

BACKGROUND

The WRWC is required to prepare and submit a tentative budget to the Nevada Department of Taxation on or before April 15, and to hold a public hearing on the tentative budget not sooner than the third Monday and not later than the last day in May. The attached tentative budget is provided for WRWC review, discussion, adoption, and possible direction to staff.

PREVIOUS ACTION

None

FISCAL IMPACT

The Fiscal Year 2016 – 2017 Tentative Budget projects \$1,484,662 in revenue, and \$2,604,976 in expenses, with the difference of \$1,120,314 coming from cash reserves. Budget expenses include a maximum of \$1,876,976 for work plan activities, \$642,600 for three full time staff and legal services, and various routine operating expenses in the amount of \$85,400.

RECOMMENDATION

Staff recommends that the WRWC adopt and certify the WRWC Final Budget for Fiscal Year 2016 – 2017, and direct staff to transmit a copy of it to the Nevada Tax Commission, together with an affidavit of proof of publication of the notice of the public hearing.

POSSIBLE MOTION

“Move to adopt and certify the WRWC Final Budget for Fiscal Year 2016 – 2017 and direct staff to transmit a copy of it to the Nevada Tax Commission, together with an affidavit of proof of publication of the notice of the public hearing in accordance with law.”

JS:jd

Attachment: WRWC Fiscal Year 2016 – 2017 Tentative Budget

WESTERN REGIONAL WATER COMMISSION

Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7937

Western Regional Water Commission herewith submits the TENTATIVE budget for the fiscal year ending June 30, 2017

This budget contains 1 fund, including Debt Service, requiring property tax revenues totaling \$ 0

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0. If the final computation requires, the tax rate will be lowered.

This budget contains 1 governmental fund types with estimated expenditures of \$ 2,604,976 and 0 proprietary funds with estimated expenses of \$ 0

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION


APPROVED BY THE GOVERNING BOARD

I Ben Hutchins

 (Print Name)
CSD Finance and Admin Division Director

 (Title)

certify that all applicable funds and financial operations of this Local Government are listed herein

Signed 

Dated: 4/8/16

SCHEDULED PUBLIC HEARING:

Date and Time 05/18/16, 9:30 am

Publication Date 05/09/16

Place: Sparks Council Chambers - Legislative Building, 745 Fourth Street, Sparks, Nevada

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/15	ESTIMATED CURRENT YEAR ENDING 06/30/16	BUDGET YEAR ENDING 06/30/17
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL			

Personnel support services are provided to the Commission pursuant to an interlocal agreement with Washoe County Community Services Department.

POPULATION (AS OF JULY 1)			
SOURCE OF POPULATION ESTIMATE*			
Assessed Valuation (Secured and Unsecured Only)			
Net Proceeds of Mines			
TOTAL ASSESSED VALUE	N/A	N/A	N/A
TAX RATE			
General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE			

* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.

Western Regional Water Commission
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 06/30/2015	BUDGET YEAR ENDING 06/30/17		
		ESTIMATED CURRENT YEAR ENDING 06/30/2016	TENTATIVE APPROVED	FINAL APPROVED
REVENUES				
Water surcharge fees	1,466,805	1,466,562	1,416,677	
Grant revenue	-	-	40,000	
Earnings on investments	18,891	18,891	27,985	
Subtotal of Revenues	1,485,696	1,485,453	1,484,662	
OTHER FINANCING SOURCES				
Operating Transfers In (Schedule T)	-	-	-	
Subtotal of Other Financing Sources	-	-	-	
BEGINNING FUND BALANCE	1,662,426	1,276,098	1,280,321	
Prior Period Adjustment(s)	-	-	-	
Residual Equity Transfers	-	-	-	
TOTAL BEGINNING FUND BALANCE	1,662,426	1,276,098	1,280,321	
TOTAL RESOURCES	3,148,122	2,761,551	2,764,983	
EXPENDITURES				
Services and Supplies	1,872,024	1,481,230	2,604,976	
Subtotal of Expenditures	1,872,024	1,481,230	2,604,976	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-	-	
Operating Transfers Out (Schedule T)	-	-	-	
Subtotal of Other Uses	-	-	-	
ENDING FUND BALANCE	1,276,098	1,280,321	160,007	
TOTAL COMMITMENTS & FUND BALANCE	3,148,122	2,761,551	2,764,983	

Western Regional Water Commission
(Local Government)

Schedule B
Fund 766

LOBBYING EXPENSE ESTIMATE

Pursuant to NRS 354.600 (3), **each** (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

Nevada Legislature: 79th Session; February 6, 2017 to June 5, 2017

- 1. Activity: N/A - lobbying expenses are not expected in budget year 2016-2017

- 2. Funding Source: _____

- 3. Transportation \$ _____

- 4. Lodging and meals \$ _____

- 5. Salaries and Wages \$ _____

- 6. Compensation to lobbyists \$ _____

- 7. Entertainment \$ _____

- 8. Supplies, equipment & facilities; other personnel and services spent in Carson City \$ _____

- Total** **\$ _____ -**

Entity: _____

Budget Year 2016-2017

SCHEDULE OF EXISTING CONTRACTS

Budget Year 2016 - 2017

Local Government: Western Regional Water Commission
Contact: Jim Smitherman
E-mail Address: jsmitherman@washoecounty.us
Daytime Telephone: 774-954-4657

Total Number of Existing Contracts: 18

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2016-17	Proposed Expenditure FY 2017-18	Reason or need for contract:
1	Washoe County	07/01/15	06/30/16	512,400	512,400	Professional and administrative staff services
2	Rhodes Law Offices	11/01/09	10/31/17	129,600	129,600	Legal services
3	Schettler, Macy & Associates, LLC	11/18/15	03/31/17	10,000	10,000	Financial audit services
4	Regional Planning Governing Board	11/01/13	06/30/16	15,000	15,000	Public meeting minutes
5	City of Reno	07/01/15	06/30/16	7,500	7,500	Website services
6	Envision	07/01/15	06/30/16	2,500	2,500	Video production services
7	G3	07/01/15	06/30/16	2,500	2,500	Video production services
8	The Nature Conservancy	09/17/14	12/31/16	29,050	-	Optimizing watershed investments
9	Truckee Meadows Water Authority	05/16/13	n/a	514,000	-	Water rights purchase
10	Desert Research Institute	11/18/15	12/31/16	125,000	125,000	Cloud seeding
11	Nevada Landscape Association	05/21/15	09/30/16	12,500	12,500	Certified landscape technician program
12	City of Reno	07/01/15	06/30/16	445,500	262,500	Storm water management program
13	City of Reno	07/16/08	06/30/16	150,000	75,000	Water quality standards review technical services
14	Regional Planning Governing Board	01/01/11	06/30/16	5,000	5,000	Population and employment modeling
15	Desert Research Institute	07/01/13	06/30/16	10,000	10,000	Irrigation water conservation program
16	Truckee Meadows Water Authority	06/24/13	06/30/16	100,000	100,000	Water conservation program
17	Stantec	01/07/15	06/30/16	15,600	-	Plan update technical assistance
18	Hansford Economic Consulting	01/07/15	12/31/16	6,000	-	Plan update technical assistance
19						
20	Total Proposed Expenditures			\$ 2,092,150	\$ 1,269,500	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS
Budget Year 2016 - 2017

Local Government: Western Regional Water Commission
Contact: Jim Smitherman
E-mail Address: jsmitherman@washoecounty.us
Daytime Telephone: 774-954-4657

Total Number of Privatization Contracts: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2016-17	Proposed Expenditure FY 2017-18	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1	None - N/A									
2										
3										
4										
5										
6										
7										
8	Total									

Attach additional sheets if necessary.

Tentative
Western Regional Water Commission
Fiscal Year July 1, 2016 - June 30, 2017
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	1,416,677							
Grant and/or Other Revenue	40,000							
Estimated Interest Income	27,985							
Total Revenue	1,484,662		0				0	
PROFESSIONAL SERVICES/SUPPLIES	Amount		Amount		Amount		Amount	
Estimated Professional Services (Page 2)	1,876,976	1						
Staff Services (Page 3)	642,600	2,3	0				0	
Non-Staff Services (Page 3)	85,400							
Total Professional Services/Supplies	2,604,976		0				0	
OTHER EXPENSES	Amount		Amount		Amount		Amount	
Estimated Misc.			0					
Total Other Expense	0		0		0			
Total Expenses	2,604,976		0		0		0	

Net Decrease in Cash Reserves **(\$1,120,315)**

Cash Balance as of 7/1/15	\$1,545,846
Estimated 2015/2016 Revenue (Cash Flow)	1,485,453
Estimated 2015/2016 expenditure (Page 4)	(\$1,481,230)
Estimated cash balance as of 7/1/16	\$1,550,069
Net Decrease in Cash Reserves for FY 2016-17	(\$1,120,310)
Estimated cash balance as of 6/30/17	\$429,759

NOTES:

- Proposed budget provides legal spending authority for projects yet to be approved by the WRWC upon recommendations provided by the NNNWPC. 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: 1.5% fund management, accounting, purchasing, 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 2016/2017

Professional Services Project Name	2016/2017 Budget Total	Expense Description/Example
-b-	-j-	-k-
<i>Climate Variability Data Assessmant</i>	\$50,000	
<i>Precipitation Monitoring</i>	\$30,000	
<i>Restoration Investments in the Truckee Watershed</i>	\$29,050	Second year funding
<i>Highland Canal Water Quality Project</i>	\$250,000	
<i>TROA 6700 AF Water Rights Requirement</i>	\$175,000	Water rights acquisition for TROA 6700 AF requirement
Regional Water Planning Projects	\$534,050	
<i>Cloud Seeding Monitoring</i>	\$25,000	For precipitation monitoring and analysis
<i>Cloud Seeding</i>	\$100,000	ILA with DRI for cloud seeding operations
<i>Washoe ET Project</i>	\$10,000	ILA with DRI; annaul monitoring weather station maintenance
<i>Water Usage Review Program</i>	\$100,000	
<i>Certified Landscape Technician Program</i>	\$12,500	ILA with NLA
Regional Water Conservation	\$247,500	
<i>Bedell Flat Infiltration</i>	\$100,000	Hydrologic Investigations
<i>Bedell Flat Infiltration Grant</i>	\$0	208 grant (40K; see <i>Grant and/or Other Revenue</i> ; Page 1)
<i>Integrated Wastewater and Reclaimed Water System Planning</i>	\$200,000	Indirect Potable Reuse/Effluent Management Planning
Regional Reclaim Water Planning Projects	\$300,000	
<i>Watershed Management Plan Update</i>	\$70,000	
<i>NPDES Storm Water Permit Update</i>	\$112,926	ILA with City of Reno
<i>NPDES Storm Water Quality Management Program</i>	\$262,500	ILA with City of Reno
Regional Storm Water Planning Projects	\$445,426	
Regional Flood Control Planning Projects	\$0	
<i>N & P Reduction in watershed</i>	50,000	
<i>Water Quality Standards and TMDL Review, and Compliance</i>	150,000	ILA with City of Reno for LTI
<i>Septic System Mitigation Planning</i>	\$0	
Regional Wastewater Planning Projects	\$200,000	
<i>Water Management Plan Update</i>	\$150,000	WMP contracts.
<i>TMRPA GIS Population Model</i>	\$0	ILA with RPGB
Comprehensive Plan	\$150,000	
Totals	\$1,876,976	

Western Regional Water Commission
Tentative Routine Operation Budget Fiscal Year 2016/2017

		2016/2017 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	Staff Services	\$380,000	Cost of <i>Support Staff</i> services as defined by employee services contract entered into between Washoe County and WRWC.
Washoe County Overhead		\$130,000	Based on analysis of fy13-14 actual general fund overhead and CSD fy14-15 projected apportioned overhead.
Mileage Expenses		\$2,400	Annual routine daily vehicle mileage expenses.
Legal Services		\$129,600	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
Lobbying Registration		\$600	Cost of registration for staff members as state lobbyists
Staff Services Subtotal		\$642,600	
Minutes	Non-Staff Services	\$15,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
Website		\$33,000	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		\$10,000	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 and training 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		\$19,400	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, moving staff office location, and other expenses not included as part of overhead.
Non-Staff Services Subtotal		\$85,400	
Totals		\$728,000	

Estimated Expenditures Fiscal Year 2015/2016

Quarter Ending	Total Estimated Fiscal 2015/2016 Expenditure as of 6/30/16
WRWC Employees	380,000
Mileage Expenses	2,400
WRWC Overhead	130,880
Legal Services	129,600
Lobbying Services	600
Service Contract Subtotal	643,480
Minutes	5,000
Website	7,500
Envision/G3	5,000
CAFR & Audit	8,700
Regional Training	0
Regional Travel	500
Advertising	1,000
Misc. Operating	10,000
Non-Service Related Routine Operating Subtotal	37,700
Routine Operating Expense Subtotals	681,180
<i>TROA 6700 AF Water Rights Requirement</i>	15,500
<i>Restoration Investments in the Truckee Watershed</i>	29,050
<i>STM Water Facility Plan Update</i>	0
<i>Highland Canal Water Quality Project</i>	0
<i>KTMB River Corridor Management Plan</i>	22,000
<i>208 Plan Review and Update</i>	0
Regional Water Planning	66,550
	0
<i>DRI Cloud Seeding</i>	125,000
<i>Washoe ET Project</i>	40,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
Conservation, Sustainability, Climate Change	277,500
<i>Effluent Management Linear Programing</i>	22,000
<i>TMWRF - Huffaker Intertie Study</i>	20,000
<i>Waste Water Effluent Management</i>	23,500
Regional Reclaimed Water Planning Projects	43,500
	0
<i>NPDES Storm Water Quality Management Program</i>	262,500
Regional Storm Water Planning Projects	262,500
Regional Flood Control Planning Projects	0
	0
<i>Water Quality Standard and TMDL Review</i>	30,000
<i>TMWRF - Corrollo</i>	0
<i>Septic Alternatives Analysis</i>	50,000
<i>Federal 208 Pass through Gant for Septic Alternatives Analysis</i>	0
Regional Wastewater Planning Projects	80,000
<i>Plan Update (Cost-Finance and Water Balance Model Contract)</i>	50,000
<i>TMRPA GIS Population Model</i>	20,000
<i>DWR GIS Services</i>	0
Water Management Plan	70,000
Project Subtotal	800,050
Totals	1,481,230