

Western Regional Water Commission

STAFF REPORT

DATE: January 11, 2017

TO: Chairman and Members, Western Regional Water Commission ("WRWC")

FROM: Chris Wessel, Water Management Planner

SUBJECT: Presentation of a proposal, recommended by the Northern Nevada Water Planning Commission, to update the Truckee Meadows Watershed Management and Protection Plan for Tributaries to the Truckee River; possible approval of a request for \$70,000 from the Regional Water Management Fund ("RWMF") to begin update process; and, if approved, authorize the Chairman to execute an interlocal agreement with the City of Reno for that purpose.

SUMMARY

The Cities of Reno and Sparks, and Washoe County, through the Truckee Meadows Storm Water Permit Coordinating Committee ("SWPCC") are required to continue to review, modify and update the Truckee Meadows Watershed Management and Protection Plan for Tributaries to the Truckee River, dated May 9, 2003 (the "Plan"). The Plan was last updated in 2005 with the publication of the "Truckee Meadows Watershed Protection Manual". Since that time, the SWPCC became aware of the potential for Clean Water Act 319 federal grant funding which may be available to communities with watershed management plans that meet certain federal Environmental Protection Agency ("EPA") criteria consisting of nine elements. The Plan includes some components of EPA's nine required elements, but does not include all requirements. The SWPCC intends to update the Plan to meet the specific identified criteria so that the community would qualify to apply for federal funding, and the attached Scope of Work will provide the initial investigation required for that update.

The SWPCC is requesting funds in the amount \$70,000 for the initial portion (Tasks 1 and 2) of the Plan update. Theresa Jones, SWPCC coordinator for the City of Reno will be available to provide a presentation and answer any questions from the WRWC.

FISCAL IMPACT

Approval by the WRWC would include a fiscal impact of \$70,000 from the RWMF. This amount was included and approved as part of the WRWC Fiscal Year 2016-2017 budget in fund center 766, under cost center WP310305.

RECOMMENDATION

The NNWPC recommends that the WRWC approve the proposal and funding, and authorize the Chairman to execute an interlocal agreement with the City of Reno, in an amount not to exceed \$70,000 from the RWMF, to complete the initial portion (Tasks 1 and 2) of the Plan update.

POSSIBLE MOTION

If the WRWC approves the NNWPC's recommendation, a possible motion might be: "Move to approve the proposal and funding, and authorize the Chairman to execute an interlocal agreement with the City of Reno, in an amount not to exceed \$70,000, for that purpose.

CW:df

Attachment: Scope of Work

EXHIBIT "A"
Scope of Work

BACKGROUND

Policy 3.1.e (Watershed Protection) of the 2011-2030 Comprehensive Regional Water Management Plan, states that the Western Regional Water Commission shall implement watershed protection programs for the Truckee River, its tributaries and other perennial streams in the region. Additionally, the City of Reno, City of Sparks, and Washoe County, are co-permittees of the Truckee Meadows National Pollutant Discharge Elimination System ("NPDES") Storm Water Permit (the "NPDES Permit") issued by the Nevada Division of Environmental Protection ("NDEP"), and parties to the 2004 amended Interlocal Agreement regarding implementation of the NPDES Permit (the Storm Water ILA"). Both Section 3.A.4 of the Storm Water ILA, and Section 6 of the Truckee Meadows Regional Storm Water Management Program ("SWMP") require the co-permittees and parties to continue to review, modify and update the Watershed Management and Protection Plan for Tributaries to the Truckee River, dated May 9, 2003 (the "Plan"). The SWMP is the program implemented by the co-permittees as mandated in the NPDES Permit.

The last update of the Plan occurred in 2005 under the guidance of the Truckee Meadows Storm Water Permit Coordinating Committee ("SWPCC") with the publication of the Truckee Meadows Watershed Protection Manual (the "Manual"). Most if not all objectives and priorities outlined in the Plan and the Manual have been initiated and implemented to varying degrees.

Additionally, in 2008 the US Environmental Protection Agency ("EPA") published the "Handbook for Developing Watershed Plans to Restore and Protect our Waters" outlining nine minimum elements required for any watershed management plan. Potential restoration projects, to be eligible for Clean Water Act, Section 319 Grant funds, must be developed from a watershed plan conforming with EPA's nine elements. The scope of work described below provides for the initial investigation required to update the Plan in compliance with EPA's nine elements.

On January 28, 2016, the SWPCC agreed upon a budget of \$70,000 for the initial phase of the Plan update (for Fiscal Years 2017 and 2018).

SCOPE OF WORK

Item	Amount
Update: Watershed Management and Protection Plan for Tributaries to the Truckee River, Phase 1: Tasks 1 and 2.	\$70,000

The SWPCC has identified the need to update the Plan in compliance with the SWMP and the Storm Water ILA. Once updated and approved by EPA, the Plan will qualify the co-permittees to gain access to EPA 319 Grant funds for tributary watershed projects. The SWMP includes many

EXHIBIT "A"
Scope of Work

components of EPA's watershed elements, but does not satisfy all requirements. Regional and local programs, projects, and activities must be evaluated, as well, to determine applicability for inclusion into the Plan. Table 1 (attached) outlines draft phases, tasks and estimated timeframes anticipated for completing the Plan update.

Phase 1 includes:

Task 1 – Data inventory and GAP analysis: research and develop an inventory of existing data and information generated from various programs, plans, etc., including the SWMP as well as other agencies/organizations efforts within the Truckee Meadows. A determination will be made of the applicability and acceptability of existing information toward meeting EPA's watershed management plan guidelines.

Task 2 – Prioritize data needed for development of the Plan update, establish general strategy for data acquisition, QA/QC and data management.

Tasks 1 and 2 will be consultant efforts with guidance and management from the SWPCC.

Deliverable: Report outlining existing data, identifying gaps and prioritizing data needs, collection and management. Commence data collection as allowable.

[Task 3 is a concurrent effort beyond this scope of work. In Task 3, the SWPCC is participating with NDEP in identifying key stakeholders through NDEP's Integrated Source Water Protection Program (ISWPP). NDEP is also providing technical assistance in completing certain components of the Plan update. Because watershed planning is completed through stakeholder collaboration and at no cost to the SWPCC, Task 3 work could be considered as matching funds.]

Total

\$70,000

CONTRACTING PROCESS

A qualified consultant will be selected by the SWPCC either by soliciting an RFP and interviewing selected proposers or directly from an appropriate City of Reno Consultant List (e.g. Storm Water Quality Management, Watershed Restoration, or other applicable list).

EXHIBIT "A"
Scope of Work

The consultant agreement for Tasks 1 and 2 will be entered into and administered by the City of Reno, as the administrative agent for the SWPCC. Consultant invoices will be paid by the City of Reno, after which the City of Reno will seek reimbursement from the Western Regional Water Commission ("WRWC").

WRWC funding will be used exclusively to reimburse the City of Reno for expenses consistent with the City of Reno's consultant agreement.

ANTICIPATED SCHEDULE

City of Reno staff anticipates this effort to take a total of 18 months once a consulting agreement is executed.

Table 1. Draft Scope for Update of Watershed Management and Protection Plan for Tributaries to the Truckee River1+A1:F16

Phase	Tasks	Item	Description	Estimated Cost	Estimated timeframe
Phase 1: Watershed Characterization	Task 1	Data Inventory and GAP Analysis	Establish inventory of existing data, information, programs, plans, etc., currently being collected and implemented by the Truckee Meadows Storm Water Management Program as well as other group efforts, determine acceptability/applicability of existing information to the watershed effort, and identify gaps needed for conforming with EPA's nine elements	\$70,000	12 - 24 months
	Task 2	Rank Information Needs Priorities Collection Effort	Prioritization of data needs, establish general plan development/strategy for filling gaps identified in Task 1, develop QA/QC plan and data management plan, begin data collection as applicable.		
	Task 3	Identify Stakeholders/Building Partnerships	Participation with NDEP ISWPP in outreach, education and engagement of potential stakeholders	NDEP Lead - No Cost to SWPCC	
	Task 4	Data Collection and Analysis	Initiate information gathering and analyses identified through gap analysis and prioritized by the SWPCC and stakeholders. Analysis of existing data (as required), continue collection of prioritized data, implement QA/QC Plan, data management, etc.	Cost TBD	
	Task 5	Defining of Watershed Planning Effort	Integrating effort with other key programs, public outreach, identification of concerns, issues, goals, management objectives, priorities, plan implementation, timeline, measuring success, consensus to develop key components of the watershed plan framework		
Phase 2: Identifying Solutions, Design Implementation Program	Task 6	Setting/Prioritizing Goals/Identify Load Reductions	Identify priority areas/reaches, level of modeling efforts, load reduction targets.	Cost TBD	18-24 months ²
	Task 7	Identify, Evaluate, Finalize Management Strategies	Evaluate effectiveness of current management measures, identify critical areas, opportunities/constraints, potential strategies, cost/benefit/, alternatives ranking, evaluation criteria and measurements of success, finalization.		
	Task 8	Funding	Identifications of funding sources for plan implementation		
Phase 3: Implement Watershed Plan, Measure Progress, Adjust	Task 9	Updated Watershed Plan	Development of document to implement management and protection for tributaries to the Truckee River, annual works plans, periodic plan revisions and updates, buy in from City of Reno, City of Sparks, Washoe County officials	Cost TBD	12-18 months (initial effort) ³
	Task 10	Implement Watershed Plan and Measure Progress	Implement annual work plans, track progress, analyze monitoring data, share results, make adjustments.		

1. Phases and tasks identified are a best guess as the watershed planning effort is a lengthy process with multiple stakeholders, scope of effort will change as time progresses

2. Timing of Tasks 6 - 8 would occur concurrently with some elements within Phases 1 and 3

3. Timing of Tasks 9 - 10 would occur concurrently with some elements within Phase 2

4. Note: Task descriptions, task breakouts, timelines, and costs may change as plan develops.