

**WESTERN REGIONAL WATER COMMISSION ("WRWC")  
AGENDA**

Wednesday, March 21, 2018  
**8:30 a.m. (Note time change.)**  
Sparks Council Chambers, Legislative Building  
745 Fourth St., Sparks, Nevada

**TRUSTEES**

Vaughn Hartung, Chairman  
Ron Smith, Vice Chair  
Sandra Ainsworth, Secretary-  
Treasurer

Donald Abbott  
Naomi Duerr  
Jeanne Herman

Neoma Jardon  
Bob Lucey  
Paul McKenzie

NOTICE OF POSSIBLE QUORUM OF THE BOARD OF DIRECTORS OF THE TRUCKEE MEADOWS WATER  
AUTHORITY ("TMWA"), AND/OR A POSSIBLE QUORUM OF THE BOARD OF COUNTY COMMISSIONERS ("BCC") FOR  
WASHOE COUNTY

*(See following Notes)*

**Notes: Because several of the WRWC Trustees are also members of the Board of Directors of TMWA and/or the BCC, it is possible that a quorum of the TMWA Board and/or a quorum of the BCC may be present. Such members will not deliberate or take action at this meeting as members of the TMWA Board or the BCC, but may take action exclusively in their capacity as WRWC Trustees.**

1. Items on this agenda on which action may be taken are followed by the term "For Possible Action". Non-action items are followed by an asterisk (\*).
2. Public comment is limited to three minutes per speaker and is allowed during the public comment periods, and before action is taken on any action item. Comments are to be directed to the Commission as a whole. Persons may not allocate unused time to other speakers. The public may sign-up to speak during the public comment period or on a specific agenda item by completing a Public Comment Information ("Request to Speak") card and submitting it to the clerk.
3. Items on this agenda may be taken out of order, combined with other agenda items for consideration, removed from the agenda, or delayed for discussion at any time. Arrive at the meeting at the posted time to hear item(s) of interest.
4. Supporting material provided to the Commission for items on the agenda is available to members of the public at the Western Regional Water Commission ("WRWC") offices, 1001 E 9th Street, Reno, NV, from Jim Smitherman, Water Resources Program Manager, (775) 954-4657, and on the WRWC website at <http://www.wrwc.us>
5. The Washoe County Commission Chambers are accessible to the disabled. We are pleased to make reasonable accommodations for persons who are disabled and wish to attend meetings. If you require special arrangements for the meeting, please call (775) 954-4657 no later than 24 hours prior to the meeting.
6. In accordance with NRS 241.020, this agenda has been posted at the following locations: Reno City Hall (1 East First Street), Sparks City Hall (431 Prater Way), Sun Valley GID (5000 Sun Valley Blvd.), TMWA (1355 Capital Blvd.), Washoe County Administration Building (1001 E. Ninth Street), South Valleys Library (15650A Wedge Parkway), the WRWC website at <http://www.wrwc.us>, and the State of Nevada website at <https://notice.nv.gov>

1. Roll Call and Determination of Presence of a Quorum. \*
2. Pledge of Allegiance. \*
3. Public Comment – limited to no more than three minutes per speaker. \*
4. Approval of Agenda. **(For Possible Action)**
5. Approval of the Minutes of the January 17, 2018, meeting. **(For Possible Action)**

6. Report on Phase 1 of the Regional Storm Water Drainage Network Geographic Information System ("GIS") Map project, and possible direction to staff – Dr. Jeremy Smith, Truckee Meadows Regional Planning Agency. **(For Possible Action)**
7. Discussion and possible approval of a request from the University of Nevada, Reno ("UNR") for funding in an amount not to exceed \$75,000 from the Regional Water Management Fund ("RWMF"), in increments of \$25,000 per fiscal year for three years, to support the Water Innovations Campus Project; if approved, authorize the Chairman to execute an Interlocal Agreement with UNR for that purpose; and possible direction to staff – Jim Smitherman, WRWC Water Resources Program Manager. **(For Possible Action)**
8. Discussion and possible approval of a recommendation from the Northern Nevada Water Planning Commission ("NNWPC") for approval of a scope of work, and funding in an amount not to exceed \$561,000 from the RWMF over three fiscal years, for the development of a Regional Effluent Management Planning Guidance Document; if approved, authorize the Chairman to execute an Interlocal Agreement with UNR for that purpose; and possible direction to staff – Jim Smitherman, Rick Warner, Washoe County Community Services Dept., and John Enloe, Truckee Meadows Water Authority **(For Possible Action)**
9. Review, discussion, and possible approval of the draft WRWC tentative budget for Fiscal Year 2018 - 2019, and possible direction to staff regarding the time and place for a public hearing on the tentative budget – Jim Smitherman and Chris Wessel, WRWC Water Management Planner. **(For Possible Action)**
10. Discussion and possible direction to staff regarding agenda items and dates for future WRWC meetings – Jim Smitherman. **(For Possible Action)**
11. Commission Comments \*
12. Staff Comments \*
13. Public comment – limited to no more than three minutes per speaker \*
14. Adjournment. **(For Possible Action)**

**WESTERN REGIONAL WATER COMMISSION  
BOARD OF TRUSTEES  
DRAFT MINUTES**

**Wednesday, January 17, 2018**

The regular meeting of the Western Regional Water Commission (“WRWC”) Board of Trustees was held on Wednesday, January 17, 2018, at Sparks Council Chambers, Legislative Building, 745 Fourth Street, Sparks, Nevada.

**1. Roll Call and Determination of Presence of a Quorum**

Chairman Hartung called the meeting to order at 9:00 a.m. There was a quorum present.

Commissioners Present:

Vaughn Hartung  
Ron Smith  
Donald Abbott  
Sandra Ainsworth  
Naomi Duerr  
Jeanne Herman  
Bob Lucey

Appointed by:

Washoe County  
Truckee Meadows Water Authority (“TMWA”) (Sparks)  
City of Sparks  
Sun Valley General Improvement District (“SVGID”)  
City of Reno  
TMWA (Washoe County)  
TMWA (STMGID Successor)

Commissioners Absent:

Neoma Jardon  
Paul McKenzie

Appointed by:

TMWA (Reno)  
TMWRF

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Commissioner Lucey.

**3. Public Comment**

None

**4. Approval of Agenda (For Possible Action)**

COMMISSIONER SMITH MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER ABBOTT. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

**5. Election of Chairman, Vice-Chairman, Secretary and Treasurer for the 2018 Calendar Year - Jim Smitherman, WRWC Water Resources Program Manager. (For Possible Action)**

COMMISSIONER SMITH MADE A MOTION TO RE-ELECT COMMISSIONER HARTUNG AS THE CHAIRMAN, SECONDED BY COMMISSIONER DUERR. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

CHAIRMAN HARTUNG MADE A MOTION TO RE-ELECT COMMISSIONER SMITH AS THE VICE-CHAIRMAN, SECONDED BY COMMISSIONER HERMAN. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

COMMISSIONER DUERR MADE A MOTION TO RE-ELECT COMMISSIONER AINSWORTH AS THE SECRETARY AND TREASURER, SECONDED BY COMMISSIONER SMITH. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

**6. Approval of the Minutes of the October 18, 2017, Meeting (For Possible Action)**

Minutes of the October 18, 2017 meeting were not available for review.

No action was taken.

**7. Report on the predictability of winter weather patterns, seasonal changes, and potential hazards which may impact the local community, and affect regional water resource planning and other regional planning efforts - Chris Wessel, WRWC Water Resources Planner; and Tim Bardsley, National Weather Service.**

Tim Bardsley, National Weather Service Senior Service Hydrologist, presented the report on the predictability of winter weather patterns, seasonal outlooks and larger hazards such as atmospheric rivers, floods, and blizzards which impact the local community, and influence the regional planning efforts.

No action was taken.

*(Commissioner Lucey absent at 9:25 a.m.)* **8. Report on the Advanced Water Treatment Technologies Demonstration Project being conducted by the University of Nevada, Reno (“UNR”), and related effluent management activities - Jim Smitherman; Rick Warner, Washoe County Community Services Department; and Dr. Krishna Pagilla, UNR.**

Work on the Advanced Water Treatment Technologies Demonstration Project was initiated in September 2016 and has progressed according to the approved project schedule. Progress to date includes the completion of Task 1, Project Rationale and Justification for Advanced Treated Recycled Water in the Truckee Meadows, and Task 2, Critical Review of Technologies that can meet Nevada Division of Environmental Protection Regulations/ Requirements. Draft reports have been delivered for review. Task 3, Basis of Design for the Demonstration Project, and Task 4, Demonstration System Testing Plan, are underway.

No action was taken.

**9. Report on Phase 1 of the Regional Storm Water Drainage Network Geographic Information System (“GIS”) Map Project, and possible direction to staff - Jim Smitherman and Dr. Jeremy Smith, Truckee Meadows Regional Planning Agency (“TMRPA”). (For Possible Action)**

TMRPA staff has completed the first phase of this project. Dr. Smith briefly presented the initial conclusions and next steps. He was asked to present the full report at a future meeting due to time constraints.

No action was taken.

**10. Discussion and possible direction to staff regarding agenda items and dates for future WRWC meetings – Jim Smitherman. (For Possible Action)**

The next WRWC meeting will be March 21, 2018. The agenda will include: NNWPC project priority setting for fiscal year 2018/19; draft WRWC tentative budget for fiscal year 2018/19; and recommendations for funding projects related to effluent management planning.

No action was taken.

**11. Commission Comments**

None

**12. Staff Comments**

None

**13. Public Comment**

None

**14. Adjournment (For Possible Action)**

The meeting was adjourned at 10:06 a.m.

Respectfully submitted by,  
Christine Birmingham, Recording Secretary

Approved by Commission in session on \_\_\_\_\_ 2018.

\_\_\_\_\_  
Chair Vaughn Hartung



# Western Regional Water Commission

## STAFF REPORT

**DATE:** March 15, 2018

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

**FROM:** Jim Smitherman, WRWC Water Resources Program Manager  
Jeremy Smith, PhD, Truckee Meadows Regional Planning Agency ("TMRPA")

**SUBJECT:** Report on Phase 1 of the Regional Storm Water Drainage Network Geographic Information System ("GIS") Map project, and possible direction to staff.

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### **SUMMARY**

TMRPA staff has completed the first phase of the Regional Storm Water Drainage Network Geographic Information System ("GIS") Map project. Phase 1 is entitled Data Gathering and Assessment, and includes the following tasks:

- Compile existing storm water network GIS data received from local jurisdictions and store in a centralized database.
- Evaluate GIS data for completeness of coverage.
- Evaluate attribute data included with the GIS features.
- Prepare a final report and provide a presentation to the WRWC, Regional Planning Governing Board and Northern Nevada Water Planning Commission ("NNWPC").
- Make the final collection of GIS data available to interested government entities.

### **BACKGROUND**

On January 17, 2018, time constraints prevented TMRPA staff from giving a complete presentation on this item. No action was taken. The Chairman asked Dr. Smith to return at a future date and present the full report. TMRPA staff will provide a PowerPoint presentation to the WRWC at the meeting. The report will include initial conclusions and possible next steps for continuation of the project.

### **PREVIOUS ACTION**

In April 2017, the WRWC received a report summarizing the NNWPC's recommendation concerning TMRPA's proposal for the development of a Regional Storm Water Drainage Network Geographic Information System ("GIS") Map. After asking several questions of staff and discussing the proposal among the members, the WRWC approved a motion directing staff to move forward with Phase 1 of the proposed project at a cost not to exceed \$21,000 from the Regional Water Management Fund, and after completion return with recommendations for subsequent phases.

### **RECOMMENDATION**

Staff recommends that the WRWC accept the report on Phase 1 of the GIS Map project, and provide appropriate direction to staff if desired.

JS:jp





# Western Regional Water Commission

## STAFF REPORT

**DATE:** March 15, 2018

**TO:** Chairman and Members, Western Regional Water Commission

**FROM:** Jim Smitherman, Water Resources Program Manager

**SUBJECT:** Discussion and possible approval of a request from the University of Nevada, Reno ("UNR") for funding in an amount not to exceed \$75,000 from the Regional Water Management Fund ("RWMF"), in increments of \$25,000 per fiscal year for three years, to support the Water Innovation Campus Project; if approved, authorize the Chairman to execute an Interlocal Agreement ("ILA") with UNR for that purpose; and possible direction to staff.

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### **SUMMARY**

In March 2017, the Northern Nevada Water Planning Commission ("NNWPC") received a presentation from Dr. Krishna Pagilla of the UNR Environmental Engineering Department on a proposal to develop a Water Innovation Campus over the next three years. The concept is to create a self-sustaining center to develop and implement, through collaborative efforts, leading edge, integrated water solutions for regional needs, and to demonstrate national leadership in the water sector by UNR, local governmental entities in the Truckee Meadows region, and the State of Nevada.

The request was for \$75,000 from the RWMF, in three increments of \$25,000 per year. The NNWPC directed staff to include a \$25,000 item in the WRWC FY 17-18 Tentative Budget, which was approved in May, 2017. In June 2017, the NNWPC authorized the Program Manager to execute an ILA with UNR, under his delegated contract authority, to partially fund the project for FY 17-18. After conferring with WRWC Legal Counsel, staff is recommending that the WRWC approve the total amount of the request for \$75,000, in three increments not to exceed \$25,000 per fiscal year, and authorize the Chairman to execute the required ILA. This process will eliminate the need for a second approval by the WRWC, and an amendment to the ILA, after the Program Manager reaches his delegated contract limit.

Water Innovation Campus areas of focus will include water reclamation and reuse applications, water treatment, resource recovery, sustainable water management, storm water management, surface and groundwater quality, and water education. Activities envisioned to address these topics include regional needs assessments, research and development of technology solutions, pilot and full-scale demonstrations, leading edge technology adoption and validation, technical training, knowledge exchange, public outreach and communication, human resource development, intellectual property and national and international conferences and workshops.

The Nevada Water Innovation Campus concept has received strong institutional support from UNR, and representatives of the following proposed initial participating entities:

- City of Reno
- City of Sparks
- Truckee Meadows Water Reclamation Facility, through Reno and Sparks
- WRWC/NNWPC
- Truckee Meadows Water Authority
- Washoe County
- Nevada Department of Transportation

Each initial participating entity has committed, in concept, to provide similar funding for three years to support the operation and maintenance of the project. An Inaugural Event was held at UNR on August 24, 2017, which marked the official initiation of the Nevada Water Innovation Campus

### **BACKGROUND**

The Northern Nevada region is experiencing economic expansion as it transitions to a more knowledge-based / technology-centric economy. Sustainable water strategies, thoughtfully planned infrastructure, and water sector leadership are vitally important to the community at this time. Development of the Nevada Water Innovation Campus is a unique and timely opportunity to address regional needs locally by developing sustainable solutions that fit the Truckee Meadows, and build technology capacity in the region. The project should provide for economic development and job creation, national visibility and the ability to attract resources and qualified people to the region.

### **FISCAL IMPACT**

The fiscal impact to the RWMF for this item, if approved, will be \$25,000 per year in FY 17-18, FY 18-19, and FY 19-20, for a total amount not to exceed \$75,000. Budget authority is located in the FY 17-18 budget, in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310200.

### **RECOMMENDATION**

Staff recommends that the WRWC approve UNR's request for funding in an amount not to exceed \$75,000 from the RWMF, in three increments of \$25,000 per fiscal year, to support the Nevada Water Innovation Campus Project and, if approved, authorize the Chairman to execute an ILA UNR for that purpose. The WRWC may also provide additional direction to staff, as appropriate.

### **POSSIBLE MOTION**

"Move to approve funding in an amount not to exceed \$75,000 from the RWMF, in three increments of \$25,000 per fiscal year, to support the Nevada Water Innovation Campus Project, and authorize the Chairman to execute an ILA with UNR for that purpose."

JS:jp

# Western Regional Water Commission

## STAFF REPORT

**DATE:** March 15, 2018

**TO:** Chairman and Members, Western Regional Water Commission

**FROM:** Jim Smitherman, Water Resources Program Manager

**SUBJECT:** Discussion and possible approval of a recommendation from the Northern Nevada Water Planning Commission (“NNWPC”) for approval of a scope of work, and funding in an amount not to exceed \$561,000 from the Regional Water Management Fund (“RWMF”) over three fiscal years, for the development of a Regional Effluent Management Planning Guidance Document; if approved, authorize the Chairman to execute an Interlocal Agreement with the University of Nevada, Reno (“UNR”) for that purpose; and possible direction to staff

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### **SUMMARY**

The Regional Effluent Management Team (the “Team”), consisting of technical staff from the City of Reno, the City of Sparks, Washoe County, the Truckee Meadows Water Reclamation Facility, and the Truckee Meadows Water Authority, has accomplished a number of significant steps toward addressing region-wide water and wastewater planning issues. Important outcomes include the State Environmental Commission’s 2017 adoption of revised reclaimed water regulations; the Agreement for Treated Effluent between the City of Reno, City of Sparks and TRI General Improvement District; the ongoing Advanced Water Treatment Technologies Demonstration Project being conducted by the University of Nevada, Reno; and the recently completed Regional Effluent Management Planning Framework (the “Framework”).

In December 2017, the NNWPC ranked regional reclaimed water planning as its top priority for the foreseeable future. To address this priority, and as the next logical step following the completion of the Framework, the Team envisions developing an Inter-Agency Regional Effluent Management Planning Guidance Document (the “Guidance Document”) over the next three years. The Guidance Document will provide guidance and alternatives to decision makers facing future effluent and reclaimed water management decisions, and will potentially be incorporated into the Regional Water Management Plan.

On March 1, 2018, the Team recommended to the NNWPC that UNR, through its Department of Civil and Environmental Engineering, including the Nevada Water Innovation Campus (“NWIC”), be selected to provide primary support in developing the Guidance Document, in collaboration with the Team, as provided in the attached scope of work, using funding from the RWMF in an amount not to exceed \$561,000 distributed

over three fiscal years, beginning in FY 2018-2019. The NNWPC approved and recommended that the WRWC approve the funding request and attached scope of work.

**BACKGROUND**

The Team has been meeting since 2014 to discuss regional effluent management issues. In 2015, a local consulting firm was retained to provide project coordination services and assist the Team in developing an effluent management strategy focused on the Truckee Meadows Water Reclamation Facility and the South Truckee Meadows Water Reclamation Facility. The outcome of this effort, the Framework, was completed in late 2017 and presented to the NNWPC in March 2018. The Framework provides the core tasks for the Guidance Document scope of work.

**FISCAL IMPACT**

The fiscal impact to the RWMF for this item, if approved, will not exceed \$561,000 over three years, starting with an amount not to exceed \$181,422 in FY 2018-2019. Budget authority is provided in the FY 2018-2019 draft tentative budget, in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310200.

**RECOMMENDATION**

Staff recommends that the WRWC approve the proposed scope of work, and funding in an amount not to exceed \$561,000 from the RWMF over three fiscal years, for the development of a Regional Effluent Management Planning Guidance Document and, if approved, authorize the Chairman to execute an Interlocal Agreement with UNR for that purpose.

**POSSIBLE MOTION**

"Move to approve the proposed scope of work, and funding in an amount not to exceed \$561,000 from the RWMF over three fiscal years, for the development of a Regional Effluent Management Planning Guidance Document; and authorize the Chairman to execute an Interlocal Agreement with UNR for that purpose."

JS:jp

**PROJECT PROPOSAL**

**Principal Investigator: Krishna Pagilla, Ph.D., P.E.**  
**Project Number:**

**1. Project Title:       Development of Inter-Agency Regional Effluent  
Management Planning Guidance Document**

**2. Principal Investigator:   Krishna Pagilla, Ph.D., P.E., Professor**  
University of Nevada, Reno  
Director, Nevada Water Innovation Campus  
Department of Civil and Environmental Engineering  
Phone: 775-682-1918; E-mail: pagilla@unr.edu

**3. Project Manager:       Jim Smitherman, Program Manager**  
Western Regional Water Commission  
Northern Nevada Water Planning Commission  
1001 E. Ninth Street, Reno, NV 89520  
Phone: 775-954-4657  
E-mail: jsmitherman@washoecounty.us

**3. Scope of Work:         See Page 2**

**4. Duration of the Project:   July 1, 2018 to June 30, 2021**

**5. Specified Deliverable Items:**

As described in the Scope of Work

**6. Equipment:             None**

**7. Budget:                 See Page 4**



# **Development of Inter-Agency Regional Effluent Management Planning Guidance Document**

## **University of Nevada, Reno**

### **Scope of Work**

#### **A. Introduction and Background**

Staff from the Northern Nevada Water Planning Commission, City of Reno, City of Sparks, Truckee Meadows Water Authority (“TMWA”) and Washoe County, the Regional Effluent Management Team (“Regional Team”) are effective at addressing region-wide water and wastewater planning issues. The Regional Team’s accomplishments are evidenced by their efforts working collaboratively with the State of Nevada Division of Environmental Protection staff to adopt updated reclaimed water regulations in 2017, the Agreement for Treated Effluent between the City of Reno, City of Sparks and TRI General Improvement District, and the ongoing Advanced Water Treatment Technologies Demonstration Project with the University of Nevada, Reno.

The Northern Nevada Water Planning Commission (“NNWPC”) has identified effluent and reclaimed water management planning as a top priority for the region over the next several years. Local water, wastewater, and effluent issues are inter-related, creating a need for integrated planning and management. To accomplish the effluent and reclaimed water management planning objective, the Regional Team envisions developing an Inter-Agency Regional Effluent Management Planning Guidance Document (“Guidance Document”) over the next three years. The result would be a “living document” that would guide future effluent and reclaimed water management decisions. The Guidance Document would include the following elements:

- Effluent inter-relationships between facilities to guide decisions
- Facility-specific effluent management alternatives with implementation lead times
- Budgetary costs for effluent management alternatives
- Public input
- Facility-specific timelines showing critical milestones to meet effluent management constraints
- Development of technical analysis supporting reclaimed water regulations and regional policies

To effectively develop the Guidance Document in a timely manner, the Regional Team requires internal and external support. After much deliberation, the Regional Team recommends that the University of Nevada, Reno, through the Nevada Water Innovation Campus (NWIC), be tasked with providing primary external support at the direction of the Regional Team. Alternatives investigated included the status quo approach, which has been essentially staff-led effort with consultant assistance; adding additional agency staff; and the recommended approach, continuing the staff-led effort with additional project management and technical assistance provided by the University of Nevada on a contract basis. It should be noted that additional, independent analysis of technologies or options, such as treatment process technologies to reduce constituent concentrations (nitrogen, phosphorus, TDS, etc.) to meet Truckee River discharge requirements, may also be required.

**B. Project Goals**

The overall goal of the project is to develop an Inter-Agency Regional Effluent Management Planning Guidance Document. The specific goals are as follows:

1. Identify effluent management goals for each local water reclamation facility;
2. Identify and evaluate future facility-specific effluent management alternatives with implementation lead times;
3. Develop evaluation criteria, such as least life-cycle cost, robust operation, and optimization of available water rights, etc.
4. Develop budgetary costs for effluent management alternatives;
5. Following public input, present the multi-agency work plan with planning-level costs and critical effluent capacity milestones for local government approvals.

**C. Project Tasks**

To achieve the overall project goal and specific goals identified above, NWIC will perform the following tasks under this project, at the specific direction of the Regional Team. The tasks are further outlined below to describe the scope of the study.

**Task 1: Establish Effluent Management Goals.** The purpose of this task is to identify the short-term and long-term regional effluent management goals, and to identify the goals that are common to the community, along with agency-specific and facility-specific goals. Examples of possible goals include: community goals from public input, protect and enhance the environment, growth readiness, provide for sustainable water resources, infrastructure flexibility and resiliency, a common vision for effluent use, and long-term funding requirements and affordability. Common goals and goals that are specific to each facility will be developed.

**Task 2: Document Planning Resources.** The purpose of this task is to identify support personnel and inventory the available planning resources. Truckee Meadows Regional Planning Agency regional growth projections, water reclamation facility flow projections, the Regional Water Management Plan, TMWA Water Resource Plan and water reclamation facility master plans are examples of current, relevant information.

**Task 3: Effluent Management Constraints.** The purpose of this task is to identify current and future management constraints, such as: water rights, TROA, WQSA and TMDLs, regulatory discharge permits, interlocal agreements, infrastructure limitations, geographic constraints, public perception, and financial considerations.

**Task 4: Effluent Management Methods.** The purpose of this task is to review current and potential effluent management methods. The management methods currently being used by local facilities include: surface water discharge, non-potable reuse and rapid infiltration basins. Future



potential management options may include: export of the effluent outside of the existing collection area, uses of Class A+ exceptional quality reclaimed water, or other management options. The potential management methods that might be used by each local treatment facility and the methods most viable for each facility will be presented.

**Task 5: Water Quality and Resource Management.** The purpose of this task is to develop local water quality, water resources, and effluent constraints and opportunities in the context of exploring creative solutions for effluent management. Examples of possible creative solutions may include inter-facility raw sewage / reclaimed water interties, uses of Class A+ exceptional quality reclaimed water, reclaimed water export and storage for future use (i.e. Bedell Flat Water Bank) or satellite flow shaving facilities.

**Task 6: Inter-Agency Coordination & Evaluations.** The purpose of this task is to identify and evaluate future management options for each existing wastewater facility, including: opportunities for inter-facility or inter-agency coordination and potential joint projects, options for new facilities or treatment processes, flow shaving facilities, or decommissioning existing facilities.

**Task 7: Financial Evaluation.** The purpose of this task is to identify and estimate future cost implications for each viable management option for each existing wastewater facility. Planning level estimates will be provided for capital costs and typical operating costs to compare alternatives. In addition, a planning level evaluation will consider impacts to rates, connection fees, funding sources and the potential for joint ventures.

**Task 8: Inter-Agency Regional Effluent Management Planning Guidance Document.** An Inter-Agency Guidance Document will be produced, which summarizes the key findings, outcomes and recommendations from the effluent and reclaimed water management planning effort. The intent is not to write a large report, but rather to summarize the key findings and recommendations in a living document for decision makers. The Guidance Document would include a discussion of the inter-relationships between the various water reclamation facilities, including a flowchart to guide decisions. It would present the recommended Work Plan, including facility-specific effluent management alternatives with implementation lead times, budgetary costs for the recommended effluent management alternatives and timelines showing critical milestones for effluent management actions. A summary of the alternatives considered and public input and responses would also be included.

#### **D. Project Team**

The UNR project team will consist of the Principal Investigator, Dr. Krishna Pagilla, PE, one Associate Research Professor, and undergraduate student assistants, as necessary. Additional faculty and staff at UNR will be used for unique and supplementary tasks as needed with approval from the Regional Team.

**E. Project Schedule**

The project schedule for UNR tasks will extend over a period of 3 years. A detailed project schedule for UNR involvement outlining the exact duration of each task described above and the respective deliverables will be developed during the first quarter of the project after the scope has been refined by the Regional Team.

**F. Project Costs and Status Reports**

Required Western Regional Water Commission ("WRWC") funding for the project is estimated at \$181,422 for year 1, \$186,786 for year 2 and \$192,302 for year 3. The cumulative total is \$560,510. Project status reports, schedule updates, task progress, and refinements to the scope of work will be presented to the NNWPC and WRWC for input at least semi-annually, or as requested.

## BUDGET JUSTIFICATION

*The University of Nevada, Reno is on an 8-month academic and 4-month summer calendar schedule.*

### **Senior Personnel: \$352,363**

*Faculty. \$352,363. Costs include the creation of an associate professor position with a beginning base salary of \$114,000 in Year 1, with a 3% increase in the base salary in Year 2 and 3. Total salary for associate professor is **\$352,363** (\$114,000+\$117,420+\$120,943).*

### **Other Personnel: \$15,000**

*Undergraduate Assistant. \$15,000. One undergraduate student will dedicate time to the project at a rate of \$4,800 in Year 1, plus a \$200 per year increase in Years 2 and 3. Total wages of the undergraduate assistant: **\$15,000** (\$4,800+\$5,000+\$5,200).*

### **Fringe: \$65,487**

Fringe rates for the University of Nevada, Reno, are based on actual fringe costs. The rate for the Associate Professor is faculty non-contract (i.e. "summer") at 18.5% of the requested salaries. The rate for the undergraduate assistant is 2% of the requested wages. (Assoc. Professor: **\$65,187**; Undergraduate assistant: **\$300**).

### **Travel: \$6,000**

Travel costs for the PI, faculty members and/or undergraduate assistant to attend related meetings and/or conferences during the project period at a total cost of \$2,000 per year or **\$6,000** for total project. Determination of number of trips and locations to be determined as project needs require.

### **Other Direct Costs: \$6,000**

*Materials and Supplies. \$6,000. Includes costs for lab supplies and consumable materials for the project at a cost of \$2,000 per year or **\$6,000** for the total project.*

### **Total Direct Costs: \$444,850**

### **Indirect Costs: \$115,660**

The University of Reno has an approved, federally-negotiated facilities and administrative cost rate for off-campus research of 26.0% on Modified Total Direct Costs (MTDC). All activities will be conducted at field sites and at user facilities of regional agencies involved on the project.

### **Total Funding Request: \$560,510**



# Western Regional Water Commission

## STAFF REPORT

**DATE:** March 15, 2018

**TO:** Chairman and Members, Western Regional Water Commission

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

**SUBJECT:** Review, discussion, and possible approval of the draft Western Regional Water Commission (“WRWC”) tentative budget for Fiscal Year 2018 - 2019, and possible direction to staff regarding the time and place for a public hearing on the tentative budget.

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### **SUMMARY**

Staff has developed a draft Fiscal Year 2018 - 2019 tentative budget for the WRWC, including revenues and expenses for staff and non-staff professional services. The attached budget summary and worksheets show details for professional services related to priority projects and routine operating expenses. The Northern Nevada Water Planning Commission (“NNWPC”) held two workshops to review and prioritize projects, and allocate funding to projects deemed to be of the highest priority. On March 7, 2018, the NNWPC reviewed and approved the draft Fiscal Year 2018 - 2019 tentative budget and made a recommendation to the WRWC for approval.

### **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 in May, and not later than the last day in May. NRS 354.596(4). The attached draft tentative budget is provided for WRWC review, discussion, possible approval, and possible direction to staff.

### **PREVIOUS ACTION**

None.

### **FISCAL IMPACT**

The fiscal year 2018 - 2019 draft tentative budget projects an estimated \$1,543,403 in revenue, \$2,335,566 in expenses, and an ending cash balance of approximately \$393,203. Budget expenses include a maximum of \$1,641,466 for WRWC work plan activities, \$617,400 for three full time staff and legal services, and various routine operating expenses in the amount of \$76,700.

**RECOMMENDATION**

Staff recommends that the WRWC approve the draft WRWC tentative budget for Fiscal Year 2018 - 2019, direct staff to submit the tentative budget to the Washoe County auditor, file the tentative budget for public inspection with the Washoe County Clerk, and the Nevada Department of Taxation, and establish a time and date of 9:00 a.m. on Wednesday, May 23, 2018, or other appropriate time and date, for the public hearing on the tentative budget.

**POSSIBLE MOTION**

"Move to approve the draft WRWC tentative budget for fiscal year 2018 - 2019, direct staff to submit and file the tentative budget as required by statute, and provide notice, as required by law, for the public hearing on the tentative budget at 9:00 a.m. on Wednesday, May 23, 2018 (or any other appropriate time and date)."

CW:jp

Attachment: Draft WRWC Fiscal Year 2018 - 2019 Tentative Budget

**Western Regional Water Commission  
Fiscal Year July 1, 2018 - June 30, 2019  
Tentative Budget Summary Worksheet**

<b>Budget Category</b>	<b>1.5% WMF</b>	<b>NOTE</b>	<b>Washoe County In-Kind</b>	<b>NOTE</b>	<b>TMWA In-Kind</b>	<b>NOTE</b>	<b>SVGID In-Kind</b>	<b>NOTE</b>
<b>REVENUE</b>	<b>Amount</b>		<b>Amount</b>		<b>Amount</b>		<b>Amount</b>	
Estimated Water Surcharge Revenues	1,479,124							
Grant and/or Other Revenue	40,000							
Estimated Interest Income	24,279							
<b>Total Revenue</b>	<b>1,543,403</b>		<b>0</b>		<b>0</b>		<b>0</b>	
<b>PROFESSIONAL SERVICES/SUPPLIES</b>	<b>Amount</b>		<b>Amount</b>		<b>Amount</b>		<b>Amount</b>	
Estimated Professional Services (Page 2)	1,641,466	1						
Staff Services (Page 3)	617,400	2,3	0				0	
Non-Staff Services (Page 3)	76,700							
<b>Total Professional Services/Supplies</b>	<b>2,335,566</b>		<b>0</b>				<b>0</b>	
<b>OTHER EXPENSES</b>	<b>Amount</b>		<b>Amount</b>		<b>Amount</b>		<b>Amount</b>	
Estimated Misc.			0					
<b>Total Other Expense</b>	<b>0</b>		<b>0</b>		<b>0</b>			
<b>Total Expenses</b>	<b>2,335,566</b>		<b>0</b>		<b>0</b>		<b>0</b>	

**Net Decrease in Cash Reserves (\$792,163)**

Cash Balance as of 7/1/17	\$1,175,122
Estimated 2017/2018 Revenue (Cash Flow)	1,491,070
Estimated 2017/2018 expenditures (Page 4)	(\$1,480,827)
Estimated cash balance as of 7/1/18	\$1,185,366
<b>Net Decrease in Cash Reserves for FY 2018-19</b>	<b>(\$792,163)</b>
Estimated cash balance as of 6/30/19	\$393,203

**NOTES:**

1. Proposed budget provides legal spending authority for projects yet to be approved by the WRWC upon recommendations provided by the NNWPC.
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.

### Tentative Professional Services Budget Detail Fiscal Year 2018/2019

Professional Services Project Name	2018/2019 Budget Total	Expense Description/Example
<i>DRI Cloud Seeding</i>	50,000	Pending FY18-19 ILA with DRI
<i>Precipitation Monitoring</i>	20,000	Pending FY18-19 Amendment to ILA with DRI
<b>Regional Water Planning Projects</b>	<b>70,000</b>	<b>NNWPC Ranking Vote Total 11</b>
<i>Washoe ET Project</i>	10,000	Pending FY18-19 Amendment to ILA with DRI
<i>Water Usage Review Program</i>	100,000	Pending FY18-19 Amendment to ILA with TMWA
<i>Certified Landscape Technician Program</i>	12,500	Pending FY18-19 Amendment to ILA with NLA
<b>Regional Water Conservation</b>	<b>122,500</b>	<b>NNWPC Ranking Vote Total 6</b>
<i>Integrated Wastewater and Reclaimed Water Planning</i>	200,000	Pending multi-year ILA with UNR/Nevada Water Innovation Campus Project
<i>Advanced Water Treatment Demonstration</i>	208,466	Pending FY18-19 Amendment to multi-year ILA with UNR
<i>Reclaimed Water Planning</i>	175,000	Pending Project Proposal
<b>Regional Reclaimed Water Planning Projects</b>	<b>583,466</b>	<b>NNWPC Ranking Vote Total 28</b>
<i>Storm Water GIS Mapping</i>	100,000	Pending Project Proposal
<i>Watershed Management Plan Update</i>	200,000	Pending FY18-19 Amendment to ILA with City of Reno
<i>NPDES Storm Water Permit Update</i>	63,000	Pending FY18-19 ILA with City of Reno
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY18-19 Amendment to ILA with City of Reno
<b>Regional Storm Water Planning Projects</b>	<b>625,500</b>	<b>NNWPC Ranking Vote Total 25</b>
<i>Localized Flooding</i>	160,000	Closed Basin Flooding/Evaluation of Ditch Flooding
<b>Regional Flood Control Planning Projects</b>	<b>160,000</b>	<b>NNWPC Ranking Vote Total 7</b>
<i>Regional Wastewater Flow Projections</i>	20,000	Pending Project Proposal
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	20,000	Retain LTI for future needs
<b>Regional Wastewater Planning Projects</b>	<b>40,000</b>	<b>NNWPC Ranking Vote Total 14</b>
<i>NNWPC/WRWC Website Update/GIS Mapping</i>	10,000	
<i>Water Management Plan Update</i>	30,000	Possible future Plan Amendment
<b>Comprehensive Plan</b>	<b>40,000</b>	
<b>Totals</b>	<b>\$1,641,466</b>	

Note: Budget amounts may be transferred between categories



## Western Regional Water Commission Tentative Routine Operation Budget Fiscal Year 2018/2019

		2018/2019 Annual Routine Operating Budget Total	Expense Description/Example
<b>WRWC Employees</b>	Staff Services	\$430,000	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
<b>Washoe County Overhead</b>		\$40,000	Based on analysis of fy17-18 actual general fund overhead (excludes labor)
<b>Mileage Expenses</b>		\$2,400	Annual routine daily vehicle mileage expenses.
<b>Legal Services</b>		\$144,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
<b>Lobbying Registration</b>		\$1,000	Cost of registration for staff members as state lobbyists
<b>Staff Services Subtotal</b>		<b>\$617,400</b>	
<b>Minutes</b>	Non-Staff Services	\$15,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
<b>Website</b>		\$25,000	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.
<b>Video Coverage</b>		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
<b>CAFR &amp; Audit</b>		\$8,700	Annual expense for CAFR development and financial audit.
<b>Regional Training</b>		\$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.
<b>Regional Travel</b>		\$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.
<b>Advertising</b>		\$1,000	Such as advertising and legal notices.
<b>Misc. Operating</b>		\$20,000	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, staff office supplies, and other expenses not included as part of overhead.
<b>Non-Staff Services Subtotal</b>		<b>\$76,700</b>	
<b>Totals</b>		<b>\$694,100</b>	

Estimated Expenditures Fiscal Year 2017/2018

Description	Total Estimated Fiscal 2017/2018 Expenditure as of 6/30/18
WRWC Employees	393,474
Mileage Expenses	2,400
WRWC Overhead	42,500
Legal Services	139,200
Lobbying Services	-
<b>Service Contract Subtotal</b>	<b>577,574</b>
Minutes	5,000
Website	15,000
Envision/Sosu	5,000
CAFR & Audit	8,700
Regional Training	215
Regional Travel	-
Advertising	1,000
Misc. Operating	5,500
<b>Non-Service Related Routine Operating Subtotal</b>	<b>40,415</b>
<b>Routine Operating Expense Subtotals</b>	<b>617,989</b>
<i>TROA 6700 AF Water Rights Requirement</i>	37,986
<i>Precipitation Monitoring</i>	31,660
<b>Regional Water Planning</b>	<b>69,646</b>
<i>DRI Cloud Seeding</i>	100,000
<i>Cloud Seeding Monitoring</i>	15,147
<i>Washoe ET Project</i>	10,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
<b>Conservation, Sustainability, Climate Change</b>	<b>237,647</b>
<i>Bedell Flat Infiltration</i>	-
<i>Bedell Flat Infiltration Grant</i>	-
<i>Regional Effluent Management Strategy</i>	18,112
<i>Integrated Wastewater and Reclaimed Water System Planning</i>	175,000
<b>Regional Reclaimed Water Planning Projects</b>	<b>193,112</b>
<i>Watershed Management Plan Update</i>	66,467
<i>TMRPA Regional Storm Water GIS Map Project</i>	21,000
<i>NPDES Storm Water Permit Update</i>	-
<i>NPDES Storm Water Quality Management Program</i>	262,500
<b>Regional Storm Water Planning Projects</b>	<b>349,967</b>
	-
<b>Regional Flood Control Planning Projects</b>	<b>-</b>
<i>N &amp; P Reduction in watershed</i>	-
<i>Water Quality Standards and TMDL Review, and Compliance</i>	-
<i>Septic System Mitigation Planning</i>	-
<b>Regional Wastewater Planning Projects</b>	<b>-</b>
<i>Plan Update</i>	-
<i>RWMP Update-Editing</i>	2,466
<i>TMRPA Sustainability Study</i>	10,000
<b>Water Management Plan</b>	<b>12,466</b>
<b>Project Subtotal</b>	<b>862,838</b>
<b>Totals</b>	<b>1,480,827</b>