

# Western Regional Water Commission

## STAFF REPORT

**DATE:** May 17, 2019

**TO:** Chair and Members, Western Regional Water Commission (“WRWC”)

**FROM:** Chris Wessel, WRWC Water Management Planner

**SUBJECT:** Fifth Amendment to the Interlocal Agreement (“IA”) with the Truckee Meadows Water Authority (“TMWA”), in an amount not to exceed \$100,000 from the Regional Water Management Fund (“RWMF”), to continue the Water Usage Review Program for Fiscal Year (“FY”) 2019 – 2020; and, if approved, authorize the Chairman to execute a Fifth Amendment for that purpose.

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### **SUMMARY**

The Northern Nevada Water Planning Commission (“NNWPC”), at its May 1, 2019 meeting, approved a motion to recommend that the WRWC approve a request by TMWA for funding from the RWMF, in an amount not to exceed \$100,000, for continuation of the Water Usage Review Program for FY 2019 – 2020. In this program, TMWA staff works with customers at their homes and businesses to advise them how to manage indoor and outdoor water use based on their specific site characteristics. TMWA finds this form of customer education to be highly effective and considers the Water Usage Review Program a success.

### **BACKGROUND**

In 2013, the NNWPC recommended, and the WRWC approved, a two-year IA with TMWA to provide \$65,558 per year, approximately 60 percent funding, for the Water Usage Review Program. Beginning in 2015 the IA has been amended annually, in an amount not to exceed \$100,000 per fiscal year, to partially reimburse TMWA. The proposed funding for FY 2019 – 2020 will reimburse TMWA for approximately 44% of its costs for the Program. The NNWPC, and its predecessor entity, the Regional Water Planning Commission, have supported the Water Usage Review Program since its inception in 2003.

### **FISCAL IMPACT**

The fiscal impact to the RWMF, should this item be approved, will not exceed a total of \$100,000 in FY 2019– 2020. The FY 2019 – 2020 approved budget includes \$100,000 for this project. Budget authority is located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services Cost Object WP310101.

### **RECOMMENDATION**

The NNWPC recommends that the WRWC approve funding in an amount not to exceed \$100,000 from the RWMF to support TMWA’s Water Usage Review Program for FY 2019 – 2020; and if approved, authorize the Chairman to execute a Fifth Amendment for that purpose.

**POSSIBLE MOTION**

“Move to approve TMWA’s request for funding, in an amount not to exceed \$100,000 from the RWMF, to continue the Water Usage Review Program for FY 2019 – 2020, and authorize the Chairman to execute the Fifth Amendment to the IA for that purpose.”

CW:jp

Attachment: TMWA Water Usage Review Program Proposal for FY2019-2020



## Memorandum

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TO: Jim Smitherman, Northern Nevada Water Planning Commission  
 FROM: Laine Christman, Resource Economist/Conservation Supervisor  
 DATE: 4/5/2019  
 SUBJECT: Water Usage Review Program Performance and Budget Proposal – FY2020

### ***Summary***

TMWA's Water Usage Review Program is an integral part of its Conservation Plan. The Program helps customers determine the cause of higher-than-normal water bills and find solutions to lower their water usage as well as detect water leaks in their system. Under the Program, conservation staff conduct water usage reviews at customers' service locations. Currently, TMWA has two permanent full-time staff members to handle water usage reviews. These staff members are very experienced and certified EPA WaterSense irrigation auditors.

In 2018, TMWA staff conducted 2,410 water usage reviews. This total is up 26% from 2017. In the included budget proposal for the Program the total estimated costs for FY 2020 are \$234,690. This estimate includes salaries and benefits, transportation expenses, and administrative costs. TMWA is requesting Western Regional Water Commission contribute \$100,000 from the Regional Water Management Fund to fund a portion of the Program for FY2020. This request is approximately 43% of the Program's total estimated cost.

The Program's scope of work includes the following goals and actions:

### ***Conservation Objectives***

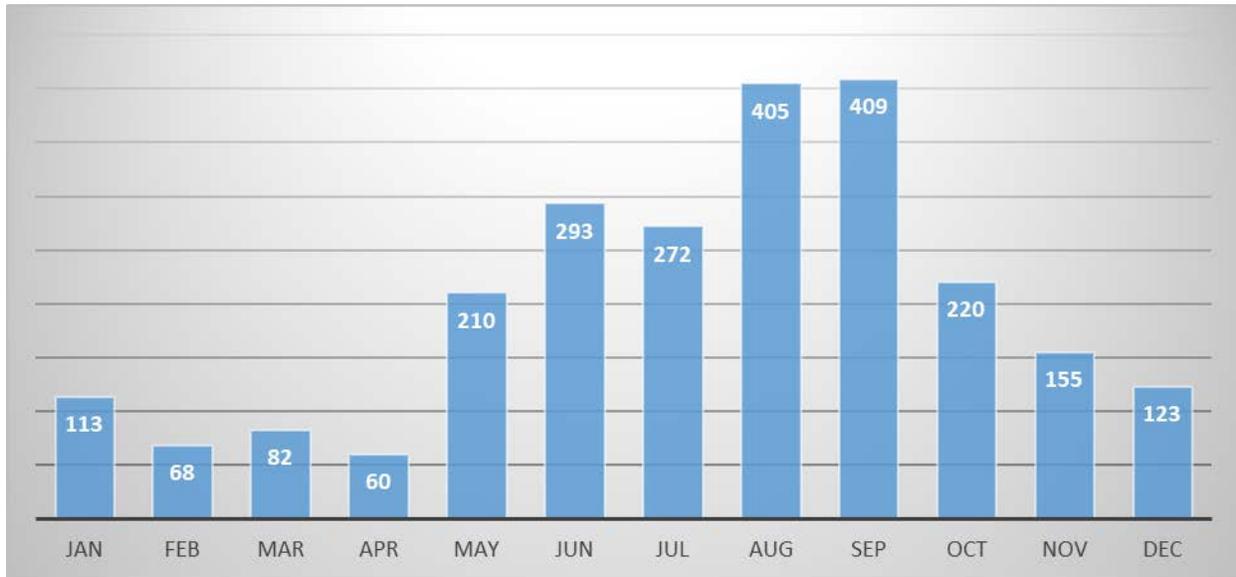
- Leak detection of customers' water services
- Aid customers in understanding water usage patterns on their premises
- Educate customers on water efficient measures with property-specific recommendations

### ***Program Administration***

- Analyze historical water usage, determine usage patterns, and identify any ongoing leak signatures
- Test water meters for accuracy
- Provide consultations regarding efficient water usage in and around a customer's property
- Provide water-saving devices (such as low-flow shower heads, hose nozzles, deep root feeders, hose timers, dye tablets, etc.) as needed
- Provide ongoing training for auditing staff

Below is the number of reviews conducted under the Program as well as an itemized budget proposal for FY 2020.

**Figure 1: Water Usage Reviews Completed in Calendar Year 2018**



**Table 1. Program Budget Proposal for Fiscal Year 2020**

<b>Cost Item</b>	<b>Estimated Cost</b>
Salaries and Benefits <sup>1</sup>	\$ 215,506.00
Transportation Expenses <sup>2</sup>	\$ 14,183.85
Administrative <sup>3</sup>	\$ 5,000.00
<b>Total Estimated Cost</b>	<b>\$ 234,689.85</b>
<b>Requested Funding for FY2020</b>	<b>\$ 100,000.00</b>

(1) Assumes two full-time auditors at 26.25/hr (fully costed) and two part-time auditors at \$17/hr.

(2) Based on 2017 data of auditor vehicle mileage at \$0.55/mile.

(3) Includes equipment, uniform apparel, and printing supplies.