

Western Regional Water Commission

STAFF REPORT

DATE: May 15, 2020

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

FROM: Chris Wessel, WRWC Water Management Planner

SUBJECT: Discussion and action on Northern Nevada Water Planning Commission (“NNWPC”) recommendations for a Sixth 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 Sixth Amendment for that purpose.

SUMMARY

The Northern Nevada Water Planning Commission (“NNWPC”), at its May 6, 2020 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 2020 – 2021. 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 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 2020– 2021. The FY 2020– 2021 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 2020 – 2021; and if approved, authorize the Chairman to execute a Sixth 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 2020 – 2021, and authorize the Chairman to execute the Sixth Amendment to the IA for that purpose.”

CW:jp

Attachment: TMWA Water Usage Review Program Proposal for FY2020-2021



Memorandum

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TO: Jim Smitherman, Northern Nevada Water Planning Commission
FROM: Laine Christman, Resource Economist/Conservation Supervisor
DATE: 4/6/2021
SUBJECT: Water Usage Review Program Performance and Budget Proposal – FY2021

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 water system. Under the Program, conservation staff conduct water usage reviews (WURs) at customers' service locations. TMWA employs two permanent full-time staff members and two seasonal staff members to conduct the WURs. Conservation staff are very experienced and maintain EPA WaterSense irrigation certifications. In Fiscal Year (FY) 2020, TMWA staff conducted 2,505 water usage reviews for residential, commercial and irrigation customers.

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

Conservation Objectives

- Leak detection of customers' water services
- Aid customers in understanding their water usage patterns
- 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 (e.g., low-flow shower heads, hose nozzles, hose timers and dye tablets)
- Provide ongoing training for auditing staff

The total estimated costs for FY 2021 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 FY 2021. This request should cover approximately 43% of the Program’s total estimated cost. Below are the number of reviews conducted under the Program in FY 2020 and an itemized budget proposal for FY 2021.



Figure 1: Water Usage Reviews Completed in Fiscal Year 2020

Table 1. Program Budget Proposal for Fiscal Year 2021

Cost Item	Estimated Cost
Salaries and Benefits ¹	\$ 215,506.00
Transportation Expenses ²	\$ 14,183.85
Administrative ³	\$ 5,000.00
Total Estimated Cost	\$ 234,689.85
Requested Funding for FY2021	\$ 100,000.00

(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.