

# Western Regional Water Commission

## STAFF REPORT

**DATE:** February 11, 2021

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

**FROM:** Chris Wessel, Water Resources Program Manager

**SUBJECT:** Review, discussion, and possible approval of the WRWC tentative budget for Fiscal Year 2021 - 2022, and possible direction to staff regarding the time and place for a public hearing on the tentative budget.

### SUMMARY

Staff has developed a draft Fiscal Year 2021 - 2022 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 a workshop to review and prioritize projects and allocate funding to projects deemed to be of the highest priority. On February 3, 2021, the NNWPC reviewed and approved the draft Fiscal Year 2021 - 2022 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 2021 - 2022 draft tentative budget projects an estimated \$1,599,635 in revenue, \$2,622,352 in expenses, and an ending cash balance of approximately \$304,753. Budget expenses include a maximum of \$2,020,148 for WRWC work plan activities, \$535,204 for three full time staff and legal services, and various routine operating expenses in the amount of \$67,000.

### RECOMMENDATION

The NNWPC recommends that the WRWC approve the draft WRWC tentative budget for Fiscal Year 2021 - 2022. Staff further recommends WRWC 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, and establish Thursday, May 20, 2021 at 9:00am, for the public hearing on the tentative budget.

**POSSIBLE MOTION**

"Move to approve the draft WRWC tentative budget for Fiscal Year 2021 - 2022, 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 to be held Thursday, May 20, 2021 at 9:00am."

CW:jp

Attachment: Draft WRWC Tentative Budget for Fiscal Year 2021 - 2022

**Western Regional Water Commission  
Fiscal Year July 1, 2021 - June 30, 2022  
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
<b>REVENUE</b>	<b>Amount</b>	
Estimated Water Surcharge Revenues	1,585,277	
Grant and/or Other Revenue	0	
Estimated Interest Income	14,358	
<b>Total Revenue</b>	<b>1,599,635</b>	
<b>PROFESSIONAL SERVICES/SUPPLIES</b>	<b>Amount</b>	
Estimated Professional Services (Page 2)	2,020,148	1
Staff Services (Page 3)	535,204	2,3
Non-Staff Services (Page 3)	67,000	
<b>Total Professional Services/Supplies</b>	<b>2,622,352</b>	
<b>OTHER EXPENSES</b>	<b>Amount</b>	
Estimated Misc.		
<b>Total Other Expense</b>	<b>0</b>	
<b>Total Expenses</b>	<b>2,622,352</b>	

Net Change in Cash Reserves **(\$1,022,717)**

**Budget Analysis**

Cash balance as of 7/1/20 (from Audit)	<b>\$1,600,789</b>
Estimated 2020/2021 revenue (Cash Flow)	<b>1,655,376</b>
Estimated 2020/2021 expenditures (Page 4)	<b>(\$1,928,695)</b>
Estimated cash balance as of 7/1/21	<b>\$1,327,470</b>
Net change in cash reserves for FY 2021-22	<b>(\$1,022,717)</b>
Estimated cash balance as of 6/30/22	<b>\$304,753</b>

**NOTES:**

1. Proposed budget provides legal spending authority for projects yet to be approved by the WRWC upon recommendations provided by the NNWPC.  
Specific per project scope and cost yet to be developed and approved by the WRWC.
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.
4. Estimated cash balance reflects Required minimum six month operating budget

**Tentative Professional Services Budget Detail Fiscal Year 2021/2022**

Professional Services Project Name	2021/2022 Budget Total	Expense Description/Example
<i>Climate Variability Data Assessment</i>	0	Possible ILA with DRI
<i>Precipitation Monitoring</i>	20,000	Pending FY21-22 Amendment to ILA with DRI
<b>Regional Water Planning Projects</b>	<b>20,000</b>	<b>NNWPC Ranking Vote Total 11 (10%)</b>
<i>Washoe ET Project</i>	5,000	Amendment to ILA with DRI
<i>Water Usage Review Program</i>	100,000	Pending FY21-22 Amendment to ILA with TMWA
<i>Certified Landscape Technician Program</i>	12,500	Pending FY21-22 Amendment to ILA with NLA
<b>Regional Water Conservation</b>	<b>117,500</b>	<b>NNWPC Ranking Vote Total 20 (19%)</b>
<i>Advanced Water Treatment Demonstration</i>	0	Amendment to multi-year ILA with UNR. 55k rollover; 65k new work
<i>Nevada Water Innovations Institute</i>	50,000	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)?
<i>Reclaimed Water Planning - Data Instincts</i>	50,000	Multi-year Contract with Data Instincts
<i>Regional Effluent Management Planning Guidance Document</i>	25,000	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Reclaimed Water Planning NWII A+ Leadership</i>	25,148	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Long Valley Creek Feasibility Study</i>	75,000	Contract with Stantec
<i>Reclaimed Water Planning - Expert Panel</i>	50,000	Contract with Corollo
<i>Regional Effluent Management Planning Guidance Document Roy Johnson</i>	0	Contract with Roy Johnson Brown and Caldwell
<i>NWII Research Hub Planning at American Flat</i>	30,000	ILA with UNR
<i>GAC Pilot Testing</i>	50,000	ILA with UNR
<i>RSWRF Source Water Control Plan &amp; Sampling Program</i>	100,000	ILA with COR?
<i>Independent LV/S basin water balance with American Flat recharge, \$50k</i>	50,000	ILA with COR?
<b>Regional Reclaimed Water Planning Projects</b>	<b>505,148</b>	<b>NNWPC Ranking Vote Total 33 (31%)</b>
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY21-22 Amendment to ILA with Reno
<i>One Truckee River</i>	100,000	FY21-22 Contract Amendment with One Truckee River
<i>Storm Water GIS Mapping</i>	25,000	Pending Project Proposal TMRPA,
<i>Watershed Assessments</i>	0	Pending ILA with City of Reno
<i>Pollution Trading Credits</i>	180,000	Pending ILA with Reno
<b>Regional Storm Water Planning Projects</b>	<b>567,500</b>	<b>NNWPC Ranking Vote Total 22 (20%)</b>
<i>Lemmon Valley Flood Study and Mapping</i>	0	Closed Basin Flooding/Evaluation of Ditch Flooding ILA w/ Washoe County; Continuing Contract
<i>Steamboat Ditch Flooding Study</i>	150,000	Evaluation of Ditch Flooding; pending Amendment of ILA w/ Washoe County
<i>Closed Basin Flooding - Cold Springs Water Balance Modelling</i>	200,000	Closed Basin Flooding pending proposal cost share ILA with Reno/Washoe County
<i>Lemmon Valley Long-Term Flood Mitigation Analysis</i>	160,000	Pending ILA with WC
<b>Regional Flood Control Planning Projects</b>	<b>510,000</b>	<b>NNWPC Ranking Vote Total 21 (19%)</b>
<i>Regional Wastewater Flow Projections</i>	0	Pending Project Proposal TMRPA
<i>Modeling for WQ Stds and TMDL Compliance</i>	0	Possible ILA with Reno
<i>N &amp; P Reduction in Watershed</i>	0	Pending Project Proposal; ILA with Reno
<b>Regional Wastewater Planning Projects</b>	<b>0</b>	<b>NNWPC Ranking Vote Total 1 (1%)</b>
<i>Project Contingency Funds</i>	225,000	
<i>Water Management Plan Update</i>	75,000	Plan Update; Consultant Contracts TBD
<b>Comprehensive Plan</b>	<b>300,000</b>	
<b>Totals</b>	<b>\$2,020,148</b>	

Note: Budget amounts may be transferred between categories

## Western Regional Water Commission Tentative Routine Operation Budget Fiscal Year 2021/2022

		2021/2022 Annual Routine Operating Budget Total	Expense Description/Example
<b>WRWC Employees</b>		\$431,008	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
Salaries and benefits for WRWC staff	Staff Services	\$346,109	
Temporary employees		\$50,208	
GF OH OPEB - allocated		\$25,751	
Support Services from CSD F&A		\$8,940	
<b>Washoe County Overhead</b>		\$22,196	
GF OH Utilities - direct		\$497	
GF OH - direct		\$0	
GF OH - allocated		\$21,699	
<b>Mileage Expenses</b>		\$1,000	Annual routine daily vehicle mileage expenses.
<b>Legal Services</b>		\$81,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between McDONALD CARANO and WRWC
<b>Lobbying Registration</b>	\$0	Cost of registration for staff members as state lobbyists	
<b>Staff Services Subtotal</b>		<b>\$535,204</b>	
<b>Minutes</b>	Non-Staff Services	\$5,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
<b>WRWC Tech Services</b>		\$2,500	Such as website updating, maintenance and hosting; programming services; digital library development and updating; hosting, development and maintenance of databases; licensing fees, software and software updates, training/programming reference materials and website content and design services.
<b>TRIG Server Hosting and Support</b>		\$7,500	
<b>TMRPA Support Services</b>		\$25,000	Support services related to GIS and report preparation, population forecasting; water, wastewater and peak day demand projections.
<b>Video Coverage</b>		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
<b>CAFR &amp; Audit</b>		\$9,000	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>		\$10,000	Such as printing & reproduction, publications, and public notices, refreshments for volunteer boards/commissions, general tech service support, 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>\$67,000</b>	
<b>Totals</b>		<b>\$602,204</b>	

Estimated Expenditures Fiscal Year 2020/2021

Description	Total Estimated Fiscal 2020/2021 Expenditure as of 6/30/21
<b>WRWC Employees</b>	
Salaries and benefits for WRWC staff	372,260
GF OH OPEB - allocated	25,751
Support Services from CSD F&A	9,987
<b>Mileage Expenses</b>	0
<b>WRWC Overhead</b>	
GF OH Utilities - direct	497
GF OH - direct	0
GF OH - allocated	21,699
<b>Legal Services</b>	81,146
<b>Lobbying Services</b>	0
<b>Service Contract Subtotal</b>	<b>511,340</b>
<b>Minutes</b>	883
<b>Website</b>	0
<b>Envision/Sosu</b>	1,190
<b>CAFR &amp; Audit</b>	8,900
<b>Regional Training</b>	691
<b>Regional Travel</b>	540
<b>Advertising</b>	387
<b>Misc. Operating</b>	6,726
<b>Non-Service Related Routine Operating</b>	<b>19,317</b>
<b>Routine Operating Expense Subtotals</b>	<b>530,657</b>
<i>Climate Variability Data Assessment</i>	0
<i>Precipitation Monitoring</i>	20,000
<b>Regional Water Planning</b>	<b>20,000</b>
<i>Water Usage Review Program</i>	100,000
<i>Washoe ET Project</i>	5,000
<i>Certified Landscape Technician Program</i>	12,500
<b>Conservation, Sustainability, Climate Change</b>	<b>117,500</b>
<i>Reclaimed Water Planning - Expert Panel</i>	0
<i>Reclaimed Water Planning - NWII A+</i>	0
<i>Advanced Water Treatment Demonstration</i>	169,256
<i>Bedell Flat Infiltration</i>	0
<i>Nevada Water Innovation Institute</i>	0
<i>Reclaimed Water Planning - Data Instincts</i>	48,665
<i>Regional Effluent Management Planning JC</i>	194
<i>A+ Reclaimed Water Feasibility Study</i>	36,803
<i>Long Valley Creek Feasibility Study</i>	15,560
<i>Expert Review Panel</i>	40,000
<i>Regional Effluent Management Planning RJ</i>	150,000
<b>Regional Reclaimed Water Planning Projects</b>	<b>460,478</b>
<i>NPDES Storm Water Quality Management</i>	262,500
<i>NPDES Storm Water Permit Update</i>	0
<i>Watershed Management Plan Update</i>	63,000
<i>TMRPA Regional Storm Water GIS Map Project</i>	0
<i>One Truckee River</i>	150,000
<b>Regional Storm Water Planning Projects</b>	<b>475,500</b>
<i>Localized Flooding</i>	0
<i>Lemmon Valley Flood Plain</i>	99,000
<i>Steamboat Flood Evaluation</i>	170,000
<b>Regional Flood Control Planning Projects</b>	<b>269,000</b>
<i>Regional Wastewater Flow Projections</i>	0
<i>Modeling for Water Quality Standards and</i>	0
<b>Regional Wastewater Planning Projects</b>	<b>0</b>
<i>Plan Update</i>	55,560
<b>Water Management Plan</b>	<b>55,560</b>
<b>Project Subtotal</b>	<b>1,398,038</b>
<b>Totals</b>	<b>1,928,695</b>