

# Western Regional Water Commission

## STAFF REPORT

**DATE:** October 1, 2021  
**TO:** Chair and Members, Western Regional Water Commission ("WRWC")  
**FROM:** Dave Solaro, Arch., P.E., Assistant County Manager  
**SUBJECT:** Discussion and possible action regarding Western Regional Water Commission consent to Washoe County action to fill vacancy in Water Resources Program Manager Position pursuant to section 3 – Assigned Employees and Scope of Services of the Cooperative Agreement for Contractual Professional and Administrative Staff Services between Washoe County and the Western Regional Water Commission.

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### **SUMMARY**

The Cooperative Agreement for Contractual Professional and Administrative Staff Services between Washoe County and the Western Regional Water Commission (WRWC) contains provisions for professional staff of the commission to be provided through Washoe County, utilizing Washoe County hiring practices. This item requests the consent of the WRWC to allow Kimberly Rigdon to be utilized as the Program Manager assigned to the WRWC to provide professional services as outlined in the agreement.

Ms. Rigdon was unanimously recommended by four agency representatives that support the Northern Nevada Water Planning Commission as the best professional to further the vision and mission of the Western Regional Water Commission.

### **PREVIOUS ACTION**

On November 12, 2020, the WRWC voted to proceed with the hiring of Chris Wessel for the position of Program Manager.

### **BACKGROUND**

Washoe County received notice of retirement from Chris Wessel, Program Manager on August 10, 2021, effective on September 1, 2021. Upon notification of retirement Washoe County utilized the process for replacement that resulted in the appointment of Mr. Wessel in December of 2020 after the retirement of Jim Smitherman.

With Mr. Wessel's retirement effective within 12 months of the most recent appointment, and with the schedule to update the Water Management Plan in jeopardy of slipping further, Washoe County proceeded to conduct a recruitment and prepare an interview panel like the most recent recruitment for this position.

On September 2, 2021, Dave Solaro, Arch., P.E., Assistant County Manager, facilitated a panel assessment of candidates along with regional partners of the Northern Nevada Water Planning Commission (NNWPC) who included Trina Magoon, P.E., Utility Director, City of Reno, Kevin

Porter, P.E., Utility Manager, City of Sparks, and John Enloe, P.E., Director, Natural Resources, TMWA. The assessment panel unanimously recommended only one candidate of the two candidates interested in interviewing.

Upon the unanimous recommendation Washoe County contacted both the Chair and Vice Chair of the WRWC to inform them of the process and intention as the hiring manager to directly appoint Kimberly Rigdon, the unanimously recommended candidate, consistent with the Cooperative Agreement for Contractual Professional and Administrative Staff Services and subject to Western Regional Water Commission ratification.

Article 3 - Assigned Employees and Scope of Services of the Cooperative Agreement for Contractual Professional and Administrative Staff Services outlines the interaction between Washoe County and the WRWC in relation to this professional staff position. Article 3 reads in part "...In the event WRWC wishes to replace these employees, or in the event such employees leave County employment or are otherwise terminated by the County, County and WRWC shall confer to determine a replacement/recruitment schedule and process. County shall use its best efforts to replace such employees, subject to the consent of the WRWC, which consent shall not be unreasonably withheld." This item is to seek the consent of the WRWC for the actions taken by Washoe County in providing ongoing professional support for the Commission.

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDATION**

It is recommended that the WRWC consent to Washoe County's retention of Kim Rigdon as the replacement of professional staff pursuant to section 3 – Assigned Employees and Scope of Services of the Cooperative Agreement for Contractual Professional and Administrative Staff Services between Washoe County and the Western Regional Water Commission.

**POSSIBLE MOTION**

"Move to consent to Washoe County action and retention of Kimberly Rigdon as Water Resources Program Manager of Western Regional Water Commission pursuant to the replacement of professional staff under section 3 – Assigned Employees and Scope of Services of the Cooperative Agreement for Contractual Professional and Administrative Staff Services between Washoe County and the Western Regional Water Commission."

Attachments: Resume – Kimberly Rigdon

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## Kimberly Rigdon

### Professional Summary

Competent local professional offering foundation in engineering project management. Detail-oriented with strong knowledge of intergovernmental activities and water quality programs. Professional relationships with federal and state regulators and familiarity with environmental compliance programs within the Nevada Division of Environmental Protection. Practical and hands-on project manager adept at successfully and effectively building relationships with stakeholders across federal, state and local jurisdictions.

Particular experience in water and wastewater planning and projects. Analytical focus on applying sound engineering principles using both traditional and innovative methods. Highly effective at working with staff, stakeholder groups, engineering firms and planners to accomplish projects supported by the community. Nearly 20 years of successful experience in the water and waste water industry.

### Work History

*State of Nevada, Division of Environmental Protection  
(NDEP) Staff Engineer II  
(Safe Drinking Water & Water Pollution Control Bureaus)  
1/2008 –Current*

#### Primary Duties

- Program Manager of [Nevada's Source Water Protection Program](#).
- Program development and implementation of NDEP's [Integrated Source Water Protection Program](#) for public water systems and communities in Nevada. Eight countywide [programs](#) have been completed since 2009 including all public water systems within each jurisdiction.
- Contract procurement through the request for proposal process using selection committees. Administration and oversight of contract, budget tracking, progress monitoring and reporting, deliverable review and approval.

### Skills

- Team leadership & direction
- Relationship building
- Intergovernmental coordination
- Clear & concise communication
- Presentation & public speaking
- Strategic planning
- Work flow planning
- Regulatory understanding for compliance
- Environmental engineering
- Technical training & guidance
- Cost estimates & budgets
- Relationship & team building
- Program development
- Project management
- Contract negotiations & administration
- Analytical evaluations & data management
- Microsoft Office Suite

### Education

**University of Nevada, Reno**  
Bachelor of Science, Civil Engineering

## Kimberly Rigdon

### Work History

#### NDEP (Safe Drinking Water & Water Pollution Control)

##### Primary Duties Continued from previous page

- Prepare and give presentations to staff, stakeholders, partners and professional peers, often within NDEP and outside the agency for trainings, workshops and conferences. In addition, regularly present to decision making boards such as councils, commissions, planning departments, towns, GIDs, conservation districts and other non-governmental entities.
- Collaborate with NDEP bureaus and programs including Water Pollution Control, Water Quality Planning, Safe Drinking Water, Corrective Actions and Mining. Coordinate programming, projects, technical reviews, funding for water and wastewater projects, and preparing reports ([example](#)).
- Facilitate regular [Source Water Protection Task Force Meetings](#) with federal, state and local water professionals for statewide coordination.
- Participate in NDEP Infrastructure for Nevada Communities (INC) meetings to coordinate public water system infrastructure financing through intergovernmental partnerships.
- Serve on interview committees to select quality candidates for employment with NDEP.

##### Recent Projects

- Program oversight, funding and technical assistance for the [2020 Integrated Source Water and 319\(h\) Watershed Protection Plan for Public Water Systems and the Truckee River in the Truckee Meadows](#), accomplishing a fully digital online plan and GIS map tool.
- Served on [One Truckee River \(OTR\)](#) committee to institute drinking water protection goals and action items into the Management Plan.
- Served on the Western States Source Water Protection Forum planning committee in 2016 and 2020. After a year of preparation for Nevada to host the 2020 Forum, we successfully converted to a fully online virtual event due to the COVID-19 pandemic. Responsible for hosting and facilitating four virtual workshops ([example](#)) with participants from multiple EPA Regions, thirteen western states, and other federal, state and non-governmental partners.
- Bureau of Safe Drinking Water lead on Per- and Polyfluoroalkyl Substances ([PFAS](#)) work plan group for the development of a statewide response to recent EPA health advisory limits and potential new regulations.

## Kimberly Rigdon

### *Work History cont.*

#### *Farr West Engineering, Project Engineer*

05/2002-04/2004 and 03/2006-09/2007

##### *Primary Duties*

- Co-authored the [Washoe County 208 Water Quality Management Plan](#) for wastewater systems in the Truckee Meadows.
- Interviewed and evaluated approximately 600 public water systems for technical, managerial and financial (TMF) deficiencies under contract with NDEP's State Revolving Fund Loan Capacity Development Program. Prepared TMF Capacity [Surveys](#) for all regulated public water systems in Nevada. Prepared the final report for NDEP's Office of Financial Assistance identifying statewide needs and recommendations for [technical assistance](#). Provided assistance to public water systems under contract with NDEP.
- Assisted Indian Hills General Improvement District and Gerlach General Improvement District with budget reviews, preparation of rate studies, and successfully conducted rate hearings with the governing Boards.
- Assisted utilities with emergency response, asset management, operation and maintenance plan preparation, and arsenic treatment solutions.
- Prepared preliminary engineering reports for water and wastewater projects.

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#### *Harris and Associates Inc., Project Engineer*

04/2004-03/2006

##### *Relevant Projects*

- Performed draining study reviews under contract with Clark County Planning Department.
- Communicated with state and local agencies regarding compliance with drainage plan requirements.
- Prepared statements of qualifications for contract solicitations with State Purchasing.
- Engineering inspection and reporting on construction materials standards and plan specifications for road construction project management.

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##### *Other related experience*

#### *East Fork Swimming Pool District, Carson Valley Swim Center, Trustee*

01/2016-12/31/2020

- Served on the Board of Trustees for the District and collaborated with the District Director on budget management, construction projects, asset management, and strategic planning ([board minutes](#)).

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## Kimberly Rigdon

### Professional References

*Please feel free to contact any of the references here to find out more about who I am and my professional capabilities.*

#### Supervisors

*My-Linh Nguyen, P.E., Nevada Department of Transportation, Environmental Division Chief*

*Former NDEP Bureau of Safe Drinking Water, Bureau Chief*

[mnguyen@dot.nv.gov](mailto:mnguyen@dot.nv.gov)

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(775)888-7686 Office

*Val King, Former NDEP Office of Financial Assistance, Bureau Chief*

*Former NDEP Bureau of Water Pollution Control, Compliance Supervisor*

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*Brent Farr, P.E., Farr West Engineering, President*

[brent@farrwestengineering.com](mailto:brent@farrwestengineering.com)

(775) 853-7255 Office

#### Project Team Member

*Birgit Widegren, NDEP, Water Quality Planning, Non-Point Source Program Supervisor*

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(775) 687-9550 office

### Personal References

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*Ron Collins, P.E., California Department of Transportation , Transportation Engineer*

[Ronald\\_collins@dot.ca.gov](mailto:Ronald_collins@dot.ca.gov)

*David Rigdon, Esquire, Taggart & Taggart Law Offices, Water Rights Attorney*

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