

# Western Regional Water Commission

## STAFF REPORT

**DATE:** March 8, 2022  
**TO:** Chairman and Members, Western Regional Water Commission (WRWC)  
**FROM:** Kim Rigdon, Water Resources Program Manager  
**SUBJECT:** Action, discussion, and possible direction to staff for the approval of the WRWC tentative budget for Fiscal Year 2022-2023, and to schedule the time and place for a public hearing on the tentative budget.

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### **SUMMARY**

Staff has developed a draft Fiscal Year 2022 - 2023 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.

### **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 Northern Nevada Water Planning Commission (NNWPC) held a workshop on December 17, 2021, to review and prioritize projects and allocate funding to projects deemed to be of the highest priority. On January 5, 2022, the NNWPC approved the professional services budget detail for recommendation to the WRWC. On January 19, 2022, the WRWC approved the professional services budget detail for incorporation into the draft Fiscal Year 2022-2023 tentative budget. On March 3, 2022, the NNWPC reviewed and approved the draft Fiscal Year 2022 - 2023 tentative budget and made a recommendation to the WRWC for approval.

The attached draft tentative budget is provided for WRWC review, discussion, possible approval, and possible direction to staff.

### **FISCAL IMPACT**

The fiscal year 2022-2023 draft tentative budget projects \$1,724,810 in revenue, approximately \$2,763,638 in expenses, and an ending cash balance of approximately \$348,165. Budget expenses include a maximum of \$2,110,000 for WRWC work plan activities, \$551,538 for three full time staff and legal services, and various routine operating expenses in the amount of \$102,100.

### **RECOMMENDATION**

The NNWPC recommends that the WRWC approve the draft WRWC tentative budget for Fiscal Year 2022 - 2023. 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 19, 2022, at 9:00am, for the public hearing on the tentative budget.

**POSSIBLE MOTION**

"Move to approve the draft WRWC tentative budget for Fiscal Year 2022 - 2023, 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 19, 2022, at 9:00am."

Attachment: Draft WRWC Tentative Budget for Fiscal Year 2022-2023

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**Western Regional Water Commission  
Fiscal Year July 1, 2022 - June 30, 2023  
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
<b>REVENUE</b>	<b>Amount</b>	
Estimated Water Surcharge Revenues	\$1,724,810	
Grant and/or Other Revenue	-	
Estimated Interest Income	16,251	
<b>Total Revenue</b>	<b>1,741,061</b>	
<b>PROFESSIONAL SERVICES/SUPPLIES</b>	<b>Amount</b>	
Estimated Professional Services (Page 2)	2,110,000	1
Staff Services (Page 3)	551,538	2,3
Non-Staff Services (Page 3)	102,100	
<b>Total Professional Services/Supplies</b>	<b>2,763,638</b>	
<b>OTHER EXPENSES</b>	<b>Amount</b>	
Estimated Misc.		
<b>Total Other Expense</b>	-	
<b>Total Expenses</b>	<b>2,763,638</b>	

**Net Change in Cash Reserves (\$1,022,577)**

**Budget Analysis**

Cash balance as of 7/1/21 ( <i>from Audit</i> )	\$1,815,222
Estimated 2021/2022 revenue ( <i>Cash Flow</i> )	1,749,227
Estimated 2021/2022 expenditures ( <i>Page 4</i> )	(\$2,193,706)
Estimated cash balance as of 7/1/22	\$1,370,742
Net change in cash reserves for FY 2022-23	(\$1,022,577)
Estimated cash balance as of 6/30/23	\$348,165

**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 2022/2023

Professional Services Project Name	2022/2023 Budget Total	Expense Description/Example
<i>Precipitation Monitoring</i>	20,000	Annual Commitment
<b>Regional Water Planning Projects</b>	<b>20,000</b>	
<i>Washoe ET Project</i>	5,000	Annual Commitment
<i>Water Usage Review Program</i>	100,000	Annual Commitment
<i>Certified Landscape Technician Program</i>	12,500	Bi-Annual Commitment
<b>Regional Water Conservation</b>	<b>117,500</b>	
<i>Reclaimed Water Planning NWII A+ Leadership</i>	150,000	Multi-year ILA with UNR / One Water Nevada
<i>Long Valley Creek Feasibility Study</i>	60,000	Ongoing project-Stantec & Washoe County
<i>Reclaimed Water Planning</i>	50,000	Annual Commitment - Corollo
<i>Source Water Control Plan Development</i>	100,000	Ongoing Project- UNR
<i>Reclaimed Water Planning - Data Instincts</i>	100,000	Multi-year contract with Data Instincts IPR outreach
<i>NWII Research Hub Planning at American Flat</i>	30,000	New ILA with UNR
<b>Regional WW &amp; Reclaimed Water Planning Projects</b>	<b>490,000</b>	
<i>NPDES Storm Water Quality Management Program</i>	262,500	Annual Ongoing Commitment
<i>One Truckee River</i>	75,000	Continued support for program administration
<i>Water Quality Credit Program</i>	200,000	Ongoing SWPCC-Environmental Incentives
<i>Watershed Assessments</i>	75,000	Possible ILA with COR SWPCC
<i>Truckee Meadows Regional Storm Water Management Program (NPDES permit requirement)</i>	100,000	Possible ILA with COR SWPCC
<b>Regional Storm Water Planning Projects</b>	<b>712,500</b>	
<i>Steamboat Ditch Flooding Study</i>	150,000	Ongoing Project- HDR Washoe County Evaluation of Ditch Flooding
<i>Closed Basin Flooding - Cold Springs Water Balance Modeling</i>	200,000	Closed Basin Flooding pending proposal cost share ILA with Reno/Washoe County-Expected Contract Spring 2022
<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>	
<i>Water Management Plan Update</i>	75,000	Plan Update; Consultant Contracts TBD
<i>Project Contingency Funds</i>	135,000	
<i>Shared Work Program</i>	50,000	TMRPA ILA with WRWC-proposal received
<b>Comprehensive Plan</b>	<b>260,000</b>	
<b>Totals</b>	<b>\$2,110,000</b>	

Note: Budget amounts may be transferred between categories

**Western Regional Water Commission  
Tentative Routine Operation Budget Fiscal Year 2022/2023**

	<b>2022/2023 Annual Routine Operating Budget Total</b>	<b>Expense Description/Example</b>
<b>WRWC Employees</b>	\$455,917	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	\$385,835	
Temporary employees	\$50,000	
GF OH OPEB - allocated	\$8,082	
Support Services from CSD F&A	\$12,000	
<b>Washoe County Overhead</b>	\$13,621	
GF OH Utilities - direct	\$446	
GF OH - direct	\$0	
GF OH - allocated	\$13,175	
<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>\$551,538</b>	
<b>WRWC Tech Development and Services</b>	\$50,000	Development of enhanced website, web-based tools and other programming services for regional water programming and updates. Program integration and maintenance related services: 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>RWMP Support Services</b>	\$25,000	Support services related to report preparation and packaging: GIS, updated cost burden analysis memo, professional services for work group facilitation, public comment solicitation tools, and/or website updates/modifications.
<b>Video Coverage</b>	\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
<b>ACFR &amp; Audit</b>	\$9,100	Annual expense for ACFR 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>\$102,100</b>	
<b>Totals</b>	<b>\$653,638</b>	

Estimated Expenditures Fiscal Year 2021/2022

Description	Total Estimated FY2022 Expenditure as of 6/30/22
<b>WRWC Employees</b>	
Salaries and benefits for WRWC staff	339,441.00
GF OH OPEB - allocated	13,101.00
Support Services from CSD F&A	12,913.00
<b>Mileage Expenses</b>	-
<b>WRWC Overhead</b>	
GF OH Utilities - direct	497.00
GF OH - direct	-
GF OH - allocated	13,175.00
<b>Legal Services</b>	81,062.86
<b>Contract Services/Prof Svcs</b>	-
<b>Lobbying Services</b>	-
<b>Service Contract Subtotal</b>	<b>460,189.86</b>
Minutes	500.00
Envision/Sosu	4,221.90
CAFR & Audit	8,900.00
Advertising	500.00
Regional Travel	500.00
Misc. Operating	7,030.72
Website	-
Regional Training	500.00
<b>Non-Service Related Routine Operating</b>	<b>22,152.62</b>
<b>Routine Operating Expense Subtotals</b>	<b>482,342.48</b>
	-
Precipitation Monitoring	20,000.00
<b>Regional Water Planning</b>	<b>20,000.00</b>
Water Usage Review Program	100,000.00
Washoe ET Project	5,000.00
Certified Landscape Technician Program	12,500.00
<b>Conservation, Sustainability, Climate</b>	<b>117,500.00</b>
NWII Research Hub Planning at American Flat	-
GAC Pilot Testing	-
RSWRF Source Water Control Plan & Sampling Program	170,000.00
Independent LV/S basin water balance with	-
Advanced Water Treatment Demonstration	64,050.42
Nevada Water Innovation Institute	-
Reclaimed Water Planning - Data Instincts Public Outreach	91,673.36
Regional Effluent Management Planning JC	-
A+ Reclaimed Water Feasibility Study	75,148.00
Long Valley Creek Feasibility Study	58,469.63
Expert Review Panel	31,924.00
Regional Effluent Management Planning RJ Guidance Document	86,236.00
Reg. Wastewater Source Control	170,000.00
<b>Regional Reclaimed Water Planning</b>	<b>747,501.41</b>
Regional Storm Water Planning Projects	-
NPDES Storm Water Quality Management Program	262,500.00
One Truckee River	29,014.00
Pollution Trading Credit Program	100,000.00
<b>Regional Storm Water Planning Projects</b>	<b>391,514.00</b>
Closed Basin Flooding - Cold Springs Water Balance Modelling	100,000.00
Lemmon Valley Long-Term Flood Mitigation Analysis	100,000.00
Steamboat Flood Evaluation	134,848.56
<b>Regional Flood Control Planning Projects</b>	<b>334,848.56</b>
Regional Wastewater Flow Projections	-
Modeling for Water Quality Standards and	-
<b>Regional Wastewater Planning Projects</b>	<b>-</b>
Comprehensive Plan	50,000.00
Water Management Plan Update	50,000.00
<b>Water Management Plan</b>	<b>100,000.00</b>
<b>Project Subtotal</b>	<b>1,711,363.97</b>
<b>Totals</b>	<b>2,193,706.45</b>