

Western Regional Water Commission

STAFF REPORT

DATE: January 12, 2023
TO: Chairman and Members, Western Regional Water Commission (WRWC)
FROM: Kim Rigdon, Water Resources Program Manager
SUBJECT: Action, discussion, and possible approval of an amended scope of work and additional \$14,220 in funding, not to exceed \$63,618 from the Regional Water Management Fund (RWMF) to the National Water Research Institute (NWRI) for the OneWater Nevada (OWN) Expert Panel

SUMMARY

On January 4, 2023, the Northern Nevada Water Planning Commission voted unanimously to forward a recommendation to the WRWC for approval of an amended NWRI scope of work and additional \$14,220 in funding, not to exceed \$63,618 from the RWMF, and a project completion date of June 30, 2023.

OWN is implementing a 2MGD Advanced Purified Water Program at American Flat (Project). NWRI entered into an agreement with the WRWC on June 30, 2022 to assemble an Independent Advisory Panel (IAP) of subject matter experts for review of the Project. The original proposal scope of work includes IAP expert advice on the advanced purified water treatment process and operating protocols for the full-scale Project. The IAP provides credible independent, expert review of the most challenging aspects of the Project, including technical, scientific and policy related issues. The IAP's objective is to provide expert advice on the suitability of the treatment processes and operating protocols.

Under the original scope of work, NWRI will schedule, plan, and prepare IAP meetings, and facilitate a virtual technical orientation workshop and one in-person meeting of the panel in Fiscal Year 2023. NWRI facilitated the virtual technical orientation workshop on September 8, 2022. This amended professional services agreement adds an additional Panel Briefing to address questions from panel members following the workshop and increases the original budget by \$14,220.

The September 8th and December 20th IAP workshops were critical as OWN prepares for a regulatory compliance workshop with the Nevada Division of Environmental Protection (NDEP) and Washoe County Health District (WCHD) in January 2023. Workshop topics will be the Project's proposed advanced water treatment processes, permitting requirements, stakeholder communication and engagement, and implementation schedule.

BACKGROUND

Since 2015 independent expert panels have regularly reviewed OWN advanced treatment pilot testing, hydrogeologic studies, public engagement activities, and field-scale demonstration at American Flat. NWRI is a 501(c)3 nonprofit organization that specializes in assembling teams of subject matter experts in the water industry to provide credible independent review of water projects. NWRI assembled an IAP and has facilitated a review of, and provided recommendations for, the Project.

PREVIOUS ACTION

On June 15, 2022, the WRWC approved the original scope of work and funding not to exceed \$49,398 from the Regional Water Management Fund, and a completion date of June 30, 2023.

FISCAL IMPACT

Should the Amendment be approved, the WRWC Fiscal Year 2023 Budget includes adequate budget in the professional services category to accommodate the proposed \$63,618 budget request for Fiscal Year 2023.

RECOMMENDATION

Staff proposes that the WRWC approve the amended NWRI scope of work and additional \$14,220 in funding, not to exceed \$63,618 from the RWMF, and a project completion date of June 30, 2023.

POSSIBLE MOTION

"Move to approve the amended NWRI scope of work and additional \$14,220 in funding, not to exceed \$63,618 from the RWMF, and a project completion date of June 30, 2023, and authorize the Program Manager to execute the amendment."

KR:jp

Attachment 10a Proposal for additional scope of the OWN NWRI Expert Panel



Date: November 1, 2022

To: Kim Rigdon
Water Resources Program Manager
Western Regional Water Commission

Rick Warner, P.E.
OneWater Nevada Program Coordinator
President, Warner and Associates

From: Suzanne Sharkey
Project Manager
National Water Research Institute

Subject: Proposal for additional scope of the Independent Expert Panel Review of the OneWater Nevada Advanced Purified Water Program at American Flat

Proposal Overview

The National Water Research Institute (NWRI) is pleased to transmit this proposal for additional scope for the Independent Advisory Panel (Panel) to assess the Advanced Purified Water Program at American Flat (Project). The Project is being administered by OneWater Nevada and its Program Coordinator Warner and Associates in coordination with the OneWater Nevada members and Project consultant AECOM (collectively referred to as the Project Team). The Project is funded through the Western Regional Water Commission.

The Panel's objective is to provide expert advice on the suitability of the advanced treatment processes and operating protocols to achieve Nevada category A+ reclaimed water quality for a full-scale project. The Panel's review will focus on OneWater Nevada's treatment and operational approaches for: pathogen Log Reduction Values (LRV); unregulated constituents; hydrogeologic conditions; and wastewater source water quality program.

This proposal is for a Panel Briefing on December 20, 2022 to follow up questions that the Panel had following the Technical Orientation Workshop held September 8, 2022. **The total for this Scope of Work is \$14,220.**



Scope of Work

Introduction

Each task in the scope of work is required to plan, facilitate, and document a Panel meeting. The proposed Scope of Work and Deliverables are organized to:

- Establish the Panel's membership, leadership, and independence.
- Plan meetings of the Panel to help ensure that Project Team, regulators, and expert's needs are met at each stage of the work.
- Report the Panel's consensus findings and recommendations in draft and final forms.

Scope of Work – Task 1: Project Management and Administration

This task includes assembling, administering, and managing the Panel. This collaborative process is used to gather information about the expertise and qualifications required for the Client's project.

1.1 Identify, Engage and Support Experts. Assemble, engage, administer, manage, reimburse, and compensate subject matter experts (SMEs) in each required discipline and any other key areas of relevant technical expertise required.

- a. Engage Panel members with the NWRI Panelist Engagement Agreement defining the terms, conditions, expectation, and compensation for Panelists selected for the Project.
- b. Notify the Project Team when all Panel members have signed their engagement agreements and are ready to begin work.
- c. Occasionally, Panel members must transition off for personal and / or professional reasons. This task provides for maintaining Panel independence and effectiveness.

1.2 Manage and Administer Project. Conduct all necessary and appropriate project administration and management duties in a timely and professional manner. These duties vary by engagement but tend to focus on records management, billings, scope and resource development, and related logistics. This task is intended to ensure that NWRI can support the Project Team, Client, Panel, and stakeholders.

Scope of Work – Task 2: Meeting Planning and Preparation

NWRI will schedule, plan, and prepare for the Panel meetings in coordination with relevant Project requirements and/or milestones.



2.1 Panel Meeting Planning. NWRI will work with the Project Team to plan and articulate the full scope of review for the Panel meeting. This planning will include sequencing content to optimize the Panel's review. This collaborative process will include:

- a. Meeting online to plan each Panel meeting, agenda, meeting facilitation processes, and key questions for the Panel as needed to support the Project, the Project Team, and the Panel.
- b. Curating scientific, technical, policy, and related questions that the Project Team would like the Panel to advise on. These questions are often referred to as the "Panel Charge."
- c. Developing meeting objectives in support of the charge with NWRI and the Panel Chair.
- d. Agreeing upon a strategy to develop and share relevant Project background information and data to optimize the Panel member's review.
- e. Working with the Project Team and Panel members to schedule Panel meetings and workshops.
- f. Identifying the meeting attendees, including Project Team members, Project Team staff, consultants, state and regional regulators, and other stakeholders needed for an effective Panel meeting. NWRI will also discuss and clarify roles and expectations for all Panel meeting participants.

2.2 Pre-Meeting Workshop with Project Team and Panel Chair. NWRI will schedule a virtual workshop to further develop the meeting objectives. This process will include:

- a. Refining the Panel Charge.
- b. Discussing the agenda and facilitative processes to support the Panel.
- c. Ensuring that the pre-meeting literature review and in-meeting presentations contain all the information that the Panel needs as the basis for its findings, conclusions, and recommendations.

2.3 Panel Meeting Preparation. NWRI will work in collaboration with the Project Team to prepare for each Panel meeting. This work includes developing the meeting agenda, compiling meeting relevant background materials from the Project Team, transmitting these pre-meeting review materials to the Panel before the meetings, and



informing/engaging relevant Project stakeholders as identified by the Client before the meetings. Tasks include:

- a. Working with the Project Team to develop the agenda. As part of this process, NWRI and the Project Team will discuss facilitative techniques to stimulate the exchange of information and ideas.
- b. Supporting the Project Team and consultants as they define, develop, and prepare presentations on agenda topics. The Project Team will prepare and provide reference materials for the Panel members to review before and during the meeting.
- c. Facilitating the Panel meeting and distributing relevant visual aids, handouts, and other materials provided by the Project Team to support their presentations.
- d. Discussing and engaging available resources to develop the scope, breadth, and presentation of background materials relevant to the Panel's scope.
- e. Collecting appropriate background material for the Panel meeting from the Project Team, its partners, its consultants, or any other Project stakeholder, subject to approval by the Project Team. The Project Team should provide all pre-meeting review documents in PDF format to the NWRI Project Manager **at least two weeks before the meeting.**
- f. Distributing an official pre-meeting review transmittal to the Panel members by email approximately ten (10) business days before the meeting so the Panel has time to review and consider the materials.
- g. Preparing and transmitting a Panel meeting agenda to identified stakeholders.

2.4 Coordinate Panel Meeting Logistics. NWRI, in consultation with the Project Team, will coordinate logistics for each Panel meeting. Specifically, this process will include:

- a. Arranging transportation for out-of-town Panel members if meetings are in person.
- b. Booking hotel accommodations for out-of-town Panel members.
- c. Arranging meeting-related transportation for Panel members.
- d. Upon request, developing content for the existing Project webpage to provide information on the Project, the Panel, and Panel meetings.



- e. Coordinating with the Project Team to notify interested parties about Panel meetings, the availability of reports, and other Panel deliverables.

Scope of Work – Task 3: Meeting Facilitation

This task includes facilitating each Panel meeting and preparing/delivering the preliminary Panel meeting report. The draft and final Panel meeting reports reflect the Panel’s consensus on the questions presented at the meeting as well as related scientific, technical, and policy issues.

3.1 Facilitate Panel Meetings. Panel meetings are typically completed in one day. The timing and length of panel meetings vary depending on the scope of the meeting as determined collaboratively by the Project Team and NWRI. NWRI will administer, facilitate, and moderate the meetings, including stakeholder participation at the meeting.

Responsibilities include:

- a. Administer the Panel meeting. Duties include welcome, introducing NWRI to the participants, explaining the panel process, attendance, taking notes, and Panel support as described including editing, presentation, and transmission of the Panel’s draft and final reports.
- b. Facilitate the meeting; NWRI’s Executive Director, Kevin M. Hardy, MPA, JD, will moderate the meeting. Meetings typically include both an open session for the Project Team and invited stakeholders, and a private closed working session of the Panel.
- c. Support the Panel process by keeping the meeting on schedule, enabling a balance of Panel member engagement and idea exchange, questions, and answers, and preparing an outline for the Panel report.

As described above, the Project Team is responsible for the content and preparation of all scientific, technical, and policy presentations made at the panel meeting.

3.2 Closed Working Session. At the conclusion of the Project Team presentations the Panel will meet privately to plan and initiate drafting of the Panel Meeting Report (PMR). During this private session, NWRI staff and Panel members will generally:

- a. Determine consensus on key findings and recommendations to anchor the PMR.
- b. Prepare a general outline of the PMR based on the questions presented and the information presented.
- c. Assign drafting assignments for the PMR to SMEs based on their interests and expertise. In authoring their assigned sections, Panel members will consider information and other materials presented at the meeting and relevant findings



from other concurrent efforts (if any). Panel members will apply their expert judgment to develop the most informed and useful recommendations possible.

Deliverables

1. Project Management and Administration. This deliverable provides for communication, coordination, and billing in support of the remaining deliverables.
2. Transmit Meeting Agenda to Project Team and Stakeholders. In collaboration with the Project Team, NWRI will: develop and produce each Panel meeting agenda along with the pre-meeting review materials that: establish the Panel Charge for the meeting; identify objectives for the meeting; set forth the scientific, technical, and policy questions presented; identify presenters and subject matter to be covered; and allocate time to cover all subject matter necessary to enable the Panel to provide consensus expert comments and recommendations in the Panel report.
3. Facilitate Panel Meeting. NWRI will facilitate each meeting to achieve the identified objectives stated in the relevant Panel Meeting Agenda.

Proposed Budgets

The Panel Briefing will be a remote meeting of the Panel. **The proposed budget is \$14,220.** NWRI will only bill expenses actually incurred. Please see Attachment 1 for specific line-item meeting budget details.

Additional Work

Additional work that substantially varies from or exceeds the scope of work described in this proposal may require a budget amendment. NWRI will communicate and coordinate as needed with OneWater Nevada prior to undertaking additional work.

Proposed Payment Terms

1. **Progress Payment No. 1.** NWRI will invoice the OneWater Nevada 25 percent of the budget when the meeting date is confirmed.
2. **Additional Payments.** NWRI will invoice OneWater Nevada monthly or quarterly through the end of the effort.

Contact

If you have questions or would like to discuss this proposal further, please contact Suzanne Sharkey, Project Manager, at ssharkey@nwri-usa.org or (949) 258-2093.



Attachment 1: Proposed Budget for Additional Scope

NATIONAL WATER RESEARCH INSTITUTE

Proposed Budget for the OneWater Nevada - Advanced Purified Water Program at American Flat

1. Pass-Through Expenses

Technical Orientation Meeting 2			
People/Units	Days	Total Days	Cost
6	0.50	3.00	\$2,400
6	0.50	3.00	\$2,400
1	1.00	1.00	\$800
Subtotal - Panel Honorarium			\$5,600
			Units
			Cost
\$	100	0	\$0
\$	100	0	\$0
Subtotal - Project Administration			\$0
People/Units	Cost Basis	Days/Units	Cost
Panelists			
6	\$ 350		\$0
6	\$ 100		\$0
6	\$ 300		\$0
6	\$ 10		\$0
6	\$ 15		\$0
6	\$ 25		\$0
6	\$ 25		\$0
Subtotal - Panelist Travel Expenses			\$0
NWRI Staff			
1	\$ 350		\$0
1	\$ 100		\$0
1	\$ 300		\$0
1	\$ 10		\$0
1	\$ 15		\$0
1	\$ 25		\$0
1	\$ 25		\$0
Subtotal - NWRI Staff Travel Expenses			\$0
Total Pass-Through Expenses			\$5,600
			\$560
	Hourly Rates	Hours	Cost
Executive Director	\$225.00	10	\$2,250
Project Manager	\$160.00	16	\$2,560
Communications Manager	\$150.00	10	\$1,500
Administrative, Finance, and Events Staff	\$125.00	14	\$1,750
Subtotal - NWRI Staff Direct Costs			\$8,060
Total Costs			\$14,220

A. Expert Panel Member Honoraria

- Meeting Preparation
- Meeting and Workshop Participation and Working Calls
- Panel Chair - Additional Effort

Subtotal - Panel Honorarium

B. Project Administration and Operating Expenses

- Flat Fully-Billed Rate for Technology, Postage, Supplies, Misc.
- Project Specific Operating Reimbursements

Subtotal - Project Administration

C. Meeting Expenses and Travel

Panelists

- Panelist R/T Airfare
- Panelist Ground Transportation & Parking
- Panelist Lodging Per Night
- Panelist Breakfast
- Panelist Lunch
- Panelist Dinner
- Panelist Travel Miscellaneous

Subtotal - Panelist Travel Expenses

NWRI Staff

- NWRI R/T Airfare
- NWRI Ground Transportation & Parking
- NWRI Lodging Per Night
- NWRI Breakfast
- NWRI Lunch
- NWRI Dinner
- Staff Travel Miscellaneous

Subtotal - NWRI Staff Travel Expenses

Total Pass-Through Expenses

2. Nonprofit Institutional Support Fee (Thank You for Supporting NWRI!)

3. Direct NWRI Staff Costs

- Executive Director
- Project Manager
- Communications Manager
- Administrative, Finance, and Events Staff

Subtotal - NWRI Staff Direct Costs

Total Costs