

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: June 1, 2017

TO: Chairman and Members, Northern Nevada Water Planning Commission

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: Review and possible approval of the Western Regional Water Commission ("WRWC") Routine Operating Budget for non-staff services for Fiscal Year 2017 - 2018, and possible direction to staff.

SUMMARY

In 2015, the WRWC amended Resolution No. 3, which authorized the Water Resources Program Manager to approve invoices submitted to the WRWC; to approve in-budget expenditures from the Regional Water Management Fund ("RWMF") not to exceed \$25,000 per project upon recommendation of the Northern Nevada Water Planning Commission ("NNWPC"); and to sign contracts for such expenditures. (See attached amended Resolution No. 3.) To maintain consistency with the WRWC's delegation of authority and the NNWPC's actions in previous years, staff has prepared the attached routine operating budget for non-staff services, which, with NNWPC approval, will allow the Program Manager to procure such services and supplies in fiscal year ("FY") 2017 - 2018 without placing individual items for each expenditure on future NNWPC agendas.

BACKGROUND

The NNWPC reviewed and approved the FY 2017 - 2018 routine operating budget for non-staff services on February 1, 2017, and recommended it to the WRWC for adoption as part of the FY 2017 - 2018 tentative budget. The WRWC adopted the FY 2017 - 2018 budget on May 17, 2015.

At a regular meeting held December 12, 2008, the WRWC voted "to designate Jim Smitherman, WRWC Program Manager, as the person authorized to approve invoices submitted to the WRWC, and approve in-budget expenditures from the RWMF not to exceed \$25,000 upon recommendation of the NNWPC, including the authority to authorize routine operational expenditures."

On January 9, 2009, the WRWC adopted Resolution No. 3 to formalize and clarify its December 12, 2008, action designating the Program Manager as the person authorized to approve invoices submitted to the WRWC; and also authorize the Program Manager to approve in-budget expenditures from the RWMF not to exceed \$25,000 upon recommendation of the NNWPC and to sign contracts for the same.

On November 18, 2015, the WRWC adopted amendments to Resolution No. 3 delegating authority to the Program Manager to approve in-budget expenditures from the RWMF not to

exceed \$25,000 per project upon recommendation of the NNWPC, and to sign contracts for the same; and additionally, upon recommendation of the NNWPC, to sign contracts or amendments to contracts for the same project in cumulative amounts in excess of \$25,000, but not to exceed \$50,000. The amendments also delegated to the Program Manager the authority to approve in-budget expenditures from the RWMF not to exceed \$10,000 per item for routine operating expenses, following adoption of each annual Final Budget, without further recommendation of the Northern Nevada Water Planning Commission, and to sign contracts for the same.

FISCAL IMPACT

No fiscal impact

RECOMMENDATION

Staff recommends that the NNWPC review and approve the FY 2017 - 2018 routine operating budget for non-staff services.

POSSIBLE MOTION

“Move to approve the staff recommendation.”

JS:df

Attachments: 1) WRWC Resolution No. 3 as amended on November 18, 2015
2) FY 2017 - 2018 Routine Operating Budget for Non-staff Services

WESTERN REGIONAL WATER COMMISSION

**RESOLUTION NO. 3
AS AMENDED NOVEMBER 18, 2015**

**A RESOLUTION DELEGATING CERTAIN AUTHORITY TO THE WESTERN
REGIONAL WATER COMMISSION PROGRAM MANAGER**

WHEREAS, at a regular meeting held December 12, 2008, the Board of Trustees (the "Board") of the Western Regional Water Commission voted to designate Jim Smitherman, Western Regional Water Commission Water Resources Program Manager (the "Program Manager"), as the person authorized to approve invoices submitted to the Western Regional Water Commission, and approve in-budget expenditures from the Regional Water Management Fund not to exceed \$25,000 upon recommendation of the Northern Nevada Water Planning Commission, including the authority to authorize routine operational expenditures; and

WHEREAS, at a regular meeting held June 9, 2009, the Board adopted Resolution No. 3, delegating certain authority to Jim Smitherman; and

WHEREAS, the Board desires to amend Resolution No. 3, to clarify the authority delegated, and to delegate additional authority to Jim Smitherman, and any successor Program Manager, as provided below.

NOW, THEREFORE, IT IS RESOLVED that the Program Manager, be, and is hereby, designated as the person authorized to approve invoices submitted to the Western Regional Water Commission, and is delegated the authority to do so.

IT IS FURTHER RESOLVED that the Program Manager be, and is hereby, delegated the authority to approve in-budget expenditures from the Regional Water Management Fund not to exceed \$25,000 per project upon recommendation of the Northern Nevada Water Planning Commission, and to sign contracts for the same; and additionally, upon recommendation of the Northern Nevada Water Planning Commission, to sign contracts or amendments to contracts for the same project in cumulative amounts in excess of \$25,000, but not to exceed \$50,000.

IT IS FURTHER RESOLVED that the Program Manager be, and is hereby, delegated the authority to approve in-budget expenditures from the Regional Water Management Fund not to exceed \$10,000 per item for routine operating expenses, following adoption of each annual Final Budget, without further recommendation of the Northern Nevada Water Planning Commission, and to sign contracts for the same.

WESTERN REGIONAL WATER COMMISSION

**RESOLUTION NO. 3
AS AMENDED NOVEMBER 18, 2015**

Upon motion of _____, seconded by _____, the foregoing Amendment to Resolution No. 3 was approved and adopted November 18, 2015 by the following vote of the Board of Trustees:

Ayes: _____

Nays: _____

Abstain: _____ Absent: _____

Dated: November 18, 2015

Chairman, WRWC Board

STATE OF NEVADA

COUNTY OF WASHOE

On the 18th day of November, 2015, personally appeared before me, a Notary Public, Vaughn Hartung, known to me to be the Chairman of the Board of Trustees of the Western Regional Water Commission, who acknowledged that he executed the foregoing Resolution.

Notary Public

		2017/2018 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees		\$440,000	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
Washoe County Overhead		\$45,000	Based on analysis of fy16-17 actual general fund overhead (excludes labor)
Mileage Expenses		\$2,400	Annual routine daily vehicle mileage expenses.
Non-Staff Services Subtotal Legal Services		\$129,600	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
Totals Lobbying Registration		\$0	Cost of registration for staff members as state lobbyists
Staff Services Subtotal		\$617,000	
Minutes	Non-Staff Services	\$15,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
Website		\$33,000	Such as website content and design services; annual website updating, maintenance, and hosting; specialized programming services; digital library development and updating; hosting, development and maintenance of databases; licensing fees, software and software updates, training/programming reference materials.
Video Coverage		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
CAFR & Audit		\$10,000	Annual expense for CAFR development and financial audit.
Regional Training		\$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.
Regional Travel		\$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.
Advertising		\$1,000	Such as advertising and legal notices.
Misc. Operating		\$20,000	Such as printing & reproduction, publications, and public notices, refreshments for volunteer boards/commissions, 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.
			\$86,000
		\$703,000	