

# Northern Nevada Water Planning Commission

## STAFF REPORT

**DATE:** March 1, 2018

**TO:** Chairman and Members, Northern Nevada Water Planning Commission  
("NNWPC")

**FROM:** Jim Smitherman, Water Resources Program Manager  
Chris Wessel, Water Management Planner

**SUBJECT:** Review draft Fiscal Year 2018 – 2019 Western Regional Water Commission  
("WRWC") tentative budget; discussion and possible recommendation to the  
WRWC to approve the tentative budget.

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### **SUMMARY**

Staff has developed a draft tentative budget for fiscal year 2018-2019 for review and possible recommendation to the WRWC. The attached draft tentative budget includes Regional Water Management Fund ("RWMF") revenues, cash on hand and expenses for staff and non-staff professional services. Additional budget worksheets include details for professional services related to priority projects and routine operating expenses.

### **BACKGROUND**

The WRWC is required to submit a budget to the Nevada Department of Taxation after holding a hearing in May of each year. The attached draft tentative budget is provided for review, discussion, possible direction to staff, and possible recommendation to the WRWC for approval as presented or with revisions. Based on input received, staff will prepare a tentative budget for review and adoption by the WRWC.

### **FISCAL IMPACT**

The fiscal year 2018-2019 draft tentative budget projects \$1,543,403 in revenue, \$2,335,566 in expenses, and an ending cash balance of approximately \$393,203. Budget expenses include a maximum of \$1,641,466 for WRWC work plan activities, \$617,400 for three full time staff and legal services, and various routine operating expenses in the amount of \$76,700.

### **RECOMMENDATION**

Staff recommends that the NNWPC review the draft tentative budget for fiscal year 2018-2019 and, if acceptable, make a recommendation to the WRWC for approval of the tentative budget.

CW:jp

Attachments: WRWC Draft Tentative Budget FY18-19

**Western Regional Water Commission  
Fiscal Year July 1, 2018 - June 30, 2019  
Tentative Budget Summary Worksheet**

<b>Budget Category</b>	<b>1.5% WMF</b>	<b>NOTE</b>	<b>Washoe County In-Kind</b>	<b>NOTE</b>	<b>TMWA In-Kind</b>	<b>NOTE</b>	<b>SVGID In-Kind</b>	<b>NOTE</b>
<b>REVENUE</b>	<b>Amount</b>		<b>Amount</b>		<b>Amount</b>		<b>Amount</b>	
Estimated Water Surcharge Revenues	1,479,124							
Grant and/or Other Revenue	40,000							
Estimated Interest Income	24,279							
<b>Total Revenue</b>	<b>1,543,403</b>		<b>0</b>		<b>0</b>		<b>0</b>	
<b>PROFESSIONAL SERVICES/SUPPLIES</b>	<b>Amount</b>		<b>Amount</b>		<b>Amount</b>		<b>Amount</b>	
Estimated Professional Services (Page 2)	1,641,466	1						
Staff Services (Page 3)	617,400	2,3	0				0	
Non-Staff Services (Page 3)	76,700							
<b>Total Professional Services/Supplies</b>	<b>2,335,566</b>		<b>0</b>				<b>0</b>	
<b>OTHER EXPENSES</b>	<b>Amount</b>		<b>Amount</b>		<b>Amount</b>		<b>Amount</b>	
Estimated Misc.			0					
<b>Total Other Expense</b>	<b>0</b>		<b>0</b>		<b>0</b>			
<b>Total Expenses</b>	<b>2,335,566</b>		<b>0</b>		<b>0</b>		<b>0</b>	

**Net Decrease in Cash Reserves (\$792,163)**

Cash Balance as of 7/1/17	\$1,175,122
Estimated 2017/2018 Revenue (Cash Flow)	1,491,070
Estimated 2017/2018 expenditures (Page 4)	(\$1,480,827)
Estimated cash balance as of 7/1/18	\$1,185,366
<b>Net Decrease in Cash Reserves for FY 2018-19</b>	<b>(\$792,163)</b>
Estimated cash balance as of 6/30/19	\$393,203

**NOTES:**

1. Proposed budget provides legal spending authority for projects yet to be approved by the WRWC upon recommendations provided by the NNWPC.
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.

### Tentative Professional Services Budget Detail Fiscal Year 2018/2019

Professional Services Project Name	2018/2019 Budget Total	Expense Description/Example	Workshop Re-allocation	
<i>DRI Cloud Seeding</i>	50,000	Pending FY18-19 ILA with DRI	(50000)	
<i>Climate Variability Data Assessment</i>	0		(10000)	
<i>Precipitation Monitoring</i>	20,000	Pending FY18-19 Amendment to ILA with DRI		
<b>Regional Water Planning Projects</b>	<b>70,000</b>	<b>NNWPC Ranking Vote Total 11</b>		
<i>Washoe ET Project</i>	10,000	Pending FY18-19 Amendment to ILA with DRI		
<i>Water Usage Review Program</i>	100,000	Pending FY18-19 Amendment to ILA with TMWA		
<i>Certified Landscape Technician Program</i>	12,500	Pending FY18-19 Amendment to ILA with NLA		
<b>Regional Water Conservation</b>	<b>122,500</b>	<b>NNWPC Ranking Vote Total 6</b>		
<i>Integrated Wastewater and Reclaimed Water Planning</i>	200,000	Pending multi-year ILA with UNR/Nevada Water Innovation Campus Project		
<i>Advanced Water Treatment Demonstration</i>	208,466	Pending FY18-19 Amendment to multi-year ILA with UNR		
<i>Reclaimed Water Planning</i>	175,000	Pending Project Proposal		100000
<i>Bedell Flat Infiltration</i>	0	Hydrologic Investigations	(100000)	
<i>Bedell Flat Infiltration Grant</i>	0	208 grant (40K; see <i>Grant and/or Other Revenue</i> ; Page 1)		
<b>Regional Reclaimed Water Planning Projects</b>	<b>583,466</b>	<b>NNWPC Ranking Vote Total 28</b>		
<i>Integrated Source Water Protection Program</i>	0		(50000)	
<i>Storm Water GIS Mapping</i>	100,000	Pending Project Proposal		
<i>Watershed Management Plan Update</i>	200,000	Pending FY18-19 Amendment to ILA with City of Reno		150000
<i>NPDES Storm Water Permit Update</i>	63,000	Pending FY18-19 ILA with City of Reno	(50000)	
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY18-19 Amendment to ILA with City of Reno		
<b>Regional Storm Water Planning Projects</b>	<b>625,500</b>	<b>NNWPC Ranking Vote Total 25</b>		
<i>Localized Flooding</i>	160,000	Closed Basin Flooding/Evaluation of Ditch Flooding		60000
<b>Regional Flood Control Planning Projects</b>	<b>160,000</b>	<b>NNWPC Ranking Vote Total 7</b>		
<i>Regional Wastewater Flow Projections</i>	20,000	Pending Project Proposal		
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	20,000	Retain LTI for future needs		
<i>N &amp; P Reduction in Watershed</i>	0		(50000)	
<b>Regional Wastewater Planning Projects</b>	<b>40,000</b>	<b>NNWPC Ranking Vote Total 14</b>		
<i>NNWPC/WRWC Website Update/GIS Mapping</i>	10,000			
<i>Water Management Plan Update</i>	30,000	Possible future Plan Amendment		
<b>Comprehensive Plan</b>	<b>40,000</b>			
<b>Totals</b>	<b>\$1,641,466</b>		<b>(310000)</b>	310000

Note: Budget amounts may be transferred between categories

## Western Regional Water Commission Tentative Routine Operation Budget Fiscal Year 2018/2019

		2018/2019 Annual Routine Operating Budget Total	Expense Description/Example
<b>WRWC Employees</b>	Staff Services	\$430,000	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
<b>Washoe County Overhead</b>		\$40,000	Based on analysis of fy17-18 actual general fund overhead (excludes labor)
<b>Mileage Expenses</b>		\$2,400	Annual routine daily vehicle mileage expenses.
<b>Legal Services</b>		\$144,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
<b>Lobbying Registration</b>		\$1,000	Cost of registration for staff members as state lobbyists
<b>Staff Services Subtotal</b>		<b>\$617,400</b>	
<b>Minutes</b>	Non-Staff Services	\$15,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
<b>Website</b>		\$25,000	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.
<b>Video Coverage</b>		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
<b>CAFR &amp; Audit</b>		\$8,700	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>		\$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.
<b>Non-Staff Services Subtotal</b>		<b>\$76,700</b>	
<b>Totals</b>		<b>\$694,100</b>	

Estimated Expenditures Fiscal Year 2017/2018

Description	Total Estimated Fiscal 2017/2018 Expenditure as of 6/30/18
WRWC Employees	393,474
Mileage Expenses	2,400
WRWC Overhead	42,500
Legal Services	139,200
Lobbying Services	-
<b>Service Contract Subtotal</b>	<b>577,574</b>
Minutes	5,000
Website	15,000
Envision/Sosu	5,000
CAFR & Audit	8,700
Regional Training	215
Regional Travel	-
Advertising	1,000
Misc. Operating	5,500
<b>Non-Service Related Routine Operating Subtotal</b>	<b>40,415</b>
<b>Routine Operating Expense Subtotals</b>	<b>617,989</b>
<i>TROA 6700 AF Water Rights Requirement</i>	37,986
<i>Precipitation Monitoring</i>	31,660
<b>Regional Water Planning</b>	<b>69,646</b>
<i>DRI Cloud Seeding</i>	100,000
<i>Cloud Seeding Monitoring</i>	15,147
<i>Washoe ET Project</i>	10,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
<b>Conservation, Sustainability, Climate Change</b>	<b>237,647</b>
<i>Bedell Flat Infiltration</i>	-
<i>Bedell Flat Infiltration Grant</i>	-
<i>Regional Effluent Management Strategy</i>	18,112
<i>Integrated Wastewater and Reclaimed Water System Planning</i>	175,000
<b>Regional Reclaimed Water Planning Projects</b>	<b>193,112</b>
<i>Watershed Management Plan Update</i>	66,467
<i>TMRPA Regional Storm Water GIS Map Project</i>	21,000
<i>NPDES Storm Water Permit Update</i>	-
<i>NPDES Storm Water Quality Management Program</i>	262,500
<b>Regional Storm Water Planning Projects</b>	<b>349,967</b>
	-
<b>Regional Flood Control Planning Projects</b>	<b>-</b>
<i>N &amp; P Reduction in watershed</i>	-
<i>Water Quality Standards and TMDL Review, and Compliance</i>	-
<i>Septic System Mitigation Planning</i>	-
<b>Regional Wastewater Planning Projects</b>	<b>-</b>
<i>Plan Update</i>	-
<i>RWMP Update-Editing</i>	2,466
<i>TMRPA Sustainability Study</i>	10,000
<b>Water Management Plan</b>	<b>12,466</b>
<b>Project Subtotal</b>	<b>862,838</b>
<b>Totals</b>	<b>1,480,827</b>