

# Northern Nevada Water Planning Commission

## STAFF REPORT

**DATE:** September 27, 2018

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

**FROM:** Chris Wessel, Water Management Planner, Western Regional Water Commission (“WRWC”), and Theresa Jones, PE, Associate Civil Engineer, City of Reno

**SUBJECT:** Report on initial tasks to update the Truckee Meadows Watershed Management and Protection Plan for Tributaries to the Truckee River (the “Plan”); discussion and possible recommendation to the WRWC for approval of a scope of work, and funding in an amount not to exceed \$150,000 from the Regional Water Management Fund (“RWMF”), to continue the Plan update process; and, possible direction to staff.

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### **SUMMARY**

The Truckee Meadows Storm Water Permit Coordinating Committee (“SWPCC”) recently completed a Phase I gap analysis as part of the initial update to the Plan. The current Plan includes some, but not all, components of nine elements required by the Environmental Protection Agency (“EPA”) for grant funding under Section 319, the Nonpoint Source Management Program, of the Clean Water Act (“Section 319”). Based on the information identified in the Phase I gap analysis, the SWPCC is requesting funding in the amount \$150,000 from the RWMF to complete Phase II of the Plan update. The SWPCC approved the hiring of NCE Consulting, Inc., through the City of Reno, to complete this subsequent phase of the Plan update.

Theresa Jones, SWPCC coordinator for the City of Reno, will provide a presentation on the findings of the Phase I gap analysis, and the proposed scope of work to complete Phase II of the Plan update.

### **BACKGROUND**

The Cities of Reno and Sparks, and Washoe County, through the SWPCC, are required to continue to review, modify and update the initial Plan dated May 9, 2003. The Plan was last updated in 2005 with the publication of the "Truckee Meadows Watershed Protection Manual". Since that time, the SWPCC became aware of the potential for Section 319 grant funding which may be available to communities with watershed management plans that meet the criteria consisting of the nine elements referred to above. The WRWC funded the Phase I analysis to identify data gaps in the current Plan and provide recommendations of data needs required to update the Plan to comply with the EPA criteria.

### **FISCAL IMPACT**

If approved, the fiscal impact to the RWMF will not exceed \$150,000. Budget authority exists in the Fiscal Year 2018-2019 budget, located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310305.

**RECOMMENDATION**

Staff recommends that the NNWPC make a recommendation to the WRWC for approval of the proposed scope of work for Phase II of the Plan update, and funding in an amount not to exceed \$150,000 from the RWMF, to continue the Plan update process; and, provide further direction to staff as appropriate.

Attachment: Truckee Meadows Watershed Management and Protection Plan for Tributaries to the Truckee River Phase II proposed scope of work

CW:jp

## Scope of Work for the Update to the 2003 Watershed Management and Protection Plan for Tributaries to the Truckee River

### Project Understanding

The focus of this scope of work is to present an approach to update the 2003 Watershed Management and Protection Plan for Tributaries to the Truckee River (2003 Plan) utilizing guidance from the Environmental Protection Agency (EPA) *Handbook for Developing Watershed Plans to Restore and Protect Our Waters*. NCE will focus the update on EPA's Section 2.6: Nine Minimum Elements to bring the plan to current standards in 2019.

Desired outcomes of the 2003 Plan update include the following:

- Develop a list of prioritized projects that is tangible and realistic.
- Build on information from the Truckee Meadows Storm Water Permit Coordinating Committee's (TMSWPCC) annual watershed assessments.
- Each agency has projects that may qualify for 319 funding and these should be included in the plan.
- The plan will complement the Nevada Division of Environmental Protection's (NDEP) Integrated Source Water Protection Plan (ISWPP) for Washoe County and the Nevada Land Trust's (NLT) and Keep Truckee Meadows Beautiful (KTMB) One Truckee River Management Plan (OTR).

NCE will work closely with the TMSWPCC, NDEP/Resource Concepts Incorporated (RCI), and NLT/OTR to ensure the watershed update is complementary and not duplicative of the ISWPP and OTR efforts. An example complementary effort may include collaborating with the NLT/OTR, working within the framework of the TMSWPCC Watershed Management and Protection Plan, on projects to restore tributary stream reaches bounded by private property. This win-win-win scenario leverages the NLT/OTR's ability to work with and fund restoration projects on private properties. In addition, this approach will achieve the goals of the TMSWPCC watershed management efforts and benefit the community as a whole.

### Scope of Work

#### **Task 1 Project Management, Meetings, and QA/QC**

**\$ 20,000**

NCE will manage the project to ensure project deliverables are submitted on time, within budget, and project deliverables meet TMSWPCC/NCE's quality standards.

The update of the 2019 Watershed Plan will require coordination and meetings with a large group of partners and stakeholders. NCE anticipates the following meetings:

- Kickoff meeting with the TMSWPCC

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- The City of Reno, City of Sparks, and Washoe County’s goals and objectives for the 2019 Watershed Plan will be determined at this meeting.
- Existing information and Amended Gaps Analysis meeting with TMSWPCC and with NDEP/RCI Integrated Source Water Protection Program staff. The purpose of this meeting is to better understand NDEP’s expectations for the 319 approval process as well as better understand the existing data that is available for the 2019 Watershed Plan.
- Monthly TMSWPCC meetings to provide project updates and receive committee feedback.
- Up to two (2) meetings with NDEP, RCI, and One Truckee River Management Plan stakeholders. The purpose of these meetings is to discuss specific aspects of the 2019 Watershed Plan as the plan is being developed.
- A regulatory meeting with the NDEP 319 Program Coordinator, NDEP Source Water Protection Staff, One Truckee River Management Plan key staff members (NLT, KTMB and OTR), and TMSWPCC members. It is anticipated this meeting will be held after the completion of Task 2. At this meeting, the ISWPP and OTR plans will be discussed as to how they are related to the 2019 Watershed Plan.

**Assumptions:**

- The above meetings are anticipated but may not be necessary
- Additional meetings may be needed

**Deliverables:**

- Meeting agendas, meeting minutes, monthly progress reports included with invoices

**Task 2 Complete Data Review and Gaps Analysis**

**\$ 40,000**

NCE will review in more detail the 2003 Plan along with the supporting annual storm water monitoring reports, watershed assessment documents, Amended Gap Analysis prepared by Stantec, and data gathered by RCI for the ISWPP effort to determine their applicability related to the EPA Handbook Section 2.6: Nine Minimum Elements (EPA Nine Elements). In addition, the OTR will be reviewed to ensure the 2019 Watershed Update is not duplicating efforts.

In conjunction with the review, NCE will develop a 2019 Watershed Plan outline based on the EPA Nine Elements. This outline will allow NCE to identify data gaps and missing information from the 2003 and other supporting documents, including Stantec’s Amended Gap Analysis, which must be included in the 2019 Watershed Plan. Based on this gaps analysis, NCE will prepare a Missing Elements Summary document that identifies outstanding data to be collected within the available budget.

Following the completion of the review and gaps analysis, NCE will facilitate a meeting with the City of Reno (and other TMSWPCC members) to discuss the results of Task 2 Complete Data Review and Gap Analysis.

**Assumptions:**

- Stantec’s Amended Gap Analysis will be provided to NCE

**Deliverables:**

- Missing Elements Summary memo and/or table of prioritized needed data

**Task 3 Data Gathering****\$ 30,000**

NCE will work with the TMSWPCC members and other stakeholders to obtain input and data necessary to fill the identified data gaps from Task 2. It is anticipated that the Task 1 Project Meetings will support this task; additional data gathering may consist of mapping and windshield surveys which may be needed for the 2019 Watershed Plan.

**Assumptions:**

- Due to the current unknown amount of additional data gathering needed to complete this task, NCE will work with TMSWPCC to determine the amount of time and/or monies spent gathering additional data.
- If NCE identifies unforeseen need(s) that are better suited for RCI, NCE will communicate those needs with the City of Reno, Project Manager, Theresa Jones. An example of a potential need could be coordinating efforts on developing a Tributary Watershed Profile template to support the 2019 Watershed Plan.

**Deliverables:**

- The Missing Elements Summary memo and/or table from Task 2 will be updated with the additional data gathered

**Task 4 Draft 2019 Watershed Plan****\$ 45,000**

NCE will prepare a Draft 2019 Watershed Plan to be submitted to the TMSWPCC for review and comment. It is anticipated the 2019 Watershed Plan is likely to include the following depending on available budget:

- EPA Letter a. Identification of causes of impairment and pollutant sources that need to be controlled. The 2003 Plan has data to support this EPA element, in addition, the watershed assessments for tributaries to the Truckee River and stormwater monitoring reports includes data to support this element. Additional information may be needed.
- EPA Letter b. An estimate of the load reductions expected from management measures. This will likely need to be developed.
- EPA Letter c. A description of the nonpoint source management measures to achieve load reductions. The 2003 Plan has data to support this EPA element, additional information is likely needed.
- EPA Letter d. Estimate of the amounts of technical and financial assistance needed, costs, and/or authorities that will be relied upon. This will likely need to be developed.
- EPA Letter e. An information and education component used to enhance public understanding of the project. The 2003 Plan has data to support this EPA element, additional information is likely needed.

- EPA Letter f. Schedule for implementing the nonpoint source management measures. This will likely need to be developed.
- EPA Letter g. A description of interim measurable milestones for determining whether actions are being implemented. The 2003 Plan has data to support this EPA element, additional information is likely needed.
- EPA Letter h. A set of criteria that can be used to determine whether loading reductions are being achieved over time. This will likely need to be developed.
- EPA Letter i. A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria. The 2003 Plan has data to support this EPA element, additional information is likely needed.

**Assumptions:**

- The Draft (and Final) 2019 Watershed Plan table of contents will include the EPA Nine Elements as presented above. EPA acknowledges that the Nine Elements do not need to be presented sequentially as shown above, but the Nine Elements must be included in the 2019 Watershed Plan to be considered a complete document.
  - The Draft/Final 2019 Watershed Plan table of contents will also include the following sections: Introduction, Stakeholders, and Description and Characterization of the Truckee River Tributaries Watersheds.
- One consolidated set of comments from the TMSWPCC will be provided to NCE

**Deliverables:**

- Draft 2019 Truckee Meadows Watershed Management and Protection Plan for Tributaries to the Truckee River with prioritized list of projects for each jurisdiction

**Task 5 Final 2019 Watershed Plan**

**\$ 15,000**

NCE will obtain and review the comments submitted by the TMSWPCC and use this as the basis of preparing the Final 2019 Watershed Plan. NCE will submit the Final 2019 Watershed Plan to the TMSWPCC and the NDEP 319 Program Coordinator. NCE understands that NDEP will then submit the document to the EPA for review.

**Assumptions:**

- As requested by the NDEP 319 Program Coordinator, the Final 2019 Watershed Plan will be provided in digital format.
- One consolidated set of comments from the TMSWPCC will be provided to NCE
- One consolidated set of comments from the NDEP 319 Program Coordinator will be provided to NCE

**Deliverables:**

- Final 2019 Truckee Meadows Watershed Management and Protection Plan for Tributaries to the Truckee River incorporating comments from TMSWPCC and the NDEP 319 Program Coordinator

**Cost**

The total cost will not exceed \$150,000\*.

\*The TMSWPCC appreciates the opportunity to move funds between tasks as circumstances require.