

AGENDA
CONCURRENT MEETING
OF
WESTERN REGIONAL WATER COMMISSION ("WRWC")
AND
NORTHERN NEVADA WATER PLANNING COMMISSION ("NNWPC")

Wednesday, March 20, 2019
8:00 a.m.

Sparks City Hall, Basement Training Room
431 Prater Way, Sparks, Nevada

WRWC TRUSTEES

Donald Abbott
Sandra Ainsworth
Paul Anderson

Kristopher Dahir
Naomi Duerr

Vaughn Hartung
Jeanne Herman
Bob Lucey

NOTICE OF POSSIBLE QUORUM OF THE BOARD OF DIRECTORS OF THE TRUCKEE MEADOWS WATER AUTHORITY ("TMWA"), AND/OR A POSSIBLE QUORUM OF THE BOARD OF COUNTY COMMISSIONERS ("BCC") FOR WASHOE COUNTY

(See following Notes)

Notes: Because several of the WRWC Trustees are also members of the Board of Directors of TMWA and/or the BCC, it is possible that a quorum of the TMWA Board and/or a quorum of the BCC may be present. Such members will not deliberate or take action at this meeting as members of the TMWA Board or the BCC, but may take action exclusively in their capacity as WRWC Trustees.

1. Items on this agenda on which action may be taken are followed by the term "For Possible Action". Non-action items are followed by an asterisk (*).
2. Public comment is limited to three minutes per speaker and is allowed during the public comment periods, and before action is taken on any action item. Comments are to be directed to the Commission as a whole. Persons may not allocate unused time to other speakers. The public may sign-up to speak during the public comment period or on a specific agenda item by completing a Public Comment Information ("Request to Speak") card and submitting it to the clerk.
3. Items on this agenda may be taken out of order, combined with other agenda items for consideration, removed from the agenda, or delayed for discussion at any time. Arrive at the meeting at the posted time to hear item(s) of interest.
4. Supporting material provided to the Commission for items on the agenda is available to members of the public at the Western Regional Water Commission ("WRWC") offices, 1001 E 9th Street, Reno, NV, from Jim Smitherman, Water Resources Program Manager, (775) 954-4657, and on the WRWC website at <http://www.wrwc.us>
5. The Basement Training Room at Sparks City Hall is accessible to the disabled. We are pleased to make reasonable accommodations for persons who are disabled and wish to attend meetings. If you require special arrangements for the meeting, please call (775) 954-4657 no later than 24 hours prior to the meeting.
6. In accordance with NRS 241.020, this agenda has been posted at the following locations: Reno City Hall (1 East First Street), Sparks City Hall (431 Prater Way), Sun Valley GID (5000 Sun Valley Blvd.), TMWA (1355 Capital Blvd.), Washoe County Administration Building (1001 E. Ninth Street), South Valleys Library (15650A Wedge Parkway), the WRWC website at <http://www.wrwc.us>, and the State of Nevada website at <https://notice.nv.gov>

1. Roll Call and Determination of Presence of a Quorum. *
2. Pledge of Allegiance. *
3. Public Comment – limited to no more than three minutes per speaker. *
4. Approval of Agenda. **(For Possible Action)**

5. Election of WRWC Chair, Vice Chair, Secretary, and Treasurer for the 2019 calendar year – Jim Smitherman, WRWC Water Resources Program Manager. **(For Possible Action)**
6. Approval of the Minutes for the WRWC meeting of December 13, 2018. **(For Possible Action)**
7. Review, discussion, and possible approval of funding in an amount not to exceed \$107,000, over a three year period, to partially fund a contract for the Nevada Water Innovations Institute (“NWII”) to obtain professional services, including project management, from a qualified consultant for the Regional Category A+ Reclaimed Water Feasibility Study (“OneWater Nevada”); if approved, authorize the Chair to execute an Interlocal Agreement with the University of Nevada, Reno, for that purpose; and possible direction to staff – Jim Smitherman. **(For Possible Action)**
8. **Workshop** to review and discuss NNWPC recommendations on annual priorities for ongoing and future projects and studies, and the WRWC tentative professional services budget for Fiscal Year 2019 – 2020; and possible direction to staff – Jim Smitherman, and Chris Wessel, WRWC Water Management Planner. **(For Possible Action)**
9. Review, discussion and possible approval of the WRWC tentative budget for Fiscal Year 2019 – 2020; and possible direction to staff regarding the time and place for a public hearing on the tentative budget – Jim Smitherman and Chris Wessel. **(For Possible Action)**
10. Review, discussion, and possible approval of a scope of work for legal services for the WRWC and NNWPC; and possible direction to staff regarding the scope of work, and a possible request for qualifications and/or proposals from interested attorneys – Jim Smitherman, and John Rhodes, WRWC Legal Counsel. **(For Possible Action)**
11. Report on legislative activities, including Bill Draft Requests and Bills pending in the 2019 session of the Nevada Legislature that may affect or are of interest to the WRWC / NNWPC; and possible approval of WRWC Legislative Subcommittee recommendations regarding pending legislation – John Rhodes. **(For Possible Action)**
12. Discussion and possible direction to staff regarding agenda items and dates for future WRWC or NNWPC meetings – Jim Smitherman. **(For Possible Action)**
13. Commission Comments. *
14. Staff Comments. *
15. Public Comment – limited to no more than three minutes per speaker. *
16. Adjournment. **(For Possible Action)**

Western Regional Water Commission

STAFF REPORT

DATE: March 14, 2019

TO: Chairman and Members, Western Regional Water Commission ("WRWC")

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: Election of WRWC Chair, Vice Chair, Secretary, and Treasurer for the 2019 calendar year.

SUMMARY

Section 27(1), Chapter 531, Statutes of Nevada 2007, the Western Regional Water Commission Act, provides that "The Board shall elect one of its members as Chair and one of its members as Vice Chair, and shall elect a Secretary and a Treasurer, who may be members of the Board. The Secretary and the Treasurer may be the same person. The terms of the officers expire on December 31st of each year."

PREVIOUS ACTION

On January 10, 2018, the WRWC Board elected the following officers:

Vaughn Hartung, Chairman
Ron Smith, Vice Chairman
Sandra Ainsworth, Secretary-Treasurer

On January 18, 2017, the WRWC Board elected the following officers:

Vaughn Hartung, Chairman
Ron Smith, Vice Chairman
Sandra Ainsworth, Secretary-Treasurer

On January 20, 2016, the WRWC Board elected the following officers:

Vaughn Hartung, Chairman
Naomi Duerr, Vice Chairman
Sandra Ainsworth, Secretary-Treasurer

On January 15, 2015, the WRWC Board elected the following officers:

Vaughn Hartung, Chairman
Naomi Duerr, Vice Chairman
Sandra Ainsworth, Secretary-Treasurer

On January 11, 2014, the WRWC Board elected the following officers:

Mike Carrigan, Chairman
Vaughn Hartung, Vice Chairman
Sandra Ainsworth, Secretary
Steve Cohen, Treasurer

On January 16, 2013, the WRWC Board elected the following officers:

Mike Carrigan, Chairman
Vaughn Hartung, Vice Chairman
Margaret Reinhardt, Secretary
Steve Cohen, Treasurer

On February 10, 2012, the WRWC Board elected the following officers:

Mike Carrigan, Chairman
Bob Larkin, Vice Chairman
Margaret Reinhardt, Secretary
Steve Cohen, Treasurer

On January 14, 2011, the WRWC Board elected the following officers:

Mike Carrigan, Chairman
Bob Larkin, Vice Chairman
Margaret Reinhardt, Secretary
Steve Cohen, Treasurer

On January 8, 2010, the WRWC Board elected the following officers:

Mike Carrigan, Chairman
Bob Larkin, Vice Chairman
Patricia Lancaster, Secretary
Steve Cohen, Treasurer

On January 9, 2009, the WRWC Board elected the following officers:

Mike Carrigan, Chairman
Dave Aiazzi, Vice Chairman
Patricia Lancaster, Secretary
Steve Cohen, Treasurer

On April 11, 2008, the WRWC Board elected the following officers:

Mike Carrigan, Chairman
Dave Aiazzi, Vice Chairman
Jim Ainsworth, Secretary
Steve Cohen, Treasurer

JS:jp

**WESTERN REGIONAL WATER COMMISSION
BOARD OF TRUSTEES
DRAFT MINUTES**

Thursday, December 13, 2018

The Western Regional Water Commission (“WRWC”) Board of Trustees held a regular meeting on Thursday, December 13, 2018, at the Sparks Council Chambers, Legislative Building, 745 Fourth St., Sparks, Nevada, and conducted the following business.

1. Roll Call and Determination of Presence of a Quorum

Chair Hartung called the meeting to order at 8:30 a.m. There was a quorum present.

<u>Commissioners Present:</u>	<u>Appointed by:</u>
Vaughn Hartung	Washoe County
Donald Abbott	TMWRF
Sandra Ainsworth	Sun Valley General Improvement District (“SVGID”)
Kristopher Dahir	City of Sparks
Naomi Duerr (<i>present at 8:35</i>)	City of Reno
Neoma Jardon	Truckee Meadows Water Authority (“TMWA”) (Reno)
Bob Lucey	TMWA (STMGID Successor)

<u>Commissioners Absent:</u>	<u>Appointed by:</u>
Jeanne Herman	TMWA (Washoe County)
Ron Smith	TMWA (Sparks)

2. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. John Martini.

3. Public Comment

None

4. Approval of Agenda (For Possible Action)

COMMISSIONER AINSWORTH MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER LUCEY. THE MOTION CARRIED UNANIMOUSLY WITH SIX (6) COMMISSIONERS PRESENT.

5. Approval of the Minutes for Meetings of October 17, 2018, August 14, 2018, and July 18, 2018 (For Possible Action)

COMMISSIONER DAHIR MADE A MOTION TO APPROVE THE MINUTES, SECONDED BY COMMISSIONER ABBOTT. THE MOTION CARRIED UNANIMOUSLY WITH SIX (6) COMMISSIONERS PRESENT.

6. Presentation on Regional Effluent Management Planning and “OneWater Nevada”, a study to evaluate treatment technologies and determine if Category A+ reclaimed water

can offer regional long-term benefits and opportunities to the Truckee Meadows water portfolio, and possible discussion / direction to staff - Jim Smitherman, WRWC Water Resources Program Manager; Rick Warner, P.E., Senior Engineer, Washoe County; and John Enloe, P.E., Director of Natural Resources, TMWA. (For Possible Action)

(Commissioner Duerr present at 8:35 a.m.)

Mr. Smitherman began the presentation on regional effluent management planning. The presentation provided the Board with a general level of knowledge on wastewater treatment facilities, service areas, and plans for facility expansions in response to anticipated population growth.

Mr. Warner and Mr. Enloe joined Mr. Smitherman in making the presentation focusing on ongoing planning for effluent management, including a feasibility study to evaluate advanced water treatment technologies and determine if Category A+ reclaimed water would provide water management benefits for the Truckee Meadows community.

Commissioner Duerr asked about next steps and Mr. Warner explained that they will focus on implementing the demonstration project.

Mr. Enloe further explained that they will know more about Bedell Flat funding needs after their discussion with BLM next week because it will probably be a four year permitting effort. There will be fairly significant expenses to prove up the potential at Bedell Flat. Mr. Enloe stated that he expects to see small incremental funding requests.

No action was taken.

7. Presentation, discussion, and possible approval of a scope of work for legal services for the WRWC and Northern Nevada Water Planning Commission, and possible direction to staff - John Rhodes, WRWC Legal Counsel, and Jim Smitherman. (For Possible Action)

The scope of work included in the meeting packet has been developed in close coordination with current legal counsel for the Board's review, discussion and possible approval, and possible direction to staff.

Mr. Rhodes stated that he anticipates that the scope of work that is ultimately approved by the WRWC will be the basis for a RFQ/RFP (Request for Qualifications/Proposals) for legal services. Mr. Rhodes announced his plan to retire in the upcoming year, and stated that he will not be submitting a proposal to continue representation of this Board. Mr. Rhodes will provide full legal representation until new counsel is obtained, and will be available after that to assist, as needed, in the transition.

Several Commissioners suggested that some of the tasks listed in the scope of work should be combined to simplify and clean it up, before using it in an RFQ/RFP process.

Commissioner Lucey suggested directing Mr. Smitherman to work with the WRWC Chair and legal counsel to come up with a more compact scope of work.

Mr. Smitherman suggested that he also work on an estimate for the volume of work that goes along with each task in the scope of work.

Commissioner Duerr suggested including an explanation of what the WRWC is, and what it does, in the scope of work.

Mr. Rhodes confirmed for Commissioner Jardon that the current contract for legal services runs until the end of October 2020 and provides for a 30 day termination, following written notice by either legal counsel or the Board. Mr. Rhodes will write a letter to the WRWC Chairman, stating his intention to retire and giving notice of termination of the contract after 30 days, simultaneous with the WRWC obtaining new legal counsel, so the Board will not be left without legal representation at any time.

Commissioner Jardon suggested starting with a shorter term contract with some flexibility to let the new legal counsel determine the hours required to complete tasks in the scope of work. She added that she is unclear if the Board wants an hourly rate or a retainer rate, that there can be flexibility, and that the Board should allow applicants to be creative in their responses.

COMMISSIONER LUCEY MADE A MOTION TO DIRECT STAFF TO MEET WITH THE CHAIRMAN AND COUNSEL TO PROPOSE A MORE FOUNDATIONAL SCOPE OF WORK, BASED ON DIRECTION FROM CURRENT LEGAL COUNSEL AND STAFF AS PERTAINS TO AN RFQ PROCESS, AND POTENTIAL CONTRACT NEGOTIATIONS FOR OUR FUTURE COUNSEL, BY THE JANUARY 16, 2019, CONCURRENT MEETING, SECONDED BY COMMISSIONER JARDON. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

8. Discussion and possible establishment of the WRWC Legislative Subcommittee for the 2019 session of the Nevada Legislature, and possible direction to staff - Jim Smitherman. (For Possible Action)

Mr. Smitherman presented the staff report, which includes a history of WRWC Legislative Subcommittees. Since the creation of the WRWC in 2008, the WRWC Board has established a Legislative Subcommittee, prior to each session of the Nevada Legislature, to track and possibly advance positions on pending legislation that may affect or be of interest to the WRWC/Northern Nevada Water Planning Commission ("NNWPC"). The Legislative Subcommittee, through legal counsel and staff, also provides regular reports to keep the full WRWC Board advised and informed on legislative activities.

COMMISSIONER DAHIR MADE A MOTION TO APPOINT COMMISSIONERS LUCEY, DAHIR, AND DUERR TO THE WRWC LEGISLATIVE SUBCOMMITTEE, SECONDED BY COMMISSIONER ABBOTT. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

9. Discussion and possible direction to staff regarding agenda items and dates for future WRWC meetings - Jim Smitherman. (For Possible Action)

The next WRWC meeting will be a concurrent meeting with the NNWPC and will be held on January 16, 2019. The agenda will include the following: election of officers; priorities workshop; proposal from Nevada Water Innovations Institute; and the scope of work for legal counsel. Staff will inform the Board once a meeting location and time have been determined.

No action was taken.

10. Commission Comments

None

11. Staff Comments

None

12. Public Comment

None

13. Adjournment (For Possible Action)

The meeting was adjourned at 9:53 a.m.

Respectfully submitted by,
Christine Birmingham, Recording Secretary

Approved by Commission in session on _____ 2019.

Chair Vaughn Hartung

Western Regional Water Commission

STAFF REPORT

DATE: March 14, 2019

TO: Chairman and Members, Western Regional Water Commission (“WRWC”)

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: Review, discussion, and possible approval of funding in an amount not to exceed \$106,859, over a three year period, to partially fund a contract for the Nevada Water Innovations Institute (“NWII”) to obtain professional services, including project management, from a qualified consultant for the Regional Category A+ Reclaimed Water Feasibility Study (“OneWater Nevada”); if approved, authorize the Chair to execute an Interlocal Agreement with the University of Nevada, Reno (“UNR”), for that purpose; and possible direction to staff.

SUMMARY

OneWater Nevada is a high-priority regional collaborative effort among UNR through the NWII, the Truckee Meadows Water Authority (“TMWA”), the City of Reno, the City of Sparks, Washoe County, the WRWC / NNWPC, and the Regional Effluent Management Team (“REMT”), an informal working group comprised of staff from those entities. The effort consists of a number of interrelated field-scale demonstration projects focused on evaluating treatment technologies and determining if Category A+ reclaimed water can provide long-term benefits to the Truckee Meadows region.

OneWater Nevada leadership and project management have largely come from the REMT; however, recent and upcoming changes in the REMT participants have raised issues concerning continuity of leadership, and project management going forward. Most notably, Rick Warner, Washoe County Senior Engineer, has retired from Washoe County employment. Mr. Warner stands out among the REMT participants, having shown exceptional leadership in initiating and continuing to drive forward OneWater Nevada and other related efforts. His retirement from Washoe County creates significant shortfall in OneWater Nevada leadership and project management.

The NWII shares the REMT’s concerns, and has requested local governing bodies, and the NWII Board of Advisors, to each consider providing partial funding for a contract to obtain professional services from a qualified consultant, for a period of three years, March 2019 through February 2022, to provide for continuity of OneWater Nevada leadership and project management. The WRWC Program Manager represents the NNWPC and WRWC on the NWII Board of Advisors, and concurs that this proposal offers a critical opportunity to provide continuing leadership and project management for OneWater Nevada.

The anticipated scope of work and budget are included in the attached “NWII Proposal.” The required funding will be provided through a combination of contributions for partial funding

from the WRWC, the TMWA, the City of Reno, Washoe County, and possibly, private sector participants.

FISCAL IMPACT

If approved, the fiscal impact to the Regional Water Management Fund (“RWMF”) will not exceed \$106,859 over a three year period including four Fiscal Years (“FY”), as follows: FY 2018–2019 (April-June, \$10,851); FY 2019-2020, \$34,057; FY 2020-2021, \$36,803; and FY 2021-2022 (July-March, \$25,148). Adequate budget authority exists in the FY 2018–2019 budget, located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310207.

RECOMMENDATION

The NNWPC recommended, based on then existing cost estimates, that the WRWC approve the NWII Proposal, and funding in an amount not to exceed \$120,000 from the RWMF over a three year period for FY 2018–2019 through FY 2021-2022, (April 2019 through March 2022), to partially fund the Proposal.

POSSIBLE MOTION

“Move to approve the NWII Proposal, and funding in an amount not to exceed \$106,859 from the RWMF for FY 2018–2019 through FY 2021-2022, (April 2019 through March 2022), and authorize the Chair to execute an Interlocal Agreement with UNR for that purpose.

JS:jp

Attachment

PROJECT PROPOSAL

Principal Investigator: Krishna Pagilla, Ph.D., P.E.

Project Number:

**1. Project Title: Regional Category A+ Reclaimed Water Program
Coordination**

2. Principal Investigator: Krishna Pagilla, Ph.D., P.E., Professor
University of Nevada, Reno
Director, Nevada Water Innovation Institute
Department of Civil and Environmental Engineering
Phone: 775-682-1918; E-mail: pagilla@unr.edu

3. Project Manager: Jim Smitherman, Program Manager
Western Regional Water Commission
Northern Nevada Water Planning Commission
1001 E. Ninth Street, Reno, NV 89520
Phone: 775-954-4657
E-mail: jsmitherman@washoecounty.us

3. Scope of Work: See Page 2

4. Duration of the Project: April 1, 2019 to March 31, 2022

5. Specified Deliverable Items:

As described in the Scope of Work

6. Equipment: None

7. Budget: See Scope of Work

2. Scope of Work

Nevada Water Innovation Institute Regional A+ Reclaimed Water Program Coordination

BACKGROUND

UNR's *Nevada Water Innovation Institute ("NWII")* is currently assisting the regional entities with several key initiatives: developing the treatment technologies to produce Category A+ reclaimed water suitable for groundwater recharge; developing a triple-bottom-line analysis for considering the benefits of developing Category A+ reclaimed water; developing regional effluent management master plan-level strategies; developing nitrogen control strategies for the Truckee Meadows Water Reclamation Facility ("TMWRF"); and developing storm water management programs with the Nevada Department of Transportation ("NDOT"), in conjunction with other Northern Nevada agencies.

The continued strength of these efforts and regional success can be enhanced by ensuring continuity of leadership as senior-level staff retire from employment at the regional entities. NWII, and its participating agencies and local governing bodies have expressed a desire to obtain professional services from a qualified consultant to continue providing leadership, strategic direction, agency coordination, outreach, and project management services for the regional efforts in the following:

- ***Regional Category A+ Reclaimed Water Feasibility Study Leadership and Development, and other critical issues, such as efforts supporting nitrogen control, stormwater management, and managed aquifer recharge.***

PROPOSAL AND BUDGET

NWII requests that local governing bodies (Western Regional Water Commission (WRWC), Truckee Meadows Water Authority (TMWA), City of Reno, Washoe County) each consider providing funding for obtaining professional services from a qualified consultant (Warner and Associates, LLC), for the above purposes, for a period of three years. The required funding would be provided by local/regional governing bodies, and possibly private sector participants. The principal focus of this effort will be on Regional A+ Reclaimed Water Program Coordination by Warner and Associates, LLC. As one of the local bodies involved in this effort, WRWC has agreed to provide part funding for this effort as shown in the Table below for the duration of 3 years.

UNR will contract with Warner and Associates, LLC for providing the services.

Item	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Regional A+ Reclaimed Water Program Coordination (SERVICES)	8,612	\$27,029	\$29,209	\$19,959
UNR Facilities & Administration Costs (26%)	2,239	\$7,028	\$7,594	\$5,189
Annual Funds Requested from WRWC	\$10,851	\$34,057	\$36,803	\$25,148

Total Funds Requested from WRWC = \$106,859

Task Description: Regional A+ Reclaimed Water Coordination Development and Program Management

Task Objectives

- Leadership position to guide regional A+ development and success. This is particularly crucial as the current A+ feasibility study is progressing from “technology pilot studies” to field scale demonstration projects.
- Enhance the regional team’s leadership, credibility, legitimacy, inspiration, and project/program management capacities.
- Act as one of the A+ leaders and general program spokespersons as directed by regional agencies.
- Provide **OneWater Nevada** sector recognition, through engagement with professional organizations such as the Water Environment Federation, The Water Research Foundation, and WaterReuse Association.
- Pursue outside funding on behalf of UNR and the regional participants from sources such as Bureau of Reclamation Construction Grants Program, The Water Research Foundation, National Science Foundation, and State of Nevada.
- Provide project management ensuring regional efforts are well coordinated, communicated, and documented. This includes development of communication plans, schedules, budgets, contract coordination, staff resource sharing agreements, and external communications.
- Assist agencies procure, construct, coordinate, operate, test, monitor, and report results for the field scale A+ demonstration projects.
- Under direction, represent agencies relative to A+ development with Nevada Division of Environmental Protection (“NDEP”), Health District and other regulatory agencies.
- Create a fully developed action plan and “A+ engineering report” for approval of NDEP.

Task Direction

- Direction and management of consultant on the performance of tasks will be provided by TMWA (Mr. John Enloe or designee of TMWA) because of its increasing role and responsibility in field scale A+ demonstration projects. Periodic updates will be provided to representatives of the local/regional governing bodies at Effluent Management Team meetings.
The agreements for funding by WRWC and other regional/local governing bodies shall contain the above condition.

Task Deliverables

- The service provider, Warner and Associates, LLC will update the Technical Project Manager (Mr. John Enloe) as per the direction of the Project Manager and communicate the updates to UNR simultaneously.

Task Scope Examples

- Project Management
 - Monthly
 - Attend Regional Effluent Team Meetings (provide written updates, establish coordination, briefing on schedule, etc.).
 - Meet each regional agency staff for specific coordination and communication planning. Provide meeting agendas and written action items/responses.
 - Provide agencies with updated schedules, budgets, communication plans, and presentation calendars.
 - Provide a brief narrative on each major feasibility study task element (e.g. communications, regulatory, demonstrations, etc.). Prepare agendas, presentations, follow-up as needed.
 - Quarterly
 - Attend Regional “Effluent Directors Briefing”. Prepare agendas, presentations, follow-up as needed.
 - Provide agencies with updated schedules, budgets, communication plans, and presentation calendars.
 - Provide a brief narrative on each major feasibility study task element (e.g. communications, regulatory, demonstrations, etc.)
 - Every 4-6 months
 - In collaboration with agency staff, prepare and deliver A+ feasibility study presentations at regional agency councils, commissions, citizen/neighborhood boards, etc.
 - In collaboration with agency staff, update Washoe County Health District and NDEP staff. Prepare agendas, presentations, follow-up as needed.

- Technical Support
 - Assist agencies plan, specify, procure, set-up, test, monitor, and operate demonstration scale tests. Develop staffing plans for pilot and demonstration scale tests.
 - Assist City of Reno staff to plan and operate the RSWRF 2019 demonstration project.
 - Develop testing and monitoring plans with regional agencies, NDEP, Health District, agency/private laboratories, and UNR.
 - Assist agencies and UNR in developing staffing plans for demonstration-scale projects.
 - Support agencies in conceptual A+ implementation plans, for example, American Flat and Cold Springs.

- Communications Support
 - Assist Data Instincts and regional staff develop effective and timely external communication materials.
 - Assist regional agencies deliver key updates to public agencies and citizen groups.

- Regulatory Support
 - Organize, prepare materials, participate, and produce follow-up material and correspondence for Independent Expert Panel participation. Note: These will likely be needed about every 6 months as the regional agencies develop the field trials at RSWRF and CSWRF.

- Funding Support
 - Develop 2-3 external funding strategies coordinated with agencies. Examples include Water Commission, The Water Research Foundation, Bureau of Reclamation, NSF, etc.
 - Coordinate with local agencies for shared-resources plans including staffing and direct financial support.
 - Include funding strategies in project management reporting.

- Project Rationale Support
 - Assist agencies and UNR with continuous development of project rational and opportunity statements.
 - Example: currently there is recognition that **OneWater Nevada**, in addition to the A+ focus, could provide more examples of other sustainable water practices in the Truckee Meadows, including excellence of TMWRF operation and positive economic/environmental/regional impact.

PROJECT START AND END DATES

Project Start Date: April 1, 2019

Project End Date: March 31, 2022

BILLING

WRWC will be billed periodically by UNR, but no more than once a month, for the expenses incurred under this project. The source of funding for this research effort is NOT from the federal government.

Western Regional Water Commission

STAFF REPORT

DATE: March 14, 2019

TO: Chairman and Members, Western Regional Water Commission
("WRWC")

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

SUBJECT: Workshop to review and discuss Northern Nevada Water Planning Commission ("NNWPC") recommendations on annual priorities for ongoing and future projects and studies, and the WRWC tentative professional services budget for Fiscal Year 2019-2020; and possible direction to staff.

SUMMARY

On November 7, 2018, the NNWPC conducted its annual workshop to develop a prioritized list of identified projects and topics for Fiscal Year ("FY") 2019-2020. Historically, the outcome of the workshop has been used as the basis for development of the professional services portion of the WRWC tentative budget.

In August 2018, the WRWC Board requested at least one concurrent workshop meeting with the NNWPC to review, discuss, and possibly approve strategic priority recommendations for the coming year, and to review and discuss the annual tentative budget. The workshop will provide an opportunity for the WRWC to discuss priority recommendations with the NNWPC, and possibly develop and adopt strategic priorities.

In addition to the attached priority recommendations, the NNWPC recommended that the WRWC Board consider developing and adopting policies regarding the Regional Water Management Fund ("RWMF") which would:

1. Restrict or prohibit the use of the RWMF to pay for construction projects; and
2. Provide a contingency fund for possible use on projects not specifically identified during the budgeting process.

The NNWPC uses its annual priorities to develop the professional services section of the tentative budget. The professional services budget worksheet details priority topics to be addressed by projects funded fully or in part by the RWMF. Some projects shown on the professional services budget worksheet are ongoing efforts funded by existing multi-year agreements, others are ongoing programs that are funded each year with a new agreement or by amending the existing agreement. In contrast, other priority topics do not yet have

an identified scope of work, budget or proposed agreement, and those items will need to be developed in the coming fiscal year.

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)). Historically, the fiscal year budgets have been developed in support of the priorities set forth by the NNWPC.

PREVIOUS ACTION

None

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the WRWC review and discuss recommendations from the NNWPC and approve, with or without changes, the recommendations for priorities for the upcoming year.

POSSIBLE MOTION

"Move to approve the recommended priorities for FY 2019-2020 (with or without revisions), and direct staff to [take action as desired by the Board]."

CW:jp

Attachments: NNWPC Priority Ranking by Category and Project
FY2019-2020 draft tentative budget professional services worksheet

Priority by Category and Project

Category/Projects	Total Votes* (T)
Regional Storm Water Planning	32
<i>Flooding From Ditches</i>	7
<i>Integrated Source Water Protection Program</i>	6.5
<i>NPDES Storm Water Quality Management Program</i>	6
<i>Storm Water GIS Mapping</i>	5
<i>Watershed Management Plan Update</i>	3.5
<i>NPDES Storm Water Permit Update</i>	3
<i>One Truckee River</i>	1
Regional Reclaimed Water Planning	28
<i>Integrated Wastewater and Reclaimed Water Master Planning (Guidance Document)</i>	9
<i>Bedell Flat Infiltration Project</i>	5
<i>Regional Effluent Management Strategy Team</i>	5
<i>Water Innovation Campus</i>	5
<i>Advanced Water Treatment Demonstration</i>	2
<i>Indirect Potable Reuse Planning</i>	2
Regional Wastewater Planning	14
<i>Regional Wastewater Flow Projections</i>	7
<i>N & P Reduction in the Watershed</i>	4
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	2
<i>Septic System Mitigation Planning</i>	1
Regional Water Planning	11
<i>Climate Variability Analysis</i>	6
<i>TMRPA Sustainability Study</i>	2
<i>Regional Water Management Plan Update</i>	2
<i>Regional Plan Update Coordination</i>	1
<i>NNWPC/WRWC Website Update/GIS Mapping</i>	0
Regional Conservation Planning	6
<i>Water Usage Review Program</i>	4
<i>Washoe ET Project</i>	1
<i>Certified Landscape Technician Program</i>	1
<i>Cloud Seeding Monitoring</i>	0
<i>Cloud Seeding</i>	0
Regional Flood Planning	0

Priority by Category

Category	Total Votes*
Regional Storm Water Planning	32
Regional Reclaimed Water Planning	28
Regional Wastewater Planning	14
Regional Water Planning	11
Regional Conservation Planning	6
Regional Flood Planning	0

Priority by Project

Projects	Total Votes*
Integrated Wastewater and Reclaimed Water Master Planning	9
Regional Wastewater Flow Projections	7
Flooding From Ditches	7
Integrated Source Water Protection Program	6.5
Climate Variability Data Assessment	6
NPDES Storm Water Quality Management Program	6
Bedell Flat Infiltration Project	5
Regional Effluent Management Strategy Team	5
Water Innovation Campus	5
Storm Water GIS Mapping	5
Water Usage Review Program	4
N & P Reduction in Watershed	4
Watershed Management Plan Update	3.5
NPDES Storm Water Permit Update	3
Indirect Potable Reuse Planning	2
Advanced Water Treatment Demonstration	2
Modeling for Water Quality Standards and TMDL Compliance	2
TMRPA Sustainability Study	2
Regional Water Management Plan Update	2
Washoe ET Project	1
Certified Landscape Technician Program	1
One Truckee River	1
Septic System Mitigation Planning	1
Regional Plan Update Coordination	1
Precipitation "Can" Gauge Monitoring	0
Water for the Seasons	0
Cloud Seeding Monitoring	0
Cloud Seeding	0
NNWPC/WRWC Website Update/GIS Mapping	0

* Ranking Criteria

Tentative Professional Services Budget Detail Fiscal Year 2019/2020

Professional Services Project Name	2019/2020 Budget Total	Expense Description/Example
<i>Climate Variability Data Assessment</i>	0	
<i>Precipitation Monitoring</i>	20,000	Pending FY18-19 Amendment to ILA with DRI
Regional Water Planning Projects	20,000	NNWPC Ranking Vote Total 11
<i>Washoe ET Project</i>	10,000	Pending FY18-19 Amendment to ILA with DRI
<i>DRI Cloud Seeding</i>	0	Pending FY18-19 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
Regional Water Conservation	122,500	NNWPC Ranking Vote Total 6
<i>Regional Effluent Management Planning Guidance Document</i>	187,728	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Advanced Water Treatment Demonstration</i>	238,017	FY18-19 Amendment to multi-year ILA with UNR
<i>Reclaimed Water Planning - Expert Panel</i>	30,000	Pending Project Proposal
<i>Reclaimed Water Planning - Data Instincts</i>	50,000	Multi-year Contract with Data Instincts
<i>Reclaimed Water Planning NWII A+ Leadership</i>	40,000	Pending ILA with UNR
<i>Bedell Flat Infiltration Grant</i>	40,000	208 grant (40K; see Grant and/or Other Revenue; Page 1)
Regional Reclaimed Water Planning Projects	585,745	NNWPC Ranking Vote Total 28
<i>Integrated Source Water Protection Program</i>	0	
<i>Storm Water GIS Mapping</i>	0	Pending Project Proposal
<i>Watershed Management Plan Update</i>	75,000	Pending FY18-19 Amendment to ILA with City of Reno
<i>NPDES Storm Water Permit Update</i>	63,000	Pending FY18-19 ILA with City of Reno
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY18-19 Amendment to ILA with City of Reno
Regional Storm Water Planning Projects	400,500	NNWPC Ranking Vote Total 25
<i>Localized Flooding</i>	160,000	Closed Basin Flooding/Evaluation of Ditch Flooding
Regional Flood Control Planning Projects	160,000	NNWPC Ranking Vote Total 7
<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 & P Reduction in Watershed</i>	0	
Regional Wastewater Planning Projects	40,000	NNWPC Ranking Vote Total 14
<i>Project Contingency Funds</i>	300,000	
<i>Water Management Plan Update</i>	30,000	Possible future Plan Amendment
Comprehensive Plan	330,000	
Totals	\$1,658,745	

Note: Budget amounts may be transferred between categories

Western Regional Water Commission

STAFF REPORT

DATE: March 14, 2019

TO: Chairman and Members, Western Regional Water Commission
("WRWC")

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

SUBJECT: Review, discussion, and possible approval of the WRWC tentative budget for Fiscal Year 2019 - 2020, and possible direction to staff regarding the time and place for a public hearing on the tentative budget.

SUMMARY

Staff has developed a draft Fiscal Year 2019 - 2020 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. The Northern Nevada Water Planning Commission ("NNWPC") held two workshops to review and prioritize projects, and allocate funding to projects deemed to be of the highest priority. On March 6, 2019, the NNWPC reviewed and approved the draft Fiscal Year 2019 - 2020 tentative budget and made a recommendation to the WRWC for approval.

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

PREVIOUS ACTION

None.

FISCAL IMPACT

The Fiscal Year 2019 - 2020 draft tentative budget projects an estimated \$1,596,880 in revenue, \$2,239,986 in expenses, and an ending cash balance of approximately \$403,115. Budget expenses include a maximum of \$1,658,745 for WRWC work plan activities, \$534,541 for three full time staff and legal services, and various routine operating expenses in the amount of \$46,700.

RECOMMENDATION

The NNWPC recommends that the WRWC approve the draft WRWC tentative budget for Fiscal Year 2019 - 2020. Staff further recommends direction to submit the tentative budget to the Washoe County auditor, file the tentative budget for public inspection with the Washoe County Clerk, and the Nevada Department of Taxation, and establish an appropriate time on Thursday, May 23, 2019, or any other appropriate time and date, for the public hearing on the tentative budget.

POSSIBLE MOTION

"Move to approve the draft WRWC tentative budget for Fiscal Year 2019 - 2020, 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 at an appropriate time on Thursday, May 23, 2019 (or any other appropriate time and date)."

CW:jp

Attachment: Draft WRWC Tentative Budget for Fiscal Year 2019 - 2020

**Western Regional Water Commission
Fiscal Year July 1, 2019 - June 30, 2020
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	1,537,564	
Grant and/or Other Revenue	40,000	
Estimated Interest Income	19,316	
Total Revenue	1,596,880	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	1,658,745	1
Staff Services (Page 3)	534,541	2,3
Non-Staff Services (Page 3)	46,700	
Total Professional Services/Supplies	2,239,986	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	0	
Total Expenses	2,239,986	

Net Change in Cash Reserves (\$643,106)

Cash balance as of 7/1/18 (from Audit)	\$1,295,606
Estimated 2018/2019 revenue (Cash Flow)	1,531,792
Estimated 2018/2019 expenditures (Page 4)	(\$1,781,177)
Estimated cash balance as of 7/1/19	\$1,046,221
Net change in cash reserves for FY 2019-20	(\$643,106)
Estimated cash balance as of 6/30/20	\$403,115

NOTES:

- 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.
- Proposed budget provides legal spending authority for contract staff services previously approved by the WRWC.
- 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 2019/2020

Professional Services Project Name	2019/2020 Budget Total	Expense Description/Example
<i>Climate Variability Data Assessment</i>	0	
<i>Precipitation Monitoring</i>	20,000	Pending FY18-19 Amendment to ILA with DRI
Regional Water Planning Projects	20,000	NNWPC Ranking Vote Total 11
<i>Washoe ET Project</i>	10,000	Pending FY18-19 Amendment to ILA with DRI
<i>DRI Cloud Seeding</i>	0	Pending FY18-19 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
Regional Water Conservation	122,500	NNWPC Ranking Vote Total 6
<i>Regional Effluent Management Planning Guidance Document</i>	187,728	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Advanced Water Treatment Demonstration</i>	238,017	FY18-19 Amendment to multi-year ILA with UNR
<i>Reclaimed Water Planning - Expert Panel</i>	30,000	Pending Project Proposal
<i>Reclaimed Water Planning - Data Instincts</i>	50,000	Multi-year Contract with Data Instincts
<i>Reclaimed Water Planning NWII A+ Leadership</i>	40,000	Pending ILA with UNR
<i>Bedell Flat Infiltration Grant</i>	40,000	208 grant (40K; see Grant and/or Other Revenue; Page 1)
Regional Reclaimed Water Planning Projects	585,745	NNWPC Ranking Vote Total 28
<i>Integrated Source Water Protection Program</i>	0	
<i>Storm Water GIS Mapping</i>	0	Pending Project Proposal
<i>Watershed Management Plan Update</i>	75,000	Pending FY18-19 Amendment to ILA with City of Reno
<i>NPDES Storm Water Permit Update</i>	63,000	Pending FY18-19 ILA with City of Reno
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY18-19 Amendment to ILA with City of Reno
Regional Storm Water Planning Projects	400,500	NNWPC Ranking Vote Total 25
<i>Localized Flooding</i>	160,000	Closed Basin Flooding/Evaluation of Ditch Flooding
Regional Flood Control Planning Projects	160,000	NNWPC Ranking Vote Total 7
<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 & P Reduction in Watershed</i>	0	
Regional Wastewater Planning Projects	40,000	NNWPC Ranking Vote Total 14
<i>Project Contingency Funds</i>	300,000	
<i>Water Management Plan Update</i>	30,000	Possible future Plan Amendment
Comprehensive Plan	330,000	
Totals	\$1,658,745	

Note: Budget amounts may be transferred between categories

**Western Regional Water Commission
Tentative Routine Operation Budget Fiscal Year 2019/2020**

		2019/2020 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees		\$412,925	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		\$374,000	
GF OH OPEB - allocated		\$29,725	
Support Services from CSD F&A		\$9,200	
Washoe County Overhead	Staff Services	\$12,616	Based on analysis of fy17-18 actual general fund overhead (excludes labor)
GF OH Utilities - direct		\$497	
GF OH - direct		\$1,697	
GF OH - allocated		\$10,422	
Mileage Expenses		\$1,000	Annual routine daily vehicle mileage expenses.
Legal Services		\$108,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
Lobbying Registration		\$0	Cost of registration for staff members as state lobbyists
Staff Services Subtotal		\$534,541	
Minutes	Non-Staff Services	\$5,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
WRWC Tech Services		\$2,500	Such as 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 and website content and design services.
TRIG Server Hosting and Support		\$7,500	
TMRPA Server and Hosting		\$5,000	
Video Coverage		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
CAFR & Audit		\$8,700	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	\$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.	
Non-Staff Services Subtotal		\$46,700	
Totals		\$581,241	

Estimated Expenditures Fiscal Year 2018/2019

Description	Total Estimated Fiscal 2018/2019 Expenditure as of 6/30/19
WRWC Employees	393,474
Salaries and benefits for WRWC staff	
GF OH OPEB - allocated	
Support Services from CSD F&A	
Mileage Expenses	2,400
WRWC Overhead	42,500
GF OH Utilities - direct	
GF OH - direct	
GF OH - allocated	
Legal Services	139,200
Lobbying Services	600
Service Contract Subtotal	578,174
Minutes	5,000
Website	15,000
Envision/Sosu	5,000
CAFR & Audit	8,700
Regional Training	1,500
Regional Travel	-
Advertising	1,000
Misc. Operating	6,700
Non-Service Related Routine Operating Subtotal	42,900
Routine Operating Expense Subtotals	621,074
<i>TROA 6700 AF Water Rights Requirement</i>	10,000
<i>Precipitation Monitoring</i>	20,000
Regional Water Planning	30,000
<i>Washoe ET Project</i>	10,000
<i>DRI Cloud Seeding</i>	150,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
Conservation, Sustainability, Climate Change	272,500
<i>Advanced Water Treatment Demonstration</i>	153,607
<i>Bedell Flat Infiltration</i>	40,000
<i>Regional Effluent Management Strategy</i>	386
<i>Nevada Water Innovation Institute</i>	25,000
<i>Reclaimed Water Planning - Expert Panel</i>	30,000
<i>Reclaimed Water Planning - NWII A+ Leadership</i>	40,000
<i>Reclaimed Water Planning - Data Instincts Public Outreach</i>	50,000
<i>Regional Effluent Management Planning Guidance Document</i>	181,110
Regional Reclaimed Water Planning Projects	520,103
<i>NPDES Storm Water Quality Management Program</i>	262,500
<i>NPDES Storm Water Permit Update</i>	-
<i>Watershed Management Plan Update</i>	75,000
<i>TMRPA Regional Storm Water GIS Map Project</i>	-
Regional Storm Water Planning Projects	337,500
<i>Localized Flooding</i>	-
Regional Flood Control Planning Projects	-
<i>Regional Wastewater Flow Projections</i>	-
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	-
Regional Wastewater Planning Projects	-
<i>NNWPC/WRWC Website Update/GIS Mapping</i>	-
<i>Plan Update</i>	-
Water Management Plan	-
Project Subtotal	1,160,103
Totals	1,781,177

Western Regional Water Commission

STAFF REPORT

DATE: March 14, 2019
TO: Chairman and Members, Western Regional Water Commission (“WRWC”)
FROM: Jim Smitherman, Water Resources Program Manager
John Rhodes, WRWC Legal Counsel
SUBJECT: Presentation, discussion, and possible approval of a scope of work for legal services for the WRWC and Northern Nevada Water Planning Commission (“NNWPC”), and possible direction to staff.

SUMMARY

On October 17, 2018, the WRWC directed staff to prepare a scope of work for legal services for the WRWC and the NNWPC, and to present the same at its next meeting. The attached scope of work has been developed in close coordination with current legal counsel for the Board’s review, discussion and possible approval, and possible direction to staff.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the WRWC review and discuss the scope of work and provide appropriate direction to staff.

POSSIBLE MOTION

“Move to approve the scope of work for legal services (with or without revisions), and direct staff to [take action as desired by the Board]”.

LEGAL COUNSEL POSITION

WESTERN REGIONAL WATER COMMISSION

BACKGROUND

The Western Regional Water Commission (“WRWC”) was created in 2007, effective April 1, 2008, by the Nevada Legislature, and by Cooperative Agreement among the WRWC member agencies, which include the City of Reno, the City of Sparks, Washoe County, Sun Valley General Improvement District and the Truckee Meadows Water Authority.

Chapter 531, Statutes of Nevada 2007, the Western Regional Water Commission Act (the “Act”) also created the Northern Nevada Water Planning Commission (“NNWPC”) and required the NNWPC to develop a comprehensive regional water management plan for the Planning Area covering municipal and industrial water supply, water quality, sanitary sewerage; sewage treatment, storm water drainage and flood control. The overall purpose is to deal with current and future problems affecting the Planning Area as a whole with respect to the subjects of the plan.

The WRWC Board of Trustees meets generally five or six times a year and the NNWPC meets 10 times a year.

SCOPE OF WORK

Attorney must be able to work independently, identify and provide a broad range of legal services required by the Western Regional Water Commission (“WRWC”) and its advisory body, the Northern Nevada Water Planning Commission (“NNWPC”), to include:

1. Work with staff to ensure that all meeting agendas, staff reports and minutes comply with Nevada Open Meeting Law and other legal requirements.
2. Provide legal representation at all public meetings of the WRWC, and its subcommittees, and the NNWPC.
3. Attend all WRWC Staff Working Group meetings to ensure Open Meeting Law compliance, provide advice on the propriety of proposed actions and future WRWC agenda items, and legal documentation required for implementation.
4. Evaluate the propriety of proposed expenditures from the Regional Water Management Fund.
5. Draft legal documents such as interlocal agreements and contracts with planning consultants, other service providers, and independent contractors; confirming that consultants, other service providers, and independent contractors are adequately insured, and in compliance with state and local licensing and workers compensation requirements.
6. Address specific Open Meeting Law and other statutory compliance issues.

7. Coordinate and collaborate with legal counsel and staff for local and regional agencies, such as Reno, Sparks, Washoe County, Truckee Meadows Water Authority (“TMWA”) and the Truckee Meadows Regional Planning Agency (“TMRPA”) on legal issues involving both water resources planning and land use planning, and continuing required five-year updates of the Regional Water Management Plan.
8. Assess potential liability from a risk management perspective, and provide advice on and recommendations for risk reduction measures.
9. Provide an annual written report to the WRWC’s financial auditors regarding pending or threatened litigation, claims or assessments.
10. Advise/represent the WRWC and the NNWPC on federal, state, and local legislative issues.
11. Provide services as a registered lobbyist at the Nevada Legislature, track relevant pending bill draft requests and pending legislation during legislative sessions, and provide continuing updates on those matters to the WRWC and NNWPC.
12. Provide continuing statutory review to assure that both the WRWC and the NNWPC comply, at all times, with all mandates and provisions of the Western Regional Water Commission Act, Chapter 531, Statutes of Nevada 2007, and all other state and local laws and requirements.
13. Develop, prepare, and present legal issues that may require appearances before local governing bodies, and state administrative agencies.
14. Assist the WRWC in determining the scope of Attorney’s representation and services in any civil litigation, as directed by the WRWC Board of Trustees.

Western Regional Water Commission

STAFF REPORT

DATE: March 14, 2019
TO: Chair and Trustees, Western Regional Water Commission (“WRWC”)
FROM: John B. Rhodes, Legal Counsel
SUBJECT: Report on legislative activities, including Bill Draft Requests (“BDRs”) and Bills pending in the 2019 session of the Nevada Legislature that may affect or are of interest to the WRWC.

WRWC Legal Counsel will present a verbal report, and submit a written staff report that lists BDRs and Bills pending in the 2019 Nevada Legislature, as of March 19, 2019, that may affect or are of interest to the WRWC. The WRWC Board will have an opportunity to ratify and approve, or revise, any recommendations made by the WRWC Legislative Subcommittee.