

# Northern Nevada Water Planning Commission

## STAFF REPORT

**DATE:** April 25, 2019

**TO:** Chair and members, Northern Nevada Water Planning Commission

**FROM:** Chris Wessel, Water Management Planner  
Laine Christman, Resource Economist/Conservation Supervisor, Truckee Meadows Water Authority (“TMWA”)

**SUBJECT:** Discussion and possible recommendation to the Western Regional Water Commission (“WRWC”) for approval of a Fifth Amendment to the Interlocal Agreement (“IA”) with TMWA, in an amount not to exceed \$100,000 from the Regional Water Management Fund (“RWMF”), to support the Water Usage Review Program for Fiscal Year 2019- 2020.

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### **SUMMARY**

TMWA is requesting funding from the RWMF in an amount not to exceed \$100,000, for the continuation of the Water Usage Review Program. In this program, TMWA staff works with customers at their homes and businesses to advise them on how to manage indoor and outdoor water use based on their specific site characteristics. TMWA finds this form of customer education to be highly effective and considers the Water Usage Review Program a success.

Laine Christman, Resource Economist/Conservation Supervisor is available to provide a summary of the 2018-2019 programs and/or answer questions regarding the Fiscal Year 2019-2020 proposal.

### **BACKGROUND**

In 2013, the NNWPC recommended, and the WRWC approved, a two-year IA with TMWA to provide \$65,558 per year, approximately 60 percent funding, for the Water Usage Review Program. Starting in 2015, and annually through 2019, the IA was amended and extended for one year terms, in amounts not to exceed \$100,000 per fiscal year, to fund approximately 40 to 60 percent of TMWA’s expenses for an expanded program to cover its larger customer base created by TMWA’s acquisition of Washoe County’s municipal water system. The NNWPC, and its predecessor entity, the Regional Water Planning Commission, have supported the Water Usage Review Program since the program's inception in 2003, and the WRWC has provided partial funding since 2008.

### **FISCAL IMPACT**

If Approved, the fiscal impact to the RWMF will not exceed \$100,000 for in Fiscal Year 2019-2020. The Fiscal Year 2019-2020 draft tentative budget recommended by the NNWPC, and approved by the WRWC, includes \$100,000 for this project. Budget authority is located in Fund

Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310101.

**RECOMMENDATION**

Staff recommends that the NNWPC consider the report and funding request, and provide a recommendation to the WRWC for approval of an Eighth Amendment to the IA with TMWA, in an amount not to exceed \$100,000, to support the Water Usage Review Program for Fiscal Year 2019-2020.

CW:jp

Attachment: Water Usage Review Program Performance and Fiscal Year 2019-2020 Budget Proposal



## Memorandum

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TO: Jim Smitherman, Northern Nevada Water Planning Commission  
 FROM: Laine Christman, Resource Economist/Conservation Supervisor  
 DATE: 4/5/2019  
 SUBJECT: Water Usage Review Program Performance and Budget Proposal – FY2020

### *Summary*

TMWA's Water Usage Review Program is an integral part of its Conservation Plan. The Program helps customers determine the cause of higher-than-normal water bills and find solutions to lower their water usage as well as detect water leaks in their system. Under the Program, conservation staff conduct water usage reviews at customers' service locations. Currently, TMWA has two permanent full-time staff members to handle water usage reviews. These staff members are very experienced and certified EPA WaterSense irrigation auditors.

In 2018, TMWA staff conducted 2,410 water usage reviews. This total is up 26% from 2017. In the included budget proposal for the Program the total estimated costs for FY 2020 are \$234,690. This estimate includes salaries and benefits, transportation expenses, and administrative costs. TMWA is requesting Western Regional Water Commission contribute \$100,000 from the Regional Water Management Fund to fund a portion of the Program for FY2020. This request is approximately 43% of the Program's total estimated cost.

The Program's scope of work includes the following goals and actions:

### *Conservation Objectives*

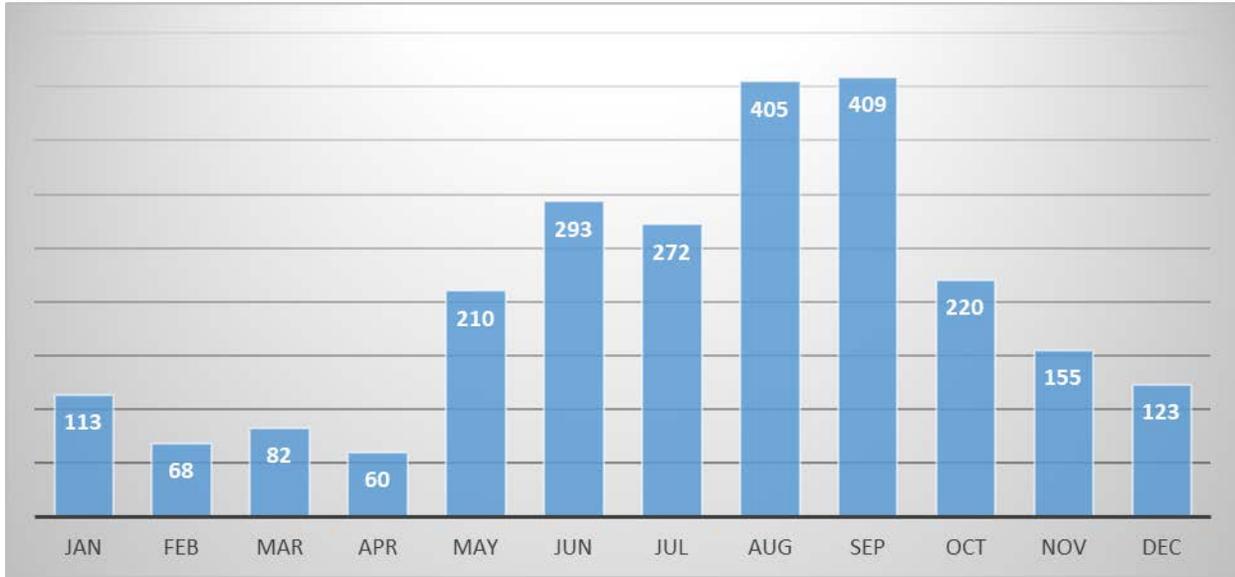
- Leak detection of customers' water services
- Aid customers in understanding water usage patterns on their premises
- Educate customers on water efficient measures with property-specific recommendations

### *Program Administration*

- Analyze historical water usage, determine usage patterns, and identify any ongoing leak signatures
- Test water meters for accuracy
- Provide consultations regarding efficient water usage in and around a customer's property
- Provide water-saving devices (such as low-flow shower heads, hose nozzles, deep root feeders, hose timers, dye tablets, etc.) as needed
- Provide ongoing training for auditing staff

Below is the number of reviews conducted under the Program as well as an itemized budget proposal for FY 2020.

**Figure 1: Water Usage Reviews Completed in Calendar Year 2018**



**Table 1. Program Budget Proposal for Fiscal Year 2020**

<b>Cost Item</b>	<b>Estimated Cost</b>
Salaries and Benefits <sup>1</sup>	\$ 215,506.00
Transportation Expenses <sup>2</sup>	\$ 14,183.85
Administrative <sup>3</sup>	\$ 5,000.00
<b>Total Estimated Cost</b>	<b>\$ 234,689.85</b>
<b>Requested Funding for FY2020</b>	<b>\$ 100,000.00</b>

(1) Assumes two full-time auditors at 26.25/hr (fully costed) and two part-time auditors at \$17/hr.

(2) Based on 2017 data of auditor vehicle mileage at \$0.55/mile.

(3) Includes equipment, uniform apparel, and printing supplies.