

**NORTHERN NEVADA WATER PLANNING COMMISSION
("NNWPC")
AGENDA**

Wednesday, February 5, 2020

1:30 p.m.

Washoe County Commission Chambers
1001 East Ninth Street
Reno, Nevada

Notes:

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, moved to or from the Consent Items section, 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 the items on the agenda is available to members of the public at the NNWPC offices, 1001 E. Ninth St., Reno, NV, from Jennifer Purgitt, Administrative Secretary, (775) 954-4665, and on the NNWPC website at <http://www.nnwpc.us>
5. The Washoe County Commission Chambers are 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) 954-4665 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.), Truckee Meadows Water Authority (1355 Capital Blvd.), Washoe County Administration Building (1001 E. Ninth Street), South Valleys Library (15650A Wedge Parkway), the NNWPC website at <http://www.nnwpc.us>, and the State of Nevada Website at <https://notice.nv.gov>

1. Roll Call and determination of presence of a quorum. *
2. Public Comments. * (Three-minute time limit per person.)
3. Approval of agenda. **(For Possible Action)**
4. Approval of the minutes from the November 6, and December 4, 2019, meeting. **(For Possible Action)**
5. Review of the draft fiscal year 2020-2021 Western Regional Water Commission ("WRWC") tentative budget, discussion and possible direction to staff, and possible recommendation to the WRWC to approve the tentative budget – Chris Wessel, WRWC Water Management Planner and Jim Smitherman, WRWC Water Resources Program Manager. **(For Possible Action)**
6. Discussion concerning the Comprehensive Regional Water Management Plan ("RWMP") 2021 update, and possible direction to staff – Jim Smitherman and Chris Wessel. **(For Possible Action)**
7. Review of WRWC Resolution Number 5, Adopting Facility Conformance Review Procedures, dated April 16, 2014, discussion and possible direction to staff, and possible recommendation to the WRWC – Jim Smitherman. **(For Possible Action)**

Northern Nevada Water Planning Commission Agenda for February 5, 2020

8. Program Manager's Report - Jim Smitherman. *
 - a. Report on the status of projects and Work Plan supported by the Regional Water Management Fund ("RWMF");
 - b. Financial Report on the RWMF.
9. Discussion regarding location and possible agenda items for the March 2020 NNWPC meeting, and other future meetings, and possible direction to staff – Jim Smitherman.
(For Possible Action)
10. Commission Comments. *
11. Staff Comments. *
12. Public Comments. * (Three-minute time limit per person.)
13. Adjournment. **(For Possible Action)**

*Indicates a non-action item

DRAFT - MINUTES
NORTHERN NEVADA WATER PLANNING COMMISSION

Wednesday, November 6, 2019

The Northern Nevada Water Planning Commission ("NNWPC") held a workshop meeting on Wednesday, November 6, 2019, at the Mt. Rose Conference Room, Bldg. A Washoe County Complex, 1001 East Ninth Street, Reno, Nevada, and conducted the following business.

The meeting was called to order by Chair Wright at 1:32 p.m.

1. Roll Call and Determination of Presence of a Quorum

Voting Members Present: Jon Combs; Michael Drinkwater; John Enloe; Kerri Lanza for John Flansberg; Bill Hauck (*present at 1:34 p.m.*); Danielle Henderson; John Martini; David Solaro; Mervin Wright; John Zimmerman

Voting Members Absent: None

Non-Voting Members Present: None

Non-Voting Members Absent: Thomas Pyeatte; Ron Penrose; Harry Fahnestock; Cindy Turiczek; My-Linh Nguyen

Staff Members Present: Chris Wessel; Michael Pagni, Legal Counsel; and Jennifer Purgitt

2. Public Comment

Michael DeMartini spoke regarding the importance of having a domestic well representative participate in this workshop and suggested continuing the workshop to a point in time when one will be able to participate. He expressed support for allocating more money to linked studies in closed basins. He suggested speeding up outreach to the public on the Class A+ water issue.

3. Approval of Agenda (For Possible Action)

COMMISSIONER SOLARO MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER MARTINI. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

4. Approval of Minutes from the October 2, 2019 Meeting (For Possible Action)

COMMISSIONER ZIMMERMAN MADE A MOTION TO APPROVE THE MINUTES, SECONDED BY COMMISSIONER SOLARO. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

5. Workshop to review the priorities, projects and studies listed in the WRWC FY 2019-2020 Budget; discussion of priorities for ongoing and future projects and studies, possible recommendation to the WRWC, and possible direction to staff – Chris Wessel, WRWC Water Management Planner. (For Possible Action)

(Commissioner Hauck present at 1:34 p.m.)

Chris Wessel, WRWC Water Management Planner, presented the staff report and reviewed the process for the workshop to identify priorities for the upcoming fiscal year. The priorities relate to the water planning subjects identified in the WRWC Act and in the Regional Water Management Plan. Strategic priority recommendations for FY 2020-2021 developed at this workshop and subsequent draft budget will be reviewed and discussed with the WRWC at a concurrent workshop.

Dwayne Smith, Washoe County, and Iris Peppard, One Truckee River, answered questions regarding projects they are involved with.

Public Comment: Michael DeMartini confirmed his desire to continue representing domestic well owners and again suggested a continuance of the workshop to allow a domestic well representative to vote on the priorities. He would like to see more money going toward linked studies regarding the closed basins.

Michael Pagni, Legal Counsel, confirmed for Commissioner Enloe that the two expired NNWPC positions will not be able to participate in today's workshop activity.

Commissioner Solaro noted this is not the last time this will be brought to us for comment so whoever fills the vacant NNWPC seats will have a chance to comment.

Mr. Wessel answered questions and explained the process for prioritizing projects.

(Commissioner Hauck absent at 2:27 p.m.)

After the commissioners identified priority projects, Mr. Wessel summarized the process stating that staff will tally the results and bring them back to the NNWPC for review.

COMMISSIONER ZIMMERMAN MADE A MOTION TO DIRECT STAFF TO TALLY THE RESULTS OF THE PRIORITY SETTING EXERCISE IN PREPARATION FOR RECOMMENDATION TO THE WRWC, SECONDED BY COMMISSIONER DRINKWATER. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) COMMISSIONERS PRESENT.

6. Report on actions taken at the October 2019 meeting of the WRWC regarding appointments of the NNWPC's At Large and Domestic Well positions – Chris Wessel.

Chris Wessel presented the staff report. The WRWC Board directed staff to conduct a public recruitment to identify qualified candidates and have the NNWPC review the qualified candidates and make recommendations to the WRWC concerning appointments. The staff report includes details regarding required candidate qualifications. The qualified candidates will be invited to attend the December NNWPC meeting.

7. Commission Comments

None

8. Staff Comments

Mr. Wessel reported the next NNWPC meeting will be held in December. The January meeting will be cancelled as it falls on New Year's Day.

9. Public Comment

Michael DeMartini asked about the selection process for new Legal Counsel.

10. Adjournment (For Possible Action)

The meeting was adjourned at 2:38 p.m.

Respectfully submitted by Christine Birmingham.

Approved by:

Mervin Wright, NNWPC Chair

APPROVED BY COMMISSION IN SESSION ON _____, 2020.

DRAFT

DRAFT - MINUTES
NORTHERN NEVADA WATER PLANNING COMMISSION

Wednesday, December 4, 2019

The Northern Nevada Water Planning Commission ("NNWPC") held a regular meeting on Wednesday, December 4, 2019, at the Washoe County Commissioner Chambers, 1001 East Ninth Street, Reno, Nevada, and conducted the following business.

The meeting was called to order by Chair Wright at 1:35 p.m.

1. Roll Call and Determination of Presence of a Quorum

Voting Members Present: Jon Combs; Michael Drinkwater; John Enloe; Bill Hauck; Danielle Henderson; Mervin Wright; John Zimmerman

Voting Members Absent: John Flansberg; John Martini; David Solaro

Non-Voting Members Present: Thomas Pyeatte

Non-Voting Members Absent: Harry Fahnestock; Cindy Turiczek; My-Linh Nguyen; Ron Penrose

Staff Members Present: Jim Smitherman; Chris Wessel; Michael Pagni, Legal Counsel; and Jennifer Purgitt

2. Public Comment

None

3. Approval of Agenda (For Possible Action)

COMMISSIONER DRINKWATER MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER ZIMMERMAN. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

4. Approval of Minutes from the November 6, 2019 Meeting (For Possible Action)

The November 6, 2019 meeting minutes were not yet available for approval.

COMMISSIONER ENLOE MADE A MOTION TO CONTINUE THIS ITEM, SECONDED BY COMMISSIONER DRINKWATER. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

5. Discussion and possible recommendation to the Western Regional Water Commission ("WRWC") to appoint two voting members to the NNWPC from the following list of candidates: i) with respect to the public at large member to represent environmental, biological, conservation or public concerns, Mickey Hazelwood, Arthur O'Connor, Jeanne Ruefer, and Matt Sundquist; and ii) with respect to the member to represent the owners of domestic wells, Michael DeMartini, Jeanne Ruefer and Michael Widmer; and possible direction to staff – Jim Smitherman, WRWC Water Resources Program Manager and Chris Wessel, WRWC Water Management Planner. (For Possible Action)

Staff initiated a recruitment to identify qualified candidates to fill the two NNWPC positions. A review of each candidate's resume was included in the meeting packet and shows that they have varying educational, employment and volunteer backgrounds, and that they all meet the statutory qualifications to serve on the Commission.

Staff recommends that the NNWPC review the letters and resumes from the six applicants and recommend one applicant for the public at large position and one applicant for the domestic well position to the WRWC for appointment to the two vacant positions or provide other appropriate direction to staff.

Public Comment:

Michael DeMartini spoke regarding his application and requested reappointment to the NNWPC.

Michael Widmer spoke regarding his application for the position representing domestic well owners.

Jim Smitherman, WRWC Water Resources Program Manager, reported that Commissioners Solaro and Flansberg are absent today but submitted comments on who they would like to have appointed to these positions. They both stated that they would prefer to reappoint Mickie Hazelwood as the public at large member and to appoint Michael Widmer to represent domestic well owners.

COMMISSIONER DRINKWATER MADE A MOTION TO RECOMMEND THE WRWC REAPPOINT MICKEY HAZELWOOD TO THE NNWPC AS THE PUBLIC AT LARGE MEMBER, SECONDED BY COMMISSIONER COMBS. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

COMMISSIONER ENLOE MADE A MOTION TO RECOMMEND THE WRWC APPOINT MICHAEL WIDMER TO THE NNWPC TO REPRESENT OWNERS OF DOMESTIC WELLS, SECONDED BY COMMISSIONER HAUCK. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

6. Report and discussion concerning the results of the November 6, 2019 NNWPC workshop and recommendations on annual priorities for ongoing and future projects and studies for fiscal year 2020-2021; and possible direction to staff – Chris Wessel. (For Possible Action)

Chris Wessel, WRWC Water Management Planner, presented information on the results of the November 6, 2019 workshop included with the staff report. Staff recommends that the NNWPC make a recommendation to the WRWC concerning priorities for FY 2020-2021.

COMMISSIONER DRINKWATER MADE A MOTION TO ACCEPT THE PRIORITY LIST FOR SUBMISSION TO THE WRWC, SECONDED BY COMMISSIONER ZIMMERMAN. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

7. Discussion concerning the Comprehensive Regional Water Management Plan 2021 update, and possible direction to staff – Jim Smitherman and Chris Wessel. (For Possible Action)

Mr. Smitherman presented information regarding the table included in the staff report containing a high-level outline of tasks to accomplish the 2021 update to the Comprehensive Regional Water Management Plan (“RWMP”). Staff anticipates that a complete draft of the RWMP 2021 update can be developed by the January 1, 2021, statutory deadline for completion of the review.

COMMISSIONER ENLOE MADE A MOTION TO ACCEPT THE REPORT, SECONDED BY COMMISSIONER ZIMMERMAN. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

8. Review and possible recommendation to the WRWC to approve a Second Amendment to the Agreement with Data Instincts to assist and provide guidance in the development of outreach strategies, messages, materials and information dissemination methods related to regional effluent management planning, at no additional cost to extend the term of the Agreement through December 2020; and possible direction to staff – Jim Smitherman. (For Possible Action)

Mr. Smitherman presented the staff report. Data Instincts has been performing well relative to the phase two scope of work and direction from staff. Much of the hands-on technical work has been performed by agency staff, which has resulted in the project being under budget to the extent that Data Instinct's work can continue through 2020 with little or no additional funding.

COMMISSIONER ZIMMERMAN MADE A MOTION TO RECOMMEND THE WRWC APPROVE AND EXECUTE A SECOND AMENDMENT TO THE AGREEMENT WITH DATA INSTINCTS TO ASSIST AND PROVIDE GUIDANCE IN THE DEVELOPMENT OF OUTREACH STRATEGIES, MESSAGES, MATERIALS AND INFORMATION DISSEMINATION METHODS RELATED TO REGIONAL EFFLUENT MANAGEMENT PLANNING, AT NO ADDITIONAL COST TO EXTEND THE TERM OF THE AGREEMENT THROUGH DECEMBER 2020, SECONDED BY COMMISSIONER HAUCK. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) COMMISSIONERS PRESENT.

9. Commission Comments

None

10. Staff Comments

Mr. Smitherman reviewed future agenda items. Since the January NNWPC meeting would fall on New Year's Day it will be cancelled and the next meeting will be held on February 5, 2020.

11. Public Comment

None

12. Adjournment (For Possible Action)

The meeting was adjourned at 2:10 p.m.

Respectfully submitted by Christine Birmingham.

Approved by:

Mervin Wright, NNWPC Chair

APPROVED BY COMMISSION IN SESSION ON _____, 2020.

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: January 30, 2019

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

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

SUBJECT: Review draft fiscal year 2020-2021 Western Regional Water Commission (“WRWC”) tentative budget; discussion and possible direction to staff; and possible recommendation to the WRWC to approve the tentative budget.

SUMMARY

Staff has developed a draft tentative budget for fiscal year 2020-2021 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 2020-2021 draft tentative budget projects \$1,636,784 in revenue, approximately \$2,603,190 in expenses, and an ending cash balance of approximately \$341,419. Budget expenses include a maximum of \$2,020,986 for WRWC work plan activities, \$582,204 for three full time staff and legal services, and various routine operating expenses in the amount of \$47,000.

RECOMMENDATION

Staff recommends that the NNWPC review and discuss the draft tentative budget for fiscal year 2020-2021; provide appropriate direction to staff; and, make a recommendation to the WRWC for approval of the tentative budget as presented or with revisions.

CW:jp

**Western Regional Water Commission
Fiscal Year July 1, 2020 - June 30, 2021
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	1,608,041	
Grant and/or Other Revenue	0	
Estimated Interest Income	28,743	
Total Revenue	1,636,784	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	2,065,986	1
Staff Services (Page 3)	535,204	2,3
Non-Staff Services (Page 3)	47,000	
Total Professional Services/Supplies	2,648,190	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	0	
Total Expenses	2,648,190	

Net Change in Cash Reserves (\$1,011,406)

Budget Analysis

Cash balance as of 7/1/19 (from Audit)	\$1,452,337
Estimated 2019/2020 revenue (Cash Flow)	1,532,498
Estimated 2019/2020 expenditures (Page 4)	(\$1,677,010)
Estimated cash balance as of 7/1/20	\$1,307,825
Net change in cash reserves for FY 2020-21	(\$1,011,406)
Estimated cash balance as of 6/30/21 ⁽⁴⁾	\$296,419

NOTES:

1. 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.
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.
4. Estimated cash balance reflects Required minimum six month operating budget

Tentative Professional Services Budget Detail Fiscal Year 2020/2021

Professional Services Project Name	2020/2021 Budget Total	Expense Description/Example
<i>Climate Variability Data Assessment</i>	0	Possible ILA with DRI
<i>Precipitation Monitoring</i>	20,000	Pending FY20-21 Amendment to ILA with DRI
Regional Water Planning Projects	20,000	NNWPC Ranking Vote Total 9 (6%)
<i>Washoe ET Project</i>	5,000	Amendment to ILA with DRI
<i>DRI Cloud Seeding</i>	0	
<i>Water Usage Review Program</i>	100,000	Pending FY20-21 Amendment to ILA with TMWA
<i>Certified Landscape Technician Program</i>	12,500	Pending FY20-21 Amendment to ILA with NLA
Regional Water Conservation	117,500	NNWPC Ranking Vote Total 15 (10%)
<i>Nevada Water Innovations Campus</i>	0	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)?
<i>Regional Effluent Management Planning Guidance Document</i>	191,986	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Advanced Water Treatment Demonstration</i>	120,000	Amendment to multi-year ILA with UNR. 55k rollover; 65k new work
<i>Reclaimed Water Planning - Expert Panel</i>	30,000	Pending Project Proposal with Corollo
<i>Reclaimed Water Planning - Data Instincts</i>	25,000	Multi-year Contract with Data Instincts
<i>Reclaimed Water Planning NWII A+ Leadership</i>	36,000	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Bedell Flat Infiltration</i>	40,000	Pending Proposal from TMWA
<i>Long Valley Creek Feasibility Study</i>	100,000	Pending Amendment; Contract with Stantec
Regional Reclaimed Water Planning Projects	542,986	NNWPC Ranking Vote Total 46 (31%)
<i>One Truckee River</i>	250,000	Pending FY20-21 Contract with One Truckee River
<i>Storm Water GIS Mapping</i>	0	Pending Project Proposal TMRPA, Reno, Spark, Washoe County
<i>Watershed Management Plan Update</i>	0	ILA with City of Reno for NCE; Possible RWMP Update.
<i>NPDES Storm Water Permit Update</i>	63,000	Pending Proposal; ILA with Reno
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY20-21 Amendment to ILA with Reno
Regional Storm Water Planning Projects	575,500	NNWPC Ranking Vote Total 34 (23%)
<i>Steamboat Ditch Flooding Study</i>	100,000	Evaluation of Ditch Flooding; ILA w/ Washoe County; Continuing Contract
<i>Closed Basin Flooding</i>	100,000	Closed Basin Flooding Pending proposal cost share ILA with Reno/Washoe County
<i>Lemmon Valley Flood Study and Mapping</i>	60,000	Closed Basin Flooding/Evaluation of Ditch Flooding ILA w/ Washoe County; Continuing Contract
Regional Flood Control Planning Projects	260,000	NNWPC Ranking Vote Total 23 (15%)
<i>Regional Wastewater Flow Projections</i>	20,000	Pending Project Proposal TMRPA
<i>Modeling for Water Quality Standards and TMDL Compliance</i>	20,000	Possible Retain LTI for future needs; ILA with Reno
<i>N & P Reduction in Watershed</i>	0	Pending Project Proposal; ILA with Reno
Regional Wastewater Planning Projects	40,000	NNWPC Ranking Vote Total 23 (15%)
<i>Water Management Plan Update</i>	150,000	Plan Update; Consultant Contracts TBD
Comprehensive Plan	150,000	
Project Contingency Funds	360,000	
Totals	\$2,065,986	

Note: Budget amounts may be transferred between categories

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

		2020/2021 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	Staff Se	\$431,008	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		\$346,109	
Temporqy employees		\$50,000	Manpower Temporary Employees
GF OH OPEB - allocated		\$25,959	
Support Services from CSD F&A		\$8,940	
Washoe County Overhead		\$22,196	Based on analysis of FY17-18 actual general fund overhead (excludes labor)
GF OH Utilities - direct		\$499	
GF OH - direct		\$1,697	
GF OH - allocated		\$20,000	
Mileage Expenses			\$1,000
Legal Services		\$81,000	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		\$535,204	
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		\$9,000	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		\$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		\$47,000	
Totals		\$582,204	

Estimated Expenditures Fiscal Year 2019/2020

Description	Total Estimated Fiscal 2019/2020 Expenditure as of 6/30/20
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>Acquisition of Water Rights</i>	-
<i>Climate Variability Data Assessment</i>	-
<i>Precipitation Monitoring</i>	20,000
Regional Water Planning	20,000
<i>Washoe ET Project</i>	10,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
Conservation, Sustainability, Climate Change	122,500
<i>Reclaimed Water Planning - Expert Panel</i>	40,000
<i>Bedell Flat Infiltration</i>	40,000
<i>Advanced Water Treatment Demonstration</i>	183,017
<i>Nevada Water Innovation Institute</i>	25,000
<i>Reclaimed Water Planning - Data Instincts Public Outreach</i>	26,134
<i>Regional Effluent Management Planning Guidance Document</i>	187,728
<i>Reclaimed Water Planning - NWII A+ Leadership</i>	34,057
<i>Long Valley Creek Feasibility Study</i>	40,000
Regional Reclaimed Water Planning Projects	575,936
<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>Plan Update</i>	-
Water Management Plan	-
Project Subtotal	1,055,936
Totals	1,677,010

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: January 30, 2020

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

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

SUBJECT: Discussion concerning the Comprehensive Regional Water Management Plan (“RWMP”) 2021 update, and possible direction to staff

SUMMARY

The following table contains a revised high-level outline of tasks anticipated by staff to accomplish the 2021 update to the RWMP. Staff made changes to the original outline subsequent to NNWPCs original review at the regularly scheduled December 4, 2019 meeting. Chapter 4 of the previous RWMPs was dedicated to Wastewater and Watershed Water Quality Planning, however, due to the expanded efforts involving wastewater effluent management and storm water management, staff is recommending that Chapter 4 be spilt into two chapters: Chapter 4 Wastewater Effluent Management and Chapter 5 Storm Water and Water Quality. The recommended changes are reflected in the following table which is intended to provide a basis for initial discussion and possible direction to staff and is by no means a complete list.

Staff anticipates that a complete draft of the RWMP 2021 update can be developed by the January 1, 2021, statutory deadline for completion of the review. Timeframes (early, mid or late) are relative to the approximately one-year plan update time period.

	Chapter Title	Actions	Timeframe	Cost
1	Policies/ Criteria	<ul style="list-style-type: none"> Review and possibly revise as needed, Add any policy resolutions adopted by WRWC. 	early to mid	
2	Water Resources	<ul style="list-style-type: none"> Coordinate with w/ 2019 TMWA water resource plan, including drought, climate change, Update Water Resource Baseline Table. 	early to mid	
3	Water Purveyors	<ul style="list-style-type: none"> Coordinate w/ 2019 TMWA water resource plan, Review and update other purveyor data (SVGID, other purveyors, etc.), Update reclaimed water purveyor text and tables. 	early to mid	
4	Wastewater Effluent Management	<ul style="list-style-type: none"> Divide existing Chapter 4 into 4 and 5 as shown below, Review and update sections on wastewater service providers and facilities, plans for WRF expansions, Address nitrogen treatment at TMWRF, Update effluent/reclaimed management strategies. 	early to mid	\$

5	Storm Water and Water Quality	<ul style="list-style-type: none"> Review and update sections on watershed management plan, source water protection and storm water permit program, Reference Integrated Source Water Protection program and One Truckee River. 	mid to late	\$
6	Flood Management	<ul style="list-style-type: none"> Rely on TRFMA for current data on Truckee River project elements, Corps of Engineers involvement, cost estimates, rate date if available, Include Swan Lake flood in flood history section, Review and update as needed sections on local government flood control and drainage, especially Lemmon Valley, Cold Springs Valley, 	early to mid	\$
7	Projections	<ul style="list-style-type: none"> Coordinate w/ TMWA and TMRPA on demand projections and modeling, Update water demand projections for non-TMWA areas, Update wastewater flow projections using TMRPA model, Update Regional Water Balance model (2016 RWMP) with current projections, Coordinate with TMRPA for consistency with 2019 update to the Truckee Meadows Regional Plan. 	mid to late	\$
8	Water Conservation	<ul style="list-style-type: none"> Coordinate w/ revisions to TMWA conservation plan, Coordinate with other purveyors' conservation plans. 	early to mid	
9	Cost/Financing	<ul style="list-style-type: none"> Review methodology, Gather CIP, other cost data, Develop regional cost analysis, Coordinate with TMRPA for consistency with 2019 update to the Truckee Meadows Regional Plan, 	mid to late	\$
10	Issues/Action Plan	<ul style="list-style-type: none"> Review 2016 RWMP sections and revise as needed. 	late	

RECOMMENDATION

Staff recommends that the NNWPC accept this report and provide direction to staff as appropriate.

CW:jp

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: January 30, 2020
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: Review of Western Regional Water Commission (“WRWC”) Resolution Number 5, Adopting Facility Conformance Review Procedures, dated April 16, 2014, discussion and possible direction to staff, and possible recommendation to the WRWC

SUMMARY

Recent communication between NNWPC/WRWC staff and Reno planning staff led to a review of NNWPC/WRWC conformance review procedures as set forth in WRWC Resolution No. 5, entitled “A Resolution Adopting Facility Conformance Review Procedures” (attached), and adopted in the 2016-2035 Comprehensive Regional Water Management Plan (“RWMP”). After discussing with NNWPC/WRWC legal counsel, staff believes that it may be appropriate for the NNWPC to recommend to the WRWC some revisions to the procedures.

DISCUSSION

Late last year staff learned of an appeal of a special use permit granted by the Reno Planning Commission for two 300,000-gallon water equalization tanks proposed for the Cold Springs hydrographic basin. The appeal referred to the RWMP and asserted that the permit was issued prematurely because impacts were not included in the RWMP. Staff discussed the appeal with Reno planning staff and asked how NNWPC/WRWC staff could help clarify the role of the RWMP relative to the appeal. Reno staff suggested clarification as to whether the proposed tanks would require a conformance review by the NNWPC/WRWC. Staff communicated to Reno that the proposed tanks are not of such a kind or size as to affect the working of the RWMP as distinct from providing normal service to customers, and as such do not trigger conformance review.

This activity prompted staff to review and carefully consider Resolution No. 5. After discussing with legal counsel, it is apparent that the procedures adopted in the Resolution are not entirely consistent with the intent of the Western Regional Water Commission Act (the “Act”), Chapter 531 Statutes of Nevada 2007.

Under Section 51 of the Act, after the RWMP is adopted, “no facility intended to provide a service relating to a subject of the Comprehensive Plan within the planning area may be constructed, if the facility is of such a kind or size as to affect the working of the Comprehensive Plan as distinct from providing normal service to customers, unless it is included in the Comprehensive Plan or has been reviewed and approved as provided in subsection 3.”

Subsection 3 provides that a “proposal to construct a facility described in subsection 1 . . . must be submitted to the Water Planning Commission for review and recommendation to the Board concerning the conformance of the proposal with the Comprehensive Plan.”

Section 51 of the Act is intended to provide for conformance review of “major” or “regional” facilities proposed for construction, intended to provide a service relating to a subject of the RWMP. Sections 41 and 42 provide clarification as to the subjects of the RWMP and the types of facilities subject to review.

Paragraph 1 of the Resolution provides that staff will review development applications to identify proposals to construct facilities that may affect the working of the RWMP, however, counsel advises that conformance review should be required and triggered only where a utility or municipality has proposed the construction of a major, regional facility. Planning or permitting of facilities does not trigger conformance review, therefore staff review of development applications does not appear to be appropriate. Also, the first determination made by staff should be as to whether the facility proposed for construction is of such a kind or size as to affect the working of the RWMP as distinct from providing normal service to customers, keeping in mind that only major, regional facilities would be subject to review. Only then would staff determine whether the facility is in the RWMP. Paragraph 1 should be revised appropriately.

Paragraph 2 lists examples of facilities that may affect the working of the RWMP. Counsel advises that the NNWPC and/or the WRWC Board could adopt policies providing further guidance as to what constitutes a major or regional facility. The list in Paragraph 2 is intended to provide such guidance, however it should be reviewed and revised as necessary to enhance its usefulness.

Paragraphs 3 and 4 describe procedures whereby staff would make recommendations to the NNWPC as to whether a conformance review is required, and if one is required, the establishment of a meeting date. These procedures should be reviewed to ensure NNWPC concurrence.

Paragraph 5 describes three items required by Subsection 3, Section 51, to be in the review:

- an evaluation of stranded costs,
- the need for the facility within the planning area, and
- the impact that construction of the facility will have on any potential consolidation of public purveyors.

The procedures should be revised to clarify that the submitting entity must provide responses to these items relative to the proposal for construction before a meeting date is established for the conformance review.

The remainder of Paragraphs 5 and 6 address requirements and procedures for conformance reviews as per Subsections 3 and 4, Section 51.

PREVIOUS ACTION

None

BACKGROUND

WRWC Resolution Number 5 was adopted on April 16, 2014, pursuant to Subsection 4, Section 51 of the of the Act which states “[t]he Board shall provide, by resolution after holding a hearing, for the Water Planning Commission or its staff to make final decisions concerning the conformance of classes of proposed facilities to the Comprehensive Plan. A resolution adopted pursuant to this section must provide an opportunity for the applicant or a protestant to appeal from a decision of the Water Planning Commission or its staff to the Board.”

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the NNWPC consider and discuss the staff report and provide appropriate direction to staff, and/or a recommendation to the WRWC Board concerning conformance review procedures.

Attachment

JS:jp

WESTERN REGIONAL WATER COMMISSION

RESOLUTION NO. 5

A RESOLUTION ADOPTING FACILITY CONFORMANCE REVIEW PROCEDURES

WHEREAS, Section 51(3), Chapter 531, Statutes of Nevada 2007, the Western Regional Water Commission Act (the "Act"), requires a proposal to construct a facility intended to provide a service related to the Comprehensive Regional Water Management Plan (the "Plan") to be submitted to the Northern Nevada Water Planning Commission ("NNWPC") for review and recommendation to the Western Regional Water Commission ("WRWC") Board concerning the conformance of the proposal with the Plan; and

WHEREAS, Sections 51(2) and (3) of the Act provide that such a facility may not be constructed, if it is of such a kind or size as to affect the working of the Plan as distinct from providing normal service to customers, unless it is included in the Plan, proposed to meet an emergency as defined in the Plan, or has been reviewed and approved for conformance by the WRWC; and

WHEREAS, Section 51(4) of the Act allows the WRWC Board to provide, by resolution after holding a hearing, for the NNWPC or its staff to make final decisions concerning the conformance of proposed facilities to the Plan. Such a resolution, if adopted, must provide an opportunity for an applicant or protestant to appeal to the WRWC Board from a decision of the NNWPC or its staff; and

WHEREAS, the NNWPC, at its meeting held December 4, 2013, recommended approval of the attached Facility Conformance Review Procedures, whereby the WRWC delegates final conformance decisions to the NNWPC and its staff, with appropriate rights of appeal to the WRWC for both applicants and protestants; and

WHEREAS, a public hearing on the proposed procedures was duly noticed on April 4, 2014 and April 5, 2014, and held on April 16, 2014, by the WRWC.

NOW, THEREFORE, IT IS RESOLVED that the Western Regional Water Commission does hereby find that the proposed procedures provide a fair, reasonable, and efficient process for the review of proposals to construct facilities required by the Act; and

IT IS FURTHER RESOLVED that the attached Facility Conformance Review Procedures be, and are hereby, approved and adopted, and shall be followed and administered from this day forward according to their terms.

WESTERN REGIONAL WATER COMMISSION

RESOLUTION NO. 5, PAGE 2

Upon motion of Geno Martini, seconded by Ron Smith, the foregoing Resolution was approved and adopted April 16, 2014, by the following vote of the Board of Trustees:

Ayes: Mike Carrigan, Sandra Ainsworth, Steve Cohen, Kitty Jung, Geno Martini, Ron Smith
Nays: None

Abstain: None Absent: Vaughn Hartung, Jenny Brekhus, Neoma Jordan


Chairman, WRWC Board



STATE OF NEVADA

COUNTY OF WASHOE

On the 16th day of April, 2014, personally appeared before me, a Notary Public, Mike Carrigan, 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

Western Regional Water Commission

Facility Conformance Review Procedures

1. Western Regional Water Commission ("WRWC") / Northern Nevada Water Planning Commission ("NNWPC") Staff will review local and regional development applications on a regular basis to identify proposals to construct a facility that may affect the working of the Comprehensive Regional Water Management Plan (the "Plan"), and make a determination as to whether the facility in issue is included in the Plan, or proposed for construction in order to meet an emergency as defined in the Plan. If so, no conformance review is required, and Staff shall so notify the NNWPC at its next meeting.
2. If the facility is not included in the Plan, or is not proposed to meet an emergency, Staff will request the applicant to submit the proposal for review, conduct an analysis, and make an initial determination as to whether the facility may be of such a kind or size as to affect the working of the Plan as distinct from providing normal service to customers. Examples of facilities that may affect the working of the Plan include, but are not limited to:
 - a. Facility increasing existing capacity by more than 625 acre feet of water supply per year or sewage processing of 187,500 gallons per day
 - b. New resource, e.g. importation, creeks, poor quality groundwater
 - c. New or expanded water reclamation facility
 - d. New sewer interceptor greater than 30 inches diameter
 - e. New reclaimed water transmission main greater than 24 inches diameter
 - f. New water transmission main greater than 30 inches diameter
 - g. Regional water storage facility
 - h. Flood control facility
 - i. Hydrologic or hydraulic modification of stream or river
 - j. New or expanded water treatment facility
 - k. Facility having impact on the potential consolidation of public purveyors
3. If the facility, in Staff's analysis, is not of such a kind or size as to affect the working of the Plan as distinct from providing normal service to customers, Staff will prepare a recommendation to the NNWPC for review and a decision as to whether a conformance review by the NNWPC is required.
4. If the facility, in Staff's analysis, may be of such a kind or size as to affect the working of the Plan as distinct from providing normal service to customers, Staff will prepare an analysis/report and set a meeting date for conformance review by the NNWPC.
5. The NNWPC will review the proposal and Staff's analysis/report, and approve or disapprove the proposal as conforming to the Plan. The review must include an evaluation of stranded costs and the impact that construction of the facility will have on any potential consolidation of public

WRWC
Facility Conformance Review Procedures

purveyors, as defined in Chapter 531, Statutes of Nevada 2007. The NNWPC shall limit its review to the substance and content of the Plan and shall not consider the merits or deficiencies of a proposal in a manner other than is necessary to enable them to make a determination concerning conformance with the Plan. Any disapproval of conformance must be accompanied by recommended actions to be taken to make the proposal conform to the Plan.

If the NNWPC fails to approve or disapprove the proposal as conforming to the Plan within 30 days after the proposal is submitted to it, the NNWPC shall be deemed to have approved the proposal as conforming to the Plan.

6. The applicant or a protestant may appeal to the WRWC Board from a decision of Staff made pursuant to Paragraph 1, or a decision of the NNWPC made pursuant to Paragraphs 3 or 5, by mailing or delivering a written notice of appeal to the WRWC Water Resources Program Manager within ten (10) business days following the decision subject to appeal.

6.1 Upon receipt of a Notice of Appeal, the WRWC Program Manager will set a meeting date for the WRWC Board to hear the appeal. The WRWC Board shall limit its review to the substance and content of the Plan and shall not consider the merits or deficiencies of a proposal in a manner other than is necessary to enable them to make a determination concerning conformance with the Plan.

6.2 Upon appeal, the WRWC Board may uphold or reverse the decision subject to appeal. Any disapproval of conformance must be accompanied by recommended actions to be taken to make the proposal conform to the Plan.

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: January 30, 2020
TO: Chairman and Members, Northern Nevada Water Planning Commission
FROM: Jim Smitherman, Water Resources Program Manager
SUBJECT: Program Manager's Report

Attached are updated reports for items (a) and (b) for your review.

- a) Report on the status of Projects and Work Plan supported by the RWMF; and
- b) Financial Report on the RWMF.

Status Report of Projects and Work Plan Supported by the Regional Water Management Fund

Funds Ctr/ Project #	Project	Vendor	Orig.PO/Carry Foward	Changes	Balance	Percent Complete	Start Date	End Date
WP310008	Precipitation"Can"Gauge Monit FY19-20	BOARD OF REGENTS/DESERT RESEARCH	20,000	0	20,000	0%	7/1/2019	9/30/2020
WP310101	Water Usage Review Program FY19/20	TRUCKEE MEADOWS WATER AUTHORITY	100000	0	100000	0%	7/1/2019	9/30/2020
WP310102	Washoe ET Program FY 19-20	BOARD OF REGENTS/DESERT RESEARCH	10,000	0	10,000	0%	7/1/2013	9/30/2020
WP310111	Certified Landscape Tech Prgm FY2019-20	NEVADA LANDSCAPE ASSOCIATION	12,500	0	12,500	0%	7/1/2018	6/30/2020
WP310203	Advanced Water Treatment Demo FY19-20	BOARD OF REGENTS, NSHE, obo UNR	238,017	49,503	188,514	21%	7/1/2016	9/30/2020
WP310204	Bedell Flat ASR	TRUCKEE MEADOWS WATER AUTHORITY	40,000	0	40,000	0%	10/1/2019	6/30/2021
WP310206	Nevada Water Innovation Campus FY17-20	BOARD OF REGENTS, NSHE, obo UNR	75,000	50,000	25,000	67%	7/1/2017	9/30/2020
WP310207	IPR Outreach	DATA INSTINCTS (MARK MILLAN)	74,471	18,337	56,134	25%	4/1/2018	9/30/2019
WP310208	Planning Guidance Document FY19	BOARD OF REGENTS, NSHE, obo UNR	187,728	74,638	113,090	40%	4/1/2018	9/30/2021
WP310209	A+ Reclaimed Wtr Feasibility Stdy FY19-20	BOARD OF REGENTS, NSHE, obo UNR	34,057	12,077	21,980	35%	4/1/2019	9/30/2022
WP310210	Long Valley Creek Feasibility Study	STANTEC CONSULTING SERVICES INC	75,000	8,187	66,813	11%	4/1/2019	9/30/2020
WP310303	TM Storm Water Quality Prog FY18/19	RENO, CITY OF	262,500	57,336	205,164	22%	7/1/2019	9/30/2020
WP310305	Watershed MGMT Plan Update FY19-20	RENO, CITY OF	141,001	38,144	102857	27%	1/17/2019	6/30/2020

-- Indicates contracting in progress or project status being updated.

1/24/2020
 Fund 766
 Report 400/ZF15
 Fiscal Year 2020; Period 7

**Financial Report on the
 Regional Water Management Fund**

Accounts	Plan Budget	Actual (Revenue & Expenses)	PO Commit (Remaining PO Balance)	Actual + PO	Available (Budget Minus Actual + PO)	Avail%	PreCommit (PO's Requested)	Available (Budget Minus PO Requisitions)	Avail%
432100 State Grants	40,000.00-				40,000.00-	100-		40,000.00-	100-
* INTERGOVERNMENTAL	40,000.00-				40,000.00-	100-		40,000.00-	100-
481000 Interest-Pooled Inv.	21,178.00-	13,871.42-		13,871.42-	7,306.58-	35-		7,306.58-	35-
482100 RGL Pooled Inv.		1,181.15-		1,181.15-	1,181.15			1,181.15	
482200 URGL Pooled Inv.		43.35		43.35	43.35-			43.35-	
491060 Water Surcharge 1.5%	1,537,564.00-	1,306,903.88-		1,306,903.88-	230,660.12-	15-		230,660.12-	15-
* MISCELLANEOUS	1,558,742.00-	1,321,913.10-		1,321,913.10-	236,828.90-	15-		236,828.90-	15-
** REVENUE	1,598,742.00-	1,321,913.10-		1,321,913.10-	276,828.90-	17-		276,828.90-	17-
710100 Professional Services	1,798,101.00	333,246.37	936,848.19	1,270,094.56	528,006.44	29		528,006.44	29
710130 Overhead - Prf Serv	29,725.00	12,979.50		12,979.50	16,745.50	56		16,745.50	56
710149 Invest Pool Alloc Ex		276.66		276.66	276.66-			276.66-	
710300 Operating Supplies		1,027.51		1,027.51	1,027.51-			1,027.51-	
710350 Office Supplies		75.08		75.08	75.08-			75.08-	
710509 Seminars and Meetings	1,000.00	640.00		640.00	360.00	36		360.00	36
710511 Support Service - Reim	9,200.00	6,035.55		6,035.55	3,164.45	34		3,164.45	34
710546 Advertising	1,000.00	475.00		475.00	525.00	53		525.00	53
710585 Undesignated Budget	10,000.00				10,000.00	100		10,000.00	100
710594 Insurance Premium		3,936.00		3,936.00	3,936.00-			3,936.00-	
711008 Combined Utilities	497.00	289.94		289.94	207.06	42		207.06	42
711210 Travel	1,000.00	85.04		85.04	914.96	91		914.96	91
711410 Overhead - Admin	12,119.00	9,836.34		9,836.34	2,282.66	19		2,282.66	19
** EXPENDITURES	2,354,342.00	575,963.63	1,196,593.80	1,772,557.43	581,784.57	25		581,784.57	25
*** Total	755,600.00	745,949.47-	1,196,593.80	450,644.33	304,955.67	40-		304,955.67	40-