

Northern Nevada Water Planning Commission

STAFF REPORT

DATE: January 28, 2021

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

FROM: Chris Wessel, Water Resources Program Manager

SUBJECT: Review draft fiscal year 2021-2022 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 2021-2022 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 2021-2022 draft tentative budget projects \$1,600,104 in revenue, approximately \$2,497,352 in expenses, and an ending cash balance of approximately \$430,222. Budget expenses include a maximum of \$1,895,148 for WRWC work plan activities, \$535,204 for three full time staff and legal services, and various routine operating expenses in the amount of \$67,000.

RECOMMENDATION

Staff recommends that the NNWPC review and discuss the draft tentative budget for fiscal year 2021-2022; 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, 2021 - June 30, 2022
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	1,585,277	
Grant and/or Other Revenue	0	
Estimated Interest Income	14,827	
Total Revenue	1,600,104	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	1,895,148	1
Staff Services (Page 3)	535,204	2,3
Non-Staff Services (Page 3)	67,000	
Total Professional Services/Supplies	2,497,352	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	0	
Total Expenses	2,497,352	

Net Change in Cash Reserves (\$897,248)

Budget Analysis

Cash balance as of 7/1/20 (from Audit)	\$1,600,789
Estimated 2020/2021 revenue (Cash Flow)	1,655,376
Estimated 2020/2021 expenditures (Page 4)	(\$1,928,695)
Estimated cash balance as of 7/1/21	\$1,327,470
Net change in cash reserves for FY 2021-22	(\$897,248)
Estimated cash balance as of 6/30/22	\$430,222

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 2021/2022

Professional Services Project Name	2021/2022 Budget Total	Expense Description/Example
<i>Climate Variability Data Assessment</i>	0	Possible ILA with DRI
<i>Precipitation Monitoring</i>	20,000	Pending FY21-22 Amendment to ILA with DRI
Regional Water Planning Projects	20,000	NNWPC Ranking Vote Total 11 (10%)
<i>Washoe ET Project</i>	5,000	Amendment to ILA with DRI
<i>Water Usage Review Program</i>	100,000	Pending FY21-22 Amendment to ILA with TMWA
<i>Certified Landscape Technician Program</i>	12,500	Pending FY21-22 Amendment to ILA with NLA
Regional Water Conservation	117,500	NNWPC Ranking Vote Total 20 (19%)
<i>Advanced Water Treatment Demonstration</i>	0	Amendment to multi-year ILA with UNR. 55k rollover; 65k new work
<i>Nevada Water Innovations Campus</i>	50,000	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)?
<i>Reclaimed Water Planning - Data Instincts</i>	50,000	Multi-year Contract with Data Instincts
<i>Regional Effluent Management Planning Guidance Document</i>	25,000	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Reclaimed Water Planning NWII A+ Leadership</i>	25,148	Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)
<i>Long Valley Creek Feasibility Study</i>	75,000	Contract with Stantec
<i>Reclaimed Water Planning - Expert Panel</i>	50,000	Contract with Corollo
<i>Regional Effluent Management Planning Guidance Document Roy Johnson</i>	0	Contract with Roy Johnson Brown and Caldwell
<i>American Flat Geochemistry</i>	100,000	ILA with COR?
<i>NWII Research Hub Planning at American Flat</i>	30,000	ILA with UNR
<i>GAC Pilot Testing</i>	50,000	ILA with UNR
<i>RSWRF Source Water Control Plan & Sampling Program</i>	100,000	ILA with COR?
<i>Independent LV/S basin water balance with American Flat recharge, \$50k</i>	50,000	ILA with COR?
Regional Reclaimed Water Planning Projects	605,148	NNWPC Ranking Vote Total 33 (31%)
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY21-22 Amendment to ILA with Reno
<i>One Truckee River</i>	100,000	FY21-22 Contract Amendment with One Truckee River
<i>Storm Water GIS Mapping</i>	25,000	Pending Project Proposal TMRPA,
<i>Watershed Assessments</i>	0	Pending ILA with City of Reno
<i>Pollution Trading Credits</i>	180,000	Pending ILA with Reno
Regional Storm Water Planning Projects	567,500	NNWPC Ranking Vote Total 22 (20%)
<i>Lemmon Valley Flood Study and Mapping</i>	0	Closed Basin Flooding/Evaluation of Ditch Flooding ILA w/ Washoe County; Continuing Contract
<i>Steamboat Ditch Flooding Study</i>	150,000	Evaluation of Ditch Flooding; pending Amendment of ILA w/ Washoe County
<i>Closed Basin Flooding - Cold Springs Water Balance Modelling</i>	200,000	Closed Basin Flooding pending proposal cost share ILA with Reno/Washoe County
<i>Lemmon Valley Long-Term Flood Mitigation Analysis</i>	160,000	Pending ILA with WC
Regional Flood Control Planning Projects	510,000	NNWPC Ranking Vote Total 21 (19%)
<i>Regional Wastewater Flow Projections</i>	0	Pending Project Proposal TMRPA
<i>Modeling for WQ Stds and TMDL Compliance</i>	0	Possible ILA with Reno
<i>N & P Reduction in Watershed</i>	0	Pending Project Proposal; ILA with Reno
Regional Wastewater Planning Projects	0	NNWPC Ranking Vote Total 1 (1%)
<i>Project Contingency Funds</i>	0	
<i>Water Management Plan Update</i>	75,000	Plan Update; Consultant Contracts TBD
Comprehensive Plan	75,000	
Totals	\$1,895,148	

Note: Budget amounts may be transferred between categories

Western Regional Water Commission Tentative Routine Operation Budget Fiscal Year 2021/2022

		2021/2022 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees		\$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	Staff Services	\$346,109	
Temporary employees		\$50,208	
GF OH OPEB - allocated		\$25,751	
Support Services from CSD F&A		\$8,940	
Washoe County Overhead		\$22,196	
GF OH Utilities - direct		\$497	
GF OH - direct		\$0	
GF OH - allocated		\$21,699	
Mileage Expenses		\$1,000	Annual routine daily vehicle mileage expenses.
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 website updating, maintenance and hosting; 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 Support Services		\$25,000	Support services related to GIS and report preparation, population forecasting; water, wastewater and peak day demand projections.
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		\$67,000	
Totals		\$602,204	

Estimated Expenditures Fiscal Year 2020/2021

Description	Total Estimated Fiscal 2020/2021 Expenditure as of 6/30/21
WRWC Employees	
Salaries and benefits for WRWC staff	372,260
GF OH OPEB - allocated	25,751
Support Services from CSD F&A	9,987
Mileage Expenses	0
WRWC Overhead	
GF OH Utilities - direct	497
GF OH - direct	0
GF OH - allocated	21,699
Legal Services	81,146
Lobbying Services	0
Service Contract Subtotal	511,340
Minutes	883
Website	0
Envision/Sosu	1,190
CAFR & Audit	8,900
Regional Training	691
Regional Travel	540
Advertising	387
Misc. Operating	6,726
Non-Service Related Routine Operating	19,317
Routine Operating Expense Subtotals	530,657
<i>Climate Variability Data Assessment</i>	0
<i>Precipitation Monitoring</i>	20,000
Regional Water Planning	20,000
<i>Water Usage Review Program</i>	100,000
<i>Washoe ET Project</i>	5,000
<i>Certified Landscape Technician Program</i>	12,500
Conservation, Sustainability, Climate Change	117,500
<i>Reclaimed Water Planning - Expert Panel</i>	0
<i>Reclaimed Water Planning - NWII A+</i>	0
<i>Advanced Water Treatment Demonstration</i>	169,256
<i>Bedell Flat Infiltration</i>	0
<i>Nevada Water Innovation Institute</i>	0
<i>Reclaimed Water Planning - Data Instincts</i>	48,665
<i>Regional Effluent Management Planning JC</i>	194
<i>A+ Reclaimed Water Feasibility Study</i>	36,803
<i>Long Valley Creek Feasibility Study</i>	15,560
<i>Expert Review Panel</i>	40,000
<i>Regional Effluent Management Planning RJ</i>	150,000
Regional Reclaimed Water Planning Projects	460,478
<i>NPDES Storm Water Quality Management</i>	262,500
<i>NPDES Storm Water Permit Update</i>	0
<i>Watershed Management Plan Update</i>	63,000
<i>TMRPA Regional Storm Water GIS Map Project</i>	0
<i>One Truckee River</i>	150,000
Regional Storm Water Planning Projects	475,500
<i>Localized Flooding</i>	0
<i>Lemmon Valley Flood Plain</i>	99,000
<i>Steamboat Flood Evaluation</i>	170,000
Regional Flood Control Planning Projects	269,000
<i>Regional Wastewater Flow Projections</i>	0
<i>Modeling for Water Quality Standards and</i>	0
Regional Wastewater Planning Projects	0
<i>Plan Update</i>	55,560
Water Management Plan	55,560
Project Subtotal	1,398,038
Totals	1,928,695