

Western Regional Water Commission

STAFF REPORT

DATE: May 11, 2017

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

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: PUBLIC HEARING on the WRWC Tentative Budget for Fiscal Year 2017 – 2018; discussion and adoption of the WRWC Final Budget for Fiscal Year 2017 – 2018

SUMMARY

Staff has developed a Fiscal Year 2017 – 2018 Tentative Budget for the WRWC including revenues and expenses for staff and non-staff professional services. The attached State budget forms show revenues of \$1,459,763, and expenditures of \$2,324,926. The balance of \$865,163 will come from cash reserves.

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 and not later than the last day in May. The attached tentative budget is provided for WRWC review, discussion, adoption, and possible direction to staff.

PREVIOUS ACTION

On March 15, 2017, the WRWC reviewed and approved the draft Fiscal Year 2017 – 2018 Tentative Budget, as recommended by the Northern Nevada Water Planning Commission on February 1, 2017.

FISCAL IMPACT

The Fiscal Year 2017 – 2018 Tentative Budget projects \$1,459,763 in revenue, and \$2,324,926 in expenses, with the difference of \$865,163 coming from cash reserves. Budget expenses include a maximum of \$1,621,926 for work plan activities, \$617,000 for three staff and legal services, and various routine operating expenses in the amount of \$86,000.

RECOMMENDATION

Staff recommends that the WRWC adopt and certify the WRWC Final Budget for Fiscal Year 2017 – 2018, and direct staff to transmit a copy of it to the Nevada Tax Commission, together with an affidavit of proof of publication of the notice of the public hearing.

POSSIBLE MOTION

“Move to adopt and certify the WRWC Final Budget for Fiscal Year 2017 – 2018, and direct staff to transmit a copy of it to the Nevada Tax Commission, together with an affidavit of proof of publication of the notice of the public hearing in accordance with law.”

JS:df

Attachment: WRWC Fiscal Year 2017 – 2018 Tentative Budget



Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7937

Western Regional Water Commission herewith submits the TENTATIVE budget for the
fiscal year ending June 30, 2018

This budget contains 1 fund, including Debt Service, requiring property tax revenues totaling \$ 0

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits,
the tax rate will be increased by an amount not to exceed 0 If the final computation requires, the tax rate will be
lowered.

This budget contains 1 governmental fund types with estimated expenditures of \$ 2,324,926 and
0 proprietary funds with estimated expenses of \$ 0

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local
Government Budget and Finance Act).

CERTIFICATION

APPROVED BY THE GOVERNING BOARD

I Ben Hutchins
(Print Name)
CSD Finance and Admin Division Director
(Title)
certify that all applicable funds and financial
operations of this Local Government are
listed herein

Signed Ben Hutchins

Dated: 4/7/17

SCHEDULED PUBLIC HEARING:

Date and Time 05/17/17, 9:30 am

Publication Date 05/04/17

Place: Sparks Council Chambers - Legislative Building, 745 Fourth Street, Sparks, Nevada

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	BUDGET YEAR ENDING 06/30/18
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
TOTAL			

Personnel support services are provided to the Commission pursuant to an interlocal agreement with Washoe County Community Services Department.

POPULATION (AS OF JULY 1)			
SOURCE OF POPULATION ESTIMATE*			
Assessed Valuation (Secured and Unsecured Only)			
Net Proceeds of Mines			
TOTAL ASSESSED VALUE	N/A	N/A	N/A
TAX RATE			
General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE			

* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available

Western Regional Water Commission
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/18	
			TENTATIVE APPROVED	FINAL APPROVED
<u>REVENUES</u>				
REVENUES				
Water surcharge fees	1,355,100	1,394,569	1,394,568	
Grant revenue	-	-	40,000	
Earnings on investments	27,587	11,631	25,195	
Subtotal of Revenues	1,382,687	1,406,200	1,459,763	
OTHER FINANCING SOURCES				
Operating Transfers In (Schedule T)	-	-	-	
Subtotal of Other Financing Sources	-	-	-	
BEGINNING FUND BALANCE	1,276,098	1,190,112	1,278,077	
Prior Period Adjustment(s)	-	-	-	
Residual Equity Transfers	-	-	-	
TOTAL BEGINNING FUND BALANCE	1,276,098	1,190,112	1,278,077	
TOTAL RESOURCES	2,658,785	2,596,312	2,737,840	
EXPENDITURES				
Services and Supplies	1,468,673	1,318,235	2,324,926	
Subtotal of Expenditures	1,468,673	1,318,235	2,324,926	
OTHER USES				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-	-	
Operating Transfers Out (Schedule T)	-	-	-	
Subtotal of Other Uses	-	-	-	
ENDING FUND BALANCE	1,190,112	1,278,077	412,914	
TOTAL COMMITMENTS & FUND BALANCE	2,658,785	2,596,312	2,737,840	

Western Regional Water Commission
(Local Government)

SCHEDULE OF EXISTING CONTRACTS
Budget Year 2017 - 2018

Local Government: Western Regional Water Commission
Contact: Jim Smitherman
E-mail Address: jsmitherman@washoecounty.us
Daytime Telephone: 775-954-4657

Total Number of Existing Contracts: 20

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2017-18	Proposed Expenditure FY 2018-19	Reason or need for contract:
1	Washoe County	07/01/17	06/30/18	512,400	512,400	Professional and administrative staff services
2	Rhodes Law Offices	11/01/09	10/31/17	129,600	129,600	Legal services
3	Schettler, Macy & Associates, LLC	11/18/17	03/31/18	10,000	10,000	Financial audit services
4	Regional Planning Governing Board	11/01/17	06/30/18	15,000	15,000	Public meeting minutes
5	City of Reno	07/01/17	06/30/18	7,500	7,500	Website services
6	Envision	07/01/17	06/30/18	2,500	2,500	Video production services
7	G3	07/01/17	06/30/18	2,500	2,500	Video production services
8	Desert Research Institute	07/01/17	06/30/18	20,000	20,000	Precipitation "can" monitoring
9	City of Reno	01/11/17	01/11/18	250,000	-	Highland Canal Water Quality Project
10	Truckee Meadows Water Authority	05/16/13	n/a	100,000	-	Water rights purchase
11	Desert Research Institute	07/01/14	06/30/18	25,000	-	Cloud seeding monitoring
12	Desert Research Institute	11/18/17	12/31/18	100,000	100,000	Cloud seeding
13	Desert Research Institute	07/01/17	06/30/18	10,000	10,000	Irrigation water conservation - Washoe ET program
14	Truckee Meadows Water Authority	07/01/17	06/30/18	100,000	100,000	Water conservation program
15	Nevada Landscape Association	07/01/17	06/30/18	12,500	12,500	Certified landscape technician program
16	Truckee Meadows Water Authority	07/02/17	07/01/18	100,000	-	Bedell Flat Infiltration Investigation
17	University Nevada Reno	07/03/17	07/02/18	204,000	-	Advanced Water Treatment Demonstration
18	City of Reno	07/01/17	06/30/18	30,000	40,000	Watershed Plan Update
19	City of Reno	07/01/17	06/30/18	262,500	262,500	Storm water management program
20	University Nevada Reno	07/02/17	07/01/18	25,000	5,000	Water Innovation Campus
Total Proposed Expenditures				1,918,500	1,229,500	

Additional Explanations (Reference Line Number and Vendor):

SCHEDULE OF PRIVATIZATION CONTRACTS
Budget Year 2017 - 2018

Local Government: Western Regional Water Commission
Contact: Jim Smitherman
E-mail Address: jsmitherman@washoecounty.us
Daytime Telephone: 775-954-4657

Total Number of Privatization Contracts: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2017-18	Proposed Expenditure FY 2018-19	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1	None - N/A									
2										
3										
4										
5										
6										
7										
8	Total									

Attach additional sheets if necessary.

**Western Regional Water Commission
Fiscal Year July 1, 2017 - June 30, 2018
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTE	Washoe County In-Kind	NOTE	TMWA In-Kind	NOTE	SVGID In-Kind	NOTE
REVENUE	Amount		Amount		Amount		Amount	
Estimated Water Surcharge Revenues	1,394,568							
Grant and/or Other Revenue	40,000							
Estimated Interest Income	25,195							
Total Revenue	1,459,763		0		0		0	
PROFESSIONAL SERVICES/SUPPLIES	Amount		Amount		Amount		Amount	
Estimated Professional Services (Page 2)	1,621,926	1						
Staff Services (Page 3)	617,000	2,3	0				0	
Non-Staff Services (Page 3)	86,000							
Total Professional Services/Supplies	2,324,926		0				0	
OTHER EXPENSES	Amount		Amount		Amount		Amount	
Estimated Misc.			0					
Total Other Expense	0		0		0		0	
Total Expenses	2,324,926		0		0		0	

Net Decrease in Cash Reserves (\$865,163)

Cash Balance as of 7/1/16	\$1,190,112
Estimated 2016/2017 Revenue (Cash Flow)	1,406,200
Estimated 2016/2017 expenditures (Page 4)	(\$1,318,235)
Estimated cash balance as of 7/1/17	\$1,278,077
Net Decrease in Cash Reserves for FY 2017-18	(\$865,163)
Estimated cash balance as of 6/30/18	\$412,914

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 2017/2018

Professional Services Project Name	2017/2018 Budget Total	Expense Description/Example
-b-	-f-	-k-
<i>Precipitation Monitoring</i>	\$30,000	
<i>Highland Canal Water Quality Project</i>	\$250,000	
<i>TROA 6700 AF Water Rights Requirement</i>	\$100,000	Water rights acquisition for TROA 6700 AF requirement
Regional Water Planning Projects	\$380,000	
<i>Cloud Seeding</i>	\$100,000	ILA with DRI for cloud seeding operations
<i>Washoe ET Project</i>	\$10,000	ILA with DRI; weather station maintenance
<i>Water Usage Review Program</i>	\$100,000	ILA with TMWA
<i>Certified Landscape Technician Program</i>	\$12,500	ILA with NLA
Regional Water Conservation	\$222,500	
<i>Bedell Flat Infiltration</i>	\$100,000	Hydrologic Investigations
<i>Bedell Flat Infiltration Grant</i>	\$0	208 grant (40K; see <i>Grant and/or Other Revenue</i> ; Page 1)
<i>Integrated Wastewater and Reclaimed Water System Planning</i>	\$204,000	Advanced Water Treatment Demonstration; ILA with UNR
Regional Reclaimed Water Planning Projects	\$304,000	
<i>Watershed Management Plan Update</i>	\$70,000	ILA with City of Reno
<i>NPDES Storm Water Permit Update</i>	\$112,926	ILA with City of Reno
<i>NPDES Storm Water Quality Management Program</i>	\$262,500	ILA with City of Reno
Regional Storm Water Planning Projects	\$445,426	
Regional Flood Control Planning Projects	\$0	
<i>N & P Reduction in watershed</i>	50,000	
<i>Water Quality Compliance</i>	150,000	25k Water Inov Campus ILA UNR, 40k Adv Wtr Trt Amend UNR
Regional Wastewater Planning Projects	\$200,000	
<i>Water Management Plan Update</i>	\$50,000	WMP contracts.
<i>TMRPA GIS Population Model</i>	\$20,000	ILA with RPGB for Storm Water GIS map
Comprehensive Plan	\$70,000	
Totals	\$1,621,926	

Western Regional Water Commission Tentative Routine Operation Budget Fiscal Year 2017/2018

		2017/2018 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	Staff Services	\$440,000	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
Washoe County Overhead		\$45,000	Based on analysis of fy16-17 actual general fund overhead (excludes labor)
Mileage Expenses		\$2,400	Annual routine daily vehicle mileage expenses.
Legal Services		\$129,600	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		\$617,000	
Minutes	Non-Staff Services	\$15,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
Website		\$33,000	Such as website content and design services; 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.
Video Coverage		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
CAFR & Audit		\$10,000	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		\$20,000	Such as printing & reproduction, publications, and public notices, refreshments for volunteer boards/commissions, 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		\$86,000	
Totals		\$703,000	

Estimated Expenditures Fiscal Year 2016/2017

Quarter Ending	Total Estimated Fiscal 2016/2017 Expenditure as of 6/30/17
WRWC Employees	300,000
Mileage Expenses	2,400
WRWC Overhead	95,000
Legal Services	129,600
Lobbying Services	600
Service Contract Subtotal	527,600
Minutes	5,000
Website	33,000
Envision/Sosu	5,000
CAFR & Audit	8,700
Regional Training	800
Regional Travel	1,000
Advertising	1,000
Misc. Operating	5,000
Non-Service Related Routine Operating Subtotal	59,500
Routine Operating Expense Subtotals	587,100
<i>TROA 6700 AF Water Rights Requirement</i>	32,585
<i>Restoration Investments in the Truckee Watershed</i>	29,050
<i>Climate Variability Data Assessmant</i>	50,000
<i>Highland Canal Water Quality Project</i>	0
<i>Precipitation Monitoring</i>	30,000
Regional Water Planning	141,635
DRI Cloud Seeding Monitoring	25,000
<i>DRI Cloud Seeding</i>	100,000
<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	247,500
<i>Bedell Flat Infiltration</i>	0
<i>Bedell Flat Infiltration Grant</i>	0
<i>Integrated Wastewater and Reclaimed Water System Planning</i>	25,000
Regional Reclaimed Water Planning Projects	25,000
<i>Watershed Management Plan Update</i>	
<i>NPDES Storm Water Permit Update</i>	0
<i>NPDES Storm Water Quality Management Program</i>	262,500
Regional Storm Water Planning Projects	262,500
Regional Flood Control Planning Projects	0
<i>N & P Reduction in watershed</i>	0
<i>Water Quality Standards and TMDL Review, and Compliance</i>	0
<i>Septic System Mitigation Planning</i>	4,500
Regional Wastewater Planning Projects	4,500
<i>Plan Update (Cost-Finance and Water Balance Model Contract)</i>	50,000
<i>TMRPA GIS Population Model</i>	0
Water Management Plan	50,000
Project Subtotal	731,135
Totals	1,318,235