

# Western Regional Water Commission

## STAFF REPORT

**DATE:** May 15, 2020

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

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

**SUBJECT:** PUBLIC HEARING Discussion and action on the WRWC Tentative Budget for Fiscal Year (“FY”) 2020 – 2021 and; discussion and action on adoption of the WRWC Final Budget for FY 2020 – 2021.

---

### **SUMMARY**

Staff has developed a Fiscal Year 2020 – 2021 Tentative Budget for the WRWC including revenues and expenses for staff and non-staff professional services. The attached State of Nevada budget forms show projected revenues of \$1,634,289, and expenditures of \$2,942,114. The balance of \$1,307,825 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**

None

### **FISCAL IMPACT**

The Fiscal Year 2020 – 2021 Tentative Budget projects \$1,634,289 in revenues, and \$2,648,190 in expenses, with the difference of \$1,307,825 coming from cash reserves. Budget expenses include a maximum of \$2,065,986 for work plan activities, \$535,204 for three staff positions and legal services, and \$47,000 for various routine operating expenses.

### **RECOMMENDATION**

Staff recommends that the WRWC adopt and certify the WRWC Final Budget for Fiscal Year 2020– 2021, and direct staff to transmit a copy 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 2020 – 2021, and direct staff to transmit a copy 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:jp

Attachment 1: WRWC Final State Budget for Fiscal Year 2020 – 2021

Attachment 2: WRWC Fiscal Year 2020 – 2021 approved Tentative Budget Worksheets

# WESTERN REGIONAL WATER COMMISSION

1001 E. Ninth Street, Reno, NV 89512 · Tel: (775) 954-4657 · Fax: (775) 328-3640

---

April 7, 2020

Kellie J. Grahmann  
Nevada Department of Taxation  
Local Government & Finance  
1550 College Parkway #115  
Carson City, NV 89706

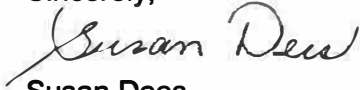
Re: Tentative Budget for the Fiscal Year Ending June 30, 2021

Dear Ms. Grahmann,

Enclosed are two sets of completed State of Nevada Department of Taxation forms for the Western Regional Water Commission's tentative budget for the fiscal year ending June 30, 2021.

If you have any question, please contact me at (775) 328-2044 or Ben Hutchins at (775) 954-4646.

Sincerely,



Susan Dees  
Sr. Accountant  
CSD, Finance & Administration

Enclosure

cc: Ben Hutchins, CPA, CSD, Finance & Administration Division Director  
Jim Smitherman, Water Resources Program Manager



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, 2021

This budget contains \_\_\_\_\_ 0 \_\_\_\_\_ 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 \_\_\_\_\_ If the final computation requires, the tax rate will be lowered.

This budget contains \_\_\_\_\_ 1 \_\_\_\_\_ governmental fund types with estimated expenditures of \$ \_\_\_\_\_ 2,648,190 \_\_\_\_\_ 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, CPA \_\_\_\_\_  
(Print Name)  
Finance & Customer Service Division Director \_\_\_\_\_  
(Title)

certify that all applicable funds and financial operations of this Local Government are listed herein

Signed: Ben Hutchins \_\_\_\_\_  
Digitally signed by Ben Hutchins  
Date: 2020.04.13 08:41:51 -07'00'

Dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHEDULED PUBLIC HEARING:  
(Must be held from May 18, 2020 to May 31, 2020 this year)

Date and Time: \_\_\_\_\_ May 21, 2020, 1:30 p.m. \_\_\_\_\_

Publication Date: \_\_\_\_\_ May 10, 2020 \_\_\_\_\_

Place: \_\_\_\_\_ Sparks Council Chambers - Legislative Building, 745 Fourth St., Sparks, Nevada \_\_\_\_\_

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 06/30/19	ESTIMATED CURRENT YEAR ENDING 06/30/20	BUDGET YEAR ENDING 06/30/21
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation			
Community Support			
<b>TOTAL GENERAL GOVERNMENT</b>			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other			
<b>TOTAL</b>			

**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			
TAX RATE			
General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
<b>TOTAL TAX RATE</b>			

**\* 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





<b>REVENUES</b>	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/21	
	ACTUAL PRIOR YEAR ENDING 6/30/2019	ESTIMATED CURRENT YEAR ENDING 6/30/2020	TENTATIVE APPROVED	FINAL APPROVED
<b>REVENUES</b>				
Water surcharge fees	1,592,233	1,479,126	1,608,041	
Grant revenue	39,880	40,000	-	
Earnings on investments	53,500	13,372	26,248	
<b>Subtotal of Revenues</b>	<b>1,685,613</b>	<b>1,532,498</b>	<b>1,634,289</b>	
<b>OTHER FINANCING SOURCES</b>				
Operating Transfers In (Schedule T)	-	-	-	
<b>Subtotal of Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>BEGINNING FUND BALANCE</b>	<b>1,141,353</b>	<b>1,452,337</b>	<b>1,307,825</b>	
Prior Period Adjustment(s)	-	-	-	
Residual Equity Transfers	-	-	-	
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>1,141,353</b>	<b>1,452,337</b>	<b>1,307,825</b>	
<b>TOTAL RESOURCES</b>	<b>2,826,966</b>	<b>2,984,835</b>	<b>2,942,114</b>	
<b>EXPENDITURES</b>				
Services and Supplies	1,374,629	1,677,010	2,648,190	
<b>Subtotal of Expenditures</b>	<b>1,374,629</b>	<b>1,677,010</b>	<b>2,648,190</b>	
<b>OTHER USES</b>				
CONTINGENCY (not to exceed 3% of total expenditures)	-	-	-	
Operating Transfers Out (Schedule T)	-	-	-	
<b>Subtotal of Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>ENDING FUND BALANCE</b>	<b>1,452,337</b>	<b>1,307,825</b>	<b>293,924</b>	
<b>TOTAL COMMITMENTS &amp; FUND BALANCE</b>	<b>2,826,966</b>	<b>2,984,835</b>	<b>2,942,114</b>	

Western Regional Water Commission  
(Local Government)



**SCHEDULE OF EXISTING CONTRACTS**  
**Budget Year 2020 - 2021**

**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 2020-21	Proposed Expenditure FY 2021-22	Reason or need for contract:
1	Washoe County	07/01/20	06/30/21	431,008	431,008	Professional and administrative staff services
2	McDonald Carano Law Offices	11/01/20	06/30/21	81,000	81,000	Legal services
3	Regional Planning Governing Board	11/01/20	06/30/21	5,000	5,000	Public meeting minutes
4	City of Reno	07/01/20	06/30/21	7,500	7,500	Web Hosting services
5	Regional Planning Governing Board	07/01/20	06/30/21	5,000	5,000	Web Hosting services
6	SoSu	07/01/20	06/30/21	5,000	5,000	Video production services
7	Schettler, Macy & Associates, LLC	07/01/20	06/30/21	9,000	9,000	Financial audit services
8	Desert Research Institute	07/01/20	06/30/21	20,000	20,000	Precipitation "can" monitoring
9	Desert Research Institute	07/01/20	06/30/21	5,000	5,000	Irrigation water conservation - Washoe ET program
10	Truckee Meadows Water Authority	07/01/20	06/30/21	100,000	100,000	Water conservation program
11	Nevada Landscape Association	07/01/20	06/30/21	12,500	12,500	Certified landscape technician program
12	UNR/ Nevada Water Innovation Institute	07/01/20	06/30/21	191,989	-	Regional Effluent Management Planning Guidance Document
13	UNR/ Nevada Water Innovation Institute	07/01/20	06/30/21	120,000	-	Advanced Water Treatment Demonstration
14	Data Instincts	07/01/20	06/30/21	25,000	25,000	Reclaimed Water Planning - Data Instincts
15	Washoe County	07/01/20	06/30/21	100,000	-	Long Valley Creek Feasibility Study
16	One Truckee River	01/20/20	06/30/21	250,000	-	One Truckee River administrative support
17	City of Reno	07/01/20	06/30/21	262,500	262,500	Storm water management program
18	Washoe County	07/01/20	06/30/21	160,000	-	Steamboat Ditch Evaluation
19	Washoe County	07/01/20	06/30/21	100,000	-	Lemmon Valley Flood Study and Mapping
20	Regional Planning Governing Board	07/01/20	06/30/21	20,000	-	Regional Wastewater Flow Projections
<b>Total Proposed Expenditures</b>				<b>1,910,497</b>	<b>968,508</b>	

Additional Explanations (Reference Line Number and Vendor):

**SCHEDULE OF PRIVATIZATION CONTRACTS**  
**Budget Year 2020 - 2021**

**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 2020-21	Proposed Expenditure FY 2021-22	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, 2020 - June 30, 2021  
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
<b>REVENUE</b>	<b>Amount</b>	
Estimated Water Surcharge Revenues	1,608,041	
Grant and/or Other Revenue	0	
Estimated Interest Income	25,860	
<b>Total Revenue</b>	<b>1,633,901</b>	
<b>PROFESSIONAL SERVICES/SUPPLIES</b>	<b>Amount</b>	
Estimated Professional Services (Page 2)	2,065,986	1
Staff Services (Page 3)	535,204	2,3
Non-Staff Services (Page 3)	47,000	
<b>Total Professional Services/Supplies</b>	<b>2,648,190</b>	
<b>OTHER EXPENSES</b>	<b>Amount</b>	
Estimated Misc.		
<b>Total Other Expense</b>	<b>0</b>	
<b>Total Expenses</b>	<b>2,648,190</b>	

Net Change in Cash Reserves (\$1,014,289)

**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
<b>Net change in cash reserves for FY 2020-21</b>	<b>(\$1,014,289)</b>
Estimated cash balance as of 6/30/21	\$293,536

**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
<b>Regional Water Planning Projects</b>	<b>20,000</b>	<b>NNWPC Ranking Vote Total 9 (6%)</b>
<i>Washoe ET Project</i>	5,000	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 FY20-21 Amendment to ILA with TMWA
<i>Certified Landscape Technician Program</i>	12,500	Pending FY20-21 Amendment to ILA with NLA
<b>Regional Water Conservation</b>	<b>117,500</b>	<b>NNWPC Ranking Vote Total 15 (10%)</b>
<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>Long Valley Creek Feasibility Study</i>	100,000	Pending Amendment; Contract with Stantec
<b>Regional Reclaimed Water Planning Projects</b>	<b>502,986</b>	<b>NNWPC Ranking Vote Total 46 (31%)</b>
<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
<b>Regional Storm Water Planning Projects</b>	<b>575,500</b>	<b>NNWPC Ranking Vote Total 34 (23%)</b>
<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
<b>Regional Flood Control Planning Projects</b>	<b>260,000</b>	<b>NNWPC Ranking Vote Total 23 (15%)</b>
<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 &amp; P Reduction in Watershed</i>	0	Pending Project Proposal; ILA with Reno
<b>Regional Wastewater Planning Projects</b>	<b>40,000</b>	<b>NNWPC Ranking Vote Total 23 (15%)</b>
<i>Project Contingency Funds</i>	400,000	
<i>Water Management Plan Update Contractor</i>	0	
<i>Water Management Plan Update</i>	150,000	Plan Update; Consultant Contracts TBD
<b>Comprehensive Plan</b>	<b>550,000</b>	
<b>Totals</b>	<b>\$2,065,986</b>	

Note: Budget amounts may be transferred between categories

## Western Regional Water Commission Tentative Routine Operation Budget Fiscal Year 2020/2021

		2020/2021 Annual Routine Operating Budget Total	Expense Description/Example
<b>WRWC Employees</b>		\$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	
<b>Washoe County Overhead</b>		\$22,196	
GF OH Utilities - direct		\$497	
GF OH - direct		\$0	
GF OH - allocated		\$21,699	
<b>Mileage Expenses</b>		\$1,000	Annual routine daily vehicle mileage expenses.
<b>Legal Services</b>		\$81,000	Cost of <i>Legal Counsel</i> services as defined by contract as entered into between Rhodes Law Office and WRWC
<b>Lobbying Registration</b>	\$0	Cost of registration for staff members as state lobbyists	
<b>Staff Services Subtotal</b>		<b>\$535,204</b>	
<b>Minutes</b>	Non-Staff Services	\$5,000	Annual service contract to provide for recording of meetings, transcription of minutes and document editing.
<b>WRWC Tech Services</b>		\$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.
<b>TRIG Server Hosting and Support</b>		\$7,500	
<b>TMRPA Server and Hosting</b>		\$5,000	
<b>Video Coverage</b>		\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
<b>CAFR &amp; Audit</b>		\$9,000	Annual expense for CAFR development and financial audit.
<b>Regional Training</b>		\$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.
<b>Regional Travel</b>		\$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.
<b>Advertising</b>		\$1,000	Such as advertising and legal notices.
<b>Misc. Operating</b>		\$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.
<b>Non-Staff Services Subtotal</b>		<b>\$47,000</b>	
<b>Totals</b>		<b>\$582,204</b>	

Estimated Expenditures Fiscal Year 2019/2020

Description	Total Estimated Fiscal 2019/2020 Expenditure as of 6/30/20
<b>WRWC Employees</b>	393,474
Salaries and benefits for WRWC staff	-
GF OH OPEB - allocated	-
Support Services from CSD F&A	-
<b>Mileage Expenses</b>	2,400
<b>WRWC Overhead</b>	42,500
GF OH Utilities - direct	-
GF OH - direct	-
GF OH - allocated	-
<b>Legal Services</b>	139,200
<b>Lobbying Services</b>	600
<b>Service Contract Subtotal</b>	<b>578,174</b>
<b>Minutes</b>	5,000
<b>Website</b>	15,000
<b>Envision/Sosu</b>	5,000
<b>CAFR &amp; Audit</b>	8,700
<b>Regional Training</b>	1,500
<b>Regional Travel</b>	-
<b>Advertising</b>	1,000
<b>Misc. Operating</b>	6,700
<b>Non-Service Related Routine Operating</b>	<b>42,900</b>
<b>Routine Operating Expense Subtotals</b>	<b>621,074</b>
<i>Climate Variability Data Assessment</i>	-
<i>Precipitation Monitoring</i>	20,000
<b>Regional Water Planning</b>	<b>20,000</b>
<i>Washoe ET Project</i>	10,000
<i>Water Usage Review Program</i>	100,000
<i>Certified Landscape Technician Program</i>	12,500
<b>Conservation, Sustainability, Climate Change</b>	<b>122,500</b>
<i>Advanced Water Treatment Demonstration</i>	183,017
<i>Bedell Flat Infiltration</i>	40,000
<i>Regional Effluent Management Strategy</i>	-
<i>Nevada Water Innovation Institute</i>	25,000
<i>Reclaimed Water Planning - Expert Panel</i>	40,000
<i>Reclaimed Water Planning - NWII A+</i>	-
<i>Reclaimed Water Planning - Data Instincts</i>	26,134
<i>Regional Effluent Management Planning</i>	187,728
<i>A+ Reclaimed Water Feasibility Study</i>	34,057
<i>Long Valley Creek Feasibility Study</i>	40,000
<b>Regional Reclaimed Water Planning Projects</b>	<b>575,936</b>
<i>NPDES Storm Water Quality Management</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>	-
<b>Regional Storm Water Planning Projects</b>	<b>337,500</b>
<i>Localized Flooding</i>	-
<b>Regional Flood Control Planning Projects</b>	-
<i>Regional Wastewater Flow Projections</i>	-
<i>Modeling for Water Quality Standards and</i>	-
<b>Regional Wastewater Planning Projects</b>	-
<i>Plan Update</i>	-
<b>Water Management Plan</b>	-
<b>Project Subtotal</b>	<b>1,055,936</b>
<b>Totals</b>	<b>1,677,010</b>