

Western Regional Water Commission

STAFF REPORT

DATE: June 11, 2020

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

FROM: Jim Smitherman, Water Resources Program Manager

SUBJECT: Discussion and action on a NNWPC recommendation for approval of a scope of work and funding, not to exceed \$250,000 from the Regional Water Management Fund ("RWMF"), to support the Truckee River Foundation's proposal to implement the One Truckee River Management Plan; and, if approved, authorize the Chairman to execute an agreement with the Truckee River Foundation for that purpose.

SUMMARY

The 2016-2035 Regional Water Management Plan, Section 4.5.13 includes a brief summary of the One Truckee River Management Plan, Phase 1, which identifies four primary goals for the urban stretch of the river from East McCarran Blvd. in Reno to Vista Blvd. in Sparks:

1. Protect water quality and ecosystem health;
2. Create and sustain a safe, beautiful and accessible river;
3. Build an aware community;
4. Ensure the sustainable management of the river.

Within each of the goals are objectives, strategies and action items that form the Plan's framework.

In 2015, Keep Truckee Meadows Beautiful (KTMB) and Nevada Land Trust (NLT) joined forces to convene a diverse planning team to consider activities, issues and impacts along the Truckee River and create a comprehensive, collaborative plan to address a broad range of issues. In September of the following year, the One Truckee River Management Plan, Phase 1, was unanimously approved by the City of Reno, the City of Sparks and Washoe County. The Plan is available to view and download at: <http://onetruckeeriver.org/management-plan/>

One Truckee River is presently guided by a leadership team, which proposes transitioning the initiative out from under KTMB and NLT, and into the Truckee River Foundation nonprofit organization using funding from the RWMF for fiscal year 2020-21. The move is intended to increase and enhance support for staff, operations and efforts to implement identified priority action items. Details are included in the attached proposal.

BACKGROUND

In January 2015, KTMB and NLT appeared before the NNWPC and requested \$22,000 to help fund pre-panning activities for the development of a Truckee River corridor management plan. Plan implementation would complement the Regional Storm Water Quality Management

Program and include the clearing of waste along the riverbanks providing for improved water quality. The NNWPC approved and the funds provided a match for a Truckee River Fund grant.

FISCAL IMPACT

If approved, the fiscal impact to the RWMF will not exceed \$250,000 for Fiscal Year 2020-2021. The Fiscal Year 2020-2021 budget includes adequate authority for this project. Budget authority is located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services.

RECOMMENDATION

The NNWPC recommends that the WRWC approve the proposed scope of work and funding not to exceed \$250,000, and authorize the Chairman to execute an agreement with the Truckee River Foundation to support the implementation of the One Truckee River Management Plan.

RECOMMENDED MOTION

“Move to approve the proposed scope of work, and funding not to exceed \$250,000, and authorize the Chairman to execute an agreement with the Truckee River Foundation to support the implementation of the One Truckee River Management Plan.”

JS:jp



March 13, 2020

Mr. Jim Smitherman
Water Resources Program Manager
Northern Nevada Water Planning Commission
1001 East Ninth St., Reno, NV 89512
775-954-4657 - jsmitherman@washoecounty.us

Re: ONE TRUCKEE RIVER PROPOSAL

Dear Mr. Smitherman,

Thank you for the opportunity to submit, on behalf of One Truckee River (OTR), this proposal to support the implementation of the *One Truckee River Management Plan, Phase I (OTR Plan)* unanimously adopted by the City of Reno, City of Sparks, and Washoe County in 2016.

This is a formal request to approve the OTR Proposal, detailed in this letter including a Scope of Services, Budget Narrative, and Budget for OTR, in support of an agreement between the Western Regional Water Commission (WRWC), funder and the coalition, One Truckee River within the nonprofit, Truckee River Foundation (TR Foundation), for the fiscal year of 2020/21 from July 1, 2020 to June 30, 2021. This letter is a formal proposal by OTR to provide service to WRWC in the amount of \$250,000.

Background

The *OTR Plan* is part of the *WESTERN REGIONAL WATER COMMISSION, Northern Nevada Water Planning Commission, 2016-2035 Comprehensive Regional Water Management Plan (Water Management Plan)* under section 4.5.13 Public Outreach Programs. As mentioned in the *Water Management Plan*, most of the Truckee River and the Truckee River corridor is managed and regulated by federal, state, and local agencies. OTR seeks to coordinate existing agencies' efforts and documents to implement the *OTR Plan* rather than create a new regulatory agency.

OTR is a coalition, a collaboration of public and private partners working to ensure a healthy, thriving, sustainable river connected to the hearts and minds of the community. The *OTR Plan* has four primary goals focused on the health of the river, connecting people and places, creating an engaged community, and addressing the long term and sustainable management of

the river. Within each of the goals are objectives, strategies and action items that provide the over-arching framework for the plan.

Goal 1: Ensure and protect water quality and ecosystem health in the Truckee River;
Goal 2: Create and sustain a safe, beautiful and accessible river connecting people and places;
Goal 3: Build an aware and engaged community that protects and cares for the river; and
Goal 4: Ensure the measurable, sustainable and collaborative management of the river for today and into the future.

The OTR staff and contractors strive to be an effective coordinator “circuit” between the 25 OTR partner entities, to support the OTR partners in the implementation process of the *OTR Plan* and to educate OTR stakeholders and the general public about the work of the OTR. In 2017, the OTR Partnership Council prioritized nine action items out of the 100+ listed in the OTR Plan. The OTR staff and contractors focus on the nine prioritized action items on a continual basis until the actions are completed or the OTR Partnership Council prioritizes other action items. Success in the implementation of the OTR action items relies on OTR partners to engage in the implementation process.

The work of OTR is to build a strong collaboration of public and private partners working together for a Truckee River that flows clear and clean, quenches our thirst, sustains the river’s natural ecology, cultural resources and wildlife, and connects residents and visitors to unparalleled opportunities for recreation and regeneration.

In closing, Mr. Smitherman, I want to express, on behalf of OTR, how excited we are to present this proposal to support the implementation of the One Truckee River Management Plan, Phase I for the 2020/21 fiscal year that is part of the *Water Management Plan*. We are requesting approval of this July 1, 2020 to June 30, 2021 – One Truckee River Scope of Services, Budget Narrative, and Budget included in this letter.

Thank you to the Western Regional Water Commission and Northern Nevada Water Planning Commission for consideration of this request. I will follow up with you in the next week to answer any questions you or commission members might have, as well as to learn whether I might meet with you or present to the commissions to discuss the merits of our proposal. Meanwhile, should you have any questions, please feel free to contact me.

Sincerely,

Iris Jehle-Peppard, Partnership Director of One Truckee River
Phone: (775) 450-5489
Email: iris@onetruckeeriver.org
OTR website: www.onetruckeeriver.org

ENCLOSURE

EXHIBIT A: SCOPE OF SERVICES FOR ONE TRUCKEE RIVER

PROJECT DESCRIPTION

OTR will provide the following identified projects and services for WRWC from July 1, 2020 to June 30, 2021 to support the implementation of the *OTR Plan* with a focus on the nine prioritized action items determined by the OTR Partnership Council in 2017. The projects and services include the coordination of several teams:

- OTR Management Team,
- Partnership Council,
- OTR Proposal Writing Team

OTR will also support the OTR priority action items including implementation of:

- the *Truckee River Watershed Management Plan*
- the City of Reno Crime Prevention Through Environmental Design
- the Truckee River Month in May
- the River Restroom Project
- the internal transition of OTR from the Nevada Land Trust to the nonprofit TR Foundation with the new formal OTR structure

OTR Operations:

- **OTR Management Team** – this team includes the OTR Partnership Director, Administrative Manager, Outreach Coordinator, AmeriCorps, and outside contractors. The OTR Management Team is focused on supporting the OTR Partnership Council. They identify and secure additional funding for OTR operations and implementation of the *OTR Plan*. Details on how the OTR Management Team support the implementation of the priority action items are described later in this proposal.
- **OTR Partnership Council** – OTR Management Team will host four quarterly meetings involving 25+ local agencies including governmental and nonprofit entities to support implementation of the prioritized action items through consensus-based decision-making. They will support OTR partners to collectively implement OTR action items. In addition to the OTR Partnership Council meetings it will include one-on-one and small group meetings with OTR partners, stakeholders, and relevant parties to determine feasible projects to implement.
- **OTR Proposal Writing Team** – this team of professionals supports the OTR Management Team by identifying funding opportunities for project implementation. The goal for this team is to identify and submit at least three proposals a year for OTR priority action items.

OTR Priority Action Items:

- *Priority Action Item 1.2.a. Project: Support the implementation of the Truckee River Watershed Management Plan.* In 2019, the Truckee Meadows Stormwater Permit Coordinating Committee, under City of Reno management, selected Nichols Consulting Engineers to perform an update to the tributaries of the *Truckee River Watershed Management Plan*. The contract is funded by WRWC. The *Truckee River Watershed*

Management Plan is scheduled to be completed by the summer of 2020. After this *Plan* is completed it will allow the three jurisdictions (Reno, Sparks and Washoe County) to apply for NDEP 319 grant funding. OTR will support the stakeholder coordination and consensus process that took place through this planning process to continue to support the implementation of the *Truckee River Watershed Management Plan*.

- *Priority Action Item 2.1.e. Project: May Truckee River Month.* - OTR will coordinate with local groups (government, nonprofits, and businesses) to conduct this event. Last year there were 103+ river-related events, including 46+ active events drawing 14,500+ unique attendees to events along the Truckee River in the month of May. Family-orientated activities along the Truckee River brings more “eyes to the river”. A concept that safety can increase when there are more “eyes on the street” (urbanist Jane Jacobs' term) meaning people serve unconsciously as a witness in lively, well-trafficked public spaces as a deterrent to people contemplating an obvious crime. We can use this idea to increase safety along the river. The whitewater park in downtown Reno is a great local example of “eyes on the river”.
- *Priority Action Item 2.1.e. Project: Crime Prevention Through Environmental Design* – Recently, the City of Reno, with multiple OTR partners, are working to develop a plan to secure funding to pilot the techniques of Crime Prevention through Environmental Design (CPED) along the Truckee River from Lake Street to Kietzke Lane in Reno. The concept of CPED is to manipulate the built environment to create safer neighborhoods. The main principles of CPED use natural surveillance, natural access control, and territorial reinforcement to increase safety. OTR Management Team will support this effort. Discussion with project partners have been to focus on increasing garbage cans and appropriate lighting, repair the broken pathways and dangerous intersections, beautify specific sections, and work with adjacent landowners to consider the river as an asset rather than a nuisance. This work will also encourage residents to enjoy the river and bring more “eyes to the river”.
- *Priority Action Item 1.3.c. Project: River Restroom Project* – The River Restroom Project evolved out of this Action Item 1.3.c with four phases identified to establish nine new public restrooms along the Truckee River in the Reno-Sparks urban core area. Increase in public facilities along the Truckee River is prioritized because a lack of public restrooms has been part of creating a human waste issue that most likely impacts the water quality of the Truckee River. Funding for all of the Project’s Phase I and half of Phase II is secured from Truckee Meadows Water Authority (TMWA), Truckee River Fund, Washoe County Regional Parks and Open Space, Washoe County Health District, Renown Health, and Nevada Land Trust. The City of Reno approved entering into an agreement with TMWA to install the first new restroom in Brodhead Park on City of Reno property. Installation is scheduled for mid-June 2020. OTR Management Team will coordinate with River Restroom Project partners, supporters, and staff to ensure the Project’s pilot is successful. OTR will identify and develop funding opportunities for the Project’s Phase II and then for Phase III.
- *Priority Action Item 4.1.a. Project: OTR Internal Transition* - the coordination of OTR transitioning from its fiscal agent, Nevada Land Trust to the nonprofit, Truckee River Foundation (TR Foundation) and the implementation of OTR new structure developed by

the OTR Partnership Council in 2019. This coordination will create a solid foundation for OTR internal systems including a re-energized TR Foundation board of directors, and newly hired core staff (Administrative Manager, Outreach Coordinator, and AmeriCorps).

Note that these actions will be further clarified through the work of these projects to implement OTR priority action items. Actual hours and costs may vary from the identified estimates below, depending on each scope of service per project and the success in the implementation of the OTR action items relies on OTR partners to engage in the implementation process.

ONE TRUCKEE RIVER will, under this scope of work, provide to WESTERN REGIONAL WATER COMMISSION: the following from July 1, 2020 to June 30, 2021:

Internal Systems Management of OTR staff for the OTR coalition:

- Coordinate the OTR partners through quarterly Partnership Council meetings and (when needed) one-on-one or in small groups, meetings with OTR partners, stakeholders, other relevant entities, and interested citizens
- Coordinate the OTR Proposal Writing Team to research and support securing more funding to OTR partners or OTR itself to implement OTR priority action items
- Respond to and address questions about OTR and relevant topics from the general public
- Create an OTR outreach program that builds connections and opportunities for Truckee Meadows residents to support the *OTR Plan* and the Truckee River directly, including but not limited to:
 - Collect, write, edit, and publish quarterly updates on the progress of OTR priority action items and distribute the updates throughout the Truckee Meadows Region
 - Collect, write, edit, and post weekly social media to promote the Truckee River and the work of the OTR coalition
 - Develop and distribute an annual survey to learn more about how Truckee Meadows residents think, feel, and experience the Truckee River
- Support OTR priority action items
- Report on OTR Management Team and partner progress to OTR funders, including periodic reporting to the NNWPC/WRWC.

OTR MANAGEMENT TEAM

Work to be conducted by OTR Partnership Director, Ms. Jehle-Peppard:

- Develop job descriptions, recruit, interview, and hire OTR Management Team including an Administrative Manager, Outreach Coordinator, and AmeriCorps
- Oversee, mentor, and support the work of OTR staff
- Plan, coordinate (with the support of OTR Outreach Coordinator), and participate in OTR Partnership Council meetings
- Coordinate with OTR partners on priority action item implementation, tracking, and progress reporting on the goals.

- Develop and work with an effective, working TR Foundation Board of Directors
- Provide OTR updates to elected officials and interested citizens informally or through formal presentations
- Serve as the first point-of-contact for OTR and media inquiries
- Lead the OTR Proposal Writing Team to identify and develop potential funding opportunities, as well as conduct grant research, proposal writing, and support partner proposals or OTR submissions to fund the implementation of OTR priority action items
- Coordinate with NLT and the TR Foundation to manage OTR funds, including budgeting, quarterly reporting, compliance with funding source requirements, and final reporting.
- Forge cooperative relationships and agreements with relevant future OTR partners
- Support the increase of OTR donors and collaborate on initiating, developing, and executing possible funding strategies
- Anticipate potential issues, and manage conflict/controversy in a diplomatic manner throughout the OTR coalition focused on the priority action items
- Develop or recommend viable solutions for organizational problems or situations
- Regularly present potential opportunities, scenarios, and possible outcomes to the OTR Management Team
- Review invoices, reports, and financial documents with TR Foundation Board Treasurer
- Work with Administrative Manager to prepare OTR overall and proposal budgets

Work to be conducted by OTR new Administrative Manager, TBD:

- With Partnership Director to create accounting systems for OTR
- Prepare financial documents and reports
- Pay all bills and expenses by or before due date and file receipts
- Process payroll in coordination with outside payroll services
- Collect and deposit all funds into OTR bank account
- Create, review (with Partnership Director), and send out invoices and reports to funders
- Accurately enter all necessary financial data into OTR QuickBooks system, and submit two financial documents - "Statement of Activities Budget vs Actual" and "Balance Sheet" reports to Partnership Director and Board Treasurer
- Reconcile OTR bank statements to be read and get signature/approval from Partnership Director and Board Treasurer
- Attend and participate in a standing meeting with Partnership Director and Board Treasurer to review and discuss financial reports
- Review financial and legal documentation to verify accuracy and adherence to financial regulations and acceptable financial principles
- With Partnership Director, analyze current finances and support the development of budgets for the following year and review grant proposal budgets
- Ensure all OTR accounting documents and donor records are filed and maintained
- Keep track of donor information and prepare, get signatures and send out donor thank you letters

Work to be conducted by OTR new Outreach Coordinator, TBD:

- Establish an outreach program, policies and procedures for OTR (in coordination with the Partnership Director) to build connections and opportunities for residents to engage with OTR work and support the Truckee River directly
- Lead OTR outreach program and work with and support OTR AmeriCorps
- Evaluate bi-annually the effectiveness of the outreach program by tracking attendance and collecting data
- Organize meetings, events, and seek out opportunities to make OTR presence known to the general Truckee Meadows public
- Conduct presentations on what OTR is overall to local groups
- Conduct outreach and advertising for OTR including the coordination of advertisements and the distribution of posters, postcards, and incentives (when available)
- Work to secure donations for incentives to promote the work of OTR
- Assist the Partnership Director with writing, editing, and preparing OTR publications, grant proposals and meeting packages
- Upload and file online OTR documents
- Update OTR website and social media in coordination with OTR partner information
- Respond to general emails and phone calls to OTR
- Develop and lead OTR donor/volunteer appreciation initiatives

Work to be conducted by AmeriCorps Volunteers, TBD:

- Lead May Truckee River Month including recruiting, organizing, and promoting family-orientated events along the Truckee River in the month of May supporting the priority Action Item 2.1.e
- Develop and distribute an annual survey to learn more about how residents in the Truckee Meadows regions think, feel, and experience the Truckee River supporting the priority Action Item 4.2.b
- Conduct research and interviews (when needed) pertaining to best practices used in projects similar to OTR priority action item implementation projects
- Support the Outreach Coordinator and network with local groups where OTR projects are located supporting priority Action Item 1.3.c and 2.1.e

Work to be conducted by OTR professional services:

- MAREN RUSH creative design will provide productions of graphic design work for OTR to support overall public outreach for OTR, May Truckee River Month, or any of the OTR priority action items supporting work under priority Action Item 2.1.e
- Resource Concepts, Inc. will provide technical support for the implementation of the *Truckee River Watershed Management Plan* and the City of Reno Crime Prevention by Design effort supporting the priority Action Item 1.2.a and 2.1.e
- Turning Point, Inc. will facilitate the OTR Partnership Council meetings and support OTR metrics work supporting the priority Action Item 4.1.a and 4.2.b

EXHIBIT B: ONE TRUCKEE RIVER BUDGET NARRATIVE

The OTR 2020/21 budget is detailed out after this budget narrative. The flat rate for OTR staff to run OTR general operations and support OTR partners to implement OTR priority action items is \$2,980.46 per week for 52 weeks (July 1, 2020 to June 30, 2021). This includes the work described in the Scope of Services for OTR above to equal a total of \$154,984 for OTR staff within the \$250,000 requested from the WRWC.

The flat rate includes:

- Partnership Director for 25 hours a week at \$70/hr. as an independent contractor
- Administrative Manager for 15 hours a week at \$48/hr. as an employee with 10% for taxes and worker's compensation
- Outreach Coordinator for 20 hours a week at \$20/hr. as an employee with 10% for taxes and worker's compensation

OTHER DIRECT EXPENSES

Additional direct expenses for the Scope of Services for OTR that is not included in the flat rate above include the following:

- **Work to be conducted by OTR AmeriCorps cost not to exceed \$13,000**
 - Lead May Truckee River Month including recruiting, organizing, and promoting family-orientated events along the Truckee River in the month of May supporting the priority Action Item 2.1.e
 - Develop and distribute an annual survey to learn more about how residents in the Truckee Meadows region think, feel, and experience the Truckee River supporting OTR Goal 2 overall and specifically the priority Action Item 2.1.e
 - Conduct research and interviews (when needed) related to best practices pertaining to similar projects as OTR priority action item work
 - Support the Outreach Coordinator and network with local groups where OTR projects are located supporting priority Action Item 1.3.c and 2.1.e
- **Work to be conducted by OTR professional services cost not to exceed \$25,000:**
 - MAREN RUSH creative design will provide productions of graphic design work for OTR to support public outreach for OTR, May Truckee River Month, or any of the OTR priority action items supporting work under priority Action Item 2.1.e
 - Resource Concepts, Inc. will provide technical support for the implementation of the *Truckee River Watershed Management Plan* and the City of Reno Crime Prevention by Design effort supporting the priority Action Item 1.2.a and 2.1.e
 - Turning Point, Inc. will facilitate the OTR Partnership Council meetings and support OTR metrics work supporting the priority Action Item 4.1.a and 4.2.b
- **Conditional expenses for priority action items cost not to exceed \$23,027:**
 - This funding can only be used for OTR priority actions items to support collaborative implementation. OTR Partnership Council builds consensus on how the funds are to be used before they are spent. An example of how the conditional funding could be used is to provide limited funding to the three

jurisdictions to cover signage repair costs to support the implementation of the multi-jurisdictional signage project to complete the priority Action Item 2.2.b or to support a detailed plan to implement the Crime Prevention by Environmental Design concepts along the Truckee River supporting priority Action Item 2.1.e.

- **Outreach Costs (including May Truckee River Month) not to exceed \$8,750:**
 - Educational items
 - Social media ads
 - Radio ads
 - Events
- **Other Direct Expenses cost not to exceed \$2,512:**
 - Meetings
 - Training and development

INDIRECT EXPENSES FOR OTR

Indirect expenses include printing and reproductions, postage, supplies, payroll services, QuickBooks accounting system, insurance, professional membership dues, subscriptions, and fees. OTR has a total of \$227,273 in direct costs and an indirect cost of 10% of \$22,727 to equal a total cost of \$250,000 requested from the WRWC.

ADMINISTRATIVE DETAILS

In 2020, OTR will transition from being under the fiscal agent, Nevada Land Trust (NLT) to re-energizing the existing nonprofit, the TR Foundation. Support from WRWC will allow OTR to focus on this transition along with supporting OTR priority action items. In 2021, with OTR under the TR Foundation, staff will increase efforts to secure operational and implementation financial support from other sources outside of the WRWC. OTR has open grants under NLT from the Truckee River Fund, Nevada Division of Environmental Protection, and Renown Health. OTR staff and outside contractors are working to complete these grant deliverables and close the existing grants award out by the end of 2022.

PAYMENT SCHEDULE/ REIMBURSABLE EXPENSES FOR ALL PROJECTS

Invoices shall be sent to WRWC by OTR/TR Foundation by the 10th day of every month. Reimbursable expenses will be billed in accordance to the OTR Proposal. Expenditures made are to be in the direct interest of supporting the implementation of the OTR Plan.

EXHIBIT B: ONE TRUCKEE RIVER BUDGET NARRATIVE

ONE TRUCKEE RIVER BUDGET	
July 1, 2020 to June 30, 2021 with One Truckee River (OTR) within the Truckee River Foundation	
Estimated Income	Total Budget
Western Regional Water Commission support	\$ 250,000
Total Estimated Income	\$ 250,000
Estimated Expenses	Total Budget
Staff	
Partnership Director (63% time as an independent contractor for 12 months)	\$ 91,000
Administrative Manager (38% time as an employee for 12 months)	\$ 41,184
Outreach Coordinator (50% time as an employee for 12 months)	\$ 22,800
Staff Sub-total	\$ 154,984
AmeriCorps support focused on OTR prioritized Action Items	\$ 13,000
Professional Services focused on OTR prioritized Action Items	\$ 25,000
Conditional expenses to support OTR prioritized Action Items (OTR Partnership Council determines how these funds are spent)	\$ 23,027
Outreach Costs (including May Truckee River Month)	
Educational items	\$ 4,500
Social media ads	\$ 1,500
Radio ads	\$ 2,000
Events	\$ 750
Promotions Sub-total	\$ 8,750
Other Direct Expenses	
Meetings	\$ 500
Training and development	\$ 1,000
Mileage	\$ 1,012
Other Direct Expenses Sub-total	\$ 2,512
Total Direct Expenses include OTR staff, AmeriCorps, professional services, capital expenses toward OTR prioritized Action Item implementation, promotions, and other direct expenses	\$ 227,273
In-direct Expenses at 10% include printing and reproductions, postage, supplies, payroll services, QuickBooks accounting system, insurance, professional membership dues, subscriptions, and fees	\$ 22,727
Total Direct and In-direct expense	\$ 250,000
Net difference	\$ (0)
In-Kind Contributions to One Truckee River	
Office space provided by Washoe County (110 sq. feet x \$1.60 per sq. feet x 12 months)	\$ 2,112
Telephone, internet, and tel-communications (\$125 a month x 12 months) provided by Nevada Land Trust (NLT) and Keep Truckee Meadows Beautiful (KTMB)	\$ 1,500
Water and electricity provided by NLT and KTMB (\$25 a month x 12 months)	\$ 300
Total In-Kind Contributions	\$ 3,912