

Western Regional Water Commission

STAFF REPORT

DATE: March 11, 2021

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

FROM: Chris Wessel, Water Resources Program Manager

SUBJECT: Review, discussion, and possible approval of the WRWC tentative budget for Fiscal Year 2021 - 2022, and possible direction to staff regarding the time and place for a public hearing on the tentative budget.

SUMMARY

Staff has developed a draft Fiscal Year 2021 - 2022 tentative budget for the WRWC, including revenues and expenses for staff and non-staff professional services. The attached budget summary and worksheets show details for professional services related to priority projects and routine operating expenses. The Northern Nevada Water Planning Commission (“NNWPC”) held a workshop to review and prioritize projects and allocate funding to projects deemed to be of the highest priority. On February 3, 2021, the NNWPC reviewed and approved the draft Fiscal Year 2021 - 2022 tentative budget and made a recommendation to the WRWC for approval.

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 in May, and not later than the last day in May. NRS 354.596(4). The attached draft tentative budget is provided for WRWC review, discussion, possible approval, and possible direction to staff.

PREVIOUS ACTION

None.

FISCAL IMPACT

The Fiscal Year 2021 - 2022 draft tentative budget projects an estimated \$1,643,544 in revenue, \$2,568,212 in expenses, and an ending cash balance of approximately \$318,609. Budget expenses include a maximum of \$1,930,148 for WRWC work plan activities, \$571,064 for three full time staff and legal services, and various routine operating expenses in the amount of \$67,000.

RECOMMENDATION

The NNWPC recommends that the WRWC approve the draft WRWC tentative budget for Fiscal Year 2021 - 2022. Staff further recommends WRWC direct staff to submit and file the tentative budget as required by statute, and provide notice, as required by law, for the public hearing on the tentative budget, and establish Thursday, May 20, 2021 at 9:00am, for the public hearing on the tentative budget.

POSSIBLE MOTION

"Move to approve the draft WRWC tentative budget for Fiscal Year 2021 - 2022, direct staff to submit and file the tentative budget as required by statute, and provide notice, as required by law, for the public hearing on the tentative budget to be held Thursday, May 20, 2021 at 9:00am."

CW:jp

Attachment: Draft WRWC Tentative Budget for Fiscal Year 2021 - 2022

**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	1,629,059	
Grant and/or Other Revenue	0	
Estimated Interest Income	14,485	
Total Revenue	1,643,544	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	1,930,148	1
Staff Services (Page 3)	571,064	2,3
Non-Staff Services (Page 3)	67,000	
Total Professional Services/Supplies	2,568,212	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	0	
Total Expenses	2,568,212	

Net Change in Cash Reserves **(\$924,668)**

Budget Analysis

Cash balance as of 7/1/20 (from Audit)	\$1,600,789
Estimated 2020/2021 revenue (Cash Flow)	1,608,209
Estimated 2020/2021 expenditures (Page 4)	(\$1,965,721)
Estimated cash balance as of 7/1/21	\$1,243,277
Net change in cash reserves for FY 2021-22	(\$924,668)
Estimated cash balance as of 6/30/22	\$318,609

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	FY21-22 Amend to ILA with DRI; Prog Manager Renewal
Regional Water Planning Projects	20,000	NNWPC Ranking Vote Total 11 (10%)
<i>Washoe ET Project</i>	5,000	FY21-22 Amend to ILA with DRI Prog Manager Renewal
<i>Water Usage Review Program</i>	100,000	FY21-22 Amend to ILA with TMWA - Prog Manager Renewal
<i>Certified Landscape Technician Program</i>	12,500	Multi-year FY21-22 Contract ILA with NLA - No Action Req
Regional Water Conservation	117,500	NNWPC Ranking Vote Total 20 (19%)
<i>Advanced Water Treatment Demonstration</i>	0	Possible Amendment to multi-year ILA with UNR.
<i>Nevada Water Innovations Institute</i>	50,000	Possible ILA with UNR/Nevada Water Innovation Institute
<i>Reclaimed Water Planning - Data Instincts</i>	50,000	Multi-year Contract with Data Instincts; Prog Manager Ext for Time
<i>Regional Effluent Management Planning Guidance Document</i>	25,000	Multi-year ILA with UNR/Nevada Water Innovation Institute; Prog Manager contract update/ext for time
<i>Reclaimed Water Planning NWII A+ Leadership</i>	25,148	Multi-year ILA with UNR/Nevada Water Innovation Institute
<i>Long Valley Creek Feasibility Study</i>	75,000	Contract with Stantec, Possible Prog Manager Ext. for Time
<i>Reclaimed Water Planning - Expert Panel</i>	50,000	Extention of Time Contract with Corollo
<i>Regional Effluent Management Planning Guidance Document Roy Johnson</i>	0	Possible extetion of contract with Roy Johnson Brown and Caldwell
<i>NWII Research Hub Planning at American Flat</i>	30,000	New ILA with UNR
<i>GAC Pilot Testing</i>	50,000	New ILA with UNR
<i>RSWRF Source Water Control Plan & Sampling Program</i>	100,000	New ILA with COR?
<i>Independent LV/S basin water balance with American Flat recharge, \$50k</i>	50,000	New ILA with COR?
Regional Reclaimed Water Planning Projects	505,148	NNWPC Ranking Vote Total 33 (31%)
<i>NPDES Storm Water Quality Management Program</i>	262,500	Pending FY21-22 Amendment to ILA with COR: Prog Manager Renewal
<i>One Truckee River</i>	100,000	FY21-22 Contract Amendment with OTR Prog Manager Ext for Time and minor change to contract as directed.
<i>Storm Water GIS Mapping</i>	25,000	Pending Project Proposal TMRPA,
<i>Watershed Assessments</i>	0	Possible ILA with COR SWPCC
<i>Pollution Trading Credits</i>	180,000	Pending ILA with COR SWPCC
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>	135,000	
<i>Water Management Plan Update</i>	75,000	Plan Uptate; Consultant Contracts TBD
Comprehensive Plan	210,000	
Totals	\$1,930,148	

Note: 1. Budget amounts may be transferred between categories
2. Discription in red are actions to be taken by the program manager.

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

		2021/2022 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees		\$466,868	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	\$379,117	
Temporary employees		\$50,000	
GF OH OPEB - allocated		\$25,751	
Support Services from CSD F&A		\$12,000	
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 McDONALD CARANO and WRWC
Lobbying Registration	\$0	Cost of registration for staff members as state lobbyists	
Staff Services Subtotal		\$571,064	
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		\$638,064	

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	266,942
GF OH OPEB - allocated	25,751
Support Services from CSD F&A	12,000
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	408,035
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	427,352
<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	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>	194,085
<i>A+ Reclaimed Water Feasibility Study</i>	36,803
<i>Long Valley Creek Feasibility Study</i>	25,000
<i>Expert Review Panel</i>	40,000
<i>Regional Effluent Management Planning RJ</i>	150,000
Regional Reclaimed Water Planning Projects	663,809
<i>Regional Storm Water Planning Projects</i>	0
<i>NPDES Storm Water Quality Management</i>	262,500
<i>NPDES Storm Water Permit Update</i>	0
<i>Watershed Management Plan Update</i>	0
<i>TMRPA Regional Storm Water GIS Map Project</i>	0
<i>One Truckee River</i>	150,000
Regional Storm Water Planning Projects	412,500
<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>Comprehensive Plan</i>	0
<i>Plan Update</i>	55,560
Water Management Plan	55,560
Project Subtotal	1,538,369
Totals	1,965,721