



AGENDA

Wednesday, March 16, 2022, at 9:00 a.m.
Sparks Council Chambers, 745 4th Street, Sparks, NV

WRWC TRUSTEES

Vaughn Hartung, Chair
Kristopher Dahir, Vice Chair
Sandra Ainsworth,
Secretary-Treasurer

Paul Anderson
Jenny Brekhuis
Naomi Duerr

Alexis Hill
Bob Lucey
Bonnie Weber

NOTES:

- 1. The announcement of this meeting has been electronically posted in compliance with NRS 241.020(3) at http://www.wrwc.us; http://www.nnwpc.us and at https://notice.nv.gov/.
2. Pursuant to NRS 241.020, members of the commission(s) may attend and participate in the meeting by means of remote technology system; a physical location will be provided for this meeting and members of the public wishing to attend and/or participate may do so in person at the physical location of the meeting. Live public comment may be made during the meeting at the physical location of the meeting.
3. Staff Reports and supporting materials for the meeting are available at the WRWC/NNWPC offices, 1001 E Ninth St., Reno, NV, from Jennifer Purgitt, Administrative Secretary, (775) 954-4665, and on the WRWC website at http://www.wrwc.us and the NNWPC website at http://www.nnwpc.us. Supporting material is made available to public in accordance with NRS 241.020(6).
4. Public comment is limited to three minutes and is allowed during the public comment periods. The Board(s) may elect to receive public comment only during the two public comment periods rather than each action item. Comments are to be directed to the Commission as a whole. Persons may not allocate unused time to other speakers. The public may sign-up to speak during the public comment period or on a specific agenda item by completing a Public Comment Information ("Request to Speak") card and submitting it to the clerk.
5. Forum Restrictions and Orderly Conduct of Business. The presiding officer may order the removal of or cut off the participation by any person whose statement or other conduct disrupts the orderly, efficient, or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place, and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.
6. Asterisks (*) denote non-action items.
7. The board may elect to combine agenda items, consider agenda items out of order, remove agenda items, or delay discussion on agenda items. Arrive at the meeting at the posted time to hear item(s) of interest.
8. Notice of possible quorum of the Truckee Meadows Water Authority (TMWA) Board of Directors; Washoe County Board of Commissioners (BCC), Reno City Council (RCC), and/or Sparks City Council (SCC): Because several members of the WRWC are also Trustees of the TMWA, BCC, RCC, and SCC, it is possible that a quorum may be present, however, such members will not deliberate or take action at the meeting in their capacity as Trustees of TMWA, BCC, RCC and/or SCC.

- 1. Roll Call*
2. Public Comment – limited to no more than three minutes per speaker. *
3. Approval of the agenda (For Possible Action)

4. Approval of the minutes from the January 19, 2022 Western Regional Water Commission (WRWC) and Northern Nevada Water Planning Commission (NNWPC) concurrent meeting (**For Possible Action**)
5. Report on McDonald Carano staffing changes – Kim Rigdon Water Resources Program Manager and Lucas Foletta, Legal Counsel (5 min) *
6. Action, discussion, and possible direction to staff regarding the reappointment of two voting members to the NNWPC for a term of three years (April 1, 2022, through March 31, 2025): Mickey Hazelwood, a public at large member to represent environmental, biological, conservation or public concerns; and Michael Widmer, a member to represent owners of domestic wells – Kim Rigdon, Water Resources Program Manager (**For Possible Action**) (5 min)
7. Action, discussion, and possible direction to staff for the approval of the WRWC tentative budget for Fiscal Year 2022-2023, and to schedule the time and place for a public hearing on the tentative budget – Kim Rigdon, Water Resources Program Manager (**For Possible Action**) (10 min)
8. Action, discussion, and possible direction to staff regarding approval of funding in an amount not to exceed \$34,000 from the Regional Water Management Fund (RWMF) for a professional services agreement with AECOM for editing and formatting services required to package the 2021-2040 Comprehensive Regional Water Management Plan – Kim Rigdon, Water Resources Program Manager (**For Possible Action**) (5 min)
9. Discussion and possible direction to staff regarding agenda items and dates for future WRWC meetings
10. Public Comment – limited to no more than three minutes per speaker*
11. Commission comments*
12. Staff Comments*
13. Adjournment (**For Possible Action**)

**WESTERN REGIONAL WATER COMMISSION
AND
NORTHERN NEVADA WATER PLANNING COMMISSION**

CONCURRENT MEETING DRAFT MINUTES

Wednesday, January 19, 2022

The concurrent meeting of the Western Regional Water Commission (WRWC) Board of Trustees and the Northern Nevada Water Planning Commission (NNWPC) was held on Wednesday, January 19, 2022, via Virtual Meeting, and conducted the following business.

1. Roll Call

WRWC Chair Hartung called the meeting to order at 8:32 a.m.

<u>WRWC Commissioners Present:</u>	<u>Appointed by:</u>
Sandra Ainsworth	Sun Valley General Improvement District (SVGID)
Paul Anderson	Truckee Meadows Water Authority (TMWA) (Sparks)
Jenny Brekhus	TMWA (Reno)
Kristopher Dahir (<i>present at 8:56</i>)	City of Sparks
Vaughn Hartung	Washoe County
Alexis Hill	TMWA (Washoe County)
Bob Lucey (<i>left at 9:51</i>)	TMWA (STMGID Successor)
Bonnie Weber (<i>left at 9:41</i>)	Truckee Meadows Water Reclamation Facility (TMWRF)

<u>WRWC Commissioners Absent:</u>	<u>Appointed by:</u>
Naomi Duerr	City of Reno

NNWPC Commissioners Present: Bill Hauck, Jon Combs, Michael Drinkwater, John Enloe, John Flansberg, Mickey Hazelwood, David Solaro, Mervin Wright, John Zimmerman

NNWPC Commissioners Absent: Danielle Henderson, John Martini, Michael Widmer

Staff Members Present: Kim Rigdon, Michael Pagni, Jennifer Purgitt

2. Public Comment

None

3. Approval of Agenda (For Possible Action)

WRWC COMMISSIONER WEBER MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY WRWC COMMISSIONER HILL. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

NNWPC COMMISSIONER SOLARO MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY NNWPC COMMISSIONER ZIMMERMAN. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) NNWPC COMMISSIONERS PRESENT.

4. Election of WRWC Chair, Vice Chair, Secretary and Treasurer for the 2022 calendar year. (For Possible Action BY WRWC)

WRWC COMMISSIONER HILL MADE A MOTION TO ELECT COMMISSIONER HARTUNG AS WRWC CHAIR, SECONDED BY WRWC COMMISSIONER AINSWORTH.

WRWC Commissioner Brekhuis stated she will not support the motion for Chair Hartung to be WRWC Chair again this year. According to the staff report this would be the eighth year in a row he has been WRWC Chair. Regional cooperation works best when we rotate that important role on regional bodies.

WRWC Commissioner Lucey expressed support for the motion and stated being Chair is a responsibility that does not come easily to most people. The Chair needs to be able to work collectively with the entire board and WRWC Chair Hartung has done that very well.

THE MOTION CARRIED WITH SIX (6) WRWC COMMISSIONERS IN FAVOR AND ONE (1) OPPOSITION BY WRWC COMMISSIONER BREKHUIS.

WRWC CHAIR HARTUNG MADE A MOTION TO ELECT COMMISSIONER DAHIR AS WRWC VICE CHAIR, SECONDED BY WRWC COMMISSIONER WEBER.

WRWC Commissioner Brekhuis stated she will not support the motion and noted there are three Reno City Council members on the WRWC and none of them have been nominated or served in many years.

THE MOTION CARRIED WITH SIX (6) WRWC COMMISSIONERS IN FAVOR AND ONE (1) OPPOSITION BY WRWC COMMISSIONER BREKHUIS.

WRWC COMMISSIONER WEBER MADE A MOTION TO ELECT COMMISSIONER AINSWORTH AS SECRETARY/TREASURER, SECONDED BY WRWC CHAIR HARTUNG. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

5. Approval of the Minutes for the WRWC Meeting on October 20, 2021. (For Possible Action by WRWC)

WRWC COMMISSIONER WEBER MADE A MOTION TO APPROVE THE MINUTES, SECONDED BY WRWC COMMISSIONER ANDERSON. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

6. Presentation and report concerning progress and status of Regional Category A+ Reclaimed Water studies and demonstration projects supported by the Regional Water Management Fund (RWMF) during Fiscal Year (FY) 2021-2022 - Kim Rigdon, Water Resources Program Manager; Jim Smitherman, Water Resources Consultant; John Flansberg and Laura Haak (15 min)

Kim Rigdon, Water Resources Program Manager, stated this is a presentation item only and introduced Dr. Krishna Pagilla and Dr. Laura Haak with the University of Nevada, Reno (UNR).

Dr. Pagilla and Dr. Haak presented a report on the completion of the Advanced Water Treatment Project Demonstrations at the South Truckee Meadows and the Reno Stead Water Reclamation Facilities.

(WRWC Commissioner Dahir present at 8:56)

NNWPC Commissioner John Flansberg spoke regarding the interlocal agreement between TMWA and the City of Reno to advance the American Flat Demonstration Project.

7. Action, discussion, and possible direction to staff for approval of an additional \$50,400 in funding not to exceed \$157,259 from the RWMF, and extension of the project completion date to June 30, 2022, as an amendment to the Interlocal Agreement between the WRWC and the University of Nevada, Reno (UNR), Nevada Water Innovation Institute (NWII) to continue project management and provide consulting services for the Regional Category A+ Reclaimed Water Feasibility Study (“OneWater Nevada”) - Kim Rigdon and John Enloe (5 min). (For Possible Action by WRWC)

Ms. Rigdon presented the staff report. UNR is requesting a time extension through June 30, 2022, and a budget increase not to exceed \$50,400 to retain Warner and Associates, LLC and continue with the Regional Category A+ Reclaimed Water Program Coordination Scope of Work Task Objective to pursue outside funding on behalf of UNR and the regional participants for regional A+ projects. The NNWPC has prioritized this project for funding and has recommended it for approval by the WRWC.

WRWC COMMISSIONER DAHIR MADE A MOTION TO APPROVE UNR’S REQUEST FOR AN ADDITIONAL \$50,400, NOT TO EXCEED A PROJECT TOTAL OF \$157,259 AND EXTEND THE PROJECT COMPLETION DATE TO JUNE 30, 2022, SECONDED BY WRWC COMMISSIONER HILL.

Public Comment:

Michael DeMartini spoke regarding the importance of getting the public to buy into this total program.

THE MOTION CARRIED UNANIMOUSLY WITH EIGHT (8) WRWC COMMISSIONERS PRESENT.

8. Action, discussion, and possible direction to staff regarding approval for funding in the amount of \$100,000 annually, from the RWMF, for an evergreen professional services agreement to retain consulting services from Data Instincts for communication and outreach assistance related to regional effluent management planning and to support implementation of the OneWater Nevada Communication Plan – Kim Rigdon, John Enloe and Mark Milan (10 min). (For Possible Action by WRWC)

Ms. Rigdon presented the staff report. Data Instincts has submitted a proposal and subsequent scope of work for professional services in an amount of \$100,000 annually to continue to implement the OneWater Nevada, Communication Plan for the Advanced Purified A+ Water Feasibility Study. The NNWPC has prioritized retaining Data Instincts to implement the OneWater Nevada Communication Plan and has recommended approval by the WRWC.

Mark Milan, Data Instincts, gave a presentation on Data Instincts and their work on this project.

NNWPC Commissioner Brekhus expressed support for the contract. She asked for further clarification on the evergreen agreement. She discussed the need for a product showing what the complexion is going to be of the rate schedule. She would like to modify the scope for Mr. Milan to have discussions with stakeholders to understand the fiscal decisions that are going to be coming forward. A broader scope is needed to help us lay the map work for the fiscal decisions that have to be made.

WRWC Commissioner Hill expressed support for the contract and stated that she is hoping the graphic that will be produced can be utilized for social media.

WRWC Commissioner Dahir discussed the importance of timing for outreach and asked if it is too soon to begin that communication.

NNWPC Vice Chair Wright asked for more information on the state of the art technology mentioned in the presentation.

Mr. Milan responded to questions from commissioners. One of the aspects of what we do in supporting efforts like this is in regard to funding and impacts to rate payers. We have worked closely with the various partners and will continue to do so, especially as funding impacts happen. With regard to social media and different communication channels, we work in all the various channels that are available and provide information to all the partners and their communications teams. He also discussed the technology referenced in this process and the timing of communication.

WRWC Chair Hartung read the information include in the staff report regarding the evergreen agreement.

Public Comment:

Michael DeMartini discussed the unique aspects of the closed basins in the North Valleys and the need to understand how total dissolved solids will play into the long term sustainability of the total program.

Mr. Milan explained that through the process being utilized here there is no brine. The processes already in place are addressing the issues that were mentioned under public comment.

WRWC COMMISSIONER LUCEY MADE A MOTION TO APPROVE THE DATA INSTINCTS PROFESSIONAL SERVICES PROPOSAL AND REQUEST FOR \$100,000 ANNUALLY, EFFECTIVE SEPTEMBER 1, 2021, SECONDED BY WRWC COMMISSIONER ANDERSON.

WRWC Commissioner Brekhus stated she will support the motion with reservation. Mr. Milan does have a good breadth of expertise to offer to the technical people. There are outstanding questions and narrative issues to this effort on the water source which is the effluent.

THE MOTION CARRIED UNANIMOUSLY WITH EIGHT (8) WRWC COMMISSIONERS PRESENT.

9. Report, discussion, and possible direction to staff concerning the results of the NNWPC recommendations on annual priorities for ongoing and future projects and studies for fiscal year (FY) 2022-2023 – Kim Rigdon (10 min). (For Possible Action)

(WRWC Commissioner Weber left at 9:41)

Ms. Rigdon presented the staff report including results of the NNWPC December 17, 2021, priority setting workshop. The NNWPC approved the results of the workshop at their January 5, 2022, meeting and recommended the Draft Tentative Professional Services Budget Detail for FY2022-2023 be presented to the WRWC for approval and inclusion in the development of the draft WRWC Tentative Budget for FY2022-2023.

Public Comment:

Michael DeMartini discussed a project for a proposed White Lake Reservoir in Cold Springs where flooding and total dissolved solids are presenting themselves as unique problems in the closed basin.

(WRWC Commissioner Lucey left at 9:51)

WRWC COMMISSIONER DAHIR MADE A MOTION TO APPROVE THE DRAFT TENTATIVE PROFESSIONAL SERVICES BUDGET DETAIL FOR INCORPORATION INTO THE DRAFT WRWC TENTATIVE BUDGET FOR FY 2022-2023, SECONDED BY WRWC CHAIR HARTUNG. THE MOTION CARRIED UNANIMOUSLY WITH SIX (6) WRWC COMMISSIONERS PRESENT.

10. Report, discussion, and possible direction to staff regarding chapters and schedule related to the drafting and presentation of the 2021-2040 Regional Water Management Plan (RWMP) – Kim Rigdon and Jim Smitherman (15 min). (For Possible Action)

Ms. Rigdon presented the staff report. More time is needed to complete the draft update to the 2021-2040 RWMP. Staff estimates that a review draft of Chapters 4 and 10 will not be available before April 2022 and a revised RWMP Update schedule was presented for consideration.

NNWPC COMMISSIONER FLANSBERG MADE A MOTION TO ACCEPT THE UPDATED SCHEDULE AS PRESENTED, SECONDED BY NNWPC COMMISSIONER DRINKWATER. THE MOTION CARRIED UNANIMOUSLY WITH NINE (9) NNWPC COMMISSIONERS PRESENT.

WRWC COMMISSIONER HILL MADE A MOTION TO ACCEPT THE UPDATED SCHEDULE AS PRESENTED, SECONDED BY WRWC COMMISSIONER ANDERSON. THE MOTION CARRIED UNANIMOUSLY WITH SIX (6) WRWC COMMISSIONERS PRESENT.

11. Discussion and possible direction to staff regarding agenda items and dates for future WRWC meetings.

None

12. Public Comment

None

13. Commission Comments

None

14. Staff Comments

None

15. Adjournment (For Possible Action)

The meeting was adjourned at 9:59 a.m.

Respectfully submitted by,
Christine Birmingham, Recording Secretary

Approved by Commission in session on _____ 2022.

WRWC Chair Vaughn Hartung

Approved by Commission in session on _____ 2022.

John Martini, NNWPC Chair

Western Regional Water Commission

STAFF REPORT

DATE: March 8, 2022

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

FROM: Kim Rigdon, Water Resources Program Manager

SUBJECT: Action, discussion, and possible direction to staff regarding the reappointment of two voting members to the Northern Nevada Water Planning Commission (NNWPC) for a term of three years (April 1, 2022, through March 31, 2025): Mickey Hazelwood, a public at large member to represent environmental, biological, conservation or public concerns; and Michael Widmer, a member to represent owners of domestic wells.

SUMMARY

Chapter 531, Statutes of Nevada 2007, the Western Regional Water Commission Act (the “Act”), Section 36, requires the WRWC to appoint two voting members to the NNWPC: one public at large member to represent environmental, biological, conservation or public concerns, and one member to represent domestic well owners. The positions had initial terms of two years and subsequent terms of three years. Both terms expire on April 1, 2022.

PREVIOUS ACTION AND BACKGROUND

On April 11, 2008, the WRWC appointed Michael DeMartini as the member to represent domestic well owners. In addition, on October 9, 2009, the WRWC appointed Mickey Hazelwood as the public at large member to fill a vacancy for the remainder of the unexpired term. Both appointments were renewed by the WRWC in May 2010, September 2013 and May 2016.

On October 8, 2019, staff received an email and curriculum vitae from Michael Widmer, a local hydrogeologist and domestic well owner, requesting that he be considered for appointment to the NNWPC seat representing domestic well owners. In Both Mr. Widmer and Mr. DeMartini met all requirements for appointment to the NNWPC under Section 36 (Nevada residency) and Section 38 (professional experience) of the Act.

On October 19, 2019, the WRWC directed staff to open a recruitment for the two positions. On January 15, 2020, upon recommendation from the NNWPC, the WRWC appointed Michael Widmer as the domestic well representative and reappointed Mickey Hazelwood as the public at large representative.

Both Mr. Widmer and Mr. Hazelwood have indicated to staff that they are willing and able to serve another term. Section 36(2) of the Act states that a member may be reappointed.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the WRWC reappoint both Mr. Widmer and Mr. Hazelwood to their prior positions.

KR:jp

Western Regional Water Commission

STAFF REPORT

DATE: March 8, 2022
TO: Chairman and Members, Western Regional Water Commission (WRWC)
FROM: Kim Rigdon, Water Resources Program Manager
SUBJECT: Action, discussion, and possible direction to staff for the approval of the WRWC tentative budget for Fiscal Year 2022-2023, and to schedule the time and place for a public hearing on the tentative budget.

SUMMARY

Staff has developed a draft Fiscal Year 2022 - 2023 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.

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 Northern Nevada Water Planning Commission (NNWPC) held a workshop on December 17, 2021, to review and prioritize projects and allocate funding to projects deemed to be of the highest priority. On January 5, 2022, the NNWPC approved the professional services budget detail for recommendation to the WRWC. On January 19, 2022, the WRWC approved the professional services budget detail for incorporation into the draft Fiscal Year 2022-2023 tentative budget. On March 3, 2022, the NNWPC reviewed and approved the draft Fiscal Year 2022 - 2023 tentative budget and made a recommendation to the WRWC for approval.

The attached draft tentative budget is provided for WRWC review, discussion, possible approval, and possible direction to staff.

FISCAL IMPACT

The fiscal year 2022-2023 draft tentative budget projects \$1,724,810 in revenue, approximately \$2,763,638 in expenses, and an ending cash balance of approximately \$348,165. Budget expenses include a maximum of \$2,110,000 for WRWC work plan activities, \$551,538 for three full time staff and legal services, and various routine operating expenses in the amount of \$102,100.

RECOMMENDATION

The NNWPC recommends that the WRWC approve the draft WRWC tentative budget for Fiscal Year 2022 - 2023. 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 19, 2022, at 9:00am, for the public hearing on the tentative budget.

POSSIBLE MOTION

"Move to approve the draft WRWC tentative budget for Fiscal Year 2022 - 2023, 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 19, 2022, at 9:00am."

Attachment: Draft WRWC Tentative Budget for Fiscal Year 2022-2023

KR:jp

**Western Regional Water Commission
Fiscal Year July 1, 2022 - June 30, 2023
Tentative Budget Summary Worksheet**

Budget Category	1.5% WMF	NOTES
REVENUE	Amount	
Estimated Water Surcharge Revenues	\$1,724,810	
Grant and/or Other Revenue	-	
Estimated Interest Income	16,251	
Total Revenue	1,741,061	
PROFESSIONAL SERVICES/SUPPLIES	Amount	
Estimated Professional Services (Page 2)	2,110,000	1
Staff Services (Page 3)	551,538	2,3
Non-Staff Services (Page 3)	102,100	
Total Professional Services/Supplies	2,763,638	
OTHER EXPENSES	Amount	
Estimated Misc.		
Total Other Expense	-	
Total Expenses	2,763,638	

Net Change in Cash Reserves **(\$1,022,577)**

Budget Analysis

Cash balance as of 7/1/21 (<i>from Audit</i>)	\$1,815,222
Estimated 2021/2022 revenue (<i>Cash Flow</i>)	1,749,227
Estimated 2021/2022 expenditures (<i>Page 4</i>)	(\$2,193,706)
Estimated cash balance as of 7/1/22	\$1,370,742
Net change in cash reserves for FY 2022-23	(\$1,022,577)
Estimated cash balance as of 6/30/23	\$348,165

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 2022/2023

Professional Services Project Name	2022/2023 Budget Total	Expense Description/Example
<i>Precipitation Monitoring</i>	20,000	Annual Commitment
Regional Water Planning Projects	20,000	
<i>Washoe ET Project</i>	5,000	Annual Commitment
<i>Water Usage Review Program</i>	100,000	Annual Commitment
<i>Certified Landscape Technician Program</i>	12,500	Bi-Annual Commitment
Regional Water Conservation	117,500	
<i>Reclaimed Water Planning NWII A+ Leadership</i>	150,000	Multi-year ILA with UNR / One Water Nevada
<i>Long Valley Creek Feasibility Study</i>	60,000	Ongoing project-Stantec & Washoe County
<i>Reclaimed Water Planning</i>	50,000	Annual Commitment - Corollo
<i>Source Water Control Plan Development</i>	100,000	Ongoing Project- UNR
<i>Reclaimed Water Planning - Data Instincts</i>	100,000	Multi-year contract with Data Instincts IPR outreach
<i>NWII Research Hub Planning at American Flat</i>	30,000	New ILA with UNR
Regional WW & Reclaimed Water Planning Projects	490,000	
<i>NPDES Storm Water Quality Management Program</i>	262,500	Annual Ongoing Commitment
<i>One Truckee River</i>	75,000	Continued support for program administration
<i>Water Quality Credit Program</i>	200,000	Ongoing SWPCC-Environmental Incentives
<i>Watershed Assessments</i>	75,000	Possible ILA with COR SWPCC
<i>Truckee Meadows Regional Storm Water Management Program (NPDES permit requirement)</i>	100,000	Possible ILA with COR SWPCC
Regional Storm Water Planning Projects	712,500	
<i>Steamboat Ditch Flooding Study</i>	150,000	Ongoing Project- HDR Washoe County Evaluation of Ditch Flooding
<i>Closed Basin Flooding - Cold Springs Water Balance Modeling</i>	200,000	Closed Basin Flooding pending proposal cost share ILA with Reno/Washoe County-Expected Contract Spring 2022
<i>Lemmon Valley Long-Term Flood Mitigation Analysis</i>	160,000	Pending ILA with WC
Regional Flood Control Planning Projects	510,000	
<i>Water Management Plan Update</i>	75,000	Plan Update; Consultant Contracts TBD
<i>Project Contingency Funds</i>	135,000	
<i>Shared Work Program</i>	50,000	TMRPA ILA with WRWC-proposal received
Comprehensive Plan	260,000	
Totals	\$2,110,000	

Note: Budget amounts may be transferred between categories

**Western Regional Water Commission
Tentative Routine Operation Budget Fiscal Year 2022/2023**

	2022/2023 Annual Routine Operating Budget Total	Expense Description/Example
WRWC Employees	\$455,917	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	\$385,835	
Temporary employees	\$50,000	
GF OH OPEB - allocated	\$8,082	
Support Services from CSD F&A	\$12,000	
Washoe County Overhead	\$13,621	
GF OH Utilities - direct	\$446	
GF OH - direct	\$0	
GF OH - allocated	\$13,175	
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	\$551,538	
WRWC Tech Development and Services	\$50,000	Development of enhanced website, web-based tools and other programming services for regional water programming and updates. Program integration and maintenance related services: 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.
RWMP Support Services	\$25,000	Support services related to report preparation and packaging: GIS, updated cost burden analysis memo, professional services for work group facilitation, public comment solicitation tools, and/or website updates/modifications.
Video Coverage	\$5,000	Annual expense for video coverage of WRWC and NNWPC meetings.
ACFR & Audit	\$9,100	Annual expense for ACFR 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	\$102,100	
Totals	\$653,638	

Estimated Expenditures Fiscal Year 2021/2022

Description	Total Estimated FY2022 Expenditure as of 6/30/22
WRWC Employees	
Salaries and benefits for WRWC staff	339,441.00
GF OH OPEB - allocated	13,101.00
Support Services from CSD F&A	12,913.00
Mileage Expenses	-
WRWC Overhead	
GF OH Utilities - direct	497.00
GF OH - direct	-
GF OH - allocated	13,175.00
Legal Services	81,062.86
Contract Services/Prof Svcs	-
Lobbying Services	-
Service Contract Subtotal	460,189.86
Minutes	500.00
Envision/Sosu	4,221.90
CAFR & Audit	8,900.00
Advertising	500.00
Regional Travel	500.00
Misc. Operating	7,030.72
Website	-
Regional Training	500.00
Non-Service Related Routine Operating	22,152.62
Routine Operating Expense Subtotals	482,342.48
	-
Precipitation Monitoring	20,000.00
Regional Water Planning	20,000.00
Water Usage Review Program	100,000.00
Washoe ET Project	5,000.00
Certified Landscape Technician Program	12,500.00
Conservation, Sustainability, Climate	117,500.00
NWII Research Hub Planning at American Flat	-
GAC Pilot Testing	-
RSWRF Source Water Control Plan & Sampling Program	170,000.00
Independent LV/S basin water balance with	-
Advanced Water Treatment Demonstration	64,050.42
Nevada Water Innovation Institute	-
Reclaimed Water Planning - Data Instincts Public Outreach	91,673.36
Regional Effluent Management Planning JC	-
A+ Reclaimed Water Feasibility Study	75,148.00
Long Valley Creek Feasibility Study	58,469.63
Expert Review Panel	31,924.00
Regional Effluent Management Planning RJ Guidance Document	86,236.00
Reg. Wastewater Source Control	170,000.00
Regional Reclaimed Water Planning	747,501.41
Regional Storm Water Planning Projects	-
NPDES Storm Water Quality Management Program	262,500.00
One Truckee River	29,014.00
Pollution Trading Credit Program	100,000.00
Regional Storm Water Planning Projects	391,514.00
Closed Basin Flooding - Cold Springs Water Balance Modelling	100,000.00
Lemmon Valley Long-Term Flood Mitigation Analysis	100,000.00
Steamboat Flood Evaluation	134,848.56
Regional Flood Control Planning Projects	334,848.56
Regional Wastewater Flow Projections	-
Modeling for Water Quality Standards and	-
Regional Wastewater Planning Projects	-
Comprehensive Plan	50,000.00
Water Management Plan Update	50,000.00
Water Management Plan	100,000.00
Project Subtotal	1,711,363.97
Totals	2,193,706.45

Western Regional Water Commission

STAFF REPORT

DATE: March 8, 2022
TO: Chairman and Members, Western Regional Water Commission (WRWC)
FROM: Kim Rigdon, Water Resources Program Manager
SUBJECT: Action, discussion, and possible direction to staff regarding approval of funding in an amount not to exceed \$34,000 from the Regional Water Management Fund (RWMF) for a professional services agreement with AECOM for editing and formatting services required to package the 2021-2040 Comprehensive Regional Water Management Plan (RWMP).

SUMMARY

AECOM has submitted a scope of work and budget not to exceed \$34,000 for professional services to provide editing and formatting services needed to package the 2021-2040 RWMP update. Modifications to the RWMP update schedule were approved by the WRWC on January 19, 2022, including a time extension to allow for the plan to be edited and formatted in May and June of 2022. Should the proposal be accepted, the Fiscal Year 2021-2022 Tentative Budget approved by the WRWC on May 20, 2021, includes adequate budget in the professional services category for the RWMP Update services, and will accommodate the proposed \$34,000 budget.

BACKGROUND

The Northern Nevada Water Planning Commission (NNWPC) is currently engaged in updating the 2021-2040 RWMP in accordance with the modified schedule accepted by the WRWC on January 19, 2022. The update schedule anticipates a complete draft will be developed by June 2022. There are multiple agencies and partners who contribute to, and co-author, the individual chapter and section updates. A complete review and formatting are needed to synthesize the chapters and format the document appropriately.

FISCAL IMPACT

The net fiscal impact to the RWMF for this item, if approved, will not exceed \$34,000 in FY 2021-2022. Budget authority is provided in the FY 2021-2022 budget, in Fund Group 766, Fund 0766, Account Number 710100, Professional Services, Cost Object WP310605.

RECOMMENDATION

Staff proposes that the WRWC approve funding not to exceed \$34,000 from the RWMF, to obtain editing and formatting professional services from AECOM to package the 2021-2040 RWMP and authorize the Chair to execute an agreement with AECOM for that purpose.

POSSIBLE MOTION

"Move to approve funding, not to exceed \$34,000 from the RWMF for FY 2021-2022 for a professional services agreement with AECOM to package the RWMP update and authorize the Chair to execute an agreement with AECOM for that purpose."

Attachment: AECOM Proposal

KR:jp

March 4, 2022
transmitted via email

Mrs. Kimberly Rigdon
Program Manager
Western Regional Water Commission (WRWC)

Re: Proposal for Providing Assistance on WRWC's 2021-2040 Water Management Plan Update

Dear Kim:

The Western Regional Water Commission (WRWC) focuses on enhancing the regional water resources planning and enabling coordinated water resources management among the Truckee Meadows member entities. The member entities include the cities of Reno and Sparks, the South Truckee Meadows General Improvement District, the Sun Valley General Improvement District, the Truckee Meadows Water Authority, and Washoe County, to form a Joint Powers Authority to operate the WRWC. The WRWC's key objectives are to build the understanding and trust among all the stakeholder, to establish water resources public policy, and to develop and implement an integrated water resource plan. AECOM is pleased to submit this proposal for the editing and formatting assistance on updating the *2021-2040 Water Management Plan (Plan)* as well as providing technical assistance on updating *Chapter 4* which is related to wastewater and effluent management.

Our proposal is based on the information exchanged via email correspondence and March 3rd, 2022 Teams meeting and we have developed a proposed scope of services and the associated fee to reflect our understanding of the current requirements.

This effort will identify the support needed to edit and format the updated *2021-2040 Plan* to meet the May-June 2022 timeline. Additionally, AECOM will assist with the completion of *Chapter 4*.

Proposed Scope of Services

Our proposed scope of services is described below.

Task 1. Editing and Formatting Assistance

AECOM will provide editing and formatting assistance to support the packaging of the overall *2021-2040 Plan*. We estimate 675 pages, with a few chapters that are still pending. We have included a contingency task (Task 3) to support any additional assistance required.

AECOM will conduct a virtual workshop to review the objectives and timeline with the WRWC team and discuss its content.

Task 2. Technical Assistance on Chapter 4 – Wastewater and Watershed-Based Water Quality Planning

AECOM will work with the WRWC’s project lead for *Chapter 4*, Jim Smitherman, toward completion and presentation of the first draft to the Northern Nevada Water Planning Commission (NNWPC) in the April meeting.

This *Chapter* focuses on the regional wastewater agencies and their effluent management planning efforts. Additionally, the chapter will emphasize the protection of the availability and quality of the Truckee River water resources through the watershed management programs. AECOM’s previous work on the Bureau of Reclamation Title XVI feasibility study will provide a basis for successful and timely completion of the *Plan’s Chapter 4*. We are budgeting 52 hours of staff time for this task.

Task 3. Contingency

Contingency will only be utilized after receiving written or email authorization from WRWC. As-needed contingency hours are budgeted to address potential project tasks beneficial for the project and requested by the WRWC and not explicitly described in this scope of services.

Compensation

AECOM will develop the editing/formatting and technical assistance described in this proposal for a not to exceed fee of \$34,000. The scope of work described in this proposal will be invoiced monthly on a time and materials basis. A summary of this fee is provided below.

Summary of Proposed Fee

		Vijay Sundaram, PhD, PE	Thomas Guinn, PE	Blaga Delic	Word Processing	Total	Fee
Billing Rate		\$280	\$240	\$125	\$100	Hours	
1	Master Plan Update	2	6	80	100	188	\$22,000
2	Chapter 4 Assistance	8	4	40		52	\$8,200
3	Contingency			24	8	32	\$3,800
Total		10	10	144	108	272	\$34,000

Schedule

AECOM will facilitate regular calls with the WRWC team to discuss the progress of the tasks and request any additional data needs. AECOM team will submit the edited and formatted *Chapter 4* and *Plan* for WRWC’s review, four and six weeks, respectively, from the receipt of the work authorization.

Terms and Conditions

The proposed scope of work and associated fee presented herein is applicable for a period of 90 days from the date of this proposal.

AECOM appreciates the opportunity to provide the services for the WRWC.

We look forward to working with you on this project. Please contact us if you have any questions or would like to discuss this proposal.

Kind regards,



Joe Huang, PE
Engineering Manager



Vijay Sundaram, PhD, PE
National Water Reuse Practice Leader

cc: Jim Smitherman, WRWC
Thomas Guinn, AECOM