



DRAFT Meeting Notes

Source Water Protection and Watershed Management in Washoe County

Team Meeting

Date: August 3, 2017
 Time: 2 to 4 pm
 Where: Central Conference Room in Building C
 Washoe County Complex 1001 E. 9th Street, Reno, Nevada

Attendees

<ul style="list-style-type: none"> • RCI: Lynn Zonge, Jill Sutherland, Jake Azevedo, Shari Baughman, Lynne Scott • NDEP: Kim Borgzinner, Birgit Henson • NLT: Lynda Nelson • City of Reno: Theresa Jones • City of Sparks: Karen Melby, Andy Hummel • Stantec: Jeff Curtis 	<ul style="list-style-type: none"> • TNC: Mickey Hazelwood • TMWA: Kara Steeland, Christian Kropf, Robert Charpentier, John Enloe • Washoe County/CTMRD: Chris Benedict • Washoe County Community Services: Vahid Behmaram, Walter West • WRWC: Chris Wessel
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Handouts

<ul style="list-style-type: none"> • Agenda • Team Member Response List • Draft Purpose and Goals 	<ul style="list-style-type: none"> • 2017-06-15 Team Meeting Responses to Questions
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1. Welcome, Sign In, Brief Introductions

- Lynn Zonge offered a welcome and thanked everyone in attendance for participating in the Team meeting.
- A brief outline was given regarding the three working groups to be formed later during the team meeting, with an emphasis toward focus on avenues for Plan administration. A working group for Education and Public Outreach was formed at last Team Meeting (June) and met August 1st.

2. Why We Are Doing This Plan

- Review Purpose and Goals (what we want to accomplish and the qualities of the final document)
- Group feedback
 - Purpose: "Create a tool for communities in Washoe County to help protect their drinking water sources and manage the Truckee River watershed *in order to maintain and improve water quality.*"



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- Goals:
 - Regional support and approval – adopted by local jurisdictions
 - Process for implementation with roles and responsibilities
 - Integration with other plans – instead use *Complimentary to, coordinated with and consistent with* existing plans.
 - Identifies WQ problems and solutions not already addressed
 - Useful to funding *and regulatory* agencies
 - Process to show benefits and accomplishments
 - List of *prioritized* implementable projects
- Discussion – Plan should recognize and capitalize on momentum of water quality management efforts already in place. One Truckee River Plan is pertinent to this planning effort. Determine who is already doing what, identify gaps and achieve consistency.

3. Working Groups

- Formed into Working Groups with the topics: Communication, Collaboration, and Funding/Financing.
- Each group provided with a note taker and facilitator/spokesperson.
- Each group has a list of next steps summarized from the June meeting and some supporting materials.
- Notes from working groups are attached.

4. Summary from Working Groups

- Each group's spokesperson shares results with the group at large
 - Kara briefly summarized the discussions of the Collaboration Group:
 - identification of stakeholders to bring in for collaboration during different times in the process of developing the Plan
 - reaching out to directors in various jurisdictions to appoint a champion who can facilitate from within
 - identifying existing plans with goals and strategies already in place
 - identifying who is the best person to work on specific strategies
 - Lynn summarized the discussions of the Finance Group:
 - develop a shotgun list of funding needs
 - develop a table of funding resources
 - identify and prioritize key projects to be funded,
 - identify strategies and mechanisms for funding sources
 - adapt existing funding sources to Plan needs



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- planning and design funding
- funding coordinator
- develop a matrix to prioritize projects for funding
- Jill summarized the Communication Group discussion:
 - templates available for a Communication Plan
 - planning Team participants represent and communicate with their Board/Agency
 - differences between internal and external communication
 - focus on understanding and communicating purpose and goals for water quality
 - Plan recognition – name, logo, public contest (?)
 - be able to demonstrate benefits of Plan
 - talking point meeting to get everybody on same page and bring regional plan goals together

5. Update on Other Ongoing Efforts

- RCI continues to provide internal communication and bring technical components and data together as the plan develops.
- The Truckee Meadows Storm Water Permit Coordinating Committee has an on-going contract with Stantec to prepare a gap analysis for watershed data.

6. Next Steps

- Brief discussion regarding steps moving forward
- Next Team Meeting – October 12 (Interim talking point meeting to be announced.)



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Working Group Notes – Collaboration

Participants

Kara Steeland, Karen Melby, Chris Benedict, Mickey Hazelwood, Lynda Nelson, Kim Borgzinner

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Well location maps, well capture zone map, suggested steps from June 15, list of individual PWS, and broad missions/physical boundaries of the key agencies with water quality responsibilities.

Discussion

Common Gaps in Agency Communication

What are the communication gaps within or between agencies? The group discussed the need for communication between bureaus and divisions under the same agency, and how buy-in by the agency director appointing the appropriate people within divisions to be a liaison for the Plan would facilitate the goals of the Plan. For example, communication between bureaus with regard to future well placement would be helpful when issuing permits because one bureau may have information that is critical in determining the best location.

Levels of Stakeholders Involvement

Identifying stakeholders will be an important collaboration point throughout the development of the plan. Stakeholder groups are likely to be situation-specific, and not every stakeholder will have a pertinent role in every aspect of the plan. For example, those who are being protected by the Plan will have a different level of involvement and interest than those who are regulating the plan and likewise for those who will be implementing Plan actions. Landscapers, golf courses and parks have an impact on water quality with their use of fertilizer and their larger runoff. Developers and contractors have a different type of impact than Tribes and HOAs. Public land managers (Federal Agencies) effect the upper watersheds. A matrix identifying who is affected and the obstacles or barriers to collaboration would be useful to facilitate communication.

It was noted that future collaboration with agencies such as USFS, BLM and upstream developers outside of the County boundaries may also be needed due to the effects of various activities and events which effect downstream water quality.

Building on Existing Plans/Past Efforts

Through OTR, identifying existing plans which was already done as part of the One Truckee River database. This would be a good starting point to identify resources for collaboration. The data is about two years old and will need to be updated with relevant data to fill in the gaps not covered by One Truckee River. NLT can send out a link to this data, as well as planning data and infiltration maps compiled by One Truckee River Plan.

Overlaying One Truckee River data resources with source water protection and domestic well maps will provide planners with tools to make planning decisions that might affect



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water quality. An implementation goal could be to facilitate collaboration between stakeholders is to create a clearing house web site with components for education and tools useful for planning and development. Collaboration efforts will need to reach out not only to public water systems and regulatory agencies, but also to businesses and the general public, where affected. The blending of surface water and groundwater poses new challenges in collaboration efforts.

The group discussed the idea of unified storm water regulations. Having the same rules across jurisdictions will benefit at the level of regional planning. Ideally the Plan should collaborate and support existing Plans which have already been recognized and adopted, by assisting with the implementation processes of those plans. Recently adopted plans which contain groundwater protection and water quality components, include the One Truckee River Plan, Re-imagine Reno Master Plan, Ignite Sparks City of Sparks Development Plan and Sparks Comprehensive Plan. The County website also references their adopted policy regarding groundwater.

[Agency Processes for Collaboration](#)

Communicating with Boards and getting staff participation with these Plans is the key to successful collaboration. Getting each stakeholder agency to appoint a representative, during the development stage, who would champion the Plan within their agencies, is a good strategy. Understanding and support for the Plan will later facilitate implementation of action items within those agencies. Team members can provide entrance to doors of administrative access, bringing in NDEP to address how the Plan benefits and coordinates with existing plans. Suggested key contacts include City of Reno Director of Public Works, City of Sparks Community Services Director, Washoe County Community Services Director, Reno Sparks Indian Colony Chairman / Tribal Council, Pyramid Lake Paiute Tribe Chairman / Tribal Council, and Truckee Meadows Regional Planning Agency Executive Director. Team members already involved will have the best ability to collaborate with their respective directors or agencies and facilitate as appropriate.

Recognizing that different stakeholders will be involved for planning and implementation, consider jurisdictional boundaries, defining baseline conditions, upstream sources and downstream goals, and developing a framework for access to tools and information that everybody can use. Collaboration is not re-inventing, but rather, using existing Plans with already approved goals and strategies so that implementation is the next step. Overlaps, gaps and barriers are the three components that impede or duplicate effort.

[Action Items](#)

- Expand matrix of stakeholders and add opportunity/barrier information.
- NLT to send a link for pertinent information developed by during OTR planning.
- Stakeholder clearing house website.
- Update list of adopted plans with ground and surface water quality components
- Continue to update list of stakeholders.



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Working Group Notes – Funding/Financing

Participants

John Enloe, Theresa Jones, Jeff Curtis, Andy Hummel, Birgit Widegren, Lynn Zonge

Handouts

List of potential funding agencies, suggested steps from June 15.

Discussion

Coordinator Needed

When we fund the plan, we should try to obtain funding for projects and/or a watershed coordinator of sorts? Team agreed a coordinator is important. A funding coordinator should be considered.

Baseline Funding Resources

A baseline table for fund resources is needed to include timeline, match needed, total money available, etc. We should include federal funding even though that is not what most are used to.

Other forms of income such as district taxes, stormwater utility and river flood fee (see Sparks)

Also needed: Partner timelines (for obtaining match) and permitting timelines.

Metrics for Priorities

Look at Truckee River Watershed Council and Nature Conservancy for how they prioritize projects. Metrics to prioritize projects is necessary to avoid disagreement about which projects should be accomplished first.

How to develop a metric and a priority list based on established criteria? If a group or agency name is on a plan, how much pressure would be on them to finish a project? Would this push the group to accomplish faster or push the group to avoid having their name on project. The metric could prioritize regional benefit over benefit to single ward to aid against political turmoil.

Strategize for existing modifying or changing existing funding rather than search from scratch for new funding.

Priorities should have a disclaimer of “per time, resources, and political will”

Utilities

Discussion about how Sparks accomplished stormwater utilities. It started with the MS4 permit. It was explained the City of Sparks has a flat rate for residents with 2 stormwater fees. One is a river flood fee and the second is 20% of sewer bill goes to stormwater. Most maintenance is covered by this and is combined in the sewer maintenance fee. Washoe is



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considering plan that mimics Sparks. Reno voted this similar item down. Could make a similar fee for each municipality.

Could a check box on bill be possible for voluntary donation?

TRF

Truckee River Fund fee is a donation and not a fee. TMWA donates to fund but does not have to. Could be a line item on sewer bill or voluntary donation check box. Can each agency fund this themselves instead? What about a Source Water committee that could coordinate projects?

WRWC

WRWC could go away with effort to disband board and put under Truckee Meadows Regional Planning (TMRP) instead and stop funding. Work needs to be done to establish purpose and funding need before next legislative session in order to get a piece of the budget. Western Regional Water Commission (WRWC) could be rolled to TMRP or TMWA. Northern Nevada Water Planning Commission (NNWPC) would remain as advisory even if WRWC went away. 1 ½ % of annual water use goes to WRWC. The TMRP Governing Board are the same folks as the WRWC. Some see the WRWC as duplicative. It could be changed at the next legislative session.

How do we get projects to move forward? Technical review before sending to other entities? Advisory person for project priority and implementation. What would be mechanism for priority? Opportunity is thought to fuel most projects (low hanging fruit). Could look for certain elements to prioritize projects instead.

Action Items

- Develop a grant opportunities table; bring this back to the funding group when ready.
- Develop a table for partner timelines (i.e. how much lead time is needed for Reno, Sparks, TMWA, etc.
- Develop a permitting checklist as part of the funding/timeline
- Put projects onto the Capital Improvement Plans list for each entity
- Look at other coordinating efforts for metrics: EIP program at Tahoe, TRF, TRWC, TNC
- Develop a strategy for how to pursue funds and programs. i.e. WRWC funding could designate annual funds for this purpose. Possibly entities could designate staff time.



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Working Group Notes – Communication

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Chris Wessel, Vahid Behmaram, Walt West, Christian Kropf, Robert Charpentier, Jill Sutherland

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Draft list of stakeholders, suggested steps from June 15, template for a Communication Plan (TMWA).

Discussion

Communication Plan Overview:

A template for a typical Communication Plans using the OGSM method and an overview were provided by TMWA.

- Who are we talking to?
- What do we want them to know?
- What do we want them to do?

Water quality education component is a long-term effort and through the planning process the important messages can audiences can be identified. Then, you can run a communication campaign.

Internal Communications

General discussion about internal communication for the source water protection/watershed management plan stakeholders. Do we need a communication plan for the Plan development? Principles of a Communication Plan are very useful guidelines, but may not be right for internal communications. Communication Plan is critical for successful public outreach and education.

The overall goal is to protect source water/water quality. For internal and external communication, we need a clear message to express the goals/objectives of this effort. Internal communication involves: coordination between stakeholders, information releases to the public awareness of other participant needs/objectives, input to/from Boards/ Agencies being represented. Funding requests bring another aspect into the need and approach for communication. What do we want to communicate to our boards? We need to get steps/lists of what we want to talk about, then form a unified message, and it needs to be crystal clear.

By providing staff to participate, it is recognition that the Board/agency supports the planning effort. Participants have the job to make a good product, ready to go to their Board to comment or make suggestions. The comments should be minimal as we have already done a good job communicating. RCI is coordinating the internal communication.



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What are we trying to do beyond answering the 9 critical elements in the EPA guidelines for watershed management plans? Aspects of this planning effort also include: source water protection (drinking water sources), groundwater, storm water, different pollutants and water quality standards. There are overlapping components in protecting water quality, especially for implementation of the plan that need to be communicated.

Communication Goals

We need to develop a list of communication goals in order to develop the communication plan; making a list to gear the communication plan to the correct party/owner – influencer.

- Is this public outreach or public relations?
- Is this a multi-purpose plan?
- What is the awareness? Then build out to:
 - What do we want them to know?
 - Who do we want to know?
 - Implementation down the road.

Do we need a tagline, symbol, etc.? Maybe yes (“Guardians of the Watershed”), but first need to ask: why? This is a problem. We live here and are beneficiaries. Water quality is important. We should articulate the “why” in the tag line. Key component – understanding and commitment. Example: In extreme drought, a need identified to have consumers save water. Questions asked were how do we get them to do so.

- Public education-needed to increase public awareness of the limited water supply.
- Need to quantify how much water do we want saved. The need is apparent.
- Answer of how much water we wanted to save - set a goal.
- Tell the public if each person would reduce their water consumption by 10% we would save X amount of water.
- Present a solution to the problem. i.e. To do this you just pay attention to watering your lawn X amount per week we will meet our goal.
- Results provide adequate water supply for all and cost reduction in water bill.

Source Water and Watershed Protection Plan Format & Content

Once the plan is developed, we do not want it to not sit on the shelf. There is authority associated with the plan, it needs to be adopted and once this is done there is a pathway to accomplish something. The whole plan should be adopted by all stakeholders, but different groups may only be able implement what is relevant to their mandate and/or funding requirements.

Format of the plan will be important: clear goals, theme, executive summary, adoption/approval record, demonstrable benefits, actions. With the approved/adopted



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plan, we should be able to obligate funding. Funding is the tool to implement action items coming from the plan. Action list should include:

- priorities
- who is going to implement?
- funding sources
- contribution toward water quality (goal)

Discussion Take Away

Take away from this working group discussion

1. Everyone takes info back to each board to promote the plan to their boards.
2. The message needs to be consistent.
3. Everything should be ok as long as we are not asking for money.
4. We may not need an internal communication plan, but do need an external communication plan. (RCI is the internal communicator)
5. We need to come up with a Tagline/Slogan.
6. Need to take the plan back to different boards for adoption to be able to implement the plan.
7. There are two main points to consider for communication, plan development and plan implementation.

Action Items

- For public outreach, develop lists of what we want to talk about (communication goals) and to whom (audience).
- Consider a meeting to develop talking points
- As a Team, we are still a bit confused and need more information about:
 - Specifics of protecting water quality
 - The benefit to bring all these groups together to put together one plan
 - How is this good for the community, not just what each group needs