

2018 Proposed Operating Budget

Item 5E.
BCWMC 8-17-17

Bassett Creek Watershed Management Commission

Item	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2018 Proposed Budget	See Notes
ENGINEERING & MONITORING									
Technical Services	120,000	109,391	120,000	116,972	120,000	112,502	125,000	125,000	
Development/Project Reviews (funded by fees)	65,000	52,643	65,000	51,622	65,000	94,619	65,000	75,000	(A)
Non-fee and Preliminary Reviews			15,000	53,686	15,000	35,253	15,000	10,000	(B)
Commission and TAC Meetings	16,000	15,984	14,500	11,525	13,000	11,808	14,000	12,000	(C)
Surveys and Studies	20,000	7,446	20,000	22,109	25,000	24,444	20,000	12,000	(D)
Water Quality / Monitoring	45,000	74,090	63,000	77,429	76,000	75,892	74,300	80,700	(E)
Shoreland Habitat Monitoring					6,000	2,468	-		
Water Quantity	11,000	12,100	11,500	9,115	11,500	8,731	11,500	6,300	(F)
Assistance on Erosion Control Inspections	1,000	225	1,000		1,000	-	1,000	1,000	(G)
Annual Flood Control Project Inspections	20,000	17,031	10,000	9,996	10,000	8,867	12,000	48,000	(H)
Municipal Plan Review	2,000	764	2,000		2,000	2,491	8,000	8,000	(I)
Watershed Outlet Monitoring Program	17,000	13,917	17,000	15,786	17,000	17,002	15,500	20,500	(J)
Annual XP-SWMM Model Updates/Reviews							10,000	10,000	(K)
APWAIS Work							35,000	32,000	(L)
Subtotal Engineering & Monitoring	\$317,000	\$303,591	\$339,000	\$368,240	\$361,500	\$394,077	\$406,300	\$440,500	
PLANNING									
Watershed-wide XP-SWMM Model (I & II)	0	0	-		-	-	-		
Watershed-wide P8 Water Quality Model	0	0	-		-	-	-		
Next Generation Plan Development	40,000	55,198	30,000	28,277	-	-	-		
Subtotal Planning	\$40,000	\$55,198	\$30,000	\$28,277	\$0	\$0	\$0	\$0	\$0
ADMINISTRATION									
Administrator	60,000	53,917	62,000	59,395	62,000	59,033	67,200	67,200	(M)
Legal	18,500	22,269	18,500	12,969	18,500	15,470	18,500	17,000	(N)
Financial Management	3,045	3,045	3,200	3,200	3,200	3,277	3,200	3,200	
Audit, Insurance & Bond	15,500	12,476	15,500	13,181	15,500	14,606	15,500	15,500	
Digitize Historic Paper Files/Data			2,500	-	5,000	2,167	-		
Meeting Catering Expenses	3,000	1,836	2,500	1,564	2,200	1,572	2,000	1,600	(O)
Administrative Services	35,800	22,763	32,000	29,843	25,000	11,583	18,000	15,000	(P)
Subtotal Administration	\$135,845	\$116,306	\$136,200	\$120,152	\$131,400	\$107,708	\$124,400	\$119,500	
OUTREACH & EDUCATION									
Publications / Annual Report	2,000	2,272	4,000	1,430	2,500	1,246	2,500	1,500	(Q)
Website	2,000	0	12,000	11,802	3,500	2,275	4,400	4,200	(R)
Watershed Education Partnerships	15,500	11,100	15,500	10,700	15,500	9,550	15,500	13,850	(S)
Education and Public Outreach	15,000	20,292	17,000	12,830	22,500	25,710	20,000	22,000	(T)
Public Communications	3,000	1,198	3,000	2,270	2,500	1,128	2,500	2,500	
Subtotal Outreach & Education	\$37,500	\$34,862	\$51,500	\$39,032	\$46,500	\$39,909	\$44,900	\$44,050	
MAINTENANCE FUNDS									
Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	(U)
Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	(V)
Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
TMDL WORK									
TMDL Implementation Reporting	20,000	20,000	20,000	15,881	20,000	18,950	20,000	10,000	(W)
Subtotal TMDL Work	\$20,000	\$20,000	\$20,000	\$15,881	\$20,000	\$20,000	\$20,000	\$10,000	
GRAND TOTAL	\$600,345	\$579,957	\$626,700	\$621,582	\$609,400	\$611,694	\$645,600	\$664,050	

NOTES

(A) Majority of costs are covered by review fees. 2018 budget assumes 40 submittals at average cost of \$2,000 - \$2,500 per review, which is based on 2014 -2016 trend of increasing number of submittals and increased number of complex reviews (including MIDS)

(B) Assumes reduction in non-fee reviews in 2018 because reviews for light rail projects should be completed. This was a new line item in 2015 used to cover reviews for which either we do not receive an application fee or it's too early in the process for us to have received an application fee (such as the Blue Line LRT, SWLRT, MnDOT projects, etc.). Through agreements with Met Council, some of these costs were recovered in 2015, 2016 and 2017.

(C) Assumes actual meeting attendance is similar to 2015 and 2016. Engineer attendance at BCWMC meetings and TAC meetings (and Plan Steering Cmte Meetings thru 2015). 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings. 2015 estimate based on 24 meetings. 2016 estimated based on 18 meetings (12 BCWMC and 5 TAC). 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed).

(D) For Commission-directed surveys and studies - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, Sweeney Lake sediment monitoring. Budget reduced from previous years for overall budget savings.

(E) Routine lake and new stream monitoring. See details on next page.

(F) Water Quality (lake level) monitoring budget lowered: will result in fewer data points.

(G) After recommendations from the TAC and Budget Committee, the Commission's ended the erosion and sediment control inspection program (Watershed Inspection) in 2014 due to duplication with activities required by the member cities. Some budget remains here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city). May require additional budget if BCWMC Engineer is to inspect MnDOT and Hennepin County projects.

(H) Includes the 2nd Street (deep) tunnel inspection, following NAASCO protocol (\$36,000), and the usual annual inspection (\$12,000). The cost of tunnel inspection has significantly increased over the last 20 years due to developing industry standards and safety considerations and confined space OSHA requirements. NAASCO is essentially a system of identifying tunnel defects using consistent and industry standard terminology. The City of Minneapolis requires NAASCO coding for consistency with all of its tunnel systems. The alternative would be a standard walkthrough to look for any urgent issues such as large voids that require immediate attention – this is limited to one day in the tunnel to reduce costs. The 2008 deep tunnel inspection was much less expensive to the BCWMC because the City performed all of the surface attendant duties and provided the crane and man basket access and the ladder access for the inspection and emergency egress. The budget includes \$10,000 for subcontractors for crane, operator and man basket and for the confined space emergency extraction team. Although the city funded a portion of the BCWMC double box culvert inspection in 2014 to ensure the project was performed according to NAASCO, they did so because the BCWMC budgets were already set. The BCWMC Watershed Plan and newly adopted policies for long term maintenance of the Flood Control Project indicates that inspections are the responsibility of the BCWMC. The Commission Engineer recommends the BCWMC perform a NAASCO inspection in 2018. The budget also include a GIS interface that helps display results. 2014 budget included inspection of double box culvert (performed once every 5 years). 2016 and 2015 budgets included typical annual inspection. 2017 budget included annual inspection + follow-up with cities, stemming from Flood Control Project Maintenance and Responsibilities-related effort.

NOTES CONTINUED

(I) 2018 budget assumed same as 2017, as some reviews will likely come before the Commission in 2018. 2017 budget assumes review of updated/revised municipal local water plans/official controls likely to come before Commission in 2017. Assume 4 cities at \$2,000 each. This task has also included review of adjacent WMO plan amendments, and review of city ordinances.

(J) Monitoring at the Watershed Outlet Monitoring Program site in Minneapolis through an agreement with Met Council. Commission is reimbursed \$5,000 from Met Council. Met Council pays for equipment, maintenance, power, cell service, and lab analyses. Monitoring protocol changed in 2017 with collection of bi-monthly samples (up from once-per-month sampling). \$20,500 includes \$16,000 for Wenck or similar contractor + \$4,500 for Barr's data management and analyses

(K) Make updates to XP-SWMM model, coordinate with P8 model updates, assist cities with model use.

(L) Funds to implement recommendations of Aquatic Plant Management/Aquatic Invasive Species Committee likely including curly-leaf pondweed control in Medicine Lake.

(M) No increase in Administrator hourly rate. \$70/hour for average of 80 hours per month.

(N) Slight budget decrease over previous years to be more in line with actual spending in last few years. Hourly rate will increase from \$199/hr in 2017 to \$201/hr in 2018.

(O) Budget decrease to be in line with current expenses. Catering expenses for meetings = coffee, juice, rolls, fruit

(P) Recording Secretary \$42/hr rate * 21 hrs/mo (6.5 hrs for minutes, 14.5 for social media, writing articles, coordinating with city communication staff) + \$370 annual mileage + \$250/mo meeting packet printing/mailling + \$546 contingency

(Q) Budget decrease to be more in line with actual expenses in last few years. Costs associated with Commission Engineer assistance with annual report

(R) Based on 2017-2019 agreement with HDR for website hosting and maintenance activities.

(S) Includes CAMP (\$5,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms (\$3,000), Children's Water Festival (\$350). Does not allow for additional partnerships or increases in contributions.

(T) Includes funding for West Metro Water Alliance at \$13,000 plus funding for other educational supplies and materials including educational signage, display materials, Commissioner training, etc.

(U) Will be transferred to Channel Maintenance Fund

(V) Will be transferred to Long-Term Maintenance Fund

(W) Budget reduced from previous years for overall budget savings. Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.

Water Quality Monitoring Tasks and Budget

Task	Proposed Budget
Routine Lake Monitoring on Parkers and Westwood Lakes: Detailed lake monitoring includes monitoring one location on each lake on six occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, pH and chlorophyll a), sample analysis, phytoplankton and zooplankton collection and analysis, an aquatic plant survey (two occasions), preparation of a presentation and preparation of a final report (following template of 2016 reports). Estimated amount includes field assistance from St. Louis Park/Westwood Nature Center staff and Three Rivers Park District staff. Additionally, the Minneapolis Park and Rec Board will monitor Wirth Lake in 2018 using similar methods and collecting the same data as BCWMC methods.	\$34,000
First of 2 yrs of stream water quality/quantity monitoring designed to approximate the Met Council's WOMP station. Originally this was slated for all three stations along the creek (the Sweeney Branch, North Branch and Plymouth Creek) to be monitored in the same year. To reduce costs, committee and staff recommend spreading out monitoring over 6 years (2 years/site * 3 sites). Recommendation to monitor North Branch in 2018/2019. Includes 16 grab samples (although Met Council recommends 24 grab samples), 16 event samples, initial site evaluation, design, and equipment installation, labor and laboratory costs. Equipment would be purchased in 2017 with "Surveys and Studies" budget.	\$19,400
Biotic index monitoring to correspond with stream water quality monitoring. Includes macroinvertebrate monitoring and habitat survey, macroinvertebrate analyses (microscopic identification/ enumeration), computation of HBI and M-IBI, trend analyses, data summary/analyses, and preparation of report and presentation for BCWMC Meeting. Proposed for the North Branch of Bassett Creek site + 2 sites on the Main Stem of Bassett Creek. A 3 rd Main Stem site (at the WOMP station) will be monitored for biota by the Met Council.	\$17,300
General water quality: Potential items/issues include additions to the MPCA's impaired waters list (perhaps including Fish IBI and Plant IBI listings), new AIS species, and possible coordination with the MPCA regarding their upcoming 2020 TMDL-related efforts.	\$10,000
Total	\$80,700

2017 Financial Information			
Fund Balance as of January 31, 2017 (audited)		\$	350,939
Expected income from assessments in 2017	+	\$	500,000
Expected interest income in 2017	+	\$	-
Expected income from project review fees	+	\$	60,000
Expected income from CIP Administrative Funds	+	\$	26,072
Expected transfer from Long-term Maint Fund for Flood Control Project	+	\$	12,000
Expected income from WOMP reimbursement	+	\$	5,000
Expected income from reimbursements from 2016/2017 work ¹	+	\$	14,000
Estimated funds available for fiscal year 2017		\$	968,011
Estimated expenditures for fiscal year 2017	-	\$	645,600
Estimated fund balance as of January 31, 2018		\$	322,411
¹ Already invoiced for work on Blue Line LRT + work expected this year			
2018 Revenues			
Expected Income			
Proposed Assessments to cities	+	\$	515,050
Use of fund balance	+	\$	14,000
CIP Administrative Funds (2.0% of est. requested levy of \$1.35M)	+	\$	27,000
Project review fees	+	\$	55,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspections ²	+	\$	48,000
WOMP reimbursement	+	\$	5,000
Expected reimbursement for Blue Line LRT work	+	\$	-
Interest income in 2017	+	\$	-
		\$	664,050
Expected Expenses			
Total operating budget		\$	664,050
Fund Balance Details			
Est. Beginning Fund Balance (Jan 31, 2018)		\$	322,411
Use of Fund Balance (see income above)	-	\$	14,000
Est. Remaining Fund Balance (Jan 31, 2019)		\$	308,411
² Requires reducing Long Term Flood Control Project Amount by \$23,000.			

**Bassett Creek Watershed Management Commission
2018 Proposed Assessments**

Community	For Taxes Payable in 2017	2017 Percent	Current Area Watershed	Percent	Average	2012 Assessment	2013 Assessment	2014 Assessment	2015 Assessment	2016 Assessment	2017 Assessment	2018 Proposed Assessment (3% increase from 2017)
	Net Tax Capacity	of Valuation	in Acres	of Area	Percent	\$461,045	\$515,016	\$490,345	\$490,345	\$490,345	\$500,000	\$515,050
Crystal	\$7,808,179	5.36	1,264	5.09	5.22	\$24,941	\$27,424	\$25,504	\$25,868	\$25,771	\$26,118	\$26,904
Golden Valley	\$37,384,452	25.66	6,615	26.63	26.14	\$115,080	\$129,126	\$123,033	\$121,964	\$127,675	\$130,715	\$134,649
Medicine Lake	\$972,923	0.67	199	0.80	0.73	\$3,484	\$3,909	\$3,479	\$3,543	\$3,600	\$3,672	\$3,783
Minneapolis	\$9,756,021	6.70	1,690	6.80	6.75	\$32,661	\$35,236	\$32,953	\$33,235	\$32,885	\$33,747	\$34,763
Minnetonka	\$9,373,403	6.43	1,108	4.46	5.45	\$24,920	\$28,464	\$27,402	\$28,121	\$27,536	\$27,234	\$28,053
New Hope	\$7,785,981	5.34	1,252	5.04	5.19	\$25,533	\$27,648	\$26,479	\$25,681	\$25,627	\$25,959	\$26,740
Plymouth	\$62,940,854	43.20	11,618	46.77	44.98	\$209,101	\$235,310	\$224,959	\$225,159	\$220,974	\$224,912	\$231,682
Robbinsdale	\$2,609,710	1.79	345	1.39	1.59	\$8,022	\$8,479	\$7,743	\$7,587	\$7,843	\$7,950	\$8,189
St. Louis Park	\$7,067,617	4.85	752	3.03	3.94	\$17,303	\$19,420	\$18,792	\$19,184	\$18,433	\$19,695	\$20,287
TOTAL	\$145,699,140	100.00	24,843	100.00	100.00	\$461,045	\$515,045	\$490,345	\$490,345	\$490,345	\$500,000	\$515,050