

# Bassett Creek Water Management Commission

## 2011 Budget and Levy

### June 2010

The Joint and Cooperative Agreement establishing the Bassett Creek Water Management Commission (BCWMC) sets forth the procedure required to adopt the annual budget. Article VIII, Subdivision 3, provides that each member agrees to contribute each year to a general fund to be used for administrative purposes and certain operating expenses. Half of the annual contribution of each member is based on assessed valuation of property within the watershed and the other half on the ratio of area of each member within the watershed to the total area of the Bassett Creek watershed. Subdivision 5 of Article VIII further provides: "On or before July 1 of each year, the Board shall adopt a detailed budget for the ensuing year and decide upon the total amount necessary for the general fund." Budget approval requires a two-thirds vote (six Commissioners). Further, the Secretary "shall certify the budget on or before July 1 to the clerk of each member governmental unit, together with a statement of the proportion of the budget to be provided by each member." Each of the nine members then has until August 1 to file an objection to the budget.

The 2011 budget was prepared by a Budget Committee consisting of Commissioner Linda Loomis (BCWMC Chair), Commissioner Ginny Black (BCWMC Vice Chair), Commissioner Michael Welch (Commission Treasurer), and Commissioner Pauline Langsdorf (Commission Secretary), with assistance from Amy Herbert (Recorder), Geoff Nash (Administrator) and Sue Virnig (Deputy Treasurer).

The BCWMC's "Second Generation" Watershed Management Plan was approved by the Minnesota Board of Water and Soil Resources on August 25, 2004, and adopted by the BCWMC on September 16, 2004. That plan includes a capital projects budget, which is funded by ad valorem taxes and has been amended to include channel restoration projects. Commission activities have focused on implementation of the Watershed Management Plan.

The proposed 2011 budget of \$474,150 was adopted by nine commissioners voting in favor of the budget at the BCWMC meeting on June 17, 2010. The proposed 2011 budget is enclosed. Specific items in the budget are discussed below.

1. **Engineering** services are budgeted at \$258,000 in 2011. Many of the individual items have remained the same from the 2010 budget. The following paragraphs summarize each of the Engineering budget items.
  - **Technical Services**—this item covers the day-to-day technical services performed on behalf of the Commission, such as preparing for the Commission and Technical Advisory Committee (TAC) meetings, performing preliminary site reviews and correspondence, and communications with the Commissioners, watershed communities, developers, agencies, and other entities. The proposed 2011 budget is \$110,000, which is the same as the 2010 budget.
  - **Plat Reviews**—at its December 15, 2005, meeting, the BCWMC instated a permit fee effective January 1, 2006, and revised as of January 1, 2009, to cover the expense of reviewing development plans and improvement projects. The proposed 2011 budget for plat reviews is \$50,000, which will largely be offset by permit fees. These expected permit fees are shown in the 2011 budget under "2011 Assessments and Fees;" it is estimated that the BCWMC will receive \$40,000 in permit fees in 2011.
  - **Commission and TAC Meetings**— this item covers the cost for the engineer to attend 12 monthly Commission meetings and six bimonthly TAC meetings. The proposed budget for 2011 is \$13,000, the same as 2010. While the TAC shifted from meeting every other month to monthly in 2010, the 2011 budget reflects the Commission's expectation that, with the

shift from conduct of total maximum daily load studies and drafting plans to implementation, the TAC will be able to return to meeting every other month in 2011.

- Surveys and Studies—the proposed budget for 2011 is \$20,000. The intent of this budget item is to cover the costs of conducting special studies, and addressing unanticipated issues, questions, etc. that arise during the year.
- Water Quality/Monitoring—the proposed budget for 2011 is \$34,000, which includes detailed lake monitoring of Crane Lake in Minnetonka and Westwood Lake in St. Louis Park and Golden Valley, as part of the BCWMC's four-year monitoring cycle. The BCWMC detailed monitoring program includes monitoring one location on each lake on six to twelve occasions for selected parameters. Three Rivers Park District informed the Commission that, effective 2011, they will no longer be able to collect and analyze the samples as part of the BCWMC monitoring program. The Commission is endeavoring to replace these services at comparable costs. The 2011 budget includes sample collection by technical staff and laboratory analysis of total phosphorus, soluble reactive phosphorus, total nitrogen, pH and chlorophyll *a*. The budget also includes collection of phytoplankton and zooplankton samples. Barr will analyze the phytoplankton and zooplankton samples and perform an aquatic plant survey on two occasions. A final report will be prepared.

This task also includes finalizing the 2010 water quality report, and other general water quality tasks, such as reviewing water quality information and previous studies as requested by the BCWMC, member cities, or regulatory agencies.

- Water Quantity—this item covers the work associated with the BCWMC's lake and stream gauging program. The proposed budget for 2011 is \$11,000 (the same as 2010). The readings have proved valuable to the communities for planning future development and as documentation of the response of surface water bodies to above normal and below normal precipitation.
  - The 2011 lake gauging program will consist of measuring water levels on Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), Northwood Lake, Bassett Creek Park Pond and Wirth Park storage area. Two readings per month will be taken during the period April 1, 2011 through September 30, 2011. One reading per month will be taken during the other months of the year.
  - The 2011 stream gauging program will consist of periodically reading stages or gauging the stream at the new tunnel entrance, at the Theodore Wirth Park/T.H. 55 outlet structure, at Highway 100 (main stem), at Wisconsin Avenue, at Sweeney Lake outlet, at Medicine Lake outlet, at Winnetka Avenue (north branch), at 26th Avenue (Plymouth Creek fish barrier), and at other selected locations during periods of high flow.

The program also includes periodic surveys of benchmarks to ensure consistency with past readings.

- Inspections—there are two separate budget items under this task:
  - Watershed Inspections—this item covers the BCWMC's construction site erosion control inspection program. The proposed budget for 2011 is \$8,000; permit fees offset a portion of the watershed inspection cost. The inspections are valuable for identifying and correcting erosion and sediment control practices that do not conform with BCWMC policies. Monthly erosion control inspections of active construction sites in the watershed will begin April 2011 and extend through October 2011. Selected sites may be inspected on two-week intervals to verify that requested erosion control modifications have been

completed. Critical work such as wetland or creek crossings and work adjacent to lakes and sensitive wetlands will be inspected as necessary. The conduit inlet in Minneapolis will also be inspected for accumulation of debris. Following each inspection, and where site improvements are required, a letter listing the construction projects and the improvements needed for effective erosion control will be sent to each city.

- Project Inspections—this item covers the BCWMC’s annual inspection of the flood control project system. The proposed budget for 2011 is \$10,000. The inspection program covers the flood control project features completed by the Commission between 1974 and 1996. The objective of the inspection program is to find and address erosion, settlement, sedimentation, and structural issues. In accordance with the Bassett Creek Flood Control Project Operation and Maintenance Manual (except as noted), the following project features require annual inspection:

**Minneapolis:**

- Conduit (Double Box Culvert) – inspect double box culvert every five years (2004, 2009, 2014, 2019 ...)
- Deep Tunnel – dewater and inspect tunnel every 20 years. This inspection was performed during 2008; the next inspection will be 2028
- Old Tunnel (not included in BCWMC inspection program)
- Open Channel

**Golden Valley**

- Highway 55 Control Structure & Ponding Area
- Golden Valley Country Club Embankment (Box Culvert, Overflow Weir, and downstream channel)
- Noble Avenue Crossing
- Regent Avenue Crossing
- Westbrook Road Crossing
- Wisconsin Avenue Crossing
- Minnaqua Drive Bridge Removal

**Crystal**

- Box Culvert and Channel Improvements (Markwood Area)
- Edgewood Embankment with Ponding
- Highway 100/Bassett Creek Park Pond
- 32nd Avenue Crossing
- Brunswick Avenue Crossing
- 34th Avenue Crossing
- Douglas Drive Crossing
- Georgia Avenue Crossing
- 36th-Hampshire Avenue Crossing
- Channel Improvements

## Plymouth

- Medicine Lake Outlet Structure
  - Plymouth Fish Barrier
- **Municipal Plan Review**—this item covers the cost to review the member cities local water management plans for conformance with the BCWMC Watershed Management Plan. It is anticipated that all of the member cities will have BCWMC-approved plans in place by the end of 2010. The proposed budget for 2011 is \$2,000. These funds are budgeted to cover expenses that may be incurred reviewing member cities' local plan amendments.
  2. **Administrator**—this was a new budget item in 2008. In 2010 the commission entered a contract with an administrator to coordinate all commission activities, with a focus on working with member cities, the Minnesota Department of Transportation, Hennepin County and other stakeholders to implement total maximum daily load plans; development and organization of commission policies; communications; and strategic planning. The administrator budget item was \$15,000 in 2010, as the commission completed an analysis of its systems and functions, and worked on carefully defining a role for an administrator. The budget in 2011 is \$35,000. The commission, at the time of adoption of the 2011 budget, has begun honing the scope of duties for the administrator and appropriately shifting tasks among its contracted service providers. The commission anticipates that administrator tasks will be well defined at the outset of the 2011 budget year, and that operational efficiencies will balance costs of expanding the administrator's scope of duties.
  3. **Legal**—this item covers basic legal services, which are budgeted at \$18,500 for 2011, remaining level from 2010.
  4. **Financial Management**—this item covers services provided by the Deputy Treasurer at the City of Golden Valley, which are budgeted for \$3,000 in 2011.
  5. **Liability Insurance, Auditing and Bonding**—this item is budgeted at \$15,000 for 2011, the same as 2010.
  6. **Administrative Services**—this item covers administrative, secretarial, and recorder services. The Administrative Services budget remains \$45,000 for 2011.
  7. **Public Relations & Outreach**—there are three separate budget items under this task:
    - **Publications/Annual Report**—\$2,000 is budgeted in 2011 for preparing the BCWMC's 2010 annual report
    - **Website**—\$4,500 is budgeted in 2011 for maintaining, updating, and making improvements to the BCWMC website
    - **WOMP**—\$10,000 is budgeted for 2011, which covers the BCWMC's costs related to the Watershed Outlet Monitoring Program (WOMP) station on Bassett Creek. The Minneapolis Park and Recreation Board has been running the WOMP station for the last several years in a cooperative effort with Metropolitan Council Environmental Services. The MPRB handles the sample and data collection tasks, MCES performs maintenance, and Barr provides assistance with the rating curve. The 2011 budget includes \$5,000 for MPRB to operate the WOMP station.
  8. **Demonstration/Education Grants**— this item is the BCWMC grant program, which is managed by the Education Committee; the budget for 2011 is \$5,000.

9. **Watershed Education Partnerships**—this was a new budget item in 2009 and includes participation in the Metropolitan Council’s Citizen Assisted Monitoring Program (CAMP; \$3,500), the Hennepin Conservation District River Watch Program (\$2,000), Metro WaterShed Partners (\$3,500), the Blue Thumb program (\$1,500), and the Metro Blooms Rain Garden program (\$2,000). Also included is the BCWMC’s portion of the administrative costs of the West Metro Watershed Alliance (WMWA) (\$2,000) and support for the Nonpoint Education for Municipal Officials program (\$2,000). The budget for 2011 is \$16,500.
10. **Education and Public Outreach**—the 2011 budget for this item is \$2,900, which includes anticipated expenses for brochures, fact sheets, writer costs for educational articles, native seed packets, exhibit fees, and the BCWMC’s portion of the WMWA’s project costs.
11. **Public Communications**—the 2011 budget for this item is \$3,000 and covers costs related to the publication of hearing and special meeting notices in newspapers and journals and the publication and distribution of other required communications that may be necessary and would be separate from the Web site or education and public outreach communications.
12. **Erosion/Sediment (Channel Maintenance)**—these funds are for creek and streambank erosion repair and sediment removal projects that are not funded as a channel restoration project through the BCWMC’s Capital Improvement Program. The amount budgeted for collection in 2011 is \$25,000. The money collected goes into the BCWMC’s Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund (the Channel Maintenance Fund). There is currently \$197,000 in the Channel Maintenance Fund; to-date about \$3,000 of the fund has been used on channel maintenance projects.

The BCWMC Watershed Management Plan (Section 7.2.2) calls for the BCWMC to use the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund to finance the:

- Maintenance and repairs needed to restore a creek or streambank area to the designed flow rate.
  - Work needed to restore a creek or streambank area that has either resulted in damage to a structure, or where structural damage is imminent, based on an assessment of benefits.
  - Portion of a project that provides BCWMC benefits, including reduced potential for flooding, mitigation of water quality impairment, or minimizing the potential for water quality impairment.
  - BCWMC’s share of maintenance projects to be applied for by the cities that have a regional benefit, or to partially fund smaller, localized projects that cities wish to undertake.
13. **Long-Term Maintenance (Flood Control Project)**—these funds are for projects to repair and maintain structures associated with the BCWMC Flood Control Project. The BCWMC Plan calls for annual assessments of \$25,000 to the fund, and for the fund balance to be maintained at (but not exceed) \$1 million. The current fund balance is about \$760,000. The proposed 2011 budget/assessment is \$25,000.
  14. **TMDL Studies**—this item was added to the 2005 budget (\$35,000) in anticipation of the state mandate to prepare Total Maximum Daily Load (TMDL) studies on impaired waters within the watershed. This budget item includes funding for BCWMC participation in TMDL studies not otherwise funded through other sources and also includes BCWMC preparation for future TMDL studies that likely will be necessary. The TMDL Studies fund is currently at \$30,000. The budget amount for TMDL studies has been eliminated for 2011, in anticipation of completion of studies for Medicine Lake, Sweeney Lake and Wirth Lake and commission participation in implementation plan drafting and review. Northwood Lake and Bassett Creek in the watershed

are also listed as impaired waters (Parkers Lake is also listed as impaired for mercury and a statewide mercury TMDL has been completed). Should the commission decide to begin/participate in a TMDL study for Northwood Lake, work could begin in 2011. To complete the TMDL, an additional TMDL assessment would likely be needed for 2012. The commission anticipates funding its involvement in the implementation of projects to address TMDL findings and coordination of TMDL implementation and monitoring under other, established line items.

15. **Proposed 2011 Capital Projects**—For 2011, the cost of the Main Stem restoration project (2011CR; Duluth Street to Crystal Border with Golden Valley) is estimated to be \$780,000 and the cost of the North Branch channel restoration project (36<sup>th</sup> Avenue to Bassett Creek Park in Crystal) is estimated to be \$660,000. The total estimated cost of the projects expected to start in 2011 is \$1,440,000. For the projects expected to start in 2011, it is proposed that \$1,000,000 be assessed for 2011 and \$440,000 be assessed in 2012. The revised CIP reflects the Commission’s receipt in 2010 of grant awards for capital projects from the Clean Water Legacy Fund, through the Board of Water and Soil Resources, and the City of Plymouth’s and City of Golden Valley’s receipt in 2010 of grant awards for capital projects from the Clean Water Legacy Fund, through Hennepin County.

At its June 17, 2010 meeting, the BCWMC Commissioners also considered the assessment on the cities. The 2011 assessment was adopted by nine commissioners voting in favor to levy \$433,150 for the 2011 fiscal year, as compared with the \$414,150 for 2010 adopted in 2009, based on the following:

**Funding Needs:**

2011 Administrative Budget .....\$474,150

**Funding Source:**

2011 Assessment .....\$433,150

2011 Estimated Permit Review Fees.....\$40,000

Assessment for 2011 Capital Projects (Hennepin County) .....\$1,000,000

The Bassett Creek Watershed Management Commission’s 2011 Operating Budget and 2011 Assessment per community are enclosed.

  
 Pauline Langsdorf, Secretary, Bassett Creek Watershed Management Commission

Enclosures: 2011 Operating Budget  
 2011 Assessment

	A	E	F	G	H	I	J	K	L
1	<b>2011 Operating Budget</b>								
2	<b>Bassett Creek Watershed Management Commission - June 17, 2010</b>								
3									
4	Item	Audited 2009 Actual	2010 Budget	2010 Estimated	2011 Budget				
5	<b>ENGINEERING</b>								
6	Technical Services	113,841	110,000	110,000	110,000				
7	Plat Reviews (funded by permit fees) 2009-\$15,000	36,582	60,000	60,000	50,000				
8	Commission and TAC Meetings	12,706	13,000	13,000	13,000				
9	Surveys and Studies	15,178	20,000	20,000	20,000				
10	Water Quality / Monitoring	54,613	20,000	20,000	34,000 (1)				
11	Water Quantity	7,271	11,000	11,000	11,000				
12	Inspections								
13	Watershed Inspections	6,161	8,000	8,000	8,000				
14	Project Inspections	11,871	10,000	10,000	10,000				
15	Municipal Plan Review	6,161	4,000	4,000	2,000 (2)				
16	<b>Subtotal Engineering</b>	<b>\$264,385</b>	<b>\$256,000</b>	<b>\$256,000</b>	<b>\$258,000</b>				
17	Administrator	1,500	15,000	27,000	36,000				
18	Legal	16,464	18,500	18,500	18,500				
19	Financial Management	3,205	3,000	3,000	3,000				
20	Audit, Insurance & Bond	13,610	15,000	15,000	15,000				
21	Meeting Catering Expenses	4,430	5,000	5,000	4,750				
22	Administrative Services	34,145	45,000	45,000	45,000				
23	Public Outreach								
24	Publications / Annual Report	1,697	4,000	4,000	2,000				
25	Website	1,031	4,500	4,500	4,500				
26	Watershed Outlet Monitoring Program (WOMP)	4,791	10,000	10,000	10,000 (3)				
27	Demonstration/Education Grants	3,279	5,000	5,000	5,000 (4)				
28	Watershed Education Partnerships	13,279	15,000	15,000	16,500 (5)				
29	Education and Public Outreach		4,000	4,000	2,900 (6)				
30	Public Communications	1,706	3,000	3,000	3,000				
31	Erosion/Sediment (Channel Maintenance)	25,000	25,000	25,000	25,000 (7)				
32	Long-Term Maint. (Flood Control Project)	25,000	25,000	25,000	25,000 (8)				
33									
34	<b>Subtotal</b>	<b>\$149,137</b>	<b>\$197,000</b>	<b>\$209,000</b>	<b>\$216,150</b>				
35	TMDL Studies	\$10,000	\$10,000	10,000	\$0				
36	<b>Subtotal TMDL Studies</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>10,000</b>	<b>\$0</b>				
37	<b>GRAND TOTAL</b>	<b>\$423,522</b>	<b>\$463,000</b>	<b>\$475,000</b>	<b>\$474,150</b>				
38	<b>For Information (Administrative Account)</b>								
39	<b>Financial Information</b>								
40	Audited fiscal year 2009 fund balance at January 31, 2010			\$343,991					
41	Expected income from assessments in 2010			\$414,150					
42	Expected interest income in 2010			\$1,000					
43	Expected income from project review fees			\$48,850					
44	Estimated funds available for fiscal year 2010			\$807,991					
45	Estimated expenditures for fiscal year 2010			\$463,000					
46	Estimated fund balance as of January 31, 2011			\$344,991					
47	-								
48	<b>2011 Budget</b>								
49	Proposed 2011 Capital Projects			\$1,000,000					
50	Proposed 2011 Operating Budget			\$474,150					
51	Proposed total 2011 Budget			\$1,474,150					
52	<b>2011 Assessments and Fees</b>								
53	2011 Operating Budget			\$474,150					
54	Estimated 2011 permit fees (80% of permit expenditures)			\$40,000					
55	Assessment proposed for 2011 Operating Budget			\$434,150					
56	Proposed Budget Reserve on January 31, 2011			\$344,991					
57									
58	(1) Includes data collection by technical staff and laboratory analysis of samples.								
59	(2) Review municipal comprehensive plan amendments.								
60	(3) Includes \$5K for MPRB (Mpls Park & Rec Bd) to operate the station & \$5K for BCWMC staff to coordinate with MCES, perform streamflow measurements								
61	(4) Grant program for demonstrations and education								
62	(5) CAMP (\$3,500) ; River Watch (\$2,000); WaterShed Partners (\$3,500); Metro Blooms (\$2,000) Blue Thumb (\$1,500); WMWA (\$2,000); NEMO (\$2,000)								
63	(6) Includes brochures, fact sheets, and other educational materials and activities.								
64	(7) Will be transferred to Channel Maintenance Fund								
65	(8) Will be transferred to Long-Term Maintenance Fund								
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**Bassett Creek Watershed Management Commission  
2011 Assessment  
June 2010**

Community	For Taxes Payable in 2010 Net Tax Capacity *	2010 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	2009 Assessment	2010 Assessment	Proposed 2011 Assessment
54 Crystal	\$7,930,685	5.71	1,264	5.09	5.40	\$24,067	\$22,131	\$23,433
28 Golden Valley	\$32,922,331	23.69	6,615	26.63	25.16	\$112,052	\$103,256	\$109,230
79 Medicine Lake	\$999,739	0.72	199	0.80	0.76	\$3,298	\$3,090	\$3,301
1 Minneapolis	\$10,631,597	7.65	1,690	6.80	7.23	\$33,246	\$30,216	\$31,375
34 Minnetonka	\$8,242,785	5.93	1,108	4.46	5.20	\$23,031	\$21,510	\$22,558
86 New Hope	\$8,258,353	5.94	1,252	5.04	5.49	\$24,445	\$22,605	\$23,840
40 Plymouth	\$60,612,394	43.62	11,618	46.77	45.19	\$205,093	\$188,453	\$196,201
44 Robbinsdale	\$2,981,224	2.15	345	1.39	1.77	\$8,077	\$7,417	\$7,672
46 St. Louis Park	\$6,382,445	4.59	752	3.03	3.81	\$16,565	\$15,472	\$16,541
<b>TOTAL</b>	<b>\$138,961,553</b>	<b>100.00</b>	<b>24,843</b>	<b>100.00</b>	<b>100.00</b>	<b>\$449,875</b>	<b>\$414,150</b>	<b>\$434,150</b>

5.88%  
5.79%  
6.81%  
3.84%  
4.87%  
5.47%  
4.11%  
3.43%  
6.91%  
4.83%