



Bassett Creek Watershed Management Commission

Budget Committee Meeting Notes and Recommendations

Wednesday September 4, 2013

4:00 – 5:15 p.m.

Brookview Community Center

Attendees: Commission Chair Ginny Black, Commissioner Jim de Lambert, Commissioner Jacob Millner, Administrator Laura Jester, Engineer Karen Chandler (by phone)

The Committee discussed the following items and/or made the following recommendations for the Commission's consideration for the remainder of FY 2013 in response to a projected budget shortfall of \$15,000 - \$20,000.

Watershed Management Plan Budget:

Committee members reviewed the budget status of each task outlined in the Next Generation Watershed Management Plan – Steps and Schedule document as provided by Barr Engineering as of July 31, 2013. Currently, all tasks are under budget and there are savings in several of the completed tasks. The group discussed the possibility of going over budget if the trend continues to have very in depth discussions on potential Watershed policies. The need for extra Plan Steering Committee meetings would also impact the budget.

Committee consensus: 1) Within the budget for the Plan, shifting unspent funds to other tasks within the Plan development is acceptable. 2) Going over budget on the Plan (overall) is not acceptable. There needs to be a way to stay within the budget. The Plan Steering Committee should discuss how the Plan development can stay on budget and make a recommendation to the Commission.

Commission Administrative Budget (Engineer Chandler joined by phone):

Administrator Jester reminded the Committee that currently the Commission is not over budget on any item. However, if the current trend of work continues, some items could go over budget. The group discussed reasons for the trend including more than anticipated TAC meetings. Engineer Chandler noted that meeting attendance is not "pushing the budget," but that getting ready for TAC meetings this year has taken more time than anticipated due to complicated issues at hand. Four of the budgeted six TAC meetings were held before the fiscal year halfway point. Unanticipated review of developments that do not pay review fees such as the SWLRT and MnDOT projects also used funds.

The group discussed various items that were expected to be under budget at the end of the year including work on the website, public communications, municipal plan review, and the CAMP program. Other savings opportunities include holding only one or two more TAC meetings this year, cancelling the December meeting, cancelling meeting refreshments, ending watershed erosion

control inspections, stopping work on the Bassett Creek Park Pond Sediment Survey and cancelling some components of the flood control project inspections.

The group also discussed the ability to use the TMDL Studies line item of \$10,000 to cover expenses in other categories rather than moving those funds to the TMDL Fund. The TMDL Fund was designated to accumulate funds for TMDL studies. Future TMDLs in this watershed are not expected until at least 2020.

Committee Recommendation:

- 1) There should be no use of fund balance (reserves) to cover over budget items. Instead, under budget items can subsidize over budget items (see table below).
- 2) Use the \$10,000 in the TMDL line item to help cover costs of other items (included in table)
- 3) Consider cancelling one Commission meeting (December?)
- 4) Only hold only 1 – 2 more TAC meetings this year

The following are estimates of items and amounts likely to be under budget at the end of the fiscal year:

Budget Line Item	2013 Budget	Projected Amount Under Budget at FY end	Notes
Review Municipal Plans	\$2,000	\$2,000	No plans expected
Website	\$2,500	\$2,000	
Public Communications	\$3,000	\$1,000	
CAMP	\$5,500	\$1,000	
Sub total		\$6,000	
Watershed Inspections (erosion control inspections)	\$7,000	\$2,200	Inspections currently suspended pending budget discussions
TMDL Studies	\$10,000	\$10,000	If <u>do not</u> move to TMDL Study Fund
Sub total		\$12,200	
Flood Control Inspections	\$15,000	\$13,000 (or portion)	Not yet started, could be cancelled for 2013
Sub total		\$13,000	