

## Bassett Creek Watershed Management Commission 2013 Budget and Levy August 2012

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 2013 budget was prepared by the BCWMC Budget Committee consisting of the four Commissioners of the Executive Committee and one watershed resident as appointed by the Commission.

The BCWMC's most recent *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 and other projects. Commission activities have focused on implementation of the *Watershed Management Plan*.

The final 2013 budget was adopted by seven commissioners voting in favor of and zero commissioners voting against the budget at the BCWMC meeting on August 16, 2012. The final 2013 budget is enclosed. Specific items in the budget are discussed below.

- **Engineering** services are budgeted at \$279,250 in 2013. Many of the individual items have remained the same from the 2012 budget. The following paragraphs summarize each of the Engineering budget items.
  - Technical Services (line 6) - this item covers the day-to-day technical operations, such as preparing for the Commission and TAC meetings, performing preliminary site reviews and correspondence, and communications with the Commissioners, watershed communities, developers, agencies, and other entities. The proposed 2013 budget is \$120,000, the same as the 2012 budget.
  - Plat Reviews (line 7) - This item covers the cost of reviewing plats submitted to the Commission for review. These costs are largely offset by a permit fee instituted by the Commission at its December 15, 2005, meeting, and effective January 1, 2006, and reviewed annually and revised as needed. The proposed 2013 budget is \$60,000, the same as the 2012 budget.
  - Commission and TAC Meetings (line 8) - this item covers the cost for the engineer to attend 12 monthly Commission meetings and six bimonthly TAC meetings. The proposed 2013 budget is \$14,250, the same as the 2012 budget.
  - Surveys and Studies (line 9) - the proposed budget for 2013 is \$10,000. The intent of this budget item is to cover the costs of conducting special studies, and addressing unanticipated issues, questions, etc. that can arise during the year. This item is the same as the 2012 budget.
  - Water Quality/Monitoring (line 10) - the proposed 2013 budget is \$40,000. This budget item includes detailed lake monitoring of the lakes within the watershed, on a four-year monitoring cycle, and biotic index monitoring on Bassett Creek on a once-every-three-year monitoring cycle. This item also includes funding to allow the engineer to respond to requests from the BCWMC, watershed cities, or other regulatory agencies to review water quality information and studies, and to address water quality questions from residents. In 2013 the Commission is proposing to monitor Northwood Lake and North and South Rice Lakes.
  - Water Quantity (line 11) - the proposed 2013 budget is \$11,000, the same as the 2012 budget. This item covers the work associated with the BCWMC's lake and stream gauging program. The readings have proved valuable to member communities for planning future development and as documentation of the response of surface water

bodies to above normal and below normal precipitation. The program also includes periodic surveys of benchmarks to ensure consistency with past readings.

- The 2013 lake gauging program will consist of measuring water levels on Medicine Lake, Sweeney Lake, Parkers Lake, Westwood Lake, Crane Lake (Ridgedale Pond), and Northwood Lake. The Bassett Creek Park Pond and Wirth Park storage areas will also be included for monitoring. Two readings per month will be taken during the period April 1, 2013 through September 30, 2013. One reading per month will be taken during the period October 1, 2013 through March 31, 2014.
- The 2013 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, 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.
- Inspections (line 12) - there are two separate budget items under this task:
  - a. *Watershed Erosion Control Inspections (line 13)* - The proposed 2013 budget is \$7,000, the same as the 2012 budget. This item covers the BCWMC's construction site erosion control inspection program. The inspections have been valuable for correcting erosion and sediment control practices which are not in conformance with BCWMC policies. The inspections also verify that sites are developed in accordance with approved plans. The program consists of inspecting active construction sites in the watershed once every month. Erosion control inspections will begin April 2013 and extend through October 2013. 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 are inspected as necessary. The new conduit inlet in Minneapolis will also be inspected for accumulation of debris. BCWMC staff coordinates the inspections with respective contacts from each city. Following each inspection, a letter listing the construction projects and the improvements needed for effective erosion control will be sent to the inspection department at each city.
  - b. *Annual Flood Control Project Inspections (line 14)* - this item covers the BCWMC's annual inspection of 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

In addition to inspection of the above projects, the Commission proposes to conduct a sediment survey of Bassett Creek Park Pond. The proposed 2013 budget is \$15,000, \$6,000 more than the 2012 budget and will be funded through the Long-Term Maintenance fund for flood control projects.

- Municipal Plan Review (line 15) – for 2013, the budget for this item is \$2000 to review amendments to member cities' local water management plans and amendments to adjacent WMO plans, for conformance with the BCWMC Watershed Management Plan. In addition, State Law requires the Commission to update its Water Management Plan every 10-years. The Commission has started that process. Once complete member Cities must update their plans to be in conformance with the Commission's Plan. To buffer the increase in funds needed to review member cities *Watershed Management* plans, the Administrative Services Committee recommends that the Commission start a fund to be used exclusively for those reviews.
- **Planning**
  - Watershed Modeling (lines 18-19) - these tasks will be completed in 2012, so this budget is zero for 2013.
  - Next Generation Plan (line 20) the budget for this item is \$40,000 the same as the 2012 budget. This task is the budget required to conduct the 10-year update to the Commissions Water Management Plan. This is generally a two-to three-year process, so continues in 2013.
  - Administrator (line 22) - In 2010 the Commission, for the first time, contracted for administrative services to assist the Commission in developing the budget, agendas, coordinating capital improvement projects, be the first point of contact for developers and local, state and federal agencies. The Administrator left the Commission in September 2011. The Commission's experience with the Administrator reinforced the Commission's view that an Administrator is needed to perform the services listed above as well as other activities such as the development of the *Watershed Management Plan*. The Commission is actively looking at options and has decided to maintain the Administrator budget at its 2012 level of \$50,000 for 2013.
  - Legal (line 23) - the proposed 2013 budget is \$18,500, the same as the 2012 budget. This item covers routine legal services including attending commission meetings, reviewing agendas, and contracts.
  - Financial Management (line 24) - the proposed 2013 budget is \$3,045, the same as the 2012 budget. This item covers services provided by the BCWMC Deputy Treasurer at the City of Golden Valley.
  - Audit, Insurance, Bond (line 25) - the proposed 2013 budget is \$15,224, the same as the 2012 budget. This item covers the cost of the annual audit, required by state law, plus liability insurance and bonding.
  - Meeting catering expenses (line 26) - the proposed 2013 budget is \$2,750, the same as the 2012 budget. This item covers the cost of the monthly meetings.
  - Secretarial Services (line 27) - the proposed 2013 budget is \$40,000, the same as the 2012 budget. This item covers secretarial services, including scheduling and public noticing meetings of the commission and its subcommittees, mailings, copying, travel, attending the monthly commission meetings and taking care of the details of the meeting, working with the chair and commission staff to prepare the agenda for the monthly meeting.
  - Public Outreach (line 28) - there are two budget items under this task:
    - a. Publications/Annual Report (line 29) – the proposed 2013 budget is \$2,000, the same as the 2012 budget. This item covers costs for preparing the BCWMC's annual report.
    - b. Website (line 30) – the proposed 2013 budget is \$2,500, the same as the 2012 budget. This item covers costs for maintaining, updating, and making improvements to the BCWMC Website.
  - WOMP (line 31) - \$17,000 is budgeted for 2013, which is intended to cover the BCWMC's costs related to the Watershed Outlet Monitoring Program (WOMP) station on Bassett Creek. The WOMP monitoring program has been in place since 2000. The Minneapolis Park and Recreation Board (MPRB) has been running the WOMP station for the last several years, in a cooperative effort with Metropolitan Council Environmental Services (MCES) and the BCWMC. In this role, the MPRB has been handling the sample and data collection tasks, while MCES performs maintenance, and BCWMC staff provides assistance with the rating curve.

In 2012 BCWMC was notified by the MPRB that it will be terminating its WOMP station contract with the Metropolitan Council on June 25, 2012. Metropolitan Council staff is willing to continue the monitoring through 2012 as a short-term solution.

The 2013 budget comprises approximately \$11,000 for WOMP station monitoring services to be provided to the BCWMC by Wenck Associates, Inc. and approximately \$6,000 for data management and rating curve revision services to be provided by Barr Engineering Company.

- Demonstration/Education Grants (line 32) – this item has no budget at this time. This item is the BCWMC grant program, which is managed by the Education Committee.
- Watershed Education Partnerships (line 33) - this budget item includes participation in the Metropolitan Council's Citizen Assisted Monitoring Program (CAMP), the Hennepin Conservation District River Watch Program, Metro WaterShed Partners, the Blue Thumb program, and the Metro Blooms Rain Garden program. In response to budget constraints, this budget item was decreased by \$6,000 for 2012. The 2013 proposed budget increases this item by \$2,000 to \$15,000.
- Education and Public Outreach (line 34) - this budget item has been increase to \$14,775 for 2013. This budget item was \$4,000 in 2010. It was decreased to \$0 in 2011 in response to budget constraints and increased to \$5,775 in 2012. This budget item includes expenses for registration fees for city events; develop maps for city events, brochures, fact sheets, native seed packets, and the Joint Education and Public Outreach Committee administrative costs.
- Public Communications (line 35) – this budget item includes public notices for commission and committee meetings. The 2013 budget for this item is \$3,000, unchanged from the 2012 budget.
- Erosion/Sediment (Channel Maintenance) (line 36) - these funds are for creek and stream bank erosion repair and sediment removal projects that are not funded as a channel restoration project through the BCWMC's Capital Improvement Program. 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.

The proposed budget for this item has remained at \$25,000 for many years. No increase is proposed for 2013.

- Long-Term Maintenance (Flood Control Project) (line 37) - the proposed 2013 budget is \$25,000. These funds are used to repair and maintain structures associated with the BCWMC Flood Control Project. The BCWMC Watershed Management 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 \$534,806.
- TMDLs (line 40) - the proposed 2013 budget for this item is \$10,000. The TMDL budget was set up to fund the BCWMC's costs for participating in the Medicine Lake, Sweeney Lake, and Wirth Lake Total Maximum Daily Load (TMDL) studies for these lakes have been completed, remaining impaired waters in the watershed include Northwood Lake and Bassett Creek (Parkers Lake is also listed as impaired for mercury). The Minnesota Pollution Control Agency staff has told the Chair that the Agency will not be back to this watershed for 10 years to complete these TMDLS. For 2012, this budget item was \$10,000 and included developing the report format for reporting on TMDL implementation activities. For 2013, this item includes preparing a progress report for the Medicine Lake, Sweeney Lake, and Wirth Lake TMDL implementation plans.
- **Capital Improvement Projects**— covers the capital costs of the project identified in the capital improvement projects table. These costs are assessed annually by the county based on the request of the Commission. For 2013, the capital improvement project funding includes \$943,000 for project NL-2 (Dredge Pond NB-07, Northwood Lake watershed) and \$57,000 for portion of project ML-8 (Lakeview Park Pond).