



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5B – Review Mid-year 2014 Budget Status: Mid-year 2014 Engineering Budget Review
BCWMC August 21, 2014 Meeting Agenda
Date: August 13, 2014
Project: 23270051 2014 003

5B Mid-year 2014 Engineering Budget Review

Summary

The Commission Engineer's 2014 Engineering budget of \$185,000 and Planning budget of \$53,500 (including flood control project maintenance and replacement plan 2013 carry-over) were approved by the BCWMC at its August 15, 2013 meeting. Generally, based on the current trend, the overall Engineering budget is anticipated to be exceeded by \$9,500, depending on remaining 2014 activities. The Planning budget is anticipated to be exceeded by \$5,000. The TMDL budget and the Barr portion of the WOMP tasks are anticipated to be on-budget.

Recommendations

The Commission should consider the following budget approaches and provide the Engineer with appropriate direction:

1. Continue service as tasked and use budget savings and/or reserve funds to cover over-budget costs.
2. Reduce service or postpone/cancel some 2014 items (i.e. attendance at TAC meetings, lake level monitoring, etc.)
3. Request Budget Committee to review on behalf of the BCWMC.

Background

Based on the BCWMC's active year—Next Generation Planning and water quality-related activities—Commission staff has been asked to perform additional works tasks that were not included in the budget. In recent years, the Commission implemented a mid-year budget review to highlight and address any budget issues and provide direction. Following are comments regarding the Commission Engineer's review of the Engineering and Planning budgets. (Note: budgets for capital improvement projects are tracked separately.)

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Engineering tasks – summary of status:

1. Technical Services—the 2014 budget is \$120,000 and covers the day-to-day technical operations, such as preparing for the Commission and TAC meetings, performing preliminary site reviews, pre-submittal coordination with Cities and applicants, correspondence, and communications with the Commissioners, administrator, recording administrator, watershed communities, developers, agencies, and other entities, review of wetland issues, review of property floodplain and other hydraulic/hydrologic issues. Half of this budget is used for preparing for BCWMC and TAC meetings. The 2014 budget was based on preparation for 30 meetings, including 12 BCWMC meetings, six TAC meetings, and 12 Next Generation Plan Steering Committee (PSC) meetings. Through July, the Commission Engineer has attended 19 meetings, including six BCWMC meetings, three TAC meetings and 10 PSC meetings/Commission workshops. Attendance at the meetings is included under the “Meetings” budget, however, preparation for the meetings is included under the Technical Services budget for the BCWMC and TAC meetings, or under the Planning budget for the PSC meetings/Commission workshops. Based on current Commission activities, this task is expected to come in on-budget.
2. Plat Reviews—the 2014 budget is \$65,000, which is anticipated to be largely funded by permit fees. Through the end of July, eighteen projects have been submitted to the BCWMC for review. This budget is unlikely to be exceeded
3. Commission and TAC Meetings—the 2014 budget is \$16,000 and includes the cost for the Engineer to attend 30 meetings, including 12 BCWMC meetings, six TAC meetings, and 12 PSC meetings. As noted, through July, the Commission Engineer has attended 19 meetings, including six BCWMC meetings, three TAC meetings and nine PSC meetings/Commission workshops. This budget will likely be exceeded by \$2,500.
4. Surveys and Studies—the 2014 budget is \$20,000 and includes the costs of conducting special studies (such as updating/revising the XP SWMM model), assisting with the Medicine Lake stakeholder meeting, assisting with the watershed tour, additional sampling and toxin analysis of blue-green algae, and addressing unanticipated issues, questions, etc. that can arise during the year. Assuming no additional work, this item could be \$7,500 under budget.
5. Water Quality/Monitoring—the 2014 budget is \$45,000 and includes detailed lake monitoring of Sweeney Lake and Twin Lake and other general water quality tasks as requested by the BCMWC, member cities, or regulatory agencies. In 2014, general water quality tasks have been extensive, including completing the report for the 2013 lake water quality monitoring, reviewing and commenting on the draft 2014 impaired waters list for new listings in the watershed, and following up on chloride impairment listings; reviewing and commenting on the draft bacteria TMDL, and reviewing the MPCA responses to the BCWMC’s comments; looking into Wirth Lake delisting

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questions, and assisting with de-listing press release; reviewing Plymouth's water quality monitoring report; reviewing MCES WOMP monitoring results; responding to Sweeney Lake Eurasian water milfoil question from Golden Valley staff; obtaining 2013 Medicine Lake water quality data from TRPD; responding to questions and concerns regarding Sweeney Lake blue-green algae bloom, including identification of blue-green algae species, recommending algae experts to come to a Commission meeting and communications with agencies regarding blue-green algae blooms in 2014. Based on the remaining Sweeney and Twin Lakes monitoring work and analysis, and to prepare the draft report, this budget will likely be exceeded by \$20,000.

6. Water Quantity—the 2014 budget is \$11,000 and includes the work associated with the BCWMC's lake and stream gauging program. In 2014, additional water level measurements were taken and staff visited high water sites in response to the June 19 rainfall event. This budget will likely be exceeded by \$2,500.
7. Inspections—there are two separate budget items under this task:
 - o Watershed Erosion Control Inspections—the 2014 budget is \$1,000 and covers the BCWMC's construction site erosion control inspection program. Beginning in the 2014 fiscal year, the BCWMC no longer performs these routine inspections; the budget is for providing some oversight of city inspection activities, and for inspecting projects such as County highway and MnDOT projects, as requested by the Commission. It is likely that this item could be \$1,000 under budget, as no inspections are anticipated.
 - o Annual Flood Control Project Inspections—the 2014 budget is \$20,000 and includes BCWMC's annual inspection of the flood control project system and the once-every-five-year inspection of the double box culvert.
8. Municipal Plan Review—the 2014 budget is \$2,000 and includes the review of member cities' local plan amendments or adjacent WMO plan amendments. It is likely that this item could be \$2,000 under budget, as no plan reviews are anticipated.

Planning tasks – summary of status:

1. Next Generation Plan: the 2014 budget is \$40,000 and includes technical and planning tasks associated with development of the next generation plan, including preparation for PSC meetings/Commission workshops. The budget is for the Commission Engineer's costs. The Commission's (and the Commission Engineer's) work on the plan has included extra PSC meetings/Commission workshops to discuss goals and policies, as the PSC and the Commission strive to meet the early November goal to submit the Plan for agency review. The original planning process schedule called for the policy discussions to be completed by October 2013. These discussions are ongoing and are expected to continue until at least September 2014. This budget is anticipated to be expended at the time the Plan is submitted for agency review. Additional costs during the 2014 fiscal

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year include beginning the response to comments process in January 2015. Assuming this schedule holds, this budget will likely be exceeded by \$5,000. If the Plan submittal schedule is delayed due to additional policy discussions, the budget exceedance could be higher.

2. Flood Control Project Maintenance and Replacement Plan: the overall budget for this project, started in late 2013, is \$13,500. The project is complete.

Watershed Outlet Monitoring Program (WOMP):

The overall 2014 budget is \$17,000; of this, \$6,000 is for Barr to perform data management tasks, including assistance with maintaining the rate curve for the WOMP site. This task is anticipated to come in on-budget.

TMDL Work – TMDL Implementation Reporting, including P8 Model Updates:

The 2014 budget is \$20,000, and includes collecting, summarizing and reporting data related to the implementation of TMDLs in the watershed. This work also includes and coincides with updates to the P8 model. This task is anticipated to come in on-budget.