

Item 6E.
BCWMC 8-16-18

	A	B	C	D	E	F	G	H	I	J	K	L
1	2019 Proposed Operating Budget											
2	Bassett Creek Watershed Management Commission											
3	Item	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2019 Proposed Budget	See Notes
4	ENGINEERING & MONITORING											
5	Technical Services	120,000	109,391	120,000	116,972	120,000	112,502	125,000	140,702	125,000	130,000	(ZZ)
6	Development/Project Reviews	65,000	52,643	65,000	51,622	65,000	94,619	65,000	71,791	75,000	80,000	(A)
7	Non-fee and Preliminary Reviews			15,000	53,686	15,000	35,253	15,000	20,906	10,000	15,000	(B)
8	Commission and TAC Meetings	16,000	15,984	14,500	11,525	13,000	11,808	14,000	11,753	12,000	12,000	(C)
9	Surveys and Studies	20,000	7,446	20,000	22,109	25,000	24,444	20,000	16,347	12,000	20,000	(D)
10	Water Quality / Monitoring	45,000	74,090	63,000	77,429	76,000	75,892	74,300	70,855	80,700	78,000	(E)
11	Shoreland Habitat Monitoring					6,000	2,468	-				
12	Water Quantity	11,000	12,100	11,500	9,115	11,500	8,731	11,500	8,570	6,300	10,000	(F)
13	Assistance on Erosion Control Inspections	1,000	225	1,000		1,000	-	1,000	-	1,000	-	(G)
14	Annual Flood Control Project Inspections	20,000	17,031	10,000	9,996	10,000	8,867	12,000	7,678	48,000	48,000	(H)
15	Municipal Plan Review	2,000	764	2,000		2,000	2,491	8,000	1,835	8,000	4,000	(I)
16	Watershed Outlet Monitoring Program	17,000	13,917	17,000	15,786	17,000	17,002	15,500	19,994	20,500	20,500	(J)
17	Annual XP-SWMM Model Updates/Reviews							10,000	5,650	10,000	-	(K)
18	APM/AIS Work							35,000	34,920	32,000	32,000	(L)
19	Subtotal Engineering & Monitoring	\$317,000	\$303,591	\$339,000	\$368,240	\$361,500	\$394,077	\$406,300	\$411,001	\$440,500	\$449,500	
20	PLANNING											
21	Next Generation Plan Development	40,000	55,198	30,000	28,277	-	-	-			12,000	(LL)
22	Subtotal Planning	\$40,000	\$55,198	\$30,000	\$28,277	\$0	\$0	\$0		\$0	\$12,000	
23	ADMINISTRATION											
24	Administrator	60,000	53,917	62,000	59,395	62,000	59,033	67,200	60,559	67,200	69,200	(M)
25	Legal	18,500	22,269	18,500	12,969	18,500	15,470	18,500	16,249	17,000	17,000	(N)
26	Financial Management	3,045	3,045	3,200	3,200	3,200	3,277	3,200	3,200	3,200	3,500	(O)

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27	Audit, Insurance & Bond	15,500	12,476	15,500	13,181	15,500	14,606	15,500	17,304	15,500	18,000	(P)
28	Digitize Historic Paper Files			2,500	-	5,000	2,167	-	-			
29	Meeting Catering Expenses	3,000	1,836	2,500	1,564	2,200	1,572	2,000	1,198	1,600	1,500	
30	Administrative Services	35,800	22,763	32,000	29,843	25,000	11,583	18,000	13,346	15,000	15,000	(Q)
31	Subtotal Administration	\$135,845	\$116,306	\$136,200	\$120,152	\$131,400	\$107,708	\$124,400	\$111,856	\$119,500	\$124,200	
32	OUTREACH & EDUCATION											
33	Publications / Annual Report	2,000	2,272	4,000	1,430	2,500	1,246	2,500	1,138	1,500	1,300	(QQ)
34	Website	2,000	0	12,000	11,802	3,500	2,275	4,400	1,228	4,200	3,000	(R)
35	Watershed Education Partnerships	15,500	11,100	15,500	10,700	15,500	9,550	15,500	12,354	13,850	15,850	(S)
36	Education and Public Outreach	15,000	20,292	17,000	12,830	22,500	25,710	20,000	19,302	22,000	25,000	(T)
37	Public Communications	3,000	1,198	3,000	2,270	2,500	1,128	2,500	732	2,500	1,000	
38	Subtotal Outreach & Education	\$37,500	\$34,862	\$51,500	\$39,032	\$46,500	\$39,909	\$44,900	\$34,754	\$44,050	\$46,150	
39	MAINTENANCE FUNDS											
40	Channel Maintenance Fund	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	(U)
41	Flood Control Project Long-Term Maint.	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	(V)
42	Subtotal Maintenance Funds	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
43	TMDL WORK											
44	TMDL Implementation Reporting	20,000	20,000	20,000	15,881	20,000	18,950	20,000	19,209	10,000	10,000	(W)
45	Subtotal TMDL Work	\$20,000	\$20,000	\$20,000	\$15,881	\$20,000	\$20,000	\$20,000	\$19,209	\$10,000	\$10,000	
46	GRAND TOTAL	\$600,345	\$579,957	\$626,700	\$621,582	\$609,400	\$611,694	\$645,600	\$626,820	\$664,050	\$691,850	

NOTES

(ZZ) New and more complicated issues continue to arise requiring engineer review, analyses, input.

(A) Partially funded by application fees; with the creation of the preliminary and non-fee budget category, most of the review costs will be covered by application fees. 2019 budget assumes 40 submittals at average cost of \$2,000 - \$2,500 per review, which is based on 2014 -2017 trend of increasing number of submittals and increased number of complex reviews (including MIDS)

(B) Assumes increase in non-fee reviews in 2019 based on actual spent in 2017 (\$20,906) and reviews for light rail projects may still be needed as these projects have been delayed. 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, 2017 and expected in 2018.

(C) Includes attendance at BCWMC meetings, TAC meetings and Next Generation Plan Steering Committee meetings (through 2015). 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings. 2015 estimate based on 24 meetings. 2016 and 2017 estimates based on 18 meetings (12 BCWMC meetings & 6 TAC meetings). 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed). 2018 budget was reduced from 2017. 2019 budget assumed same as 2018.

(D) For Commission-directed surveys and studies not identified in other categories - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, Sweeney Lake sediment monitoring, stream monitoring equipment purchase. 2018 budget was reduced from previous years for overall budget savings. 2019 proposed budget is more in line with previous years and gives Commission flexibility to investigate or tackle unforeseen issues that arise. Could include funding for iron filings study in Northwood Lake or elsewhere.

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

(F) Water Quality (lake level) monitoring. 2018 budget lowered for budget savings and will result in fewer data points. 2019 budget recommended for setting/checking benchmarks and flooding elevations; NAVD 88 benchmarks

(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 remained here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city). However, little or no expenses have been incurred since 2014. Recommended to remove from budget. If inspections are needed they can be charged to general technical services.

(H) 2019 budget includes double box culvert inspection, following NASSCO protocol (\$36,000), and based on BCMWC's new Flood Control Project policies approved in 2016; 2019 budget also includes the annual FCP inspection (\$12,000). 2018 budget includes 2nd Street (deep) tunnel inspection, following NASSCO protocol, and based on BCMWC's new Flood Control Project policies approved in 2016, which call for more-frequent inspection of the deep tunnel (\$36,000, with approximately \$10,000 for subcontractors - crane rental and Rescue Resources); the 3rd Ave tunnel will also be inspected at the same time as the 2nd Street tunnel (they are connected), rather than in 2019 (as called for in schedule); 2018 budget also includes the annual inspection (\$12,000). 2017, 2016 and 2015 budgets include usual inspection. 2017 budget increased to allow for more follow-up with cities, stemming from Flood Control Project Maintenance and Responsibilities-related effort. 2014 budget included inspection of double box culvert (performed once every 5 years).

(I) Although the bulk of the reviews will be completed under the 2018 budget, the 2019 budget assumes a couple reviews/approvals may extend into 2019. 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) This item is used to make updates to the XP-SWMM model, coordinate with P8 model updates, and assist cities with model use. However, no XP-SWMM updates are expected in 2019 and 2020 due to work on the grant funded FEMA modeling project. This line item will return in the 2021 operating budget

(L) Funds to implement recommendations of Aquatic Plant Management/Aquatic Invasive Species Committee likely including curly-leaf pondweed control in Medicine Lake and small grant program for launch inspectors, education/outreach, etc. by other organizations including TRPD, AMLAC, others

(LL) Funding that will be set aside and accrued over next 5 years to pay for 2025 Watershed Plan development which will start in 2023.

(M) Includes 3% increase in Administrator hourly rate as recommended by Budget Committee. \$72/hour for average of 80 hours per month.

(N) For Commission attorney. No change in budget over 2018 levels.

(O) Funding for City of GV staff's monthly accounting activities and coordination of annual audit. Slight increase recommended as amount has not changed in many years.

(P) Insurance and audit costs have risen considerably in the last two years.

(Q) 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/mailing + \$546 contingency

(QQ) 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 and closer to actual funds spent in 2017.

(S) Includes CAMP (\$7,000), 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. CAMP costs set by Met Council will increase significantly in 2019 (after 16 years w/o increases)

(T) Includes funding for West Metro Water Alliance at \$13,000 plus \$12,000 for 50th Anniversary events, document production, etc. and some 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 in 2018 for overall budget savings. Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.

Budget item	Item description	Estimated cost
Cavanaugh Lake (Plymouth) and Northwood Lake (New Hope) detailed lake monitoring	<p>Detailed lake monitoring includes monitoring one location each at Cavanaugh Lake and Northwood Lake on six occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, chlorophyll a, chloride, temperature, pH, DO, specific conductance, and oxidation reduction potential), plus parameters associated with AIS vulnerability (calcium, alkalinity, hardness, sodium, magnesium, potassium, dissolved inorganic carbon, and dissolved organic carbon), 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 & 2017 reports).</p> <p>Assessment of vulnerability to AIS infestations (\$1,000/lake)</p>	<p style="text-align: right;">\$43,000</p> <p>(Note: estimated cost will be lower for Cavanaugh Lake if TRPD completes the monitoring, aquatic plant monitoring, and lab analyses.)</p> <p style="text-align: right;">\$2,000</p>
Second year of two-year stream water quality/ quantity monitoring effort (automatic sampling) on North Branch	<p>The stream water quality monitoring program is designed to approximate the Metropolitan Council’s Watershed Outlet Monitoring Program (WOMP) design for one location—North Branch (two additional locations would be monitored in years 3-4, and in years 5-6). The costs include 24 grab samples (approximately 1.5 per month for the open water period) and 16 storm samples. This approximates a recent change to the WOMP sampling protocols from monthly to bi-monthly samples (some WOMP stations do not collect grab samples in the winter).</p> <p>Parameters to be monitored include:</p> <ul style="list-style-type: none"> • Total Phosphorus • Ortho Phosphorus • Chloride • E. Coli • Hardness • Sulfate • Dissolved Phosphorus • TKN • TSS • Chl-a • Metals • Nitrate/Nitrite • Ammonia N • VSS • Alkalinity • TOC 	<p style="text-align: right;">\$23,000</p>
General Water Quality Task	<p>Potential items/issues include:</p> <ul style="list-style-type: none"> • Inventorying chloride sources and/or improvement measures • Preparing for TMDL studies on Northwood Lake and the Bassett Creek fish impairments, including coordination with the MPCA • Internal load assessments and/or investigation(s) of alternative chemical treatments for Medicine Lake, Lost Lake, Sweeney, etc. • Evaluating carp population dynamics in the Sweeney branch (down to Schaper Pond) • Addressing new AIS species (in 2017, the Medicine Lake zebra mussels effort was charged to the Technical Services budget) <p>If any of these become larger efforts, they could be charged to the Surveys & Studies budget.</p>	<p style="text-align: right;">\$10,000</p>
Total Estimated Budget		<p style="text-align: right;">\$78,000</p>

2018 Financial Information

Fund Balance as of January 31, 2018 (audited)		\$	368,445
Income from assessments in 2018	+	\$	515,050
Expected interest income in 2018	+	\$	-
Expected income from project review fees	+	\$	55,000
Expected income from CIP Administrative Funds	+	\$	27,000
Expected transfer from Long-term Maint Fund for Flood Control Project	+	\$	48,000
Expected income from WOMP reimbursement	+	\$	5,000
Expected income from reimbursements from 2018 work ¹	+	\$	18,000
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Estimated funds available for fiscal year 2018		\$	1,036,495
Estimated expenditures for fiscal year 2018	-	\$	664,050
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Estimated fund balance as of January 31, 2019		\$	372,445

¹ Through new agreements for SWLRT & Blue Line LRT. Agreements total \$22,000 but not likely to use and be reimbursed for total amt in 2018

2019 Revenues**Expected Income**

Proposed Assessments to cities	+	\$	529,850
Use of fund balance	+	\$	21,000
CIP Administrative Funds (2.0% of est. requested levy of \$1.4M)	+	\$	28,000
Project review fees	+	\$	60,000
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 2019	+	\$	-
		\$	<hr/> 691,850

Expected Expenses

Total operating budget		\$	691,850
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Fund Balance Details

Est. Beginning Fund Balance (Jan 31, 2019)		\$	372,445
Use of Fund Balance (see income above)	-	\$	21,000
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Est. Remaining Fund Balance (Jan 31, 2020)		\$	351,445

² Requires reducing Long Term Flood Control Project Amount by \$23,000.

Community	For Taxes Payable in 2018 Net Tax Capacity	2018 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	Average Percent	Assessments						Proposed 2019 Assessment (2.9% increase from 2018) \$529,850
						2013 \$515,016	2014 \$490,345	2015 \$490,345	2016 \$490,345	2017 \$500,000	2018 \$515,050	
Crystal	\$8,354,192	5.43	1,264	5.09	5.26	\$27,424	\$25,504	\$25,868	\$25,771	\$25,704	\$26,904	\$27,877
Golden Valley	\$39,462,902	25.67	6,615	26.63	26.15	\$129,126	\$123,033	\$121,964	\$127,675	\$131,270	\$134,649	\$138,553
Medicine Lake	\$1,000,557	0.65	199	0.80	0.73	\$3,909	\$3,479	\$3,543	\$3,600	\$3,561	\$3,783	\$3,846
Minneapolis	\$10,318,599	6.71	1,690	6.80	6.76	\$35,236	\$32,953	\$33,235	\$32,885	\$33,609	\$34,763	\$35,805
Minnetonka	\$9,964,851	6.48	1,108	4.46	5.47	\$28,464	\$27,402	\$28,121	\$27,536	\$28,199	\$28,053	\$28,989
New Hope	\$8,492,344	5.52	1,252	5.04	5.28	\$27,648	\$26,479	\$25,681	\$25,627	\$25,917	\$26,740	\$27,987
Plymouth	\$66,201,330	43.07	11,618	46.77	44.92	\$235,310	\$224,959	\$225,159	\$220,974	\$224,531	\$231,682	\$237,986
Robbinsdale	\$2,810,841	1.83	345	1.39	1.61	\$8,479	\$7,743	\$7,587	\$7,843	\$7,747	\$8,189	\$8,523
St. Louis Park	\$7,116,412	4.63	752	3.03	3.83	\$19,420	\$18,792	\$19,184	\$18,433	\$19,463	\$20,287	\$20,284
TOTAL	\$153,722,028	100.00	24,843	100.00	100.00	\$515,045	\$490,345	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850