

**2018 Operating Budget**

Approved August 17, 2017

**Bassett Creek Watershed Management Commission**

| Item  | 2014<br>Budget   | 2014<br>Actual   | 2015<br>Budget   | 2015<br>Actual   | 2016<br>Budget   | 2016<br>Actual   | 2017<br>Budget   | 2018<br>Budget   | See Notes  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------|
| <b>ENGINEERING &amp; MONITORING</b>           |                  |                  |                  |                  |                  |                  |                  |                  |            |
| Technical Services                            | 120,000          | 109,391          | 120,000          | 116,972          | 120,000          | 112,502          | 125,000          | 125,000          |            |
| Development/Project Review s (funded by fees) | 65,000           | 52,643           | 65,000           | 51,622           | 65,000           | 94,619           | 65,000           | 75,000           | (A)        |
| Non-fee and Preliminary Review s              |                  |                  | 15,000           | 53,686           | 15,000           | 35,253           | 15,000           | 10,000           | (B)        |
| Commission and TAC Meetings                   | 16,000           | 15,984           | 14,500           | 11,525           | 13,000           | 11,808           | 14,000           | 12,000           | (C)        |
| Surveys and Studies                           | 20,000           | 7,446            | 20,000           | 22,109           | 25,000           | 24,444           | 20,000           | 12,000           | (D)        |
| Water Quality / Monitoring                    | 45,000           | 74,090           | 63,000           | 77,429           | 76,000           | 75,892           | 74,300           | 80,700           | (E)        |
| Shoreland Habitat Monitoring                  |                  |                  |                  |                  | 6,000            | 2,468            | -                |                  |            |
| Water Quantity                                | 11,000           | 12,100           | 11,500           | 9,115            | 11,500           | 8,731            | 11,500           | 6,300            | (F)        |
| Assistance on Erosion Control Inspections     | 1,000            | 225              | 1,000            |                  | 1,000            | -                | 1,000            | 1,000            | (G)        |
| Annual Flood Control Project Inspections      | 20,000           | 17,031           | 10,000           | 9,996            | 10,000           | 8,867            | 12,000           | 48,000           | (H)        |
| Municipal Plan Review                         | 2,000            | 764              | 2,000            |                  | 2,000            | 2,491            | 8,000            | 8,000            | (I)        |
| Watershed Outlet Monitoring Program           | 17,000           | 13,917           | 17,000           | 15,786           | 17,000           | 17,002           | 15,500           | 20,500           | (J)        |
| Annual XP-SWMM Model Updates/Review s         |                  |                  |                  |                  |                  |                  | 10,000           | 10,000           | (K)        |
| APMAIS Work                                   |                  |                  |                  |                  |                  |                  | 35,000           | 32,000           | (L)        |
| <b>Subtotal Engineering &amp; Monitoring</b>  | <b>\$317,000</b> | <b>\$303,591</b> | <b>\$339,000</b> | <b>\$368,240</b> | <b>\$361,500</b> | <b>\$394,077</b> | <b>\$406,300</b> | <b>\$440,500</b> |            |
| <b>PLANNING</b>                               |                  |                  |                  |                  |                  |                  |                  |                  |            |
| Watershed-w ide XP-SWMM Model (I &II)         | 0                | 0                | -                |                  | -                | -                | -                |                  |            |
| Watershed-w ide P8 Water Quality Model        | 0                | 0                | -                |                  | -                | -                | -                |                  |            |
| Next Generation Plan Development              | 40,000           | 55,198           | 30,000           | 28,277           | -                | -                | -                |                  |            |
| <b>Subtotal Planning</b>                      | <b>\$40,000</b>  | <b>\$55,198</b>  | <b>\$30,000</b>  | <b>\$28,277</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b> |
| <b>ADMINISTRATION</b>                         |                  |                  |                  |                  |                  |                  |                  |                  |            |
| Administrator                                 | 60,000           | 53,917           | 62,000           | 59,395           | 62,000           | 59,033           | 67,200           | 67,200           | (M)        |
| Legal   | 18,500           | 22,269           | 18,500           | 12,969           | 18,500           | 15,470           | 18,500           | 17,000           | (N)        |
| Financial Management                          | 3,045            | 3,045            | 3,200            | 3,200            | 3,200            | 3,277            | 3,200            | 3,200            |            |
| Audit, Insurance & Bond                       | 15,500           | 12,476           | 15,500           | 13,181           | 15,500           | 14,606           | 15,500           | 15,500           |            |
| Digitize Historic Paper Files/Data            |                  |                  | 2,500            | -                | 5,000            | 2,167            | -                |                  |            |
| Meeting Catering Expenses                     | 3,000            | 1,836            | 2,500            | 1,564            | 2,200            | 1,572            | 2,000            | 1,600            | (O)        |
| Administrative Services                       | 35,800           | 22,763           | 32,000           | 29,843           | 25,000           | 11,583           | 18,000           | 15,000           | (P)        |
| <b>Subtotal Administration</b>                | <b>\$135,845</b> | <b>\$116,306</b> | <b>\$136,200</b> | <b>\$120,152</b> | <b>\$131,400</b> | <b>\$107,708</b> | <b>\$124,400</b> | <b>\$119,500</b> |            |
| <b>OUTREACH &amp; EDUCATION</b>               |                  |                  |                  |                  |                  |                  |                  |                  |            |
| Publications / Annual Report                  | 2,000            | 2,272            | 4,000            | 1,430            | 2,500            | 1,246            | 2,500            | 1,500            | (Q)        |
| Website                                       | 2,000            | 0                | 12,000           | 11,802           | 3,500            | 2,275            | 4,400            | 4,200            | (R)        |
| Watershed Education Partnerships              | 15,500           | 11,100           | 15,500           | 10,700           | 15,500           | 9,550            | 15,500           | 13,850           | (S)        |
| Education and Public Outreach                 | 15,000           | 20,292           | 17,000           | 12,830           | 22,500           | 25,710           | 20,000           | 22,000           | (T)        |
| Public Communications                         | 3,000            | 1,198            | 3,000            | 2,270            | 2,500            | 1,128            | 2,500            | 2,500            |            |
| <b>Subtotal Outreach &amp; Education</b>      | <b>\$37,500</b>  | <b>\$34,862</b>  | <b>\$51,500</b>  | <b>\$39,032</b>  | <b>\$46,500</b>  | <b>\$39,909</b>  | <b>\$44,900</b>  | <b>\$44,050</b>  |            |
| <b>MAINTENANCE FUNDS</b>                      |                  |                  |                  |                  |                  |                  |                  |                  |            |
| Erosion/Sediment (Channel Maintenance)        | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | (U)        |
| Long-Term Maint. (Flood Control Project)      | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | 25,000           | (V)        |
| <b>Subtotal Maintenance Funds</b>             | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  |            |
| <b>TMDL WORK</b>                              |                  |                  |                  |                  |                  |                  |                  |                  |            |
| TMDL Implementation Reporting                 | 20,000           | 20,000           | 20,000           | 15,881           | 20,000           | 18,950           | 20,000           | 10,000           | (W)        |
| <b>Subtotal TMDL Work</b>                     | <b>\$20,000</b>  | <b>\$20,000</b>  | <b>\$20,000</b>  | <b>\$15,881</b>  | <b>\$20,000</b>  | <b>\$20,000</b>  | <b>\$20,000</b>  | <b>\$10,000</b>  |            |
| <b>GRAND TOTAL</b>                            | <b>\$600,345</b> | <b>\$579,957</b> | <b>\$626,700</b> | <b>\$621,582</b> | <b>\$609,400</b> | <b>\$611,694</b> | <b>\$645,600</b> | <b>\$664,050</b> |            |

## NOTES

(A) Majority of costs are covered by review fees. 2018 budget assumes 40 submittals at average cost of \$2,000 - \$2,500 per review, which is based on 2014 -2016 trend of increasing number of submittals and increased number of complex reviews (including MIDS)

(B) Assumes reduction in non-fee reviews in 2018 because reviews for light rail projects should be completed. 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 and 2017.

(C) Assumes actual meeting attendance is similar to 2015 and 2016. Engineer attendance at BCWMC meetings and TAC meetings (and Plan Steering Cmte Meetings thru 2015). 2010- 2013 estimates based on 18 meetings. 2014 estimate based on 30 meetings. 2015 estimate based on 24 meetings. 2016 estimated based on 18 meetings (12 BCWMC and 5 TAC). 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed).

(D) For Commission-directed surveys and studies - e.g., past work has included watershed tours, Medicine Lake outlet work, Flood Control Project Maintenance and Responsibilities, Sweeney Lake sediment monitoring. Budget reduced from previous years for overall budget savings.

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

(F) Water Quality (lake level) monitoring budget lowered: will result in fewer data points.

(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 remains here to provide, as requested by the Commission, some oversight of city inspection activities (reports of inspections are available from each city). May require additional budget if BCWMC Engineer is to inspect MnDOT and Hennepin County projects.

(H) Includes the 2nd Street (deep) tunnel inspection, following NAASCO protocol (\$36,000), and the usual annual inspection (\$12,000). The cost of tunnel inspection has significantly increased over the last 20 years due to developing industry standards and safety considerations and confined space OSHA requirements. NAASCO is essentially a system of identifying tunnel defects using consistent and industry standard terminology. The City of Minneapolis requires NAASCO coding for consistency with all of its tunnel systems. The alternative would be a standard walkthrough to look for any urgent issues such as large voids that require immediate attention – this is limited to one day in the tunnel to reduce costs. The 2008 deep tunnel inspection was much less expensive to the BCWMC because the City performed all of the surface attendant duties and provided the crane and man basket access and the ladder access for the inspection and emergency egress. The budget includes \$10,000 for subcontractors for crane, operator and man basket and for the confined space emergency extraction team. Although the city funded a portion of the BCWMC double box culvert inspection in 2014 to ensure the project was performed according to NAASCO, they did so because the BCWMC budgets were already set. The BCWMC Watershed Plan and newly adopted policies for long term maintenance of the Flood Control Project indicates that inspections are the responsibility of the BCWMC. The Commission Engineer recommends the BCWMC perform a NAASCO inspection in 2018. The budget also include a GIS interface that helps display results. 2014 budget included inspection of double box culvert (performed once every 5 years). 2016 and 2015 budgets included typical annual inspection. 2017 budget included annual inspection + follow-up with cities, stemming from Flood Control Project Maintenance and Responsibilities-related effort.

NOTES CONTINUED

(I) 2018 budget assumed same as 2017, as some reviews will likely come before the Commission in 2018. 2017 budget assumes review of updated/revised municipal local water plans/official controls likely to come before Commission in 2017. Assume 4 cities at \$2,000 each. 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) Make updates to XP-SWMM model, coordinate with P8 model updates, assist cities with model use.

(L) Funds to implement recommendations of Aquatic Plant Management/Aquatic Invasive Species Committee likely including curly-leaf pondweed control in Medicine Lake.

(M) No increase in Administrator hourly rate. \$70/hour for average of 80 hours per month.

(N) Slight budget decrease over previous years to be more in line with actual spending in last few years. Hourly rate will increase from \$199/hr in 2017 to \$201/hr in 2018.

(O) Budget decrease to be in line with current expenses. Catering expenses for meetings = coffee, juice, rolls, fruit

(P) 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

(Q) 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.

(S) Includes CAMP (\$5,000), 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.

(T) Includes funding for West Metro Water Alliance at \$13,000 plus 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 from previous years for overall budget savings. Task includes reporting on TMDL implementation and updating P8 model to include new BMPs.

### Water Quality Monitoring Tasks and Budget

| Task   | Budget          |
|--|-----------------|
| Routine Lake Monitoring on Parkers and Westwood Lakes: Detailed lake monitoring includes monitoring one location on each lake on six occasions for selected parameters (total phosphorus, soluble reactive phosphorus, total nitrogen, pH and chlorophyll a), 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 reports). Estimated amount includes field assistance from St. Louis Park/Westwood Nature Center staff and Three Rivers Park District staff. Additionally, the Minneapolis Park and Rec Board will monitor Wirth Lake in 2018 using similar methods and collecting the same data as BCWMC methods. | \$34,000        |
| First of 2 yrs of stream water quality/quantity monitoring designed to approximate the Met Council's WOMP station. Originally this was slated for all three stations along the creek (the Sweeney Branch, North Branch and Plymouth Creek) to be monitored in the same year. To reduce costs, committee and staff recommend spreading out monitoring over 6 years (2 years/site * 3 sites). Recommendation to monitor North Branch in 2018/2019. Includes 16 grab samples (although Met Council recommends 24 grab samples), 16 event samples, initial site evaluation, design, and equipment installation, labor and laboratory costs. Equipment would be purchased in 2017 with "Surveys and Studies" budget.  | \$19,400        |
| Biotic index monitoring to correspond with stream water quality monitoring. Includes macroinvertebrate monitoring and habitat survey, macroinvertebrate analyses (microscopic identification/ enumeration), computation of HBI and M-IBI, trend analyses, data summary/analyses, and preparation of report and presentation for BCWMC Meeting. Proposed for the North Branch of Bassett Creek site + 2 sites on the Main Stem of Bassett Creek. A 3 <sup>rd</sup> Main Stem site (at the WOMP station) will be monitored for biota by the Met Council.   | \$17,300        |
| General water quality: Potential items/issues include additions to the MPCA's impaired waters list (perhaps including Fish IBI and Plant IBI listings), new AIS species, and possible coordination with the MPCA regarding their upcoming 2020 TMDL-related efforts.   | \$10,000        |
| <b>Total</b>   | <b>\$80,700</b> |

| <b>2017 Financial Information</b>  |   |    |         |
|--|---|----|---------|
| Fund Balance as of January 31, 2017 (audited)                                      |   | \$ | 350,939 |
| Expected income from assessments in 2017   | + | \$ | 500,000 |
| Expected interest income in 2017   | + | \$ | -       |
| Expected income from project review fees   | + | \$ | 60,000  |
| Expected income from CIP Administrative Funds                                      | + | \$ | 26,072  |
| Expected transfer from Long-term Maint Fund for Flood Control Project              | + | \$ | 12,000  |
| Expected income from WOMP reimbursement  | + | \$ | 5,000   |
| Expected income from reimbursements from 2016/2017 work <sup>1</sup>               | + | \$ | 14,000  |
| Estimated funds available for fiscal year 2017                                     |   | \$ | 968,011 |
| Estimated expenditures for fiscal year 2017  | - | \$ | 645,600 |
| Estimated fund balance as of January 31, 2018                                      |   | \$ | 322,411 |
| <br>   |   |    |         |
| <sup>1</sup> Already invoiced for work on Blue Line LRT + work expected this year  |   |    |         |
| <br>   |   |    |         |
| <b>2018 Revenues</b>   |   |    |         |
| <br>   |   |    |         |
| <b>Expected Income</b>   |   |    |         |
| Assessments to cities  | + | \$ | 515,050 |
| Use of fund balance  | + | \$ | 14,000  |
| CIP Administrative Funds (2.0% of est. requested levy of \$1.35M)                  | + | \$ | 27,000  |
| Project review fees  | + | \$ | 55,000  |
| Transfer from Long-term Maint Fund for Flood Control Proj Inspections <sup>2</sup> | + | \$ | 48,000  |
| WOMP reimbursement   | + | \$ | 5,000   |
| Expected reimbursement for Blue Line LRT work                                      | + | \$ | -       |
| Interest income in 2017  | + | \$ | -       |
|  |   | \$ | 664,050 |
| <br>   |   |    |         |
| <b>Expected Expenses</b>   |   |    |         |
| Total operating budget   |   | \$ | 664,050 |
| <br>   |   |    |         |
| <b>Fund Balance Details</b>  |   |    |         |
| Est. Beginning Fund Balance (Jan 31, 2018)   |   | \$ | 322,411 |
| Use of Fund Balance (see income above)   | - | \$ | 14,000  |
| Est. Remaining Fund Balance (Jan 31, 2019)   |   | \$ | 308,411 |
| <br>   |   |    |         |
| <sup>2</sup> Requires reducing Long Term Flood Control Project Amount by \$23,000. |   |    |         |

**Bassett Creek Watershed Management Commission  
2018 Assessments**

| Community      | For Taxes Payable in 2017 | 2017 Percent  | Current Area Watershed | Percent       | Average       | 2012 Assessment  | 2013 Assessment  | 2014 Assessment  | 2015 Assessment  | 2016 Assessment  | 2017 Assessment  | 2018 Assessment  |
|----------------|---------------------------|---------------|------------------------|---------------|---------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                | Net Tax Capacity          | of Valuation  | in Acres               | of Area       | Percent       |                  |                  |                  |                  |                  |                  |                  |
|                |                           |               |                        |               |               | <b>\$461,045</b> | <b>\$515,016</b> | <b>\$490,345</b> | <b>\$490,345</b> | <b>\$490,345</b> | <b>\$500,000</b> | <b>\$515,050</b> |
| Crystal        | \$7,808,179               | 5.36          | 1,264                  | 5.09          | 5.22          | \$24,941         | \$27,424         | \$25,504         | \$25,868         | \$25,771         | \$25,704         | \$26,904         |
| Golden Valley  | \$37,384,452              | 25.66         | 6,615                  | 26.63         | 26.14         | \$115,080        | \$129,126        | \$123,033        | \$121,964        | \$127,675        | \$131,270        | \$134,649        |
| Medicine Lake  | \$972,923                 | 0.67          | 199                    | 0.80          | 0.73          | \$3,484          | \$3,909          | \$3,479          | \$3,543          | \$3,600          | \$3,561          | \$3,783          |
| Minneapolis    | \$9,756,021               | 6.70          | 1,690                  | 6.80          | 6.75          | \$32,661         | \$35,236         | \$32,953         | \$33,235         | \$32,885         | \$33,609         | \$34,763         |
| Minnetonka     | \$9,373,403               | 6.43          | 1,108                  | 4.46          | 5.45          | \$24,920         | \$28,464         | \$27,402         | \$28,121         | \$27,536         | \$28,199         | \$28,053         |
| New Hope       | \$7,785,981               | 5.34          | 1,252                  | 5.04          | 5.19          | \$25,533         | \$27,648         | \$26,479         | \$25,681         | \$25,627         | \$25,917         | \$26,740         |
| Plymouth       | \$62,940,854              | 43.20         | 11,618                 | 46.77         | 44.98         | \$209,101        | \$235,310        | \$224,959        | \$225,159        | \$220,974        | \$224,531        | \$231,682        |
| Robbinsdale    | \$2,609,710               | 1.79          | 345                    | 1.39          | 1.59          | \$8,022          | \$8,479          | \$7,743          | \$7,587          | \$7,843          | \$7,747          | \$8,189          |
| St. Louis Park | \$7,067,617               | 4.85          | 752                    | 3.03          | 3.94          | \$17,303         | \$19,420         | \$18,792         | \$19,184         | \$18,433         | \$19,463         | \$20,287         |
| <b>TOTAL</b>   | <b>\$145,699,140</b>      | <b>100.00</b> | <b>24,843</b>          | <b>100.00</b> | <b>100.00</b> | <b>\$461,045</b> | <b>\$515,045</b> | <b>\$490,345</b> | <b>\$490,345</b> | <b>\$490,345</b> | <b>\$500,000</b> | <b>\$515,050</b> |