

**2002 Administrative Budget**  
**Bassett Creek Water Management Commission**  
**June 2001**

Item	2000 Budget	Balance Year-End 1/31/01	2001 Budget	Balance Year-End 1/31/02 (Estimate)	Proposed 2002 Budget
<b>ENGINEERING</b>					
Administration	90,000	(18,063)	100,000	0	105,000
Commission Meetings	7,500	242	7,500	0	7,500
Surveys and Studies	25,000	(5,511)	25,000	0	25,000
Water Quality					
Monitoring	60,000	12,562	37,000	0	0
Subwatershed Plans	0	0	0	0	0
Water Quantity	7,000	1,469	7,000	0	7,000
Inspections					
Watershed Inspections	10,000	(1,820)	10,000	0	10,000
Flood Control Project Inspections	0				8,000
Municipal Plan Review	7,000	6,392	7,000	7,000	8,000
<b>Subtotal Engineering</b>	<b>\$206,500.00</b>	<b>(\$4,729.00)</b>	<b>\$193,500.00</b>	<b>\$7,000.00</b>	<b>\$170,500.00</b>
<b>PLANNING</b>					
2nd Generation Plan					
Engineering / Consulting	150,000	49,600	50,000	(60,000) (1)	50,000
Legal	5,000	-	5,000	0	5,000
Administration	5,000	-	10,000	0	10,000
Plan Implementation			10,000		
Engineering / Design	20,000	15,656	0		10,000
Legal	5,000	-	0		0
Administration	1,000	-	0		0
<b>Subtotal Planning</b>	<b>\$186,000.00</b>	<b>\$65,256.00</b>	<b>\$75,000.00</b>	<b>(\$60,000.00)</b>	<b>\$75,000.00</b>
Legal	25,000	(7,921)	25,000	0	25,000
Audit, Insurance & Bond	6,000	(1,769)	6,000	0	6,500
Secretarial	16,000	(6,242)	17,000	0	18,000
Public Relations	10,000	9,509	10,000		20,000
Communications / Annual Report					
WOMP					
CAMP					
River Watch Program					
Demonstration Projects					10,000
Contingencies	15,000	15,000	15,000		15,000
<b>Subtotal</b>	<b>\$72,000.00</b>	<b>\$8,577.00</b>	<b>\$73,000.00</b>	<b>\$ 0.00</b>	<b>\$94,500.00</b>
<b>Grand Total</b>	<b>\$464,500.00</b>	<b>\$69,104.00</b>	<b>\$341,500.00</b>	<b>(\$53,000.00)</b>	<b>\$340,000.00</b>

(1) Amount was budgeted and unexpended in 2000.

**For Information (Administrative Account)**

Audited fiscal year 2000 fund balance (includes 1/31/01 balance of \$69,104)	\$159,573
Expected income from assessments in 2001	\$275,000
Expected interest income in 2001	\$15,000
Transfer from construction account in 2001	\$66,500
BWSR grant	\$15,600
Estimated available funds for fiscal year 2001	\$531,673
Estimated expenditures for fiscal year 2001 (\$341,500 + \$53,000)	\$394,500
Estimated fund balance as on January 31, 2002	\$137,173
Budget Committee's Recommended Assessment	\$295,000

**Bassett Creek Water Management Commission**  
**2002 Assessment**  
**July 2001**

Community	2001-2002 Adjusted Tax Capacity	2001 Percent of Valuation	Current Area Watershed in Acres	Percent of Area	2001 Average Percent	2001 Assessment \$275,000	2002 Assessment \$295,000
Crystal	\$6,058,000 (b)	4.91	1,264	5.09	5.00	\$13,597	\$14,740
Golden Valley	\$28,925,000 (a)	23.42	6,615	26.63	25.02	\$67,812	\$73,821
Medicine Lake	\$594,000 (a)	0.48	199	0.80	0.64	\$1,800	\$1,891
Minneapolis	\$5,351,120 (b)	4.33	1,690	6.80	5.57	\$16,150	\$16,425
Minnetonka	\$8,003,937 (a)	6.48	1,108	4.46	5.47	\$10,782	\$16,138
New Hope	\$7,126,000 (a)	5.77	1,252	5.04	5.40	\$15,363	\$15,944
Plymouth	\$58,769,000 (a)	47.59	11,618	46.77	47.18	\$134,436	\$139,170
Robbinsdale	\$1,776,186 (b)	1.44	345	1.39	1.41	\$3,850	\$4,170
St. Louis Park	\$6,896,000 (a)	5.58	752	3.03	4.31	\$11,210	\$12,701
<b>TOTAL</b>	<b>\$123,499,243</b>	<b>100.00</b>	<b>24,843</b>	<b>100.00</b>	<b>100.00</b>	<b>\$275,000</b>	<b>\$295,000</b>

a Values obtained from Hennepin County (adjusted tax capacity)

b Values obtained from City

## **Bassett Creek Water Management Commission**

### **2002 Budget and Levy**

The Joint and Cooperative Agreement establishing the Bassett Creek Water Management Commission 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 budget proposal for 2002 was prepared by a Budget Committee consisting of Ron Quanbeck (Commission and Committee Chair), John O'Toole, Tom Mathisen, David Hanson (Commission Treasurer), Lee Gustafson and Bob Mayeron. A representative of Barr Engineering Company advised on engineering-related items.

The approved 2002 budget is enclosed. The flood control project is completed and only expenditures for inspections are now required in this area. In 2001, much of the work was directed toward preparation of the State-mandated "second generation plan." The plan will be completed in 2002. The year 2002 budget of \$340,000 was adopted by all nine commissioners present at the Commission meeting on May 17, 2001. Specific items in the budget are discussed below.

1. **Engineering** services are estimated at \$170,500. Many of the individual items within the engineering allotment are estimated at a similar level as 2001. These are: Administrative costs (\$105,000), Attendance at Commission Meetings (\$7,500), Surveys and Studies (\$25,000), Water Quantity (\$7,000), Watershed Inspections (\$10,000), and Flood Control Project Inspections (\$8,000). Municipal Plan Review is minimally increased to \$8,000 since three plans will remain to be reviewed in 2002. Water Quality expenditures, which for many years have been directed at examining methods for improving water quality in Bassett Creek and its several sub-drainage basins, will now be concerned largely with monitoring water quality, principally at the tunnel inlet. No amount was budgeted for 2002. The water quality sampling intervals are being reviewed for future monitoring.
2. **Planning**, including preparation of the Second Generation Plan (mandated by the State law) and Plan implementation (largely water quality projects) is estimated to require \$75,000 in 2002. Much of the work will be drafting, printing, and distributing the plan for review and responding to comments.
3. Routine **Legal** services are budgeted at \$25,000.
4. **Liability Insurance, Auditing and Bonding** is maintained at \$6,500.
5. **Secretarial** services, including mailing and copying, are at \$18,000.

6. **Public Relations** is budgeted at \$20,000; including: Communications/Annual Report, Watershed Outlet Monitoring Program (WOMP), Citizens Assisted Monitoring Program (CAMP), and the Hennepin Conservation District River Watch Program.
7. **Demonstration Projects** was added to the budget for 2002 and budgeted at \$10,000. The Commission will prepare criteria for how demonstration projects will be funded.
8. The **Contingency** item remains at \$15,000.

At the Commission meeting on May 17, 2001, the Commissioners also considered the assessment on the cities. All nine commissioners voted in favor to levy \$295,000 for the 2002 fiscal year, as compared with the \$275,000 adopted in 2001, a small increase based on the following reasoning:

**Funding Needs:**

2002 Budget.....	\$340,000
Budget Reserve .....	100,000
 Total.....	 \$440,000

**Funding Sources:**

Estimated Fund Balance on January 31, 2002 .....	\$137,173
Estimated 2002 Interest Income.....	15,000
Proposed 2002 Assessment .....	295,000
 Total.....	 \$447,173

The detailed levy for 2002 by communities is also enclosed.

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David Hanson, Treasurer

Enclosures:     (1) 2002 Budget  
                   (2) 2002 Assessments