Item 4E.
BCWMC 6-19-14

Bassett Creek Watershed Management Commission

2015 Operating Budget Detail

June 2014

The Joint and Cooperative Agreement establishing the Bassett Creek Watershed Management Commission (BCWMC) sets for the procedure required to adopt the annual budget. Article VIII, Subd 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 watershed. Subd 5 of Article VIII further states "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 majority (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 2015 budget was prepared by the BCWMC Budget Committee with recommendations and input from the Commission Engineer, Administrator, Recording Secretary, legal counsel, and Deputy Treasurer as well as the Technical Advisory Committee (TAC), the Next Generation Plan Steering Committee, and the whole Commission at their May 15, 2014 meeting.

The BCWMC's most recent Watershed Management Plan (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 collected by Hennepin County on behalf of the BCWMC. The Plan has been amended to include channel restoration and other improvement projects. Commission activities have focused on implementation of the Watershed Management Plan.

The proposed 2015 operating budget was approved by [# of Commissioners] at the BCWMC meeting on June 19, 2013. Details on specific line items are included here:

ENGINEERING and MONITORING $339,000
Most of the engineering and monitoring activities are performed by Barr Engineering, the Commission Engineer.

Technical Services, Line 5: $120,000 is budgeted for the day-to-day technical operations of the Commission such as preparing meeting materials for Commission and TAC meetings, communications with Commissioners, Administrator, member communities, developers, agencies, and other entities. Responding to questions and completing requests for data, information, and maps from various entities. The budget ($120,000) is the same as 2014.

Development/Project Reviews, Line 6: $65,000 is budgeted to perform technical reviews of developments within the watershed. The cost of reviews is largely offset by review fees (see revenue table). In 2013, the Commission increased review fees to recoup a larger proportion of the costs of reviews and/or restructuring the fee schedule entirely.

Non-fee and Preliminary Reviews, Line 7: $15,000. This is a new budget item aimed at covering the costs of reviews for which either the Commission does not receive an application fee or it's too early in the process to have received an application fee. The amount is based on a review of 2013 reviews. This line item will allow the Commission to better track how well the fees they receive for reviews match up with the actual costs of those reviews. It is believed that the number and complexity of development reviews will continue rise, based on figures from 2013 and early 2014.

Commission and TAC Meetings, Line 8: $14,500 is budgeted to cover the cost of the Commission Engineer to attend monthly Commission meetings, TAC meetings, and Next Generation Plan Steering Committee meetings. Amount is based on 24 meetings including 12 Commission meetings, 6 TAC meetings, and 6 Next Generation Plan Steering Committee meetings.

Survey and Studies, Line 9: $20,000 is budgeted for Commission-directed special studies, surveys and model use, as needed. This budget can also be used to cover unanticipated issues, the watershed tour, questions and other items that arise during the year.

Water Quality & Monitoring, Line 10: $63,000 is budgeted including $21,000 for detailed monitoring (every 4 years) of Westwood Lake. The program includes monitoring one location at Westwood 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), and preparation of a final report; $32,000 for the biotic index monitoring, which includes additional tasks in response to Commissioners' March 21, 2013 questions/comments; and $10,000 for general water quality tasks and city water quality requests (e.g., questions about TMDLs, impaired waters listings, and responding to proposed listings).

Water Quantity, Line 11: $11,500 is budgeted for work associated with the Commission's lake and stream level gauging program. Readings from this program have been valuable to member communities for planning future development and as documentation of the response of surface waters to precipitation events or droughts. The program also includes periodic surveys of benchmarks to ensure consistency with past readings.

- The 2015 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, 2015 through September 30, 2015. One reading per month will be taken during the period October 1, 2015 through March 31, 2016.
- The 2015 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.

Watershed Inspections, Line 13, $1,000: The TAC and Budget Committee recommend ending the Commission's Watershed Inspection program in mid-2013 due to duplication with activities required by the member cities. Through this program, the Commission inspected (monthly) those developments that were reviewed through the Commission's project review program for appropriate sediment and erosion control measures. Inspection reports were sent to the cities. When the program began, cities were not required to inspect developments for erosion and sediment control measures. Now, the cities are required by the MPCA to make these inspections on a weekly basis. 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), and for inspecting projects such as County highway and MnDOT projects.

Annual Flood Control Project Inspections, Line 14: $10,000 is budgeted to perform regular inspections of 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 as well as looking for maintenance needs. 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

Activities under this budget line item should be offset by a transfer from the long-term maintenance fund for flood control projects (see revenue table).

Municipal Plan Review, Line 15: $2,000 is budgeted to review amendments to member cities' local water management plans and adjacent WMOs, for conformance with the BCWMC Watershed Management Plan.

Watershed Outlet Monitoring Program, Line 16: $17,000 is budgeted to continue collecting water quality and quantity data at the WOMP station in cooperation with the Metropolitan Council. The Commission assumed water monitoring responsibility at this site in 2013. In 2013 and 2014, the Commission contracted with Wenck Associates to perform the monitoring ($11,000). Barr continues to perform data management tasks including assistance with maintaining the rating curve for this site ($6,000). The same is budgeted in 2015, assuming a similar contract for monitoring. Some of these costs are offset by an annual $5,000 reimbursement from the Met Council (see revenue table).

PLANNING $30,000, Lines 19-21:
In 2015, the Commission will complete its Next Generation Watershed Management Plan. Detailed discussions and multiple revisions to the draft policies section and the development of new water quality standards and triggers for developments and projects have resulted in the process being over budget for some tasks. The total estimated cost to complete the Plan is now approximately $131,000 which has been spread over three years 2013 – 2015. There is a separate document (available upon request) detailing the tasks, budget, and timeline associated with Plan development. This line item does not include the Administrator's time spent on assisting with development of the Watershed Plan, nor the Commission Engineer's time spent at meetings that deal with the Plan.

There are currently no activities associated with watershed models planned for 2015.

ADMINISTRATION $136,200
These items relate to the day-to-day non-technical operations of the Commission.

Administrator, Line 24: $62,000 is budgeted and assumes 77 hours per month at $67/hr of watershed administration activities to be performed through a contract with a consultant (such as Keystone Waters, LLC in 2014). This is a 3% increase from 2013 and 2014.

Legal, Line 25: $18,500 is budgeted to cover routine legal services including attending Commission meetings, reviewing agendas, and developing or reviewing contracts.

Financial Management, Line 26: $3,200 is budgeted to cover services provided by the Commission's Deputy Treasurer at the City of Golden Valley including preparing monthly financial reports and checks to vendors, coordinating with the auditor, and tracking and reporting expenses/revenues of various funds and capital projects.

Audit, Insurance and Bond, Line 27: $15,500 is budgeted for the annual audit as required by State law, as well as liability insurance and bonding.

Convert Historic Paper Files to Electronic, Line 28: $2,500. This is a new line item to cover the cost of converting the BCWMC historic paper files to electronic format to better preserve and track these documents.

Meeting Catering Expenses, Line 29: $2,500 is budgeted to provide lunch or refreshments at Commission meetings. Catering expenses have gone down since Commission meetings were moved to mornings.

Admin Services, Line 30: $32,000 is budgeted for the recording secretary, and printing, and postage. This line item is lower than previous years due to the Administrator taking on some of the tasks previously performed by the recording secretary.

OUTREACH and EDUCATION $51,500
These items relate to outreach and education activities as outlined in the Commission's Education and Outreach Plan.

Publications/Annual Report, Line 33: $4,000 is budgeted to develop and distribute the Commission's Annual Report, as required by State Rule ($2,000) and an additional $2,000 is included in 2015 for the recording secretary (or others) to write press releases, develop newsletters or newsletter articles and other publications to increase the awareness of the BCWMC and its activities and/or to educate the public.

Website, Line 34: $12,000 is budgeted to maintain and update the Commission website ($2,000). An additional $10,000 is budgeted for a complete overhaul and redesign of the BCWMC website in 2015.

Demonstration/Education Grants, Line 35: $0. This activity is currently suspended. A grant program may be a recommendation in the updated Watershed Management Plan.

Watershed Education Partnerships, Line 36: $15,500 is budgeted to support the programs of partnering organizations including Metropolitan Council's Citizen Assisted Monitoring Program to support volunteer monitoring on watershed lakes ($5,000, through annual contract), Hennepin County's River Watch Program to support high school students monitoring streams and creeks in the watershed ($2,000, through two-year contract), Metro WaterShed Partners to support the MN Clean Water Campaign and other programming ($3,500 contribution), Blue Thumb Program sponsorship ($2,000 contribution), Metro Blooms to support raingarden workshops in the watershed ($3,000 through Shingle Creek WMO as coordinator).
Education and Public Outreach, Line 37: $17,000 is budgeted for administration and educational programs through the West Metro Water Alliance (WMWA) as well as funding for event space, display materials and maintenance, WQ survey & quiz, seed packets, and educational materials and other activities or supplies.

Public Communications, Line 38: $3,000 is budgeted for public notices for Commission and committee meetings.

MAINTENANCE FUNDS $50,000
Each year, funding is set aside in long-term funds to help offset the costs of larger, future projects.

Erosion/Sediment (Channel Maintenance), Line 41: $25,000 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:

- 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.

Long-Term Maintenance (Flood Control Project), Line 42: $25,000 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. $20,000 of this fund will be used to pay for flood control project inspections found in line 13.

TMDL WORK $20,000

TMDL work includes collecting, summarizing and reporting data related to the implementation of TMDLs in the watershed. This work would also include and coincide with updates to the P8 model. Reports would be provided to member cities for submission to the MPCA. Approximately $15,000 is budgeted for P8 updates and $5,000 for reporting.