



Bassett Creek Watershed Management

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Laura Jester, Administrator
Date: June 9, 2021

RE: Proposed 2022 Operating Budget

The Commission briefly discussed the 2022 Operating Budget at the May meeting including an overview of the budget by Budget Committee Chair McDonald Black, additional suggestions from Plymouth commissioners to lower city assessments, and recommendations from me to reallocate some savings in water monitoring expenses to other areas of the budget. The Commission asked the committee to re-evaluate the information and bring a revised budget to the June meeting.

The Budget Committee met on June 1st and recommends the following:

1. Close the TMDL Studies long term account and move the remaining \$27,149.85 into the general fund (operating budget). This long-term fund was created in 2005 with \$135,000 to assist with TMDL development. Expenses were last charged to the fund in February 2013. (Although staff initially recommended maintaining the fund for possible future TMDLs or subwatershed analyses, since there are no actual plans to utilize these funds, we agree it's appropriate that they be moved into the general fund.)
2. Keep the increase in city assessments to no more than 2% over 2021 levels.
3. Use my earlier recommendations to reallocate a portion of the \$10,000 in water monitoring savings to other budget lines.

The attached proposed budget reflects these recommendations. The proposed budget and city assessments should be forwarded to member cities no later than July 1st for their review and comment by August 1st. A final 2022 Operating Budget would be approved on or after your August meeting.

PROPOSED 2022 OPERATING BUDGET

	2018 Budget	2018 Gross Expenses	2018 Revenue	2018 NET Expense	2019 Budget	2019 Gross Expenses	2019 Revenue	2019 NET Expense	2020 Budget	2020 Gross Expenses	2020 Revenue	2020 NET Expenses	2021 Budget	2022 Proposed Budget	2022 Expected Income	See Notes
ENGINEERING & MONITORING																
Technical Services	125,000	126,154	-	126,154	130,000	156,941	-	156,941	130,000	143,081	-	143,081	134,000	145,000	-	(A1)
Development/Project Reviews	75,000	45,070	49,000	(3,930)	80,000	56,420	50,096	6,324	75,000	94,267	63,000	31,267	68,000	75,000	60,000	(A)
											Review fees				Review fees	
Non-fee and Preliminary Reviews	10,000	23,073	6,881	16,192	15,000	32,937	18,203	14,734	20,000	16,851	-	16,851	24,000	22,000	-	(B)
Commission and TAC Meetings	12,000	10,575	-	10,575	12,000	13,207	-	13,207	12,000	10,478	-	10,478	12,000	14,000	-	(C)
Surveys and Studies	12,000	-	-	-	20,000	16,316	-	16,316	10,000	3,745	-	3,745	9,000	10,000	-	(D)
Water Quality / Monitoring	80,700	120,728	-	120,728	78,000	76,754	-	76,754	102,600	119,397	-	119,397	129,000	110,000	-	(E)
Water Quantity	6,300	5,678	-	5,678	10,000	9,998	-	9,998	6,500	6,229	-	6,229	7,000	8,000	-	(F)
Assistance on Erosion Control Inspections	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(G)
Annual Flood Control Project Inspections	48,000	20,279	21,000	(721)	48,000	26,744	19,593	7,151	12,000	69,149	69,149	0	12,000	12,000	12,000	(H)
											Transfer from long term account				Transfer from long term account	
Municipal Plan Review	8,000	26,779	-	26,779	4,000	5,406	-	5,406	2,000	1,548	-	1,548	2,000	2,000	-	(I)
Watershed Outlet Monitoring Program	20,500	18,145	4,500	13,645	20,500	19,530	5,500	14,030	20,500	20,837	4,500	16,337	23,000	28,500	5,000	(J)
											Grant from Met Council				Grant from Met Council	
Annual XP-SWMM Model Updates/Reviews	10,000	8,918	-	8,918	-	-	-	-	-	-	-	-	-	5,000	-	(K)
APM/AIS Work	32,000	35,977	19,454	16,523	32,000	21,246	9,861	11,385	30,000	11,634	1,128	10,506	14,000	13,000	1,400	(L)
											Cost share with TRPD				Cost share with TRPD	
Subtotal Engineering & Monitoring	\$440,500	\$441,376	\$100,835	\$340,541	\$449,500	\$435,499	\$103,253	\$332,246	\$420,600	\$497,215	\$137,777	\$359,438	\$434,000	\$444,500	\$78,400	
PLANNING																
Next Generation Plan Development					12,000	12,000	-	12,000	18,000	18,000	-	18,000	18,000	18,000	-	(M)
Subtotal Planning	\$0	\$0	\$0	\$0	\$12,000	\$12,000	\$0	\$12,000	\$18,000	\$18,000	\$0	\$18,000	\$18,000	\$18,000	\$0	

Item	2018 Budget	2018 Actual	2018 Revenue	2018 NET Expense	2019 Budget	2019 Actual	2019 Revenue	2019 NET Expense	2020 Budget	2020 Gross Expenses	2020 Revenue	2020 NET Expenses	2021 Budget	2022 Proposed Budget	2022 Expected Income	See Notes
ADMINISTRATION																
Administrator	67,200	59,955	26,936	33,019	69,200	64,926	28,720	36,206	69,200	64,764	30,000	34,764	67,400	70,848	35,800	(N)
											Transfer from CIP account				Transfer from CIP account	
MAWD Dues				-				-	500	500	-	500	3,750	7,500	-	(O)
Legal	17,000	13,313	-	13,313	17,000	14,428	-	14,428	15,000	20,996	-	20,996	15,000	17,000	-	(P)
Financial Management	3,200	3,200	-	3,200	3,500	3,500	-	3,500	3,500	3,500	-	3,500	4,000	13,500	-	(Q)
Audit, Insurance & Bond	15,500	17,648	-	17,648	18,000	15,892	-	15,892	18,000	18,684	-	18,684	18,000	18,700	-	(R)
Meeting Catering	1,600	1,295	-	1,295	1,500	1,341	-	1,341	1,500	317	-	317	1,300	1,300	-	(S)
Administrative Services	15,000	14,240	-	14,240	15,000	12,992	-	12,992	15,000	11,887	-	11,887	8,000	8,000	-	(T)
Subtotal Administration	\$119,500	\$109,651	\$26,936	\$82,715	\$124,200	\$113,079	\$28,720	\$84,359	\$122,700	\$120,648	\$30,000	\$90,648	\$117,450	\$136,848	\$35,800	
OUTREACH & EDUCATION																
Publications / Annual Report	1,500	937	-	937	1,300	1,263	-	1,263	1,300	1,069	-	1,069	1,300	1,300	-	(U)
Website	4,200	443	-	443	3,000	1,617	-	1,617	1,000	1,264	-	1,264	1,800	1,800	-	(V)
Watershed Education Partnerships	13,850	13,454	-	13,454	15,850	13,810	-	13,810	15,850	16,535	-	16,535	17,350	18,350	-	(W)
Education and Public Outreach	22,000	18,585	38,082	(19,497)	25,000	23,588	1,000	22,588	22,000	38,321	28,811	9,510	26,000	28,000	-	(X)
											Grant from BWSR					
Public Communications	2,500	563	-	563	1,000	878	-	878	1,000	1,113	-	1,113	1,000	1,100	-	(Y)
Subtotal Outreach & Education	\$44,050	\$33,982	\$38,082	-\$4,100	\$46,150	\$41,156	\$1,000	\$40,156	\$41,150	\$58,302	\$28,811	\$29,491	\$47,450	\$50,550	\$0	
MAINTENANCE FUNDS																
Channel Maintenance Fund	25,000	25,000	-	25,000	25,000	25,000	-	25,000	25,000	25,000	-	25,000	20,000	25,000		(Z)
Flood Control Project Long-Term Maint.	25,000	4,000	-	4,000	25,000	25,000	-	25,000	25,000	25,000	-	25,000	25,000	25,000		(AA)
Subtotal Maintenance Funds	\$50,000	\$29,000	\$0		\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$0	\$50,000	\$45,000	\$50,000		
TMDL WORK																
TMDL Implementation Reporting	10,000	4,668	-	4,668	10,000	215	-	215	10,000	263	-	263	7,000	7,000	-	(BB)
Subtotal TMDL Work	\$10,000	\$ 4,668	\$ -	\$ 4,668	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$263	\$0	\$263	\$7,000	\$7,000	\$0	
GRAND TOTAL	\$664,050	\$618,677	\$165,853	\$423,824	\$691,850	\$661,734	\$132,973	\$528,761	\$662,450	\$744,428	\$196,588	\$547,840	\$668,900	\$706,898	\$114,200	

2022 Proposed Revenues			
Expected Income		Proposed Income	
Assessments to cities		\$	565,998
Use of fund balance		\$	-
CIP Administrative Funds (2.0% of est. requested levy of \$1.79M)		\$	35,800
Project review fees		\$	60,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspections		\$	12,000
WOMP reimbursement		\$	5,000
TRPD reimbursement		\$	1,400
TMDL Studies Long Term Account Close Out (One Time Allocation)		\$	27,149
		\$	707,347
Expected Expenses			
Total operating budget		\$	706,898
Fund Balance Details			
Est. Beginning Fund Balance (Jan 31, 2022)		\$	404,513
Change in Fund Balance (income - expenses)		\$	449
Est. Remaining Fund Balance (Jan 31, 2023)		\$	404,962

Proposed City Assessments

Community	For Taxes Payable in 2021	2021 Percent of	Area Watershed	Percent of	Average	2015	2016	2017	2018	2019	2020	2021	2022 Proposed Assessments (2.0% increase)
	Net Tax Capacity	Valuation	in Acres	of Area	Percent	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900	\$565,998
Crystal	\$10,436,901	5.59	1,264	5.09	5.34	\$25,868	\$25,771	\$25,704	\$26,904	\$27,877	\$29,062	\$29,898	\$30,206
Golden Valley	\$48,278,560	25.84	6,615	26.63	26.23	\$121,964	\$127,675	\$131,270	\$134,649	\$138,553	\$144,693	\$145,228	\$148,477
Medicine Lake	\$1,136,635	0.61	199	0.80	0.70	\$3,543	\$3,600	\$3,561	\$3,783	\$3,846	\$3,975	\$3,928	\$3,988
Minneapolis	\$13,106,438	7.01	1,690	6.80	6.91	\$33,235	\$32,885	\$33,609	\$34,763	\$35,805	\$37,631	\$37,983	\$39,103
Minnetonka	\$11,762,188	6.30	1,108	4.46	5.38	\$28,121	\$27,536	\$28,199	\$28,053	\$28,989	\$29,967	\$29,622	\$30,437
New Hope	\$10,448,489	5.59	1,252	5.04	5.32	\$25,681	\$25,627	\$25,917	\$26,740	\$27,987	\$28,987	\$29,464	\$30,087
Plymouth	\$79,203,316	42.39	11,618	46.77	44.58	\$225,159	\$220,974	\$224,531	\$231,682	\$237,986	\$245,942	\$247,860	\$252,307
Robbinsdale	\$3,537,475	1.89	345	1.39	1.64	\$7,587	\$7,843	\$7,747	\$8,189	\$8,523	\$8,937	\$9,299	\$9,288
St. Louis Park	\$8,938,699	4.78	752	3.03	3.91	\$19,184	\$18,433	\$19,463	\$20,287	\$20,284	\$21,257	\$21,618	\$22,105
TOTAL	\$186,848,701	100.00	24,843	100.00	100.00	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900	\$565,998

NOTES

(A1) General technical services by Barr Engineering; amount based on actual expenditures in 2019 and 2020.

(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. 2021 budget assumes 30 submittals at average cost of \$2,000 - \$2,500 per review. 2022 budget based on 2019 and 2020 actuals

(B) Based on actual expenses in 2019 and 2020. 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. Includes DNR application reviews, MnDOT project reviews, and other prelim reviews requested by administrator and member cities.

(C) Includes attendance at BCWMC meetings, TAC meetings and other committee meetings, as needed. 2017 budget increased to allow for additional BCWMC Engineer staff to attend Commission/TAC meetings (total of 3 assumed). 2018 - 2020 budgets were reduced from 2017 and assumed 12 BCWMC meetings and 5 other meetings (TAC, etc.). 2021 budget also assumes 17 meetings including BCWMC meetings (12), TAC meetings (3), Administrative Services Committee meetings (1), Budget Committee meetings and other meetings (1). 2022 budget increased to reflect likely return to in-person meetings, plus additional staff attendance at meetings

(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 budget is more in line with previous years and gives Commission flexibility to investigate or tackle unforeseen issues that arise. Lowered again in 2020, 2021, and 2022 for budget savings.

(E) Routine lake and stream monitoring. See details on next page. Costs are considerably lower than normal stream monitoring due to partnering with city of Plymouth's Plymouth Creek Monitoring by TRPD.

(F) Water Quantity (lake level) monitoring. 2018 budget lowered for budget savings and resulted in fewer data points. 2019 budget back to earlier budget levels. 2020 budget lowered again for budget savings. 2022 budget increase allows for additional measurements and benchmark checks, beyond the once/month lake level measurements

(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. In 2019 it was removed from budget. If inspections are needed they can be charged to general technical services.

(H) 2022 budget includes annual typical inspection of Flood Control Project (FCP) features without tunnel inspections. Does not include follow-up work on the deep tunnel inspection, such as developing cost estimates for recommended repair work, and the box culvert repairs, such as development of plans and specifications.

http://www.bassettcreekwmo.org/application/files/4514/9637/1815/2016_FCP_Policies.pdf

(I) Municipal plan approvals completed in 2019; however, this task has also included review of adjacent WMO plan amendments, and review of city ordinances; \$2,000 budget recommended in 2021 for these types of reviews.

(J) Monitoring at the Watershed Outlet Monitoring Program (WOMP) site in Minneapolis through an agreement with Met Council (MCES). 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). Both Barr and Wenck have tasked related to WOMP activities. Barr's 2020 & 2021 budget = \$4,500. Actual spent in 2020 = \$4,265. Station was moved in late 2020. In 2022, Barr work is proposed at \$10,000 because MCES requests additional high flow measurements (doubling from about 6 to 12), due to the new station location. The MCES recommends 9 routine scheduled flow measurements (range of flows beyond base flow), plus up to 3 additional for special events such as high flow, drought, or backwater. The additional budget would also allow for the measurement of up to two higher flows, as needed, using an Acoustic Doppler unit (StreamPro) that allows for measurement of higher flows than was possible using past equipment. Wenck portion is similar to previous years at \$18,500 due to similar sampling regime.

(K) This item is used to make updates to the XP-SWMM model, coordinate with P8 model updates, and assist cities with model use. No XP-SWMM updates were performed 2019 - 2021 due to work on the grant funded FEMA modeling project. 2022 budget assumes the Commission adopts the "FEMA model" as the Commission's model, including flood elevations. Then would need to re-start XP SWMM model updates. The last update was in 2018. Engineers will begin updating process in 2021 with "Surveys and Studies" budget. Process will likely be completed in FY2022.

(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. 2020 expenses \$11,400 due to grant funding and cost sharing with TRPD. 2021 and 2022 budget set to be in line with actual expected costs.
(M) Funding that will be set aside and accrued over next 5 years to pay for 2025 Watershed Plan development which will start in 2023.
(N) Typically includes \$72/hour for average of 80 hours per month. In 2021 reduced to an average of 78 hours per month for overall budget savings and to reflect actual annual expenses. Budget committee recommended same for 2022. Increased to 82 hours per month (pending approved contract amendment) due to increasing workload.
(O) MN Association of Watershed District Annual dues. New budget item. 2019 and 2020 dues were \$500 because WMOs were newly allowed to join the organization. 2021 dues \$3,750. 2022 dues expected to be \$7,500 similar to other Metro watersheds.
(P) For Commission attorney. 3% hourly rate increase over 2021 + more work expected. High legal costs for CIP projects will be charged to specific CIP budgets, as warranted.
(Q) Reflects new agreement with Redpath. \$1,000/mo + up to 10 hours audit assistance at \$150/hr
(R) Insurance and audit costs have risen considerably in the last few years.
(S) Meeting catering expenses from Triple D Espresso (includes delivery). Assumes 12 in-person meetings
(T) Recording Secretary \$45/hr rate * 8 hrs/mo for meeting attendance and minutes (\$4,320 total) + \$290 annual mileage + \$250/mo meeting packet printing/mailing + \$390 contingency.
(U) Budget was decreased in last few years to be more in line with actual expenses. Costs associated with Commission Engineer assistance with annual report
(V) Based on 2017-2019 agreement with HDR for website hosting and maintenance activities and closer to actual funds spent in 2019.
(W) Includes CAMP (\$7,000), River Watch (\$2,000), Metro Watershed Partners (\$3,500), Metro Blooms Workshops (\$1,500; a decrease from previous years), Children's Water Festival (\$350). Does not allow for additional partnerships or increases in contributions. CAMP costs set by Met Council increased significantly in 2019 (after 16 years w/o increases). In 2021 moved \$4,000 in annual support to Metro Blooms for resident engagement in Harrison Neighborhood, MPLS from Education & Outreach line item (X)
(X) Includes funding for West Metro Water Alliance at \$13,000 and \$10,310 for other educational supplies and materials including educational signage, display materials, Commissioner training, etc. In 2021, moved social media (\$480 FB ads + \$3,510 for 1.5 hr/week*52 wks*\$45/hour) and moved educational newspaper column writing (\$2,700 for 5 hr/mo*12 months*\$45/hour) from Administrative Services line item (T).
(Y) Public Communications covers required public notices for public hearings, etc.
(Z) Will be transferred to Channel Maintenance Fund for use by cities with smaller projects along main streams. Reduced in 2021 for one-time budget savings. TAC recommends fully funding this line item at \$25,000
(AA) Will be transferred to Long-Term Maintenance Fund (less actual costs of FCP inspections in line (H).
(BB) Budget reduced since 2018 for overall budget savings. Task includes reporting on TMDL implementation and updating P8 model to include new BMPs. Reduced in 2021 for overall budget savings. Updates did not occur in 2020; this budget will be needed especially if the XP SWMM model is updated.

BCWMC 2022 Water Quality Monitoring Budgets - by item		
Item	Budget	Notes
Reporting on 2020 Sweeney Branch biotic index monitoring	\$7,000	Coincides with, and included in, the Sweeney Brach stream flow and quality monitoring report below – this budget is as shown in the 2021 budget documentation.
Reporting on 2021 monitoring:		
Westwood and Crane Lake	\$12,000	this budget is as shown in the 2021 budget documentation.
Parkers Lake	\$6,000	this budget is as shown in the 2021 budget documentation.
Sweeney Branch stream flow and quality monitoring	\$7,000	this budget is as shown in the 2021 budget documentation.
2022 monitoring:		
Year 1 of Plymouth Creek stream flow and quality monitoring	\$20,000	This budget is lower than typical stream monitoring budgets due to a partnership with city of Plymouth (through TRPD monitoring). Assumptions: 1) the BCWMC's 2022-2023 Plymouth Creek monitoring will use the City of Plymouth's Plymouth Creek monitoring site (site IP2), rather than set up a new location and TRPD performs the monitoring on behalf of the City of Plymouth; 2) TRPD staff will perform all monitoring, except for DO monitoring (continuous for 1 – 2 weeks) and quarterly metals/hardness sampling, which the Commission Engineer will perform; 3) rental of dissolved oxygen probe for continuous dissolved oxygen monitoring at assumed cost of \$100/day; 4) \$5,000 budget for one-time purchase of specific conductance and temperature monitoring equipment to support the TRPD monitoring efforts (may not be required) – the BCWMC's continuous temperature/specific conductance monitoring equipment is not compatible with the TRPD's equipment; 5) TRPD will maintain the current rating curve for the TRPD monitoring site; 6) the Commission Engineer will verify/modify the TRPD rating curve for the old downstream IP1 station (60" pipe) (assists with understanding impacts of flows from large inflow pipe on the downstream biological monitoring station; and 7) Commission Engineer review of TRPD data
Northwood Lake (Priority 1 Shallow lake) & Lost Lake (Priority 2 Shallow lake)	\$40,000	Assumptions: 6 sample events from Northwood Lake and 6 Sample events from Lost Lake; 2 TP samples per event (epilimnetic composite and bottom); all other WQ samples only 1 sample per event. AIS suitability parameters sampled in June and August; all other WQ parameters sampled on all 6 events. Plant surveys in June and August by Endangered Resource Services. Budget does not include report and presentation to Commission, which will occur in 2023 (and be included in 2023 budget).
Plymouth Creek biological monitoring	\$8,000	identification/ enumeration by subconsultant (Dr. Dean Hansen); and 3) MPCA computes MIBI at no cost to BCWMC. Budget does not include report and presentation to Commission, which will likely occur in 2024 (and be included in 2024 budget), to coincide with the reporting on the Sweeney Branch stream flow and water quality monitoring.
General water quality	\$10,000	This monitoring could be deferred to 2023, if needed.
Total Water Quality Monitoring	\$110,000	