

Item 5F.
BCWMC 6-16-22

2023 Proposed Operating Budget and Options		2020 Budget	2020 Gross Expenses	2020 Revenue	2020 NET Expenses	2021 Budget	2021 Gross Expenses	2021 Revenue	2021 NET Expenses	2022 Budget	Original DRAFT 2023 Budget	Original 2023 Potential Revenue	Original 2023 Potential NET Expenses	2023 Budget w/ MAWD dues & new review fees	2023 Potential Revenue w/ MAWD dues & new review fees	2023 Potential NET Expenses w/ MAWD dues & new review fees	See Notes
ENGINEERING & MONITORING																	
Technical Services		130,000	143,081	-	143,081	134,000	105,492	\$ -	105,492	145,000	145,000	-	145,000	145,000	-	145,000	(A1)
Development/Project Reviews		75,000	94,267	63,000	31,267	68,000	89,507	\$ 73,554	15,953	75,000	80,000	76,500	3,500	80,000	80,000	-	(A)
			Review fees					Review fees				Review fees			Review fees		
Non-fee and Preliminary Reviews		20,000	16,851	-	16,851	24,000	38,406	\$ 10,000	28,406	22,000	30,000	-	30,000	30,000	-	30,000	(B)
								Cost share w/ MPLS					-			-	
Commission and TAC Meetings		12,000	10,478	-	10,478	12,000	10,961	\$ -	10,961	14,000	15,000	-	15,000	15,000	-	15,000	(C)
Surveys and Studies		10,000	3,745	-	3,745	9,000	7,683	\$ -	7,683	10,000	15,000	-	15,000	15,000	-	15,000	(D)
Water Quality / Monitoring		102,600	119,397	-	119,397	129,000	132,432	\$ -	132,432	110,000	105,000	-	105,000	105,000	-	105,000	(E)
Water Quantity		6,500	6,229	-	6,229	7,000	7,205	\$ -	7,205	8,000	9,000	-	9,000	9,000	-	9,000	(F)
Annual Flood Control Project Inspections		12,000	69,149	69,149	0	12,000	14,999	\$ 14,999	-	12,000	15,000	15,000	-	15,000	15,000	-	(G)
			Transfer from long term account					Transfer from long term account				Transfer from long term account			Transfer from long term account		
Municipal Plan Review		2,000	1,548	-	1,548	2,000	-	\$ -	-	2,000	2,000	-	2,000	2,000	-	2,000	(H)
Watershed Outlet Monitoring Program		20,500	20,837	4,500	16,337	23,000	18,257	\$ 5,500	12,757	28,500	27,000	5,000	22,000	27,000	5,000	22,000	(I)
			Grant from Met Council					Grant from Met Council				Grant from Met Council			Grant from Met Council		
Annual XP-SWMM Model Updates/Reviews		-	-	-	-	-	\$ -	\$ -	-	5,000	3,000	-	3,000	3,000	-	3,000	(J)
APM/AIS Work		30,000	11,634	1,128	10,506	14,000	13,533	\$ 5,601	7,932	13,000	40,000	5,000	35,000	40,000	5,000	35,000	(K)
			Cost share with TRPD					DNR Grant & Cost share w/ TRPD				Cost share w/ TRPD			Cost share w/ TRPD		
Subtotal Engineering & Monitoring		\$420,600	\$497,215	\$137,777	\$359,438	\$434,000	\$438,475	\$ 109,654	\$328,821	\$444,500	\$486,000	\$101,500	\$384,500	\$486,000	\$105,000	\$381,000	See Notes
PLANNING																	
Next Generation Plan Development		18,000	18,000	-	18,000	18,000	10,001	\$ -	10,001	18,000	53,250	9,000	44,250	53,250	9,000	44,250	(L)
												Transfer from WMP fund			Transfer from WMP fund		
Subtotal Planning		\$18,000	\$18,000	\$0	\$18,000	\$18,000	\$10,001	\$ -	\$10,001	\$18,000	\$53,250	\$9,000	\$44,250	\$53,250	\$9,000	\$44,250	

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ADMINISTRATION																
Administrator	69,200	64,764	30,000	34,764	67,400	67,481	\$ 29,495	37,986	70,848	78,750	44,000	34,750	78,750	44,000	34,750	(M)
			Transfer from CIP account				Transfer from CIP account				Transfer from CIP account			Transfer from CIP account		
MAWD Dues	500	500	-	500	3,750	3,750	\$ -	3,750	7,500	-	-	-	7,500	-	7,500	(N)
Legal	15,000	20,996	-	20,996	15,000	16,280	\$ -	16,280	17,000	17,000	-	17,000	17,000	-	17,000	(O)
Financial Management	3,500	3,500	-	3,500	4,000	10,600	\$ -	10,600	13,500	14,540	-	14,540	14,540	-	14,540	(P)
Audit, Insurance & Bond	18,000	18,684	-	18,684	18,000	14,949	\$ -	14,949	18,700	18,700	-	18,700	18,700	-	18,700	(Q)
Meeting Catering	1,500	317	-	317	1,300	-	\$ -	-	1,300	2,400	-	2,400	2,400	-	2,400	(R)
Administrative Services	15,000	11,887	-	11,887	8,000	5,960	\$ -	5,960	8,000	7,240	-	7,240	7,240	-	7,240	(S)
Subtotal Administration	\$122,700	\$120,648	\$30,000	\$90,648	\$117,450	\$119,020	\$ 29,495	\$89,525	\$136,848	\$138,630	\$44,000	\$94,630	\$146,130	\$44,000	\$102,130	
OUTREACH & EDUCATION																
Publications / Annual Report	1,300	1,069	-	1,069	1,300	375	\$ -	375	1,300	1,000	-	1,000	1,000	-	1,000	(T)
Website	1,000	1,264	-	1,264	1,800	544	\$ -	544	1,800	1,600	-	1,600	1,600	-	1,600	(U)
Watershed Education Partnerships	15,850	16,535	-	16,535	17,350	13,080	\$ -	13,080	18,350	18,350	-	18,350	18,350	-	18,350	(V)
Education and Public Outreach	22,000	38,321	28,811	9,510	26,000	23,073	\$ 6,295	16,778	28,000	28,000	-	28,000	28,000	-	28,000	(W)
			Grant from BWSR				Grant from BWSR									
Public Communications	1,000	1,113	-	1,113	1,000	1,028	\$ -	1,028	1,100	1,100	-	1,100	1,100	-	1,100	(X)
Subtotal Outreach & Education	\$41,150	\$58,302	\$28,811	\$29,491	\$47,450	\$38,100	\$ 6,295	\$31,805	\$50,550	\$50,050	\$0	\$50,050	\$50,050	\$0	\$50,050	
MAINTENANCE FUNDS																
Channel Maintenance Fund	25,000	25,000	-	25,000	20,000	\$20,000	\$ -	20,000	25,000	25,000	-	25,000	25,000	-	25,000	(Y)
Flood Control Project Long-Term Maint.	25,000	25,000	-	25,000	25,000	25,000	\$ -	25,000	25,000	35,000	-	35,000	35,000	-	35,000	(Z)
Subtotal Maintenance Funds	\$50,000	\$50,000	\$0	\$50,000	\$45,000	\$45,000	\$ -	\$45,000	\$50,000	\$60,000	\$0	\$60,000	\$60,000	\$0	\$60,000	
TMDL WORK																
TMDL Implementation Reporting	10,000	263	-	263	7,000	6,989	\$ -	6,989	7,000	-	-	-	-	-	-	(AA)
Subtotal TMDL Work	\$10,000	\$263	\$0	\$263	\$7,000	\$7,000	\$ 7,000	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	
GRAND TOTAL	\$662,450	\$744,428	\$196,588	\$547,840	\$668,900	\$657,596	\$ 152,444	\$512,152	\$706,898	\$787,930	\$154,500	\$633,430	\$795,430	\$158,000	\$637,430	

PRELIMINARY 2023 Revenues				
DRAFT Income	Original - no MAWD/1st draft fees	With MAWD dues & new fees - Recommended	No MAWD dues with new fees	With MAWD dues/1st draft fees
Assessments to cities	\$ 613,430	\$ 617,430	\$ 609,930	\$ 620,930
Use of fund balance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Use of Watershed Plan Fund balance	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
CIP Administrative Funds (2.0% of est. requested levy of \$2.2M)	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000
Project review fees	\$ 76,500	\$ 80,000	\$ 80,000	\$ 80,000
Transfer from Long-term Maint Fund for Flood Control Proj Inspections	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
WOMP reimbursement	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TRPD reimbursement	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
AIS Grant	\$ -	\$ -	\$ -	\$ -
Interest income in 2023	\$ -	\$ -	\$ -	\$ -
	\$ 787,930	\$ 795,430	\$ 787,930	\$ 798,930
DRAFT Total operating expenses	\$ 787,930	\$ 795,430	\$ 787,930	\$ 798,930
Fund Balance Details				
Est. Beginning Fund Balance (Jan 31, 2023)	\$ 439,199	\$ 439,199	\$ 439,199	\$ 439,199
Use of Fund Balance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Est. Remaining Fund Balance (Jan 31, 2024)	\$ 419,199	\$ 419,199	\$ 419,199	\$ 419,199

Proposed City Assessments																	
Community	2015	2016	2017	2018	2019	2020	2021	2022	Original 2023 DRAFT	% Increase over 2022	MAWD dues & new fees - Recommended	% Increase over 2022	No MAWD dues with new fees	% Increase over 2022	With MAWD dues/1st draft fees	% Increase over 2022	
	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900	\$565,998	\$ 613,430		\$ 617,430		\$ 609,930		\$ 620,930		
Crystal	\$25,868	\$25,771	\$25,704	\$26,904	\$27,877	\$29,062	\$29,898	\$30,206	\$33,732	11.7%	\$33,952	12.4%	\$33,540	11.0%	\$34,145	13.0%	Crystal
Golden Valley	\$121,964	\$127,675	\$131,270	\$134,649	\$138,553	\$144,693	\$145,228	\$148,477	\$161,018	8.4%	\$162,068	9.2%	\$160,099	7.8%	\$162,987	9.8%	Golden Vall
Medicine Lake	\$3,543	\$3,600	\$3,561	\$3,783	\$3,846	\$3,975	\$3,928	\$3,988	\$4,304	7.9%	\$4,332	8.6%	\$4,279	7.3%	\$4,357	9.2%	Medicine La
Minneapolis	\$33,235	\$32,885	\$33,609	\$34,763	\$35,805	\$37,631	\$37,983	\$39,103	\$43,846	12.1%	\$44,132	12.9%	\$43,596	11.5%	\$44,382	13.5%	Minneapolis
Minnetonka	\$28,121	\$27,536	\$28,199	\$28,053	\$28,989	\$29,967	\$29,622	\$30,437	\$32,682	7.4%	\$32,895	8.1%	\$32,495	6.8%	\$33,081	8.7%	Minnetonka
New Hope	\$25,681	\$25,627	\$25,917	\$26,740	\$27,987	\$28,987	\$29,464	\$30,087	\$32,902	9.4%	\$33,117	10.1%	\$32,715	8.7%	\$33,305	10.7%	New Hope
Plymouth	\$225,159	\$220,974	\$224,531	\$231,682	\$237,986	\$245,942	\$247,860	\$252,307	\$271,259	7.5%	\$273,027	8.2%	\$269,711	6.9%	\$274,575	8.8%	Plymouth
Robbinsdale	\$7,587	\$7,843	\$7,747	\$8,189	\$8,523	\$8,937	\$9,299	\$9,288	\$10,244	10.3%	\$10,310	11.0%	\$10,185	9.7%	\$10,369	11.6%	Robbinsdale
St. Louis Park	\$19,184	\$18,433	\$19,463	\$20,287	\$20,284	\$21,257	\$21,618	\$22,105	\$23,444	6.1%	\$23,597	6.7%	\$23,310	5.5%	\$23,730	7.4%	St. Louis Pa
TOTAL	\$490,345	\$490,345	\$500,000	\$515,050	\$529,850	\$550,450	\$554,900	\$565,998	\$613,430	8.4%	\$ 617,430	9.1%	\$ 609,930	7.8%	\$ 620,930	9.7%	

NOTES

(A1) General technical services by Barr Engineering; 2021 budget based on actual expenditures in 2019 and 2020. 2023 Budget same as 2022.

(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. Budget based on recent actual expenses and projected number of projects submitted for review. Original estimated revenue of \$76,500 was adjusted to \$80,000 with TAC-recommended development review fee revisions

(B) 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. Reviews for large projects such as SWLRT reviews and North Loop Green Project have been partially or fully reimbursed to Commission.

(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 and 2023 budgets 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. Among other surveys and studies, in 2023 this budget could be used to review and develop agreements with Minneapolis related to tunnel roles and responsibilities.

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

(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 and 2023 budget increase allows for additional measurements and benchmark checks, beyond the once/month lake level measurements to assist with proper maintenance of hydrologic and hydraulic modeling and climate resiliency preparations

(G) 2022 budget includes annual typical inspection of Flood Control Project (FCP) features without tunnel inspections but 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. 2023 budget includes annual regular inspections at newly updated cost estimate. Actual costs of inspection will be reimbursed to operating budget from long term FCP account. [Last double box inspection was 2019, next one due 2024; last deep tunnel inspection was 2020, next one due 2030. Unsubmerged deep tunnel inspection in 2025.]

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

(H) 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 annually.

(I) 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 Stantec (previously 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 portion was set at \$10,000 because MCES requested additional high flow measurements (doubling from about 6 to 12), due to the new station location. Stantec portion was similar to previous years at \$18,500 due to similar sampling regime. In 2023, Barr work proposed at \$7,500, for flow measurements. In 2023 Stantec portion assumes 5% increase over 2022 due to staffing cost increases; \$19,500.

(J) 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 includes finalizing updates to the Commission's official model and flood elevations to match the "FEMA model" (this work was started in 2021 using "Surveys and Studies" budget). 2023 budget assumes Barr will request, compile, and review information provided by the cities and flag those that are large enough/significant enough to incorporate into the XP-SWMM and P8 model updates. As this covers both XP-SWMM and P8, we assumed \$0 for the TMDL Implementation Reporting (P8 model update) budget. Based on the request from 2018-2021, we had about 60 items to review and about 40 were significant enough to incorporate into the models. The 2023 budget assumes about 15 developments to review in one year. 2023 budget DOES NOT include TAC's recommendation for the Operating Budget include an annual, steady budget for model maintenance to save for years when the more time-consuming (i.e., expensive) model updates are needed and to minimize significant fluctuations in the budget.

Notes (continued)

(K) 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. TRPD shares cost (17%) of treatments. In 2021, received \$5,000 DNR grant. In 2022, received \$10,000 DNR grant. In 2022 and for a few years thereafter, treatment costs are expected to be significantly due to permission from DNR to expand treatment area to implement Lake Vegetation Management Plan.

(L) The scope and budget for development of the 2025 Watershed Plan was approved in February 2022. \$38,000 has already been set aside in a long term account for Plan development, of which \$11,000 will be needed to cover work that will get underway in 2022. In 2023, Barr estimates spending \$42,000 and Administrator estimates spending \$11,250 on Plan development (total = \$53,250). Revenue includes transfer from plan development long term account to help offset costs.

(M) Amended Administrator contract approved March 2022 includes 87.5 hours per month at \$75/hour starting in FY23 for total of \$78,750.

(N) 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. Starting in 2022 dues went to the max of \$7,500 similar to other Metro watersheds. Committee recommends suspending membership in 2023 with original proposed budget. New columns reflect option to remain a MAWD member.

(O) For Commission attorney. 2022 budget included 3% hourly rate increase over 2021 + more work expected. High legal costs for CIP projects will be charged to specific CIP budgets, as warranted.

(P) In 2021, Commission began contractoing with Redpath for accounting services. Next year's rates are expected to increase. Budget includes \$1,070 per month + up to 10 hours audit assistance at \$170/hr

(Q) Insurance and audit costs have risen considerably in the last few years.

(R) Meeting catering expenses from Three One Six at Brookview. Assumes 12 in-person meetings @ \$200 per meeting (24 pastries, 24 mini quiches, coffee, juice, fruit cups)

(S) Recording Secretary \$40/hr rate * 8 hrs/mo for 12 months for minutes (\$3,840 total) + \$250/mo meeting packet printing/mailing + \$400 supplies (envelopes, stamps, etc).

(T) Budget was decreased in last few years to be more in line with actual expenses. Costs associated with Commission Engineer assistance with annual report

(U) Based on agreement with HDR for website hosting and maintenance activities and closer to actual funds spent in recent years.

(V) 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), Metro Blooms resident engagement in Minneapolis neighborhoods (\$4,000). Does not allow for additional partnerships or increases in contributions.

(W) Includes funding for West Metro Water Alliance at \$13,000 and \$15,000 for work by educational contractors + supplies and materials including educational signage, display materials, Commissioner training, etc.

(X) Public Communications covers required public notices for public hearings, etc.

(Y) Will be transferred to Channel Maintenance Fund for use by cities with smaller projects along main streams.

(Z) Will be transferred to Long-Term Maintenance Fund. TAC recommends increasing this budget line to be more in line with expected costs.

(AA) This task is meant for updating the P8 pollution model and will be done in conjunction with the work in budget line J with XP-SWMM model updates.

BCWMC 2023 Water Quality Monitoring Budgets - by item		
Item	Budget	Notes
Reporting on 2022 monitoring:		
Northwood Lake & Lost Lake	\$14,000	
2023 monitoring:		
Year 2 of Plymouth Creek stream flow and quality monitoring	\$24,000	TRPD (under contract w/City of Plymouth) will complete all flow and water quality monitoring monitoring, except for continuous dissolved oxygen monitoring and quarterly monitoring for metals and hardness, which Barr will complete. Barr flow monitoring will be limited to collection of some flow data for the IP1 rating curve; the data will be incorporated into the rating curve and the rating curve adjusted as needed per the 2023 data. Barr will complete the continuous dissolved oxygen measurements and quarterly metals and harness monitoring at IP2. Barr will perform QA/QC on all data collected (Barr and TRPD). Assumes TRPD also performs QA/QC on their data prior to giving the data to Barr. Barr will summarize all data collected by Barr and TRPD into tables and graphs. Barr will prepare the flow data collected at IP1, the continuous dissolved oxygen data collected at IP2, and the quarterly metals and hardness data collected from IP2 for EQUIS submittal and will submit the data to the MPCA EQUIS database. TRPD will submit all data collected by TRPD to the MPCA EQUIS database. Budget assumes TRPD/BCWMC makes all significant monitoring equipment purchases in 2022 and no significant monitoring equipment purchases are needed in 2023. Budget does not include report and presentation to Commission, which will occur in 2024 (and be included in 2024 budget).
Sweeney Lake (Priority 1 Deep lake) & Twin Lake (Priority 1 Deep lake)	\$57,000	Detailed lake monitoring includes monitoring two locations on Sweeney Lake and one location at Twin Lake on six occasions for selected parameters (total phosphorus at 4 depths; dissolved phosphorus, total nitrogen, Total Kjeldahl nitrogen, nitrate + nitrite nitrogen, and chlorophyll a from 0-2 meter depth, and chloride at two depths; temperature, pH, DO, and and specific conductance measurements at one meter intervals from surface to bottom; and measurement of Secchi disc depth), plus parameters associated with AIS vulnerability (calcium, alkalinity, hardness, sodium, and magnesium from 0-2 meter depth), and phytoplankton (0-2 meter depth) and zooplankton (bottom to surface tow) collection and analyses. Plant surveys will be completed in June and August by Endangered Resource Services. Data will be summarized and analyzed including calculation of aquatic plant IBIs and AIS Suitability, trend analyses, creation of temperature, DO, and specific conductance isopleths, and preparation of total phosphorus, chlorophyll a, Secchi disc chloride, phytoplankton and zooplankton graphs. Budget does not include report and presentation to Commission, which will occur in 2024 (and be included in 2024 budget). In 2023, we plan to switch from PACE to RMB Environmental Laboratories (RMB). If all goes well, we anticipate saving BCWMC about \$2,000 - \$3,000 in laboratory expenses. We did not adjust the budget down in case we run into problems with the changeover and need to go back to using PACE for the laboratory analyses.
<i>No biological monitoring - Main Stem & North Branch at same time in 2024</i>		
General water quality tasks (responding to data review and inquiries, reviewing impaired waters lists, corresponding with Met Council and MPCA on data and monitoring plans)	\$10,000	
Total Water Quality Monitoring	\$105,000	