



Bassett Creek Watershed Management Commission

MEMO

TO: BCWMC Commissioners
FROM: Laura Jester, Administrator
DATE: October 8, 2014

RE: 2014 Budget Review

At the August Commission meeting, staff presented the mid-year budget review. The Commission directed staff to review the budget with the Commission again at their October meeting. In general, the areas where the budget is expected to be exceeded or in surplus are very similar to what was reported in August.

The Commission's overall budget is on track and I expect to end the year with a \$7,800 budget surplus, if the Next Generation Watershed Plan line item is considered separately. The Next Generation Watershed Plan task will be approximately \$10,000 over budget in FY2014 (see Commission Engineer's memo attached). This task has a budget of \$30,000 in FY2015. It's anticipated that spending more funds this year will mean that less than the budgeted amount will be needed next year. This assessment is contingent, however, on a variety of items including the level of policy discussions, length and detail of comments from reviewers, etc.

The following table shows the expected under and over spending for each budget item. Attached is a memo from the Commission Engineer with explanations and expectations for engineering items.

RECOMMENDATION:

I recommend that the Commission continue implementing its programs and projects this fiscal year, including the development of the Watershed Management Plan. Although some budget items are expected to be exceeded, others are under budget. Overall, the budget is on track and no services or activities should be delayed or stopped.

FY 2014 Budget Projections (does not include Next Generation Watershed Plan)

Budget Item	2014 Budget	Total Expected Expenses	Amount Under or (Over) Budget	Notes
Engineering				
Tech Services	\$120,000	\$120,000	\$0	See Commission Engineer Memo
Plat Review	\$65,000	\$60,000	\$5,000	
Commission/TAC Meetings	\$16,000	\$18,500	(\$2,500)	
Surveys/Studies	\$20,000	\$7,500	\$12,500	
Water Quality Monitoring	\$45,000	\$65,000	(\$20,000)	
Water Quantity	\$11,000	\$13,500	(\$2,500)	
Watershed ESC Inspections	\$1,000	\$0	\$1,000	
Flood Control Proj. Inspections	\$20,000	\$20,000	\$0	
Municipal Plan Review	\$2,000	\$0	\$2,000	
Administration				
Administrator	\$60,000	\$58,000	\$2,000	Dissolution tasks and more contracts
Legal Costs	\$18,500	\$21,500	(\$3,000)	
Audit, Insurance	\$15,500	\$15,500	\$0	
Financial Mgmt	\$3,045	\$3,045	\$0	
Meet Expenses	\$3,000	\$2,000	\$1,000	
Admin. Services (Recording Secr.)	\$35,800	\$25,800	\$10,000	Administrator doing more tasks
Publications	\$2,000	\$2,300	(\$300)	
Website	\$2,000	\$500	\$1,500	
Public Comm	\$3,000	\$1,500	\$1,500	
WOMP	\$17,000	\$17,000	\$0	
Educ/Public Outreach	\$15,000	\$15,400	(\$400)	Watershed Map
Watershed Educ Partnerships	\$15,500	\$15,500	\$0	
Channel Maint Fund	\$25,000	\$25,000	\$0	
Long Term Maint Fund	\$25,000	\$25,000	\$0	
TMDL Studies	\$20,000	\$20,000	\$0	
TOTAL	\$560,345	\$552,545	\$7,800	

Bassett Creek Watershed Management Commission

7800 Golden Valley Road | Golden Valley, MN 55427 | www.bassettcreekwmo.org | Established 1968

Crystal | Golden Valley | Medicine Lake | Minneapolis | Minnetonka | New Hope | Plymouth | Robbinsdale | St. Louis Park

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6F – Review 2014 Budget Status: Engineering Budget Review
BCWMC October 16, 2014 Meeting Agenda
Date: October 8, 2014
Project: 23270051 2014 003

6F 2014 Engineering Budget Review

Summary

At the August Commission meeting, staff presented the mid-year budget review. The Commission directed staff to review the budget with the Commission again at their October meeting. The remainder of this memo updates the information presented in the Commission Engineer's August 13, 2014 memo to the Commission.

The Commission Engineer's 2014 Engineering budget of \$185,000 and Planning budget of \$53,500 (including flood control project maintenance and replacement plan 2013 carry-over) were approved by the BCWMC at its August 15, 2013 meeting. Generally, based on the current trend, the overall Engineering budget is anticipated to be exceeded by \$4,500, depending on remaining 2014 activities. The Planning budget is anticipated to be exceeded by \$10,000. The TMDL budget and the Barr portion of the WOMP tasks are anticipated to be on-budget.

Recommendations

For discussion.

Background

Based on the BCWMC's active year—Next Generation Planning and water quality-related activities—Commission staff has been asked to perform additional works tasks that were not included in the budget. In recent years, the Commission implemented a mid-year budget review to highlight and address any budget issues and provide direction. Following are comments regarding the Commission Engineer's review of the Engineering and Planning budgets. (Note: budgets for capital improvement projects are tracked separately.)

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6F – Review 2014 Budget Status: Engineering Budget Review
Date: October 8, 2014
Page: 2
Project: 23270051 2014 003

Engineering tasks – summary of status:

1. Technical Services—the 2014 budget is \$120,000 and covers the day-to-day technical operations, such as preparing for the Commission and TAC meetings, performing preliminary site reviews, pre-submittal coordination with Cities and applicants, correspondence, and communications with the Commissioners, administrator, recording administrator, watershed communities, developers, agencies, and other entities, review of wetland issues, review of property floodplain and other hydraulic/hydrologic issues. Half of this budget is used for preparing for BCWMC and TAC meetings. The 2014 budget was based on preparation for 30 meetings, including 12 BCWMC meetings, six TAC meetings, and 12 Next Generation Plan Steering Committee (PSC) meetings. Through September, the Commission Engineer has attended 24 meetings, including eight BCWMC meetings, three TAC meetings and 13 PSC meetings/Commission workshops. Attendance at the meetings is included under the “Meetings” budget, however, preparation for the meetings is included under the Technical Services budget for the BCWMC and TAC meetings, or under the Planning budget for the PSC meetings/Commission workshops. Based on current Commission activities, this task is expected to come in on-budget.
2. Plat Reviews—the 2014 budget is \$65,000, which is anticipated to be largely funded by permit fees. Through the end of September, 24 projects have been submitted to the BCWMC for review. Based on past/current level of activity, this task could come in \$5,000 under budget.
3. Commission and TAC Meetings—the 2014 budget is \$16,000 and includes the cost for the Engineer to attend 30 meetings, including 12 BCWMC meetings, six TAC meetings, and 12 PSC meetings. As noted, through July, the Commission Engineer has attended 19 meetings, including six BCWMC meetings, three TAC meetings and 13 PSC meetings/Commission workshops. This budget will likely be exceeded by \$2,500.
4. Surveys and Studies—the 2014 budget is \$20,000 and includes the costs of conducting special studies (such as updating/revising the XP SWMM model), assisting with the Medicine Lake stakeholder meeting, assisting with the watershed tour, additional sampling and toxin analysis of blue-green algae, and addressing unanticipated issues, questions, etc. that can arise during the year. Assuming no additional work, this item could be \$12,500 under budget.
5. Water Quality/Monitoring—the 2014 budget is \$45,000 and includes detailed lake monitoring of Sweeney Lake and Twin Lake and other general water quality tasks as requested by the BCMWC, member cities, or regulatory agencies. In 2014, general water quality tasks have been extensive, including completing the report for the 2013 lake water quality monitoring, reviewing and commenting on the draft 2014 impaired waters list for new listings in the watershed, and following up on chloride impairment listings; reviewing and commenting on the draft bacteria TMDL, and reviewing the MPCA responses to the BCWMC’s comments; looking into Wirth Lake delisting

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6F – Review 2014 Budget Status: Engineering Budget Review
Date: October 8, 2014
Page: 3
Project: 23270051 2014 003

questions, and assisting with de-listing press release; reviewing Plymouth's water quality monitoring report; reviewing MCES WOMP monitoring results; responding to Sweeney Lake Eurasian water milfoil question from Golden Valley staff; obtaining 2013 Medicine Lake water quality data from TRPD; responding to questions and concerns regarding Sweeney Lake blue-green algae bloom, including identification of blue-green algae species, recommending algae experts to come to a Commission meeting and communications with agencies regarding blue-green algae blooms in 2014. Based on the remaining Sweeney and Twin Lakes monitoring work and analysis, and to prepare the draft report, this budget **will likely be exceeded by \$20,000.**

6. Water Quantity—the 2014 budget is \$11,000 and includes the work associated with the BCWMC's lake and stream gauging program. In 2014, additional water level measurements were taken and staff visited high water sites in response to the June 19 rainfall event. This budget will likely be exceeded by \$2,500.
7. Inspections—there are two separate budget items under this task:
 - o Watershed Erosion Control Inspections—the 2014 budget is \$1,000 and covers the BCWMC's construction site erosion control inspection program. Beginning in the 2014 fiscal year, the BCWMC no longer performs these routine inspections; the budget is for providing some oversight of city inspection activities, and for inspecting projects such as County highway and MnDOT projects, as requested by the Commission. It is likely that this item could be \$1,000 under budget, as no inspections are anticipated.
 - o Annual Flood Control Project Inspections—the 2014 budget is \$20,000 and includes BCWMC's annual inspection of the flood control project system and the once-every-five-year inspection of the double box culvert. This task is expected to come in on-budget.
8. Municipal Plan Review—the 2014 budget is \$2,000 and includes the review of member cities' local plan amendments or adjacent WMO plan amendments. It is likely that this item could be \$2,000 under budget, as no plan reviews are anticipated.

Planning tasks – summary of status:

1. Next Generation Plan: the 2014 budget is \$40,000 and includes technical and planning tasks associated with development of the next generation plan, including preparation for PSC meetings/Commission workshops. The budget is for the Commission Engineer's costs. The Commission's (and the Commission Engineer's) work on the plan has included extra PSC meetings/Commission workshops to discuss goals and policies, as the PSC and the Commission strive to meet the November goal to submit the Plan for agency review. The original planning process schedule called for the policy discussions to be completed by October 2013. These discussions, along with discussions regarding other plan sections are ongoing and are expected to continue until at least October 2014. This budget has been expended. Additional costs during the 2014 fiscal year include

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 6F – Review 2014 Budget Status: Engineering Budget Review
Date: October 8, 2014
Page: 4
Project: 23270051 2014 003

preparing the full draft Plan for Commission review and approval (anticipated for the November meeting), revising the Plan and submitting it for agency review, and beginning the response to comments process in January 2015. Assuming this schedule holds, this budget will likely be exceeded by \$10,000.

2. Flood Control Project Maintenance and Replacement Plan: the overall budget for this project, started in late 2013, is \$13,500. The project is complete.

Watershed Outlet Monitoring Program (WOMP):

The overall 2014 budget is \$17,000; of this, \$6,000 is for Barr to perform data management tasks, including assistance with maintaining the rate curve for the WOMP site. This task is anticipated to come in on-budget.

TMDL Work – TMDL Implementation Reporting, including P8 Model Updates:

The 2014 budget is \$20,000, and includes collecting, summarizing and reporting data related to the implementation of TMDLs in the watershed. This work also includes and coincides with updates to the P8 model. This task is anticipated to come in on-budget.