

The logo features a circular emblem with a blue sky, green and blue wavy lines representing water, and white reeds. To the right of the emblem, the text "Shingle Creek Watershed Management Commission" is displayed in a bold, black, sans-serif font.

# Shingle Creek Watershed Management Commission

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June 29, 2015

City Clerks  
Member Cities via email  
Shingle Creek Watershed Management Commission  
Hennepin County, Minnesota

RE: Shingle Creek Watershed Management Commission  
2016 Operating Budget and Member Assessments

At its June 11, 2015 meeting, the Shingle Creek Watershed Management Commission adopted its operating budget for calendar year 2016. The budget is in the amount of \$403,070 and can be viewed in Table 1 on pages 2 and 3 of this letter.

The budget is separated into operating and project budgets. The operating budget revenue source is primarily city assessments and funds the Commission's core activities. Projects and studies are funded through a variety of grants and other sources, most of which do not proceed on an annual fiscal year basis. Tracking these budgets separately provides more clarity as to the activities the cities are funding directly from their annual budgets.

The 2016 budget continues the same activities at the same level of effort as in 2015 and includes the following:

*Monitoring Program (lines 19-25).* The budget for 2016 reflects the monitoring program schedule discussed in the Third Generation Management Plan. This includes continuation of the stream monitoring program, including the new site on Bass Creek, and two longitudinal DO surveys during high and low flows on Bass and Shingle Creeks; water quality monitoring and aquatic vegetation surveys on Meadow and Success Lakes; volunteer monitoring on Twin, Ryan, and Crystal Lakes through Metropolitan Council's Citizen Assisted Monitoring Program (CAMP); and volunteer macroinvertebrate monitoring at three sites and wetland monitoring at two sites through Hennepin County Environment and Energy.

*Education Program (lines 26-36).* This budget reflects continued implementation of the Watershed PREP educator program, rain garden workshops through Metro Blooms, and special projects. The Commission is the fiscal agent for the West Metro Water Alliance (WMWA), so the budget includes line items both for Commission expenditures and expenditures made on behalf of the other WMWA members.

*Subwatershed BMP Assessment (line 38).* This line item budget includes funds to complete a Subwatershed BMP Assessment, likely another subwatershed within the Twin Lake drainage area. The Third Generation Plan included an action to systematically complete these assessments in areas of the watershed where additional treatment would be beneficial.

*Contribution to 4th Generation Plan (line 40).* The member cities have agreed to set aside funds every year in a reserve to pay for the Fourth Generation Plan in ten years. With the 2015 contribution of \$10,000, the balance in this account is \$30,000.



The 2016 assessments to the member cities are shown in Table 3 on page 7. The assessment cap in the JPA limits the annual city assessment increase to the June-to-June increase in the Consumer Price Index-Urban (CPI-U), using the 2004 assessment as a base. The May 2014 to May 2015 CPI-U (most recent information available) change is -0.1%; thus, the 2016 budget includes no increase over the 2015 assessment of \$337,970. Each member city's share for 2016 may be slightly different than its 2015 assessment because the apportionment is partly based on net tax capacity, which changes every year.

Article VIII, Subdivision 4 of the Joint Powers Agreement (JPA) that established the Commission provides that a member city may object to the budget by giving written notice to the Commission before August 1, 2015. If any objections are received, the Commission will hear the objections at its August 13, 2015, meeting and may modify the budget.

The Shingle Creek Watershed Management Commission requests approval of its 2016 Operating Budget. Your support in continuing the important work of the Commission is greatly appreciated. Questions may be directed to this office or to your representative.

Sincerely,

Judie A. Anderson  
Administrator

JAA:tim

Cc via email: City Managers  
Commissioners  
TAC Members  
Commission Staff



**Table 1: Shingle Creek 2016 Operating Budget**

		<b>Actual 2014</b>	<b>Approved 2015 Budget</b>	<b>Approved 2016 Budget</b>
<b>REVENUE</b>				
1	Application Fees	\$30,400	\$21,000	\$25,000
2	Member Assessments	329,600	337,970	337,970
3	Interest and Dividends	98	100	100
4	WMWA Education Reimbursement	23,377	29,250	30,000
5	WMWA Rain Garden Workshops	9,030	11,500	10,000
6	Green Partners Grant	4,800	0	0
	<b>TOTAL REVENUE</b>	<b>\$397,305</b>	<b>\$399,820</b>	<b>\$403,070</b>
<b>EXPENSES</b>				
<b>ADMINISTRATION</b>				
7	Administrative Services	\$72,108	\$70,000	\$72,000
8	Engineering Support	12,000	15,000	12,500
9	Project Reviews/WCA	1,434	2,000	1,800
	<b>Subtotal</b>	<b>\$85,542</b>	<b>\$87,000</b>	<b>\$86,300</b>
<b>ENGINEERING</b>				
10	Engineering Services	53,650	55,000	55,000
11	Grant Application Writing	9,955	10,120	10,120
12	Project Reviews/WCA	37,125	33,000	35,000
13	TMDL 5 Yr Reviews/CIP Engineering	18,285	8,000	10,000
	<b>Subtotal</b>	<b>\$119,015</b>	<b>\$106,120</b>	<b>\$110,120</b>
<b>LEGAL</b>				
14	Legal Services	5,041	6,000	6,000
<b>MISCELLANEOUS</b>				
15	Bookkeeping	5,158	6,500	6,000
16	Audit	4,500	5,000	5,000
17	Insurance & Bonding	2,870	2,000	3,000
18	Meeting Expense	3,220	3,200	3,400
	<b>Subtotal</b>	<b>\$15,748</b>	<b>\$16,700</b>	<b>\$17,400</b>
<b>PROGRAMS</b>				
<b>Monitoring</b>				
19	Stream Monitoring	32,537	38,500	39,000
20	Monitoring Equipment	0	2,000	0
21	Citizen Assisted Lake Monitoring	5,605	3,600	3,800
22	Vol Wetland Monitoring	2,000	2,000	2,000
23	Vol Stream Monitoring	5,000	3,000	3,000
24	Intensive Lake Monitoring	21,093	21,200	22,000
25	Annual Monitoring Report	12,028	12,000	13,450
	<b>Subtotal</b>	<b>\$78,263</b>	<b>\$82,300</b>	<b>\$83,250</b>



	<i>Water Quality Education</i>			
26	Education Program	8,083	15,000	13,000
27	WMWA Admin/Tech: SC Share	4,555	3,750	4,000
28	WMWA Admin/Tech: Partners Share	13,666	11,250	12,000
29	WMWA Impl Activities: SC Share	0	1,500	1,500
30	WMWA Impl Activities: Partners Share	0	4,500	4,500
31	Rain Garden Workshops: SC Share	2,518	3,000	3,000
32	Rain Garden Workshops: Partners Share	7,554	11,500	10,000
33	WMWA Educators: SC Share	2,252	4,500	4,500
34	WMWA Educators: Partners Share	6,758	13,500	13,500
35	WMWA Educators: Green Partners Grant	6,261	0	0
36	Education Grants	590	2,000	2,000
	<b>Subtotal</b>	<b>\$51,647</b>	<b>\$70,500</b>	<b>\$68,000</b>
	MANAGEMENT PLANS			
37	3 <sup>rd</sup> Gen Plan/Plan Amendments	3,254	1,200	2,000
38	Subwatershed BMP Assessment	0	20,000	20,000
	<b>Subtotal</b>	<b>\$3,254</b>	<b>\$21,200</b>	<b>\$22,000</b>
	PROJECTS			
39	Construction/Grant Matching Fund	10,000	0	0
40	Contribution to 4 <sup>th</sup> Generation Plan	10,000	10,000	10,000
	<b>Subtotal</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$10,000</b>
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$378,510</b>	<b>\$399,820</b>	<b>\$403,070</b>

**Table 2: Budget Line Item Descriptions**

**Income**

Line	Explanation
1	The application fee structure is intended to recover the cost of completing current project reviews. While the fees do not fully fund that activity, they are set and periodically reviewed and adjusted so as to recover a majority of the cost. It is difficult to predict and budget for project review revenues and fees because it varies based on the economy. Actual application fees in the past few years have exceeded \$25,000 per year as construction activity has increased, and this line is recommended to be increased to \$25,000.
2	The proposed assessment of \$337,970 is no increase over the 2015 assessment. The increase from 2014 to 2015 was 2.5%.
3	The Commission uses the 4M fund to manage its funds, as do many of the member cities. Interest rates are very low and likely to remain so.
4-6	The Commission is the fiscal agent for WMWA activities, and West Mississippi, Elm Creek, and Bassett Creek reimburse the Commission for those services.

**Expenditures**

Line	Explanation
7-9	These line items are to provide administrative support (scheduling, minutes, etc.) for regular Commission and TAC meetings and any special Commission, TAC, or other meetings that require support, as well as general administrative duties such as notices, mailings, and correspondence. The Watershed Engineer continues to request the administrator to take on tasks that she can perform more cost effectively. Adjustments are proposed in some of these line items based on expenditure history.
10	This line item includes general engineering support, including preparation for and attendance at Commission and TAC meetings, general technical and engineering assistance, minor special projects, etc.
11	The Commission continues to be successful in obtaining grant funds. This line item funds both the development of grant applications and the work necessary to get them under contract, such as developing work plans, budgets, and schedules.
12	This line item is for project reviews, review of Local Water Management Plans and Comprehensive Plan amendments and updates, environmental assessments, and general inquiries about past and upcoming projects. This activity has noticeably increased in the past few years, as there have been more planning and pre-submittal meetings and reviews. It is difficult to predict what the expense for a coming year will be, as it is based on the number of project reviews, inquiries, etc. received.
13	In the lake and stream TMDLs, the Commission undertook the responsibility of completing reviews of progress every five years on a rotating schedule. In previous years, the Shingle Creek Chloride TMDL, Twin and Ryan Lakes Nutrient TMDL Five Year Reviews have been completed, and in 2015 and 2016 the Crystal Lake Nutrient TMDL and the Bass-Schmidt-Pomerleau Lakes Nutrient TMDL will be completed. Now that some have been completed, we have a better idea of the level of effort required, and it is recommended that this line item be increased for 2016.
19	The Commission's routine stream monitoring program. Flow and water quality are monitored at two sites on Shingle Creek – SC-0 at Webber Park in Minneapolis and SC-3 at Brooklyn Boulevard in Brooklyn Park, and one site on Bass Creek – BC-1 in Bass Creek Park in Brooklyn Park. This line item also includes the Commission's share of operating the USGS real-time monitoring site at Queen Avenue in Minneapolis.



Line	Explanation
21-23	Volunteer lake, macroinvertebrate, and wetland monitoring. The lake monitoring is through the Met council's Citizen Assisted Monitoring Program (CAMP), and the stream macroinvertebrate and wetland monitoring is coordinated by Hennepin County Dept. of Environment and Energy.
24	This line item is the intensive lake water quality monitoring and aquatic vegetation surveys as set forth in the Third Generation Monitoring Program. In 2015 lakes monitored for water quality and aquatic vegetation will be Meadow and Success Lakes.
25	This line item is the annual water quality report, which provides a record of all the monitoring results for the year as well as analysis of water quality trends and an overview of progress toward the TMDLs. West Mississippi also budgets funds for this report.
26, 36	The cost of the Education program is split 50/50 between Shingle Creek and West Mississippi. In 2015 and 2016 staff will be refreshing the Commission's website, developing new content. The education grants are targeted to educators and other parties desiring to enhance education and outreach around water. Some past examples are: funding transportation to the annual Children's Water Fest; purchasing materials for a schoolyard rain garden; and purchasing curriculum materials.
27-35	Shingle Creek is the fiscal agent for WMWA. The line items show the Commission's share of the cost of programming and the partners' share.
37	The Commission reviews its Capital Improvement Program (CIP) annually, and periodically formally revises the CIP through major and minor plan amendments.
38	Completion of subwatershed BMP assessments systematically in the areas of the watershed that could benefit from additional treatment as recommended in the Third Generation Plan. In the last few years the drainage area to Twin Lake has been a priority.
39-40	Contributions to dedicated accounts: a reserve for the 4th Generation Management Plan; and a grant match reserve. No contribution is proposed to the grant match fund in 2016.



**Table 3: 2014-2016 Member Assessments**

2014 Community	Acreage	2013 Tax Capacity per Henn County	Cost Allocation		Cost Based		Total Cost	
			Based on Area		on Tax Capacity			
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	3,720	11,903,396	13.07%	21,541	10.34%	17,038	11.70%	38,579
Brooklyn Park	7,080	27,501,737	24.88%	41,004	23.89%	39,365	24.38%	80,369
Crystal	2,480	7,757,750	8.71%	14,356	6.74%	11,104	7.72%	25,460
Maple Grove	5,020	23,105,021	17.64%	29,073	20.07%	33,071	18.85%	62,144
Minneapolis	1,950	6,985,489	6.85%	11,291	6.07%	9,999	6.46%	21,289
New Hope	2,070	10,021,756	7.27%	11,983	8.70%	14,345	7.99%	26,328
Osseo	300	2,507,553	1.05%	1,731	2.18%	3,589	1.61%	5,321
Plymouth	4,380	18,807,711	15.39%	25,364	16.34%	26,920	15.86%	52,284
Robbinsdale	1,460	6,545,898	5.13%	8,456	5.69%	9,369	5.41%	17,826
<b>Total</b>	<b>28,460</b>	<b>115,136,311</b>	<b>100%</b>	<b>164,799</b>	<b>100%</b>	<b>164,800</b>	<b>100%</b>	<b>329,600</b>

  

2015 Community	Acreage	2014 Tax Capacity per Henn County	Cost Allocation		Cost Based		Total Cost	
			Based on Area		on Tax Capacity			
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	3,720	11,957,391	13.07%	22,087.99	10.59%	17,901.33	11.70%	39,989.32
Brooklyn Park	7,080	26,288,934	24.88%	42,038.43	23.29%	39,356.99	24.38%	81,395.42
Crystal	2,480	7,813,554	8.71%	14,725.33	6.92%	11,697.62	7.72%	26,422.95
Maple Grove	5,020	22,622,183	17.64%	29,806.91	20.04%	33,867.52	18.85%	63,674.43
Minneapolis	1,950	6,926,428	6.85%	11,578.38	6.14%	10,369.51	6.46%	21,947.89
New Hope	2,070	9,861,926	7.27%	12,290.90	8.74%	14,764.22	7.99%	27,055.12
Osseo	300	1,590,935	1.05%	1,781.29	1.41%	2,381.78	1.61%	4,163.07
Plymouth	4,380	19,652,320	15.39%	26,006.83	17.41%	29,421.36	15.86%	55,428.18
Robbinsdale	1,460	6,161,724	5.13%	8,668.94	5.46%	9,224.68	5.41%	17,893.62
<b>Total</b>	<b>28,460</b>	<b>112,875,395</b>	<b>100%</b>	<b>168,985</b>	<b>100%</b>	<b>168,985</b>	<b>100%</b>	<b>337,970</b>

  

2016 Community	Acreage	2015 Tax Capacity per Henn County	Cost Allocation		Cost Based		Total Cost	
			Based on Area		on Tax Capacity			
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	3,720	12,999,301	13.07%	22,087.99	10.54%	17,817.87	11.70%	39,905.86
Brooklyn Park	7,080	28,240,781	24.88%	42,038.43	22.91%	38,709.05	24.38%	80,747.48
Crystal	2,480	8,831,618	8.71%	14,725.33	7.16%	12,105.31	7.72%	26,830.64
Maple Grove	5,020	24,366,851	17.64%	29,806.91	19.76%	33,399.14	18.85%	63,206.05
Minneapolis	1,950	7,105,468	6.85%	11,578.38	5.76%	9,739.32	6.46%	21,317.70
New Hope	2,070	10,689,505	7.27%	12,290.90	8.67%	14,651.88	7.99%	26,942.78
Osseo	300	2,422,437	1.05%	1,781.29	1.96%	3,320.38	1.61%	5,101.67
Plymouth	4,380	21,719,356	15.39%	26,006.83	17.62%	29,770.27	15.86%	55,777.10
Robbinsdale	1,460	6,910,280	5.13%	8,668.94	5.61%	9,471.78	5.41%	18,140.72
<b>Total</b>	<b>28,460</b>	<b>123,285,597</b>	<b>100%</b>	<b>168,985</b>	<b>100%</b>	<b>168,985</b>	<b>100%</b>	<b>337,970</b>

2016 Budget Explanation

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**INCOME**

- Assessments: annual assessments to the member cities to pay the operating expenses of the Commission. Assessments are apportioned 50 percent based on land area within the watershed and 50 percent based on tax capacity of land within the watershed.
- Other: project review fees, interest on funds held, insurance rebates, grant funds, etc.
- WMWA Education Reimbursement: Shingle Creek serves as the fiscal agent for the West Metro Water Alliance. The costs of WMWA programs are shared four ways with the Bassett Creek, Elm Creek, and West Mississippi WMCs.

**EXPENSES**

OPERATIONS: All activities **mandated** by statute or state administrative rule, except where noted.

*Administration*

- Administrative Services: clerical and office support duties on behalf of the Commission, such as preparing for and attending meetings, preparing minutes and agendas, correspondence, mailings, official records, official publications, annual reporting, preparing budget.
- TAC/Engineering Support: correspondence, official publications, attendance and minutes at TAC and other special meetings, and other support regarding engineering activities.
- Project Reviews/WCA: correspondence and other support regarding project reviews and Wetland Conservation Act actions.

*Engineering*

- Engineering Services: technical and administrative duties on behalf of the Commission, such as: investigation and resolution of drainage, flood control, bank stabilization, erosion and water quality problems; research; preparing for and attending meetings; correspondence; responding to inquiries; annual reporting; preparing budget
- Grant Application Writing: researching and writing grant applications to supplement Commission funds, preparing work plans and contracts for awarded grants. **Not mandated.**
- Project Reviews/WCA: reviewing projects and wetland replacement plans for conformance with Commission and WCA requirements; reviewing local plans and comprehensive plan amendments; consultation on upcoming projects; reviewing environmental assessments.
- TMDL/CIP Engineering: technical assistance to the Commission and cities in the ongoing implementation of TMDLs and projects and completion of TMDL Five Year Reviews. Each Five Year Review is published as a stand-alone report. **Not mandated.**

*Legal*

- Legal Services: general counsel, preparing for and attending meetings, drafting policies and variances, drafting and reviewing contracts and agreements.

*Miscellaneous*

- Miscellaneous: annual audit, bookkeeping services, insurance and bonding, and meeting expenses.



**MONITORING AND INFORMATION GATHERING:** State administrative rules **mandate** water quantity and quality monitoring programs that are "...capable of producing accurate data to the extent necessary to determine whether water quantity and quality goals are being achieved" but do not specify what those programs should entail.

#### *Commission Monitoring*

Stream Monitoring: Field data collection, equipment maintenance, sample lab analysis, and data analysis for flow monitoring and water quality sampling at three sites (SC-0 Webber Park, SC-3 Brooklyn Boulevard, and BC-1 Bass Creek Park), and the Commission's share of the cost of operating the USGS site at Queen Avenue (SC-1). Real-time data can be found at <http://waterdata.usgs.gov/mn/nwis/uv?05288705>.

- *Citizen Assisted Lake Monitoring Program (CAMP):* in partnership with the Metropolitan Council, volunteers are trained to take lake water samples and make observations. Met Council provides sample analyses and data compilation. The Commission provides equipment, training, and sample collection. Lakes are monitored on a rotating schedule set forth in the Third Gen Plan.
- *Volunteer Wetland Monitoring:* In partnership with Hennepin County Environment and Energy. Adults are trained to monitor and sample wetlands for plants and macroinvertebrates and to classify the sampled organisms and plants as an indicator of wetland health. Two to three sites are monitored each year.
- *Volunteer Stream Monitoring:* In partnership with Hennepin County Environment and Energy, high school and college students are trained to sample streambeds for macroinvertebrates and to classify the sampled organisms as an indicator of stream health. Various sites on Shingle Creek.
- *Intensive Lake Monitoring:* Bimonthly water column water quality monitoring, aquatic vegetation surveys, and sediment core sampling to obtain a more robust assessment of lake water quality and biotic health. This is a Commission responsibility in the Lake TMDLs Implementation Plans.
- *Annual Monitoring Report:* Information gathered through the various monitoring programs is presented and interpreted in an Annual Water Quality Report. This report also includes an analysis of water quality trends.

**EDUCATION AND PUBLIC OUTREACH:** A public information program is **mandated** by state administrative rules. The Commission also provides at the member cities' request NPDES Phase II education and public outreach programs **mandated** by the federal and state governments.

- *Education;* General public information and NPDES education program: target one or two messages per year; coordinate messages with cities; prepare materials for distribution by member cities; work with lake associations; Great Shingle Creek Watershed Cleanup; work with Watershed Partners; coordinate Education and Public Outreach Committee (EPOC); coordinate with West Metro Water Alliance (WMWA) (with West Mississippi, Bassett, and Elm Creek WMOs); work with area schools; maintain Web site.
- *Education Grants:* Financial assistance for activities such as classes or programs to improve water quality education; curriculum and educational materials for use in the classroom; expenses for field trips or fieldwork related to water quality education; implementation projects that include an education component.

**MANAGEMENT PLANS:** The Commission is **mandated** by state statute and administrative rule to pursue an Implementation Program that consists of nonstructural, structural, and programmatic solutions to problems, issues, and management goals.

- *3<sup>rd</sup> Gen Plan/Plan Amendments:* Management Plans have been completed for water resources in the watershed, including approved TMDLs\* for each Impaired Water. Each year the Commission reviews the Capital Improvement program (CIP), and if necessary modifies it through a major or minor plan amendment.

- Subwatershed *BMP Assessments*: Using a method developed by the Metro Conservation District and the Center for Watershed Protection, these analyses evaluate and model smaller subwatersheds for possible small Best Management practice implementation, including rain gardens, bioinfiltration and filtration basins, pond expansions and iron-enhanced filter retrofits, pervious pavement, tree trenches, capture and reuse, and other practices. Such an assessment has been completed in Robbinsdale in the drainage area to Crystal Lake. In 2015 the commercial node at Bass Lake Road and West Broadway in Crystal is being assessed.

CONSTRUCTION/MATCHING GRANT FUND: **Not mandated**

An annual capital contribution towards a fund to be used to match grants or for high-priority projects as designated by the Commission.

CONTRIBUTION TO 4TH GENERATION MANAGEMENT PLAN

The Commissions are required by statute to update their plans at least every ten years. The commissions are accumulating funds in a dedicated account to pay for this plan, expected in 2021-2022.

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