

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Becky Christopher, Michael Hayman, Anna Brown, Laura Domyancich  
**DATE:** September 14, 2017

<b><u>Program</u></b>	Planning and Projects (2002)
<b><u>Summary</u></b>	Ongoing project, program and policy development
<b><u>Location</u></b>	District-wide program
<b><u>Description</u></b>	<p><b>Background:</b> On February 9, 2017 the Board of Managers adopted a strategic direction for the organization to guide the District's 2017 Watershed Management Plan, Human Resources Plan, Information Technology Plan, and Budget planning. As defined in this document, the District organizational priorities to accomplish its mission are:</p> <ul style="list-style-type: none"> <li>• The development of high-impact capital improvement projects</li> <li>• Changing the land-use / water policy environment to increase early, value-added public and private partnership in planning, policy, development, and infrastructure investment</li> </ul> <p>All MCWD programs will be developed in support of these priorities. Following is a summary of the Project and Policy priorities that will guide the development of work plans for the organization for 2018.</p> <p><u>Planning-Projects:</u></p> <ol style="list-style-type: none"> <li>1. Minnehaha Creek             <ol style="list-style-type: none"> <li>a. Greenway</li> <li>b. Arden – Edina</li> <li>c. Minneapolis</li> </ol> </li> <li>2. Six Mile – Halsted Bay</li> <li>3. Painter Creek – Jennings Bay</li> <li>4. Responsive Projects and Incentive Grants</li> </ol> <p><u>Land-Use/Water Policy Priorities:</u> A 24-36 month goal of enhancing early, value-added coordination with public and private partners in areas of planning, policy, development and infrastructure investments.</p> <ol style="list-style-type: none"> <li>1. Watershed Management Plan roll-out and marketing as MCWD policy umbrella to support this goal.</li> <li>2. Review and coordinate Local Water Management Plan development to create municipal policy umbrella to support this goal.</li> <li>3. Promoting MCWD as preferred partner and MCWD Permitting as</li> </ol>

value-add through early coordination.

4. Developing Incentive Program/Opportunity Grant to work with public and private partners on development and infrastructure improvements that are funneled into MCWD through early coordination.

Planning staff will be working with the other District programs throughout 2017-18 to improve program coordination and alignment to support these District priorities. Throughout the remainder of 2017, staff will be working to develop project-specific Communications, Monitoring, and Permitting plans that will guide program support activities in 2018 and beyond. Staff will provide quarterly updates to the Board as these plans are developed.

**Land Use/Water Policy Program (\$0):**

A suite of integrated programming must be developed to achieve the policy objective of enhancing early, value-added collaboration with public and private partners in areas of planning, policy, development and infrastructure investments.

The District's Watershed Management Plan will be approved in December 2017, formally establishing the District's new approach and framework for working with public and private partners to improve integration of land-use and water planning. The Plan includes requirements for Local Water Management Plans (LWMP) which will be submitted to MCWD for approval throughout 2017-2018. The District will also be restructuring its grant program to serve as a responsive tool for supporting partner-led projects that align with District goals and priorities. The District needs to develop a multi-pronged strategy for getting cities and developers to coordinate early with the District in areas of planning, policy, development, and infrastructure investments.

Programming in this area could target a broad range of audiences through a variety of tactical approaches, resulting in a diffuse and sprawling effort. The challenge will be to focus and align programming in the most cost-effective impactful manner, around a relatively narrow set of refined objectives.

For example, marketing material promoting the incentives of early coordination could be developed and distributed to the development community and their consulting teams, workshops and seminars could be developed for the same audience. Education programming could target municipal officials with goals of influencing land-use development processes – inserting the District earlier into the process. Similar efforts could target planning commissions. Municipal staff could be targeted to change procedures and checklists, requiring MCWD coordination and comment on proposed development prior to advancing preliminary plat. Efforts could be taken to involve MCWD in the feasibility stages of developing or distributing municipal CIPs for road reconstruction, to be scanned for partnership opportunity. Programming in this area will need to be iteratively developed, revisited, and refined over the coming year.

**Minnehaha Creek Subwatershed Planning (\$80,000):**

In 2017, staff continued efforts to investigate opportunities throughout the Minnehaha Creek subwatershed and Minnehaha Greenway (urban corridor). We have continued building and maintaining strong relationships with our partner

Cities of Edina, Hopkins, Minneapolis and St. Louis Park, as well as continuing to build momentum with private partners throughout the region. The continued partnership with Japs Olson integrated a regional stormwater solution with wetland and upland restoration and Minnehaha Creek Greenway trail connections, all of which were completed in 2017. The District has also been working collaboratively with the City of Hopkins and Hennepin County to conduct a master development strategy that frames and layers the keystone 325 Blake Road site with other critical projects and sites throughout the Blake Road and Southwest Light Rail Corridors. Following record flooding in 2014, Park Nicollet and the District renewed their partnership by entering into a Memorandum of Understanding (MOU) to collaboratively investigate a range of flood solutions for the Methodist Campus. This collaboration resulted in a flood protection strategy, including a wetland restoration to address flood issues and a site master plan to further improve visitor experience at Methodist Hospital.

The District continued collaborations with the Minneapolis Park and Recreation Board and the City of Minneapolis to investigate conceptual design options for Hiawatha Golf Course, and advance restoration opportunities on Meadowbrook Golf Course. Grant processes continued throughout 2017 to secure outside funding sources for stormwater infrastructure projects, Minnehaha Creek Greenway enhancements throughout the urban corridor, and demolition and environmental remediation funding for the 325 Blake Road site (Hennepin County Opportunity grant, Hennepin ERF, Met Council LCA-TOD grants, MPCA-PFA, BWSR CWF). 2017 also saw the continuation of road infrastructure-greenway connectivity planning, in which District staff continued collaboration with the Cities of St. Louis Park and Hopkins to analyze pedestrian mobility under bridge crossings throughout the Greenway and move residents throughout the area in a safe and enjoyable way. This includes the West Blake Road Corridor (Hwy 7), West 37<sup>th</sup> St bridge replacement, Louisiana Avenue bridge replacement, and SWLRT-Cedar Regional connections.

District initiatives within the Minnehaha Creek Subwatershed and Minnehaha Greenway corridor will continue in 2018 with the extension of various projects as well as the investigation of new opportunities that have been identified. Ongoing planning efforts include:

- **Redevelopment of 325 Blake Road:** The portion of the 16.9 acre site not slated for creek corridor restoration and stormwater facilities is planned for redevelopment. The District has been working with Hennepin County and the City of Hopkins to advance transit-oriented development at the Blake Road Station, thus working to generate feasible development scenarios and an implementation road map for sites throughout the station area, including 325 Blake Road. This work has resulted in a cooperative agreement framework to create the foundation for the District and City of Hopkins to work through various outstanding questions related to site zoning, infrastructure, and other community elements. The partnership has also influenced the District's draft Request for Qualifications (RFQ) for a master developer on the site. It is anticipated that, beginning late-2017 – early-2018, the District will be working with a master developer to plan the future disposition of the 325 Blake Road site in an integrated and

comprehensive manner. Lastly, it is anticipated that a significant effort will occur throughout the year to finalize demolition planning and site environmental remediation, including efforts to secure outside funding sources to clear and prep the site for restoration and redevelopment.

- **Minnehaha Creek Corridor Planning with the City of Minneapolis (City) and Minneapolis Park and Recreation Board (MPRB):** Using the flood impacts in 2014 as an opportunity to address various impairments in the lower portion of the Minnehaha Creek subwatershed, the District began a strategic transition of focus into City of Minneapolis and the Minnehaha parkway corridor. Based on planned infrastructure investment that the MPRB and the City are undertaking, the District, MPRB and the City are investigating opportunities for collaboration to integrate stormwater management, recreation improvements, stormwater improvements, and natural resource improvements along the Minnehaha Creek corridor. In 2017, to memorialize this integrated approach, the three agencies executed a Memorandum of Understanding (MOU) which outlines shared priorities and investment strategies to improve the natural and built environments within the Minnehaha Creek subwatershed in Minneapolis.
- **Blake Road Corridor:** Upon completion of the Blake Road Corridor study, the District remains committed to partnering with the City of Hopkins and Hennepin County in design development for a reimagined Blake Road. The reconstruction of Blake Road will greatly influence multiple District initiatives throughout the Minnehaha Creek Greenway including Cottageville Park, SW LRT planning, and 325 Blake Road redevelopment.
- **Louisiana Avenue Study Area:** Building on past investigations throughout the Louisiana drainage area, the District continues collaboration with the City of St. Louis Park, and local private businesses, in planning for future regional stormwater treatment opportunities of the redevelopment area near Louisiana Avenue and the future Louisiana Station. The City is also planning the replacement of the Louisiana Avenue Bridge over Minnehaha Creek. The District and City are coordinating safe passage for the Minnehaha Preserve and Methodist trail users under the newly designed bridge, which is slated for replacement in 2019.
- **South West Light Rail Transit (SW LRT):** Staff continues to work closely on the likely reconstruction of the LRT crossing over Minnehaha Creek to ensure issues such as hydraulic capacity, wildlife passage and trail connections through this area are addressed. The District is also well represented in planning of Transportation Station Area Action Plans (TSAAP) and SW Community Works steering processes.
- **Greenway Expansion – West Blake Road:** A catalyst for much of the work that has occurred throughout the Minnehaha Greenway is the lack of community connections and safe passageways in the heavily urbanized corridor. The District will continue investigating opportunities to build upon our successful greenway transformation, particularly in the area west

of Blake Road, where Minnehaha Creek remains hidden and pedestrian connections north and west across Highway 7 remain difficult.

- Minneapolis Park and Recreation Board (MPRB) Golf Course Partnership: Catalyzed by past analyses of golf operations and the 2014 flood damages, the District partnered with MPRB to conduct conceptual master planning for Meadowbrook Golf Course and Hiawatha Golf Course to explore a potential range of golf and non-golf uses, their respective revenue generation models and flood resilience. District and MPRB staff will continue working closely to evaluate flood resilience, golf operations, ecological improvement and connectivity through design development and course reconstruction.
- Unplanned Study Areas: As opportunities to integrate with public infrastructure or private development reveal themselves, staff will present opportunities to the Board of Managers.

**Six Mile Creek-Halsted Bay Planning (\$150,000):**

In 2017, staff continued the work of plan and project development within the Six Mile-Halsted Bay (SMHB) subwatershed. Staff met routinely with our subwatershed partners from Victoria, St. Bonifacius, Minnetrista, Laketown Township, Carver County, Hennepin County, Carver County Soil and Water Conservation District, and Three Rivers Park District. In March of 2017, the participating agencies adopted a resolution of support which formally established the group as the SMHB Subwatershed Partnership, and affirmed the Partnership's commitment to share plans and resources across agencies, to develop and adopt a framework to implement the SMHB plan, to support the District in its pursuit of funding to implement the plan, and to work with the District as they develop their own plans and establish priorities.

With support from the Partners, the Draft SMHB Subwatershed Plan was completed in the beginning of June and will be finalized by the end of the calendar year. The plan identifies three broad strategies that will guide implementation through the next comprehensive plan cycle:

- Carp management including removal and recruitment suppression
- External load management through wetland restoration and stormwater management
- Alum treatment for in-lake restoration and treatment of Halsted Bay

In 2018, the subwatershed plan will be complete and staff will continue to work with the Subwatershed Committee to coordinate plan implementation. Staff will reconvene the committee on a routine basis to provide updates on plan progress, seek support on grant and financing applications, and discuss other agencies' coming plans and projects to identify possible opportunities for coordination.

Some of the focal areas for implementation in 2018 will include:

Halsted Bay Alum Treatment

The District has executed a cooperative agreement with Three Rivers Park District

for the acquisition of land along Six Mile Marsh in Minnetrista that would facilitate the development of an alum treatment facility to improve water quality in Halsted Bay. Closing is anticipated to occur in the first quarter of 2018. Priorities for 2018 for this project include:

- Developing a funding and financing plan that identifies possible grants and cost share and establishes a possible schedule for implementation based on available sources.
- Working with education and communications to develop an outreach plan to address developing local (neighborhood & community) support, developing partnerships and support with other benefitting lake communities, hosting informational meetings with aforementioned parties, and memorializing and maintaining support over what could be a 3-8 year implementation timeline.

#### Wetland Restoration Prioritization Framework

MCWD staff are working in partnership with the US Army Corps of engineers to develop a wetland prioritization tool for the Six Mile-Halsted Bay subwatershed. The tool is a GIS-based analysis that allows the user to evaluate wetlands across multiple criteria and will be developed with input from partners and the local, state, and federal level. The tool should help guide implementation of wetland restorations in the subwatershed, and will help identify projects eligible for various grant activities.

Planning staff will work with Research and Monitoring who will help ensure that the outputs incorporate the best District information, including E-Grade where relevant. R&M will also support the tool on an ongoing basis through strategic wetland sampling to verify tool outputs in advance of implementing a restoration.

#### Carp Management

R&M staff have developed a carp management plan for the SMHB subwatershed based on the data gathered through the U of M Six Mile Carp Assessment. Staff have submitted a funding request to Lessard Sams Outdoor Heritage Council that would provide funding to implement the management plan from 2018-2021. The program is being developed as the first phase of the broader SMHB implementation strategy. This work will require strong coordination amongst all District programs, including but not limited to:

- Grant implementation is anticipated to rely heavily on R&M staff for implementation and effectiveness monitoring as detailed in the work plan for fund 5001
- External communications in the form of newspaper articles, press releases, and publications to highlight project and its significance in order to cultivate support for subsequent phases of implementation
- Routine website and email updates

#### Grant and Funding Planning

Implementation of the SMHB Subwatershed plan will require the District to strategically identify and apply for external funding that can be applied towards both project-specific implementation and components of implementation that are

more programmatic in nature (i.e. carp management, large scale wetland restorations). District staff will also work with SMHB partners to strategically leverage local match as appropriate, such as when a project is partnered with infrastructure or parkland development. Staff also anticipate some project funding may be leveraged through Carver County financing, pending the adoption of a finance agreement.

#### Ongoing Project Development

The SMHB subwatershed plan identifies a number of likely projects as well as broad implementation strategies that will need to be continually evaluated for ripeness. Factors such as available funding, willing seller relationships, political support, and new scientific information can quickly elevate any given opportunity to a higher implementation priority. The project manager will work with the SMHB partners and internal staff teams to continuously develop new project opportunities or advance those that have undergone some level of feasibility. Those that may advance within the 2018-2019 timeframe include (but are not limited to):

- Pierson Lake headwaters restoration
- Mud Lake study implementation
- Turbid-South Lundsten wetland and corridor restoration

#### **Painter Creek Planning (\$0):**

Throughout 2018, project work within the Painter Creek subwatershed will be focused on planning and coordination with the U.S. Army Corps of Engineers (USACE) and planning for targeted land and easement acquisitions within the geography in support of four discrete wetland restorations to be built over the next 5-6 years.

As milestones are reached in the District's coordination with the USACE, Education – Communications program support needed during this project phase will include assistance in stakeholder communication and directed community outreach regarding land acquisition. This planning and coordination phase will likely progress over the next 24 months.

Although this subwatershed is well-studied, and it is known that Jennings Bay, the outlet of Painter Creek, is the second-most degraded bay of Lake Minnetonka, finer scale metrics will be needed to inform selection of District projects that will supplement and link the USACE projects. Program support from Research and Monitoring, including synthesizing existing data, will help to key in on these specific load-reduction projects.

#### **Responsive Planning (\$100,000):**

Under the District's new implementation framework, the District has committed to remain responsive to opportunities created by land use change or partner initiatives. As opportunities arise, the District will evaluate them based on resource needs, alignment with District priorities, and available staff capacity and funding to determine the appropriate response. Recent examples of responsive planning efforts include the Stonegate Farm and Rechelbacher properties in Medina, and the Johnson and Katrina Marsh properties in Independence. Staff is budgeting \$100,000 for the evaluation and development of such opportunities in 2018.

**Land Conservation Planning (\$100,000):**

Planning for land conservation and restoration – whether related to acquisition for a potential District capital project or protection of natural resources in a strategic focal area – requires soft costs for elements such as engineering, appraisals and legal fees. Historically, these initiatives are conducted during the site investigation and due diligence process, and have been funded through the Land Conservation program. Being that the primary purpose of the Land Conservation fund is to service debt associated with acquisitions, the District has determined that costs associated with planning and investigation efforts for the Land Conservation and Restoration Program should be funded via a separate account, thus avoiding the use of debt service capital on planning and due diligence. Based on past costs associated with such tasks, staff is budgeting \$100,000 in the Planning Department fund to conduct Land Conservation planning efforts.

**Programmatic Needs (\$62,000):**

In addition to the work described above, the Planning Department is also budgeting for ongoing programmatic expenses including general engineering and legal services, staff training and expenses, and printing and publishing.

**Personnel Costs (\$420,310):**

Salary, payroll tax, and benefits for Planning staff.

**2018 Budget Summary:**

In summary, the Planning Department is requesting a total of \$912,310 in 2018 to complete the activities described above.

Activity/Expense	Budget
Land Use Planning Coordination	\$0
Minnehaha Creek Greenway Planning	\$80,000
Six Mile Creek Subwatershed Planning	\$150,000
Painter Creek Subwatershed Planning	\$0
Responsive Planning	\$100,000
Land Conservation Planning	\$100,000
General Engineering & Legal	\$50,000
Training/Conferences	\$4,500
Expenses/Mileage	\$2,500
Printing/Publishing/Postage	\$2,000
Other/Miscellaneous	\$3,000
Personnel Costs	\$420,310
<b>Total</b>	<b>\$912,310</b>

**Goals/  
Outcomes**

Lead planning and project initiatives to promote and improve ecological integrity; preserve and improve surface water and groundwater resources; address negative effects of stormwater runoff and bounce from existing and proposed development and identify opportunities to augment low flow conditions in surface waters; and continue developing a deeper understanding of community needs and desires in order to design watershed projects that enhance social and economic viability as well as environmental benefit.

**Schedule**

Project development in MC, SM-HB, and PC subwatersheds: Ongoing



	Responsive track planning and project development: Ongoing Development of Land Use/Water Policy Program: 2017-2018
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**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2015	\$591,000	\$121,702	\$0	\$(463,887)	\$307,343	\$266,691	\$0
2016	\$863,897*	\$671,013	\$0	\$(723,145)	\$12,310	\$225,801	\$0
2017	\$1,114,973**	\$1,080,353	\$0	\$(1,228,983)	\$(77,171)	\$0	\$0
2018	\$912,310	\$912,310	\$0				

\*2016 budget increase due to the relocation of personnel expenses from General Fund to program funds.

\*\*2017 budget increase due to relocation of Six Mile planning dollars from Fund 3139 to Planning fund.

**Recommended 2018 Budget and Levy**

Budget: \$912,310  
Levy: \$912,310

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**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$336,376
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	\$83,934
4060	Staff Mileage/Expenses	\$2,500
4065	Staff Training	\$4,500
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$2,000
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	\$3,000
4320	Contract Services	\$430,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	\$25,000
4350	Legal Expense	\$25,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$912,310</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: Laura Domyancich

DATE: September 14, 2017

<b><u>Program</u></b>	Project Maintenance and Land Management (2003)
<b><u>Summary</u></b>	The Project Maintenance and Land Management Program oversees the entirety of the District's project maintenance, land management, and restoration activities.
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b>Background:</b> The purpose of the Project Maintenance and Land Management (PMLM) Program is to reinvest in past capital projects and land held in fee title and conservation easement providing for the long-term function of the District's investment. Specific maintenance and management is responsive to the intended outcomes of the project, vegetation condition, adjacent properties, and innovative approaches to infrastructure protection and land management. In addition to routine maintenance, a proactive approach to maintenance of long-term infrastructure will be the utilization of the District's Infrastructure Maintenance Plan, which identifies annual repairs and their associated costs needed to repair and replace District infrastructure as it ages. Currently the Infrastructure Maintenance Plan identifies annual maintenance activities and their associated costs. These annual cost assumptions are being used to assist with long term budgeting to ensure that the PMLM budget has the capacity to account for new District projects and infrastructure as they are built. As part of this, the PMLM budget will aim to have a slow but steady increase in levy each year to ensure the appropriate funds are available to maintain and District projects and infrastructure. As such, carryover from year to year will remain assigned within the PMLM budget and will be used to cyclically reinvent in District projects.</p> <p>In addition to regular inspection and maintenance of projects and lands, tools such as conservation easements, technical assistance, and unique partnerships allow for responsive approaches when opportunities arise. PMLM staff have utilized their unique skillset in natural areas restoration and project and contract management to guide private landowners through various improvement projects. This technical assistance has resulted in the conveyance of several conservation easements and formed new partnerships, which provide more cost-effective project opportunities.</p> <p>Vegetation management and expanded vegetation restoration on four of the District's properties will be undertaken by Great River Greening through funding allocated by a Legislative-Citizen Commission on Minnesota's Resources (LCCMR) Environment and Natural Resources Trust Fund grant. PMLM staff will also directly apply for Conservation Partners Legacy grant funding which can be used for vegetation restoration and enhancement and habitat improvement with a 10% partner match. Successful applications for funding will increase carryover for future fiscal years as funds are dispersed on a reimbursement basis.</p>

**Vegetation Maintenance (\$123,439):**

Vegetation maintenance of 21 past capital projects and District lands including invasive species treatment, vegetative enhancement through seeding and planting, repair of damage, and prescribed burning. A large capital project, Long Lake Creek Wetland Restoration, will be coming off its three-year warranty maintenance and will be managed under this framework of vegetation management contracts. Sites include stormwater pond buffers at the Gideon Glen, Long Lake, Excelsior, Twin

Lakes, Cedar Meadows, SW Calhoun, and Nokomis (Knoll, Amelia, and Gateway) stormwater ponds. Vegetation management to also occur for ongoing restoration work at Minnehaha Preserve, Steiger Wetland, Independence Wetland, the Johnson / Rolling Hills site, the former Broin and Diercks properties, Our Lady of the Lake rain garden, Minnehaha Creek Headwaters, the MCWD office wetland buffer. The former Waldera-Barkus, Chute, Rye, and Gould properties will receive vegetation management through grant funding received in coordination with Great River Greening. It is anticipated that the Six Mile Marsh Prairie Restoration will also be managed by Great River Greening through grant funding, and MCWD would provide a match of \$25,000 for that work. If this grant funding is not allocated, these dollars would be used for District-funded management of this site.

This program will also be undertaking long-term vegetation management of the Methodist Hospital site in 2018, which will include a significant initial cost in 2018 to complete vegetation installation.

Staff are currently identifying additional opportunities to fund restoration and management through grant funding. Lessard-Sams Outdoor Heritage Fund has allocated funding for Conservation Partners Legacy grants to conduct restoration and habitat enhancement. These grants would potentially fund ongoing vegetation management, which is currently supported by levy.

<b>Contract (Sites)</b>	<b>Acres Managed</b>	<b>Budget</b>
Large Sites (Independence Wetland, Johnson/Rolling Hills Restoration)	51	\$11,405
Pond Buffers (Nokomis, SW Calhoun, Cedar Meadows, Twin Lakes)	15	\$15,935
Small Sites (Broin, MCWD Office Buffer, Headwaters Shoreline, Long Lake Ponds and Shoreline, Diercks, Our Lady of the Lake Rain Garden, Gideon Glen)	30	\$13,475
Steiger Wetland and Minnehaha Greenway	47	\$21,150
Long Lake Creek Wetland Restoration	9	\$5000
Waldera-Barkus, Chute, Rye, and Gould	39	Grant
Six Mile Marsh Prairie Restoration	130	Grant*
Methodist Hospital Wetland Restoration	17	\$56,474
<b>TOTAL</b>	<b>338</b>	<b>\$123,439</b>

\* If LCCMR grant funding is not approved, match dollars will be reallocated to fund 2018 vegetation management through an approved contractor.

**Matched Grant Funding (\$55,000):**

The District will receive LCCMR and Outdoor Heritage Fund grants in partnership with Great River Greening to perform vegetation management on the Minnehaha Creek Greenway, Six Mile Marsh Prairie Restoration, and the Chute, Waldera-Barkus, Gould, and Rye properties. These grants require matched funding from the partnering agency as summarized in the table below. The \$55,000 in MCWD funding will leverage \$291,100 in state grants.

Site	LCCMR	LSOHF	MCWD
Six Mile Marsh Prairie Restoration	\$105,000	--	\$25,000*
Chute	\$22,000	--	--
Waldera-Barkus	\$40,000	--	--
Gould	\$ 6,000	--	--
Rye	\$47,000	--	\$30,000
<b>Total</b>	<b>\$291,100</b>		<b>\$55,000</b>

**Stormwater Facility Maintenance (\$149,178):**

Stormwater pond facilities require removal of accumulated sediment to function as designed. Results of the 2017 sediment accumulation surveys showed that no ponds will require maintenance dredging this year, but it was determined that since it was last dredged in 2012, the SW Calhoun Pond has accumulated sediment to fill 38% of its built volume. It is anticipated that this pond will reach 50% capacity prior to its next scheduled survey in 2020. The District will re-survey the basin in 2018 to determine if additional sedimentation has occurred and evaluate the need for maintenance. Other ponds to be surveyed in regular rotation include the Pamela Park Ponds 1-3, Deer Hill North and South Ponds, Gleason Lake North Ponds 1-3, Johnson/Rolling Hills Pond, and South Katrina Pond. Of these eleven ponds, it is anticipated that maintenance may be needed at Pamela Park Pond 1 based on the last survey in 2015 showing a 36% loss in volume. This potential first dredging is the maintenance responsibility of the City of Edina. Possible SW Calhoun Cell 1 maintenance is the responsibility of the District, and when it was last dredged in 2011, cost \$116,000 to maintain. Reflected in this budget is the cost to perform sediment sampling at all eleven ponds and the expected sediment analysis that will be needed if SW Calhoun requires maintenance. The need for stormwater pond maintenance funding will be confirmed following the 2018 pond sediment surveys. Unused funding during years when maintenance is not required is utilized as carryover during years when ponds are determined to require maintenance.

Expense	Cost
Stormwater Pond Surveys (11 ponds)	\$29,178
Pond Dredging Construction Estimate	\$120,000
<b>TOTAL</b>	<b>\$149,178</b>

**Infrastructure Maintenance (+\$100,000 budget increase from 2016):**

In 2018, the Project Maintenance and Land Management Program will begin implementation of the District’s Infrastructure Maintenance Plan to prepare for long-term maintenance of District infrastructure. The 2018 budget includes replacement of select signage, confined space inspections, ditch inspections, and

extensive maintenance of the DL-3 Sand-Iron Filter. It is anticipated that the Reach 20 Boardwalk and Bridge and the Six Mile Marsh Prairie Barn will need general maintenance.

<b>Infrastructure</b>	<b>Cost</b>
Sign Replacement	\$ 5,232
Confined Space Inspections	\$30,000
Ditch Inspections	\$15,000
DL-3 Sand / Iron Filter	\$100,000
Reach 20 Boardwalk and Bridge	\$10,000
Six Mile Marsh Prairie Barn	\$3,000
Gray's Bay Dam Stop Logs	\$8,000
<b>TOTAL</b>	<b>\$171,232</b>

**Land Surveying Services (\$5,000)**

Surveying, marking, and signing of lands acquired land through fee and easement.

**Routine and Unplanned Maintenance (\$20,000):**

Restoration and repair needed throughout the District, which allows the program to be responsive to issues that arise outside of typical and planned maintenance.

**Engineering Services (\$15,000):**

Engineering services required for oversight of and response to unplanned construction and maintenance. This budget also includes monitoring and maintenance of the DL-3 Sand / Iron Filter, which accounts for approximately \$4000 of the total budget.

**Legal Services (\$5000):**

Legal review of agreements and contract documents associated with cooperative work with other agencies and vegetation and infrastructure maintenance.

**Printing and Publishing Materials (\$2,000):**

Materials for staff to communicate with the public (i.e., post cards, press releases, and other forms of media) about maintenance projects including prescribed burning and stormwater pond maintenance.

**Staff Expenses, Trainings, and Mileage (\$3,000):**

Funding provides for staff expenses and mileage reimbursement, and for staff to attend workshops, training, and conferences for continuing education and career advancement.

**Equipment and Supplies (\$500):**

Funding provides for minor supply purchases associated with project maintenance.

**Personnel Costs (\$204,849):**

Salary, payroll tax, PERA, benefits, and 3% salary increase for PMLM staff.

	<p><b>2018 Budget Summary:</b></p> <table border="1"> <thead> <tr> <th>Activity/Expense</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Vegetation Maintenance</td> <td>\$123,439</td> </tr> <tr> <td>Matched Grant Funds</td> <td>\$ 55,000</td> </tr> <tr> <td>Stormwater Facility Maintenance</td> <td>\$149,178</td> </tr> <tr> <td>Infrastructure Maintenance</td> <td>\$171,232</td> </tr> <tr> <td>Land Surveying Services</td> <td>\$ 5,000</td> </tr> <tr> <td>Routine and Unplanned Maintenance</td> <td>\$ 20,000</td> </tr> <tr> <td>Engineering Services</td> <td>\$ 15,000</td> </tr> <tr> <td>Legal Services</td> <td>\$ 5,000</td> </tr> <tr> <td>Printing and Publishing Materials</td> <td>\$ 2,000</td> </tr> <tr> <td>Staff Expenses, Trainings, and Mileage</td> <td>\$ 3,000</td> </tr> <tr> <td>Equipment and Supplies</td> <td>\$ 500</td> </tr> <tr> <td>Personnel Costs</td> <td>\$204,849</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$754,198</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Vegetation Maintenance	\$123,439	Matched Grant Funds	\$ 55,000	Stormwater Facility Maintenance	\$149,178	Infrastructure Maintenance	\$171,232	Land Surveying Services	\$ 5,000	Routine and Unplanned Maintenance	\$ 20,000	Engineering Services	\$ 15,000	Legal Services	\$ 5,000	Printing and Publishing Materials	\$ 2,000	Staff Expenses, Trainings, and Mileage	\$ 3,000	Equipment and Supplies	\$ 500	Personnel Costs	\$204,849	<b>TOTAL</b>	<b>\$754,198</b>
Activity/Expense	Budget																												
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Equipment and Supplies	\$ 500																												
Personnel Costs	\$204,849																												
<b>TOTAL</b>	<b>\$754,198</b>																												
<b>Goals/ Outcomes</b>	The Project Maintenance and Land Management Program will focus its financial and technical resources to support the establishment and long-term function of District capital projects and lands. This focus is complemented by the goal of remaining responsive to inter-department collaboration, new opportunities to partner with external agencies, the pursuit of applicable grant funding, and the use of innovative approaches to land management.																												
<b>Schedule</b>	Stormwater pond maintenance will be completed from January to March with the following year's pond surveys conducted in April and May. Vegetation-related activities occur primarily during the growing season from May to September.																												

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2015	\$466,000	\$156,560	\$223,787	(\$205,012)	(\$209,601) <sup>1</sup>	\$260,988	
2016	\$546,429	\$285,411	\$0	(\$364,702)	\$59,208	\$311,990	
2017	\$683,310	\$439,302	\$0	(\$332,260)	\$25,804 (\$275,790)	\$169,046	\$169,046
2018	\$754,198	\$754,198	\$0				

<sup>1</sup>\$223,787 transferred out to FEMA Flood Repairs fund; \$14,186 transferred in from Land Restoration fund.

### Recommended 2018 Budget and Levy

Budget: \$ 754,198  
Levy: \$ 754,198

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$165,060
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	\$39,788
4060	Staff Mileage/Expenses	\$1,000
4065	Staff Training	\$2,000
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$2,000
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$523,849
4330	Accounting & Auditing	
4340	Engineering/Consulting	\$15,000
4350	Legal Expense	\$5,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	\$500
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$754,198</b>



# MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: James Wisker

DATE: September 14, 2017

<b><u>Program</u></b>	Land Acquisition and Capital Project Finance (2004)
<b><u>Summary</u></b>	Supports financing of MCWD land conservation and capital project initiatives
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b>General Background:</b> The District plans and implements land conservation, restoration and capital improvements in an integrated manner, to conserve and restore land, and to protect and improve water quality throughout the District.</p> <p>Since 2017, soft costs for land conservation planning are located within the Planning Department work plan, to reflect the integration with capital project planning. This work plan/fund (Land Acquisition and Capital Project Finance) provides funding and services debt on financed property acquisition and projects.</p> <p><b>Notes:</b> <u>325 Blake Road Refinance:</u> The District has historically maintained an annual fund balance of at least 100% annual debt obligations. However, in 2018 the MCWD has plans in place to restructure the 2013 Wells Fargo note for 325 Blake Road, which will modify the scheduled 2018 payment of \$10,357,000. For purposes of budget planning and conservatively managing this fund, the restructuring of this debt is shown as five (5) payments of approximately \$2,000,000 from 2018 to 2022. *This is for planning purposes only and does not constitute a proposed restructure.</p> <p>Proceeds from the sale of this property will be transferred into this fund between 2018 and 2020. Negotiations of the sale have not yet begun, and for purposes of conservatively managing this fund the estimated proceeds from sales are not factored into the future projected fund balance at this time. For these reasons the levy for Land Acquisition and Capital Project Finance fund does not need to increase above the 2017 levy of \$3,159,412.</p> <p><u>2017 and 2018 Transfers Out:</u> The 2017 transfer out of this fund in the amount of \$875,000 is for the approved acquisition of the Wasserman West property, in partnership with the City of Victoria. The 2018 transfer out of this fund in the amount of \$432,365.02 is for the approved acquisition of the Halsted Bay property, in partnership with the Three Rivers Park District.</p> <p><u>2018 – 2022 Transfers In:</u> Pursuant to a cooperative agreement with the City of Victoria, the City will reimburse MCWD between 2018 and 2022 for the acquisition of the Wasserman West property. These payments are reflected in the attached document.</p> <p><u>Six Mile Creek-Halsted Bay Master Loan Agreement:</u> At the direction of the Board of Managers, staff have been negotiating a Master Loan Agreement with Carver County, whereby Carver County would provide long-term permanent placement for land acquisitions and projects financed within the Six Mile – Halsted Bay priority area.</p>

2018 Budget and Levy:

Based on the information provided above, and the attached document detailing debt service, the Land Acquisition and Capital Project Finance 2018 budget is projected to be \$3,448,984. The 2018 levy is recommended to be \$3,159,412.

DRAFT

MCWD Land Acquisition and Capital Project Finance (Fund #2004)

Date	Hennepin 2010B	2011 Wells Fargo Note Revised 2013	Hennepin 2011A	Hennepin 2013B	Total Land Conservation Debt Service	Land Conservation Receipts	Transfer In/ Reimbursement	Transfer Out/ Expenditure	Land Conservation Fund
					2010B + 2011A + 2013B + Wells Note	Levy	See notes for source	See notes for destination	Where <i>n</i> = current year: (n-1) balance + n receipts - n debt service + n net transfer
2011	\$ 215,736.81	\$ -	\$ -	\$ -	\$ 215,736.81	\$ 2,500,000.00	\$ -	\$ -	\$ 7,732,216.00
2012	\$ 218,562.50	\$ 648,825.00	\$ 319,141.81	\$ -	\$ 1,186,529.31	\$ 2,500,000.00	\$ -	\$ -	\$ 6,654,292.00
2013	\$ 216,062.50	\$ 580,250.00	\$ 333,718.75	\$ 386,182.00	\$ 1,516,213.25	\$ 2,500,000.00	\$ -	\$ -	\$ 9,706,099.00
2014	\$ 217,312.50	\$ 580,125.00	\$ 338,768.75	\$ 461,938.00	\$ 1,598,144.25	\$ 2,500,000.00	\$ -	\$ 1,349,156.00	\$ 9,089,010.00
2015	\$ 218,412.50	\$ 1,535,500.00	\$ 341,768.75	\$ 463,538.00	\$ 2,559,219.25	\$ 2,765,423.00	\$ 510,921.00	\$ -	\$ 9,646,722.00
2016	\$ 219,362.50	\$ 1,999,800.00	\$ 339,368.75	\$ 459,838.00	\$ 3,018,369.25	\$ 2,795,204.00	\$ -	\$ -	\$ 9,287,628.00
2017	\$ 220,162.50	\$ 2,946,250.00	\$ 336,768.75	\$ 460,988.00	\$ 3,964,169.25	\$ 3,159,412.00	\$ -	\$ 875,000.00	\$ 7,607,870.75
2018	\$ 215,812.50	\$ 2,000,000.00	\$ 338,968.75	\$ 461,838.00	\$ 3,016,619.25	\$ 3,159,412.00	\$ 425,000.00	\$ 432,365.02	\$ 7,743,298.48
2019	\$ 216,462.50	\$ 2,000,000.00	\$ 340,768.75	\$ 462,388.00	\$ 3,019,619.25	\$ 3,159,412.00	\$ 42,500.00	\$ -	\$ 7,925,591.23
2020	\$ 218,462.50	\$ 2,000,000.00	\$ 337,168.75	\$ 462,638.00	\$ 3,018,269.25	\$ 3,159,412.00	\$ 42,500.00	\$ -	\$ 8,109,233.98
2021	\$ 217,262.50	\$ 2,000,000.00	\$ 338,368.75	\$ 462,588.00	\$ 3,018,219.25	\$ 3,159,412.00	\$ 42,500.00	\$ -	\$ 8,292,926.73
2022	\$ 217,462.50	\$ 2,357,000.00	\$ 339,168.75	\$ 462,238.00	\$ 3,375,869.25	\$ 3,159,412.00	\$ 255,000.00	\$ -	\$ 8,331,469.48
2023	\$ 217,512.50	\$ -	\$ 339,568.75	\$ 460,138.00	\$ 1,017,219.25	\$ 3,159,412.00	\$ -	\$ -	\$ 10,473,662.23
2024	\$ 217,412.50	\$ -	\$ 337,068.75	\$ 462,938.00	\$ 1,017,419.25	\$ 3,159,412.00	\$ -	\$ -	\$ 12,615,654.98
2025	\$ 217,162.50	\$ -	\$ 339,418.75	\$ 460,538.00	\$ 1,017,119.25	\$ 3,159,412.00	\$ -	\$ -	\$ 14,757,947.73
2026	\$ 216,762.50	\$ -	\$ 341,137.50	\$ 463,038.00	\$ 1,020,938.00	\$ 3,159,412.00	\$ -	\$ -	\$ 16,896,421.73
2027	\$ 216,212.50	\$ -	\$ 337,200.00	\$ 459,375.00	\$ 1,012,787.50	\$ 3,159,412.00	\$ -	\$ -	\$ 19,043,046.23
2028	\$ 220,512.50	\$ -	\$ 337,750.00	\$ 460,600.00	\$ 1,018,862.50	\$ 3,159,412.00	\$ -	\$ -	\$ 21,183,595.73
2029	\$ 219,012.50	\$ -	\$ 337,600.00	\$ 461,600.00	\$ 1,018,212.50	\$ 3,159,412.00	\$ -	\$ -	\$ 23,324,795.23
2030	\$ 217,350.00	\$ -	\$ 340,600.00	\$ 464,300.00	\$ 1,022,250.00	\$ 3,159,412.00	\$ -	\$ -	\$ 25,461,957.23
2031	\$ -	\$ -	\$ 338,000.00	\$ 461,550.00	\$ 799,550.00	\$ 3,159,412.00	\$ -	\$ -	\$ 27,821,819.23
2032	\$ -	\$ -	\$ -	\$ 463,500.00	\$ 463,500.00	\$ 3,159,412.00	\$ -	\$ -	\$ 30,517,731.23
2033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,159,412.00	\$ -	\$ -	\$ 33,677,143.23

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: Tiffany Schaufler

DATE: September 14, 2017

<b><u>Program</u></b>	Habitat Restoration Cost Share & Incentive (2006)																				
<b><u>Summary</u></b>	This program provides a 10-year match of federal and state dollars to encourage farm owners to engage in soil conservation and wetland restoration land practices that protect and improve water resources.																				
<b><u>Location</u></b>	Eligible projects must be in one of the six following sub-watersheds: <ol style="list-style-type: none"> <li>1. Six-Mile Creek</li> <li>2. Painter Creek</li> <li>3. Dutch Lake</li> <li>4. Long Lake Creek</li> <li>5. Schutz Lake</li> <li>6. Lake Virginia</li> </ol>																				
<b><u>Description</u></b>	<p><b>Background:</b> This program focuses on the District's more rural sub-watersheds to provide meaningful technical and financial incentives for landowners to restore wetlands, water quality, and other key ecological resources. Existing programs do not always provide sufficient incentive to encourage landowners to enroll. The District has encouraged some landowners to engage in soil conservation and wetland restoration practices on lands of concern to the District by matching existing partner programs (USDA/Natural Resource Conservation District, Soil and Water Conservation Districts, Hennepin County NRICH, US Fish and Wildlife Service, etc.). The program will maintain existing agreements. New agreements will not be signed.</p> <p><b>Habitat Restoration Cost Share Grants (\$15,863):</b> The 2018 budget will be \$11,918 for the agreements currently in place. See the table below for future budgeting through 2019. There are a total of two agreements in place on two properties. These agreements require yearly certification and rental payments through the fall of 2019 for practices already installed.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Agreements</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>Six Mile Creek - Brockpahler</td> <td style="text-align: right;">\$2,420.04</td> <td style="text-align: right;">\$2,420.04</td> </tr> <tr> <td>Six Mile Creek - Yetzer Phase II</td> <td style="text-align: right;">\$9,398.44</td> <td style="text-align: right;">\$9,398.44</td> </tr> <tr> <td style="text-align: center;"><b>Yearly Total</b></td> <td style="text-align: right;"><b>\$11,818.48</b></td> <td style="text-align: right;"><b>\$11,818.48</b></td> </tr> </tbody> </table> <p><b>2018 Budget Summary:</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Activity/Expense</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Brockpahler Agreement</td> <td style="text-align: right;">\$2,420</td> </tr> <tr> <td>Yetzer Phase II Agreement</td> <td style="text-align: right;">\$9,398</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$11,818</b></td> </tr> </tbody> </table>	Agreements	2018	2019	Six Mile Creek - Brockpahler	\$2,420.04	\$2,420.04	Six Mile Creek - Yetzer Phase II	\$9,398.44	\$9,398.44	<b>Yearly Total</b>	<b>\$11,818.48</b>	<b>\$11,818.48</b>	Activity/Expense	Budget	Brockpahler Agreement	\$2,420	Yetzer Phase II Agreement	\$9,398	<b>Total</b>	<b>\$11,818</b>
Agreements	2018	2019																			
Six Mile Creek - Brockpahler	\$2,420.04	\$2,420.04																			
Six Mile Creek - Yetzer Phase II	\$9,398.44	\$9,398.44																			
<b>Yearly Total</b>	<b>\$11,818.48</b>	<b>\$11,818.48</b>																			
Activity/Expense	Budget																				
Brockpahler Agreement	\$2,420																				
Yetzer Phase II Agreement	\$9,398																				
<b>Total</b>	<b>\$11,818</b>																				

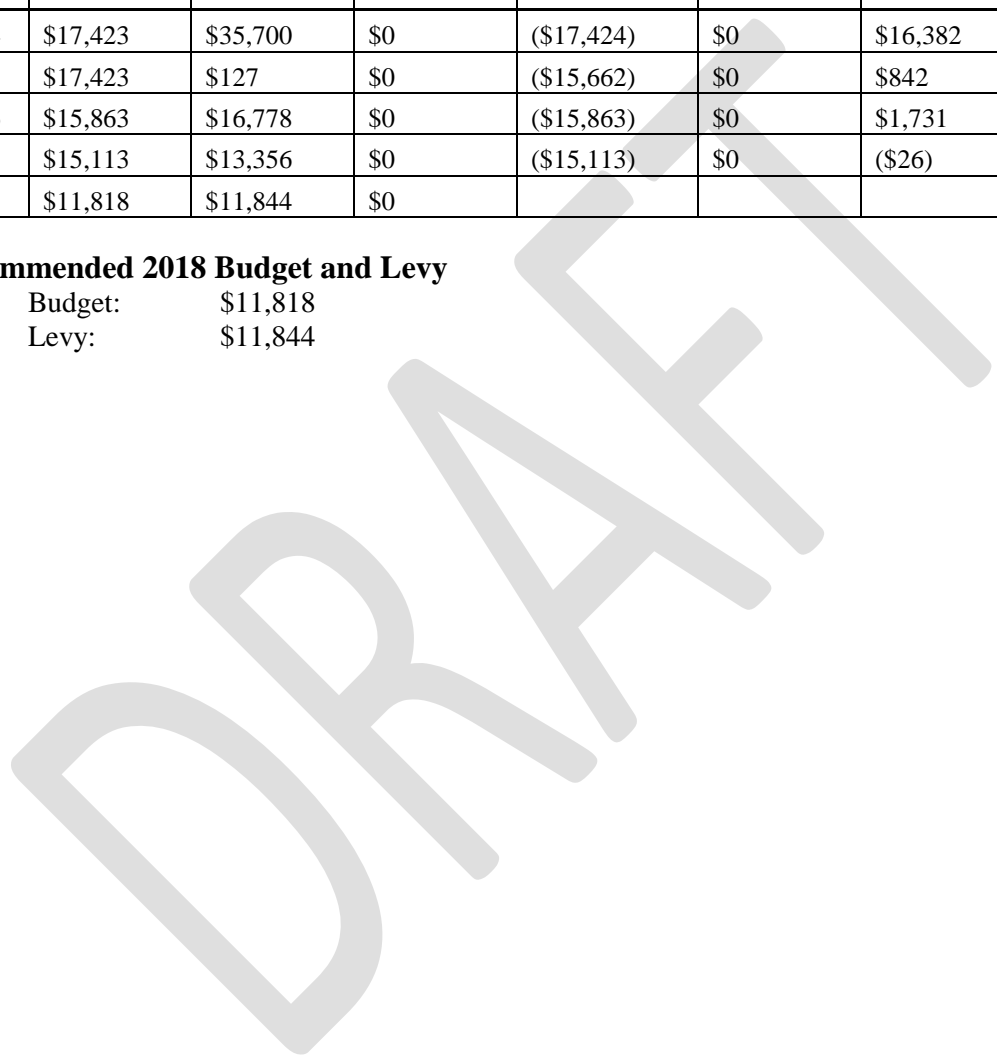
<b><u>Goals/ Outcomes</u></b>	This program will utilize grant dollars to restore wetlands, water quality, and other key ecological resources.
<b><u>Schedule</u></b>	<b>2018-2019</b> Maintenance of existing agreements through 2019.

**Budget/Levy History**

<b>Year</b>	<b>Budget</b>	<b>Tax Revenue</b>	<b>Grants &amp; Other Rev.</b>	<b>Expenditures</b>	<b>Transfer in/out</b>	<b>Carryover</b>	<b>Assigned Funds</b>
2014	\$17,423	\$35,700	\$0	(\$17,424)	\$0	\$16,382	\$16,382
2015	\$17,423	\$127	\$0	(\$15,662)	\$0	\$842	\$0
2016	\$15,863	\$16,778	\$0	(\$15,863)	\$0	\$1,731	\$0
2017	\$15,113	\$13,356	\$0	(\$15,113)	\$0	(\$26)	\$0
2018	\$11,818	\$11,844	\$0				

**Recommended 2018 Budget and Levy**

Budget: \$11,818  
 Levy: \$11,844



**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	\$11,818
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$11,818</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: Anna Brown

DATE: September 14, 2017

<b><u>Project</u></b>	Wassermann West Wetland Restoration and Park Improvement (New Fund)
<b><u>Summary</u></b>	Reduction of landscape phosphorus loading through the use of aluminum sulphate, vegetation restoration and/or hydrologic alteration; preservation and restoration of vegetation in the wetland and upland areas; programmed public access to Lake Wassermann for public use and enjoyment.
<b><u>Location</u></b>	East of and adjacent to Lake Wassermann in Victoria, Carver County, MN.
<b><u>Description</u></b>	<p><b>Background:</b>            In March of 2015 the City of Victoria and the District executed a Memorandum of Understanding (MOU) which identifies the mutual value both agencies find in cooperative planning, coordination across agencies on priority water resource issues, and increasing regulatory coordination to support and foster integrated water and natural resources management. One of the priority water resource management areas identified for increased collaboration is Lake Wassermann, an impaired waterbody within the City of Victoria. As identified in the Draft 2017 Comprehensive Plan, Lake Wassermann's poor water quality is driven by a mix of internal and external phosphorus loading and exacerbated by high densities of common carp.</p> <p>In August of 2016, the District identified two parcels for sale adjacent to Lake Wassermann in the City of Victoria. The 33.5 acre site encompasses a 22 acre wetland and 6 acre pond which is known to export phosphorus into Lake Wassermann. The District identified an opportunity to address phosphorus export to Lake Wassermann through the use of alum within the degraded pond and partner with the City to develop a park design providing passive recreation and access to the Lake. On May 11, 2017, the District and City executed a cooperative agreement memorializing both parties' commitment to water quality treatment, wetland enhancement, and park development on the Wassermann West Property. Following the execution of that agreement, the District closed on July 7, 2017.</p> <p>In accordance with the cooperative agreement, the City and District are currently engaged in a collaborative design process that will conclude in November or December of 2017. Design costs will be shared with the City. The design will include such elements as water quality treatment of the pond and wetland, trail and boardwalk alignment and specs, programmed elements potentially including a fishing pier, other lake access points, shelters, and an educational plaza, and all associated costs. During the design phase, staff will also develop a phased implementation plan that details possible funding mechanisms including levy (both City and District), revenue from City land sales and levied fees, and grants.</p>

	<p><b>2018 Budget Summary:</b></p> <p>With final design still pending, the project costs are tentative and based upon preliminary feasibility of pond treatment, standardized cost estimates for wetland vegetation enhancement, and a schematic park design developed in concert with City staff. The total anticipated project cost today is \$2,307,160. This includes upland park improvements (\$1,941,600), the cost of the first two alum treatments (\$55,000 per treatment), and the estimated cost of wetland vegetation enhancement (\$255,560).</p> <p>The implementation framework outlined in the cooperative agreement tasks the District with implementation of water quality improvements and wetland restoration and the City with the park improvements. Through the 2017 design process, the District and City will endeavor to secure financing that will allow implementation of both wetland and park improvements in 2018/2019. However, if financing is not available, the 2018 budget includes estimated costs for the first phase of water quality improvements - the initial application of alum to the pond. The second application will need to occur in either 2019 or 2020.</p> <p>With final design still pending, this budget amount is tentative. The implementation schedule for the upland park improvements and remaining wetland and vegetation enhancement will be developed as part of the design process.</p> <table border="1" data-bbox="451 1003 1427 1119"> <thead> <tr> <th data-bbox="459 1014 1166 1045">Activity/Expense</th> <th data-bbox="1174 1014 1419 1045">Budget</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1045 1166 1077">Initial application of aluminum sulphate</td> <td data-bbox="1174 1045 1419 1077">\$55,000</td> </tr> <tr> <td data-bbox="1068 1077 1166 1108"><b>Total</b></td> <td data-bbox="1174 1077 1419 1108"><b>\$55,000</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Initial application of aluminum sulphate	\$55,000	<b>Total</b>	<b>\$55,000</b>
Activity/Expense	Budget						
Initial application of aluminum sulphate	\$55,000						
<b>Total</b>	<b>\$55,000</b>						
<b><u>Goals/ Outcomes</u></b>	Reduction of nutrient export to Lake Wassermann; enhanced recreation access to Lake Wassermann; preservation and enhancement of shoreline, upland, and wetland buffers; vegetative wetland restoration						
<b><u>Schedule</u></b>	December 2017: Park design adoption January 2018: Transfer of title to City; District retains easement Spring or Fall 2018: First alum treatment 2019 (all): Wetland restoration; being upland improvements Fall 2019: Second alum treatment						

**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2017	N/A						

**Recommended 2018 Budget and Levy**

Budget: \$ 55,000  
Levy: \$ 55,000



**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
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4350	Legal Expense	
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	\$55,000
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$ 55,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: Becky Christopher

DATE: September 14, 2017

<b><u>Project</u></b>	Taft-Legion Lake Improvement Project (3140)						
<b><u>Summary</u></b>	Volume and load reduction project for Taft and Legion Lakes						
<b><u>Location</u></b>	Taft Lake and Legion Lake, City of Richfield						
<b><u>Description</u></b>	<p><b>Background:</b> During the 2010 distribution of the District’s Capital Improvement Plan, the City of Richfield requested that an improvement project for Taft and Legion Lakes be included. A project proposal was developed that outlined details of a partnership between MCWD and the City of Richfield to improve water quality within the two lakes through a combination of project elements including the following:</p> <ul style="list-style-type: none"> <li>• <b>Infiltration:</b> Stormwater runoff will be withdrawn from the enhanced basins/ponds and directed to underground infiltration systems in park land surrounding Taft Lake and Legion Lake.</li> <li>• <b>Flocculation of Water from Taft Lake:</b> A flocculation treatment system will treat water withdrawn from Taft Lake, removing dissolved pollutant loads, before it is discharged back into Taft Lake.</li> <li>• <b>Natively Planted Lakeshore Buffers:</b> Native lakeshore buffers will be established in select areas surrounding Legion Lake.</li> <li>• <b>Pre-Treatment of Runoff to Legion Lake:</b> A series of sedimentation ponds and/or enhanced grit-removal chambers will be installed to remove sediment and phosphorus loads prior to being discharged into Legion Lake.</li> </ul> <p>In September 2012, following adoption of a major plan amendment, the Board ordered the project and authorized staff to enter into a cooperative agreement with the City of Richfield under which the City would construct, maintain, and finance the project, and the MCWD would make payments to the City on a 20-year payment schedule to cover the costs of design, construction, bond issuance and interest. The total storm water utility charges payable by the MCWD are as follows:</p> <table style="margin-left: 40px;"> <tr> <td>Design and Construction:</td> <td style="text-align: right;">not to exceed \$2,700,000</td> </tr> <tr> <td>Bond Issuance Costs:</td> <td style="text-align: right;">\$61,462</td> </tr> <tr> <td>Interest:</td> <td style="text-align: right;">\$704,662</td> </tr> </table> <p>Annual payments range from approximately \$168,000-\$178,000 and began on February 1, 2014.</p> <p>All elements of the project are completed and operational. The City and District will continue to monitor the performance of the infiltration and flocculation systems and adjust their operation as needed to meet the desired performance goals.</p>	Design and Construction:	not to exceed \$2,700,000	Bond Issuance Costs:	\$61,462	Interest:	\$704,662
Design and Construction:	not to exceed \$2,700,000						
Bond Issuance Costs:	\$61,462						
Interest:	\$704,662						

	<p><b>2018 Budget Summary:</b> The proposed budget for 2018 is \$174,905 which is entirely for debt service payments owed to the City.</p> <table border="1"> <thead> <tr> <th>Activity/Expense</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Debt service payments</td> <td>\$174,905</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$174,905</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Debt service payments	\$174,905	<b>Total</b>	<b>\$174,905</b>
Activity/Expense	Budget						
Debt service payments	\$174,905						
<b>Total</b>	<b>\$174,905</b>						
<b><u>Goals/ Outcomes</u></b>	The Taft Legion Project is estimated to achieve between 167 and 413 lbs of phosphorus reduction and 134 to 280 acre-feet of volume reduction annually. The project also presents opportunities to educate park users.						
<b><u>Schedule</u></b>	<p>Given the variation in the project elements and their constructability, the City completed construction in multiple phases:</p> <ul style="list-style-type: none"> <li>• 2013 – Frontage road replacement completed</li> <li>• 2014 – Infiltration system completed</li> <li>• 2015 – Legion Lake pretreatment and native buffers completed</li> <li>• 2016 – Flocculation system completed</li> </ul> <p>District debt service payments began in 2014 and are scheduled to extend through 2033.</p>						

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$217,217	\$0	\$0	(\$158,837)	\$0	\$61,989	\$0
2015	\$189,755	\$77,907	\$0	(\$181,255)	\$204,987	\$163,793	\$0
2016	\$181,855	\$18,227	\$0	(\$174,855)	\$0	\$7,136	\$0
2017	\$177,405	\$177,240	\$0	(\$177,405)	\$0	\$6,971	\$6,971
2018	\$174,905	\$174,905					

### Recommended 2018 Budget and Levy

Budget: \$174,905  
Levy: \$174,905

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	\$125,000
4595	Debt Service-Interest	\$49,905
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$174,905</b>

# MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Michael Hayman

**DATE:** September 14, 2017

<b><u>Project</u></b>	325 Blake Road Stormwater Management (3145)
<b><u>Summary</u></b>	Stormwater volume and load reduction project at 325 Blake Road
<b><u>Location</u></b>	325 Blake Road N, Hopkins MN
<b><u>Description</u></b>	<p><b>Project Background:</b> The Minnehaha Creek Watershed District made a strategic acquisition of land at 325 Blake Road as part of a regional scale effort to establish the Minnehaha Greenway. This effort identified opportunities for area wide stormwater improvement, ecological restoration of the Minnehaha Creek riparian zone and corridor linkage with upstream/downstream restoration projects. Portions of the site not utilized for watershed restoration will be sold for redevelopment to capture a return on the initial investment.</p> <p>In July 2013, the Board of Managers ordered the 325 Blake Road Stormwater Management Project, taking advantage of the opportunity to manage approximately 260 acres of area wide stormwater runoff at 325 Blake Road. The project requires the diversion of surrounding urban watersheds into the property, and construction of on site management facilities to receive the runoff.</p> <p>The project includes two primary stormwater diversions – Powell Road and Lake Street – and construction of the on-site infiltration/filtration facilities. These projects are to be phased over a period of years:</p> <ul style="list-style-type: none"> <li>• Powell Road Stormwater Diversion (St. Louis Park) – Design 2014; Construction 2015</li> <li>• Lake Street Stormwater Diversion (Hopkins) – Design 2015, Construction 2016-2018</li> <li>• 325 Blake Road Stormwater Facility (Hopkins) – 2018-2019</li> </ul> <p>Excluding demolition, the estimated cost at the time of ordering for the suite of stormwater management projects was \$2,747,100.</p> <p>On June 30, 2014 the District received formal decision from the MPCA that the 325 Blake Road Stormwater Management Project scored competitively within the 2015 Project Priority List (PPL), and was granted preliminary approval of the District’s Stormwater Project Plan (SWPP).</p> <p>Following placement on the PPL, the District applied for Point Source Implementation Grant (PSIG) funds. The PSIG program provides 50% of eligible project costs up to \$3-million for wastewater or stormwater projects that have been ranked on the PPL. Under the preliminary approval for the 325 Blake Road project, the District is eligible for 50% of approved project costs.</p> <p>Additional funding sources will be sought for site redevelopment elements of the project. See “Redevelopment Planning” section below for more detail.</p>

**Stormwater Management Status:**

In 2015, the MPCA approved the construction plans and specifications for the Powell Road Stormwater Diversion and committed funds for 50% of the design, construction and land acquisition for Phase I of the project, for a total of \$529,457. Construction of the Powell Road Stormwater Diversion was completed in August of 2015 with the diversion remaining bulk headed until the stormwater management facility is constructed on the 325 Blake Road site.

Design of the Lake Street Stormwater Diversion was completed in 2015 in cooperation with Metropolitan Council as part of their waste water force main project (Hopkins L27 Project). Construction of the project is being conducted in a coordinated effort with Met Council as they complete their lift station and force main work on Lake Street, consequently saving the District significant expense.

Met Council awarded the L27 Project contract in May 2016 and began construction of the lift station portion of the project in June 2016. Construction of the force main and storm sewer infrastructure cannot begin until the lift station site is complete, which is anticipated to take approximately 18 months. It is anticipated that all work on Lake Street and Blake Road, including the District's storm sewer diversion, will be timed with the Blake Road reconstruction and should occur in spring 2018. The projected cost allocated to the District based on the awarded bid is approximately \$250,000. It is anticipated that the District will again receive PSIG funds under the complete 325 Blake Road application, thus projecting a reimbursement of 50% of the allocated cost (~\$125,000). It is projected that this reimbursement will occur in 2018 and is therefore identified as part of the 2018 budget.

Regarding the main stormwater facility to be constructed on the 325 Blake Road site, the District has developed a pre and post project monitoring plan that will inform project design and establish a strong research baseline for future effectiveness monitoring. Pre-project stormwater collection provides the District with valuable data that can both calibrate the model used to estimate volume and nutrient loads coming from the approximately 260 acres being diverted, as well as set the stage for effectiveness monitoring once the future facility has been constructed. Most importantly, these data will inform the design development of the future facility on the site to ensure that the most effective management practices are incorporated to remove particulate and dissolved phosphorus as well as sediment loads.

In order to effectively incorporate the future infrastructure and greenway enhancements on the 325 Blake Road site, the main stormwater facility will be planned and designed as an integrated component of the overall site redevelopment.

**Redevelopment Planning:**

Over the past 18 months the District has been working collaboratively with the City of Hopkins (City) and Hennepin County to conduct a master development strategy – Blake Road Station TOD Early Implementation – that frames and layers the keystone 325 Blake Road site with other critical projects and sites throughout the Blake Road Corridor. Given the District's investment in 325 Blake Road and the Minnehaha Greenway, a critical component to successful redevelopment and

community transformation is an understanding of corridor interconnectedness.

Throughout numerous past studies and planning efforts, Blake Road was repeatedly identified as an area of great opportunity. With a diverse population base, good light rail transit station access, several underutilized properties, and connections to natural systems through Cottageville Park and the Minnehaha Creek Greenway, the Blake station area has strong redevelopment potential. The Blake Road Station TOD Early Implementation plan advances these efforts by identifying feasible development scenarios for multiple parcels within the corridor, including 325 Blake Road, and creates a shared vision and implementation roadmap for project partners to follow as a means of helping this area reach its full development potential.

The Blake Road Station TOD Early Implementation plan articulates critical next steps for progressing redevelopment on the District's site and in the corridor with a particular focus on the partnership between the District and the City. The District and City have been working to develop a cooperative agreement that addresses and removes barriers to redevelopment, such as site flexibility and zoning, TIF eligibility, site infrastructure, and the potential Blake Road right-of-way acquisition. The agreement also creates a coordinated framework for Request for Qualifications (RFQ) distribution and the process for selecting a Master Developer. It is anticipated that a Master Developer will be selected by the end of 2017, and will become a critical partner in determining all efforts surrounding the 325 Blake Road site in 2018.

Another key element of the Early Implementation plan and the Cooperative Agreement is the identification of grant resources, financing and regulatory tools. This information continues to inform much of the redevelopment planning, demolition planning and site remediation work that has been a major focus in 2017, and will continue throughout 2018.

Much like the stormwater components of the 325 Blake Road project, multiple grant opportunities exist for other elements of the District's planned work. Staff will continue working with Hennepin County on environmental investigation and remediation, and will also be seeking funds through Metropolitan Council for asbestos abatement and site clean-up. The Minnesota Department of Employment and Economic Development (DEED) also administers grant funds for demolition and clean-up, and is an additional resource to explore for financial assistance.

Upon considering issues such as safety, risk, liability, carrying cost, return on investment and site aesthetics, the District initiated draft demolition planning in 2014-2015 in order to be prepared to immediately act in securing and/or clearing the site once the property becomes vacant. Layering in corridor plans for Blake Road, the potential light rail station area, and current tenant agreements, finalizing demolition plans and securing outside funding assistance remained a major priority of the District in 2017, and will continue into 2018. It is anticipated that demolition will occur in 2018, and that the site is positioned well to receive grant funding for demolition and remediation. The 2018 budget reflects a portion of the demolition costs to account for potential grant match or reimbursement, but the District will seek outside funding sources to cover the full cost of site clean-up (~\$3,000,000-\$3,500,000).

These efforts, along with the aforementioned cooperative agreement and RFQ process, constitutes the main focus throughout the next 12-24 months. Historically, such efforts are not funded through the capital project fund (3145) which is specific to stormwater infrastructure, but are inextricably linked and have been carried forth in concert with natural resource planning. For purposes of 2018 work plan development, demolition and site remediation is being rolled into the capital project fund. It is anticipated that design of the stormwater facilities will be heavily integrated into the redevelopment efforts and collaboratively planned through the RFQ and master development process.

**Program Coordination:**

As noted above, throughout the next 12-24 months the District will focus efforts on site restoration and redevelopment, including finalizing refinancing plans, demolition plans, and grant funding; formal partnership agreement with Hopkins and Hennepin County; developing and issuing a Request for Qualifications (RFQ) for a Master Developer of the site; engaging community in development planning process; collaboration with a developer on design and implementation of regional stormwater and greenway restoration; and finalizing the sale of the site.

This work will require strong coordination amongst all District programs, including but not limited to:

- Communications and outreach plan that focuses on elements such as community outreach, website and social media, publications, fact sheets, RFQ layout and graphics, public notifications and meetings, and media relations.
- Diagnostic report for stormwater monitoring to influence design and management activities.
- Monitoring plan describing pre-project research and monitoring, post-project monitoring and effectiveness monitoring.
- Integrated permitting approach for restoration and redevelopment, including factors such as site remediation and mitigation, Environmental Assessment Worksheet (EAW), construction permitting, etc.

**2018 Budget Summary:**

The 2018 budget consists of the as-bid costs of the Lake Street diversion, estimated costs to advance design for the main stormwater facility at 325 Blake Road, and a portion of the projected costs for site demolition and environmental remediation to account for potential grant match and/or reimbursement.

In 2017, the District transferred funds from identified carryover sources, and levied the remaining funds to reach half of the cost of construction of the stormwater facility (see budget/levy history). The remaining apportionment is to be transferred into the capital project fund from the property management capital fund upon the site becoming vacant at the end of 2017 (~\$1,000,000). This multiyear distribution was designed to spread the annual levy impact required to complete the project over multiple years while also ensuring the District has earmarked the required amount of funds to receive grant reimbursement through the PFA PSIG program.



	<p>A portion of the 2018 budget is attributed to estimated construction contingency and legal expenditures associated with completing the Lake Street diversion portion of the stormwater project.</p> <p>It is anticipated that the District will again receive PSIG funds for both the Lake Street diversion and the main stormwater facility under the approved 325 Blake Road application. These funds would be received as a reimbursement (up to 50%) of the total constructed costs once implementation occurs. The Lake Street Diversion will be constructed in spring 2018 and is therefore accounted for in the current budget table. Reimbursement for the main stormwater facility will not occur until project construction – anticipated in 2019 – and is therefore not represented in the budget table.</p> <p>It is also anticipated that the District will receive outside funding sources for demolition and site remediation for the total projected cost range of \$3,000,000 to \$3,500,000. The District will seek grant funding through Metropolitan Council, Hennepin County, and other sources to secure full demolition and remediation funding.</p>
<b><u>Goals/ Outcomes</u></b>	The site and project represent a critical piece of the District’s larger strategic initiative to (1) improve the quality and manage the quantity of stormwater runoff; (2) enhance the ecological integrity of the stream system; and (3) facilitate broader community goals of economic development and livability by allowing the restored stream system to be integrated into the developed landscape.
<b><u>Schedule</u></b>	<ol style="list-style-type: none"> <li>1. Design and construction of Powell Road Stormwater Diversion – 2014-2015</li> <li>2. Design of Lake Street Stormwater Diversion – 2015</li> <li>3. Construction of Met Council L27 Sanitary Sewer Project and Lake Street Diversion – 2016-2018</li> <li>4. 325 Blake Road Stormwater Management Facility, Greenway Restoration, and Redevelopment – 2018-2020</li> </ol>

**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$1,132,300	\$985,424		(\$228,445)		\$878,645	
2015	\$1,033,700	\$192,510	\$425,635	(\$836,010)		\$660,780	
2016	\$200,000		\$73,485	(\$14,632)	\$745,982	\$1,465,615	
2017	\$1,506,012	\$41,399		(\$12,500)	\$1,000,000*	\$2,494,514	\$2,139,250
2018	\$837,750		\$125,000**				

**Recommended 2018 Budget and Levy**

Budget: \$837,750  
Levy: \$357,486

\* Estimate of transfer into capital project account from property management capital fund

\*\* District will receive grant funds projected for award in 2018 as reimbursement only

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	\$250
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$500
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	
4330	Accounting & Auditing	
4340	Engineering/Consulting	\$75,000
4350	Legal Expense	\$12,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	\$750,000
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$837,750</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2016 RECOMMENDED WORK PLAN

**PREPARED BY:** Renae Clark

**DATE:** September 14, 2017

<b><u>Project</u></b>	54 <sup>th</sup> St. Stream Restoration (3147)
<b><u>Summary</u></b>	Stream restoration, creek corridor enhancements, recreational improvements and community connections to Minnehaha Creek, reach 15, through Arden Park.
<b><u>Location</u></b>	Minnehaha Creek between Wooddale Ave and West 54 <sup>th</sup> Street in Edina
<b><u>Description</u></b>	<p><b>Background:</b> The Arden Park stream restoration project aligns with the Minnehaha Creek Watershed’s long term vision to restore the ditched and straightened creek corridor after years of urbanization have neglected its natural resource, recreation, and community values. The project expands on downstream restoration restoring native creek buffers on private properties along Minnehaha Creek and will incorporate planned repairs resulting from the 2014 high water which the District has received FEMA funding to support.</p> <p>In October 2013, the Board authorized staff to investigate alternatives for the removal of the grade control structure at West 54<sup>th</sup> St. in Edina in coordination with the City’s proposed street reconstruction. The structure was recommended for removal in the District’s 2003 Stream Assessment because it is a barrier to fish passage and creates an impoundment causing accumulation of sediment, degrading upstream aquatic habitat. Additionally, Minnehaha Creek is on the State’s Impaired Waters List for both fish and macroinvertebrate index of biotic integrity.</p> <p>Public input revealed that a standing wave formed at the downstream end of the grade control structure that was a regional attraction for whitewater paddlers, and the Board directed that any alternatives maintain the existing recreational functionality. For this reason, staff recommended a bypass channel alternative that would allow for fish passage but would leave the structure intact. The Board ordered the project in September 2014, and the pipe portion of the bypass channel was incorporated into the City’s bid package for W. 54<sup>th</sup> St.</p> <p>It was subsequently discovered that, following the record flooding of 2014, the wave is no longer forming and there has been further deterioration of the spillway. In light of this information, in early 2015, the Board authorized staff to pursue plans for removal of the 54<sup>th</sup> St. grade control structure and restoration of Reach 15 in lieu of the previously ordered fish bypass channel project. The City of Edina and white water paddlers issued letters of support for this approach.</p> <p>The restoration approach was developed through a public engagement process co-lead with the City of Edina. The concept plan and project design will address City goals identified in its Strategic Parks Plan of safety, natural resource restoration and recreation, in addition to District goals to improve aquatic habitat, stormwater management, creek corridor restoration, while integrating our work into broader community goals achieving maximum public benefit.</p> <p><b>2018 Budget Summary:</b> The proposed cooperative agreement provides for cost share for the overall park concept plan with MCWD funding 100% of the stream restoration design component allocated as follows:</p>

	Description	Cost Estimate	MCWD	City	Grant targets
<b>Park Facilities</b>	shelter building, lawn grading, utilities, lighting	\$1,119,000.00		\$1,119,000.00	
<b>Paths</b>	Brookview Ave sidewalk and overlooks, park trails	\$335,000.00		\$335,000.00	
<b>trails and vegetation restoration</b>	north bridge and boardwalk, floodplain trail along Minnehaha, main arterial bridge, natural resource corridor	\$497,000.00	\$248,500.00	\$248,500.00	
<b>Creek restoration</b>	Creek remeander, floodplain landscape, canoe landing at 54th and north end of park	\$1,243,600.00	\$1,243,600.00		\$ 350,000.00
<b>Stormwater Management</b>	3-basins plus LID associated with	\$890,000.00	\$445,000.00	\$445,000.00	\$ 500,000.00
<b>Consultant Services</b>	Design phase 1	\$419,330.00	\$214,870.00	\$204,600.00	
		\$4,503,930.00	\$2,151,970.00	\$2,352,100.00	
<p>The cost estimates are based on concept level assumptions, and funding through the District levy is proposed over a two-year period of 2018 and 2019. The proposed 2019 levy will be based on final design cost estimates and grant awards.</p>					
<b><u>Goals/ Outcomes</u></b>	Improve water quality, stream ecology, habitat connectivity, recreation, safety, community connections to Minnehaha Creek.				
<b><u>Schedule</u></b>	2016 - 2017 – Concept development and public outreach 2017-2018 – Project design 2019 - Construction				

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2015	\$49,000	\$49,000	\$0	\$0	\$0	\$47,170	\$0
2016	\$51,000	\$53,470	\$0	(\$66,886)	\$0	\$33,754	\$0
2017	\$94,000	\$94,000	\$0	(\$127,754)	\$475,911	475,911	\$0
2018	751,361	581,994	\$0				

### Recommended 2018 Budget and Levy

Budget: \$751,361  
Levy: \$581,994

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$214,870
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$2,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	\$534,491
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$751,361</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: Tiffany Schaufler

DATE: September 14, 2017

<b><u>Project</u></b>	FEMA Flood Repairs (3148)																																												
<b><u>Summary</u></b>	Implement flood damage repairs to District projects and facilities.																																												
<b><u>Location</u></b>	District-wide																																												
<b><u>Description</u></b>	<p><b>Background:</b> The spring and early summer of 2014 became the wettest January 1-June 30 period for MCWD since modern-day record keeping began in 1871. This historic precipitation led to record water levels and flows in water bodies throughout the District. After the high water receded in the fall of 2014, staff inspected the major streams across the District to identify damages and began coordinating with Federal Emergency Management Agency (FEMA) on repairs. The District then inspected the damaged sites with FEMA. After these inspections 35 damage sites along Minnehaha Creek and one damage site along Painter Creek were approved by FEMA for grant funding. 12 damage site totaling approximately \$300,000 in damage were not approved for FEMA funding. The District will consider options to repair these 12 sites in future planning efforts.</p> <p>To date FEMA has approved funding to perform flood damage repairs at 36 sites totaling approximately \$540,019. To date MCWD has received \$357,491 in grant money from FEMA to implement the repairs. The remaining \$173,361 will be granted from FEMA once the projects are implemented. The table below provides a summary of the FEMA approval and funding. MCWD has until July 2018 to complete repairs.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">FEMA Project #</th> <th style="text-align: center;">Site/Locations</th> <th style="text-align: center;"># of Sites</th> <th style="text-align: center;">FEMA Funding Approved</th> <th style="text-align: center;">FEMA Funding Received To Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">755</td> <td>Repair below Minnehaha Falls</td> <td style="text-align: center;">3</td> <td style="text-align: right;">\$107,315.56</td> <td style="text-align: right;">\$104,632.67</td> </tr> <tr> <td style="text-align: center;">759</td> <td>Repair on Minnehaha Creek</td> <td style="text-align: center;">11</td> <td style="text-align: right;">\$ 69,267.96</td> <td style="text-align: right;">\$ 67,536.26</td> </tr> <tr> <td style="text-align: center;">764</td> <td>Repair on Minnehaha Creek</td> <td style="text-align: center;">11</td> <td style="text-align: right;">\$ 76,013.98</td> <td style="text-align: right;">\$ 74,113.90</td> </tr> <tr> <td style="text-align: center;">806</td> <td>Repair below Minnehaha Falls</td> <td style="text-align: center;">8</td> <td style="text-align: right;">\$173,361.35</td> <td style="text-align: center;">*</td> </tr> <tr> <td style="text-align: center;">934</td> <td>Repair on Minnehaha Creek</td> <td style="text-align: center;">2</td> <td style="text-align: right;">\$ 86,029.97</td> <td style="text-align: right;">\$ 83,879.22</td> </tr> <tr> <td style="text-align: center;">944</td> <td>Repair on Painter Creek</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$ 28,030.42</td> <td style="text-align: right;">\$ 27,329.66</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;"><b>\$540,019.24</b></td> <td style="text-align: right;"><b>\$357,497.71</b></td> </tr> </tbody> </table> <p>* When FEMA approves a project greater than \$125,000 they reimburse on actual costs spent to perform the repairs.</p>					FEMA Project #	Site/Locations	# of Sites	FEMA Funding Approved	FEMA Funding Received To Date	755	Repair below Minnehaha Falls	3	\$107,315.56	\$104,632.67	759	Repair on Minnehaha Creek	11	\$ 69,267.96	\$ 67,536.26	764	Repair on Minnehaha Creek	11	\$ 76,013.98	\$ 74,113.90	806	Repair below Minnehaha Falls	8	\$173,361.35	*	934	Repair on Minnehaha Creek	2	\$ 86,029.97	\$ 83,879.22	944	Repair on Painter Creek	1	\$ 28,030.42	\$ 27,329.66				<b>\$540,019.24</b>	<b>\$357,497.71</b>
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Using the flood impacts in 2014 as an opportunity to address various impairments in the lower portion of the Minnehaha Creek subwatershed, the Board passed resolution 17-017 which authorized the District to enter into Memorandum of Understanding (MOU) with the Minneapolis Park and Recreation Board (MPRB) and the City of Minneapolis (City). Through this MOU the three agencies have agreed to mutually support an effort to create a multijurisdictional concept plan and capital improvement plan to improve the natural and built environments within the Minnehaha Creek subwatershed in the city of Minneapolis. The MOU outlines how the three agencies will work together to identify multi-jurisdictional initiatives to achieve complex goals such as:

- Reducing flooding
- Achieving regional pollutant load reductions identified in TMDLs
- Reducing runoff volumes and peak flows to Minnehaha Creek
- Eliminating combined sewer overflows
- Enhancing the ecology and recreation opportunity of the creek corridor

**2018 Budget Summary:**

MCWD, the City and MPRB plan to collaborate over the next two years to develop an integrated concept plan that integrates streambank restoration, stream channel modifications, stormwater management, riparian corridor improvements, flood mitigation, and regional trail and park improvements which will feed into the MPRB’s regional park master planning for the Minnehaha Creek corridor. This information will then be used to develop an implementation roadmap/capital improvement plan that will guide cross-agency plans and investments into the future within the Minnehaha Creek subwatershed in Minneapolis. This work will require strong coordination amongst all District programs, including but not limited to:

- Community engagement process designed in coordination with MPRB
- Routine project updates on website
- Fact sheets
- Media relations strategy
- Ecosystem assessment of the corridor in coordination with MPRB
- Pre-Project Stormwater monitoring plan

During the remainder of 2017 staff plans to bring a contract for Board consideration to contract to design and implement the FEMA flood repairs, carryout a stormwater study, begin to assemble an implementation framework, and identify a community engagement plan. Part of this work will include carrying out a stormwater study in which the District received a BWSR Accelerated Implementation grant to implement.

2018 Activity/Expense	Budget
Planning & Design	\$44,940
Construct Repairs with FEMA Grant Money	\$540,000
<b>Total</b>	<b>\$584,940</b>

<b><u>Goals/ Outcomes</u></b>	Maintain District project and facilities to ensure they are operating as designed to protect the District's investment.
<b><u>Schedule</u></b>	2017-2018: Design repairs, permit repairs, acquire land rights, begin implementing repairs; develop an integrated concept plan 2018: Implement repairs, coordinate with MPRB on master planning effort

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014							
2015				(\$80,830)	\$223,787	\$142,957	\$142,957
2016	\$140,000	\$0	\$30,000	(\$399)	(\$223,388)	\$0	\$0
2017	\$60,000	\$60,000	\$0	(\$60,000)	\$49,960 <sup>1</sup>	\$0	\$0
2018	\$584,940	\$8,988	\$575,917				

<sup>1</sup>Transfer in from 3120 – Minnehaha Creek Gorge

### Recommended 2018 Budget and Levy

Budget: \$584,940  
Levy: \$8,988



**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$584,940
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$ 584,940</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Tiffany Schaufler

**DATE:** September 14, 2017

<b><u>Project</u></b>	Highway 101 Causeway Reconstruction Project (3149)
<b><u>Summary</u></b>	Vegetated shoreline bioengineering along the Highway 101 Causeway in Wayzata to provide erosion control and enhance shoreline habitat along Lake Minnetonka. Flood volume replacement through restoration of a wetland along Jennings Bay in Minnetrista.
<b><u>Location</u></b>	Lake Minnetonka Subwatershed along the Highway 101 Causeway and east of Orchard Cove road along Jennings Cove in Minnetrista.
<b><u>Description</u></b>	<p><b>Project Background:</b> The MCWD Comprehensive Plan identifies a lakeshore bioengineering restoration project along Lake Minnetonka. Following review of Hennepin County’s proposed improvements to CSAH 101, in October 2013 the Board of Managers expressed support for working with Hennepin County to develop a vegetated solution to the Grays/Wayzata Bay Causeway shoreline. The Board of Managers reinforced their support for developing a partnership with Hennepin County in December 2013, when they resolved to communicate their commitment to identify shoreline enhancements beyond current regulatory requirements. Pursuant to Board resolution, District staff worked closely with the District engineer and counsel to engage with Hennepin County in exploration of feasible enhancements to the Grays/Wayzata Bay shoreline.</p> <p>The District and Hennepin County developed a cooperative agreement that allows the District to install and maintain vegetated reinforced soil slopes and related bioengineering and vegetation features along the Grays/Wayzata Bay causeway, with a \$30,000 reimbursement from Hennepin County. The District’s bioengineering element brought the design into conformance with the requirements of the District’s shoreline rule and allowed the District to approve the work without the need to consider a variance. For that reason, staff’s recommended conditions on MCWD permit 13-460 included a condition requiring that the County enter into an agreement with the District affording the District the ability to do the bioengineering work.</p> <p>In January 2014, Hennepin County as a co-applicant with MCWD applied, and was issued, a permit for the linear reconstruction of CSAH 101 between Minnetonka Boulevard and Wayzata Boulevard. Through the cooperative agreement between Hennepin County and MCWD, the County provided for the District to implement a shoreline restoration project within the corridor, following road construction. This planned work to stabilize Lake Minnetonka shoreline with vegetated reinforced soil slopes (VRSS) will fill some of the 100 year floodplain. Consequently, as a condition of MCWD permit 13-460, MCWD obligated itself to provide “compensatory storage for floodplain fill along the causeway due to vegetative slope construction.”</p>

The District Engineer performed preliminary floodplain fill calculations based on concepts advanced at the time the permit and Hennepin County cooperative agreement were approved, in January 2014. Based on those calculations, Wenck Associates has estimated approximately 2,000 cubic yards of fill may be placed within the 100 year floodplain of Lake Minnetonka.

Following MCWD permit 13-460 issuance, District staff began evaluating parcels connected to Lake Minnetonka that would be suitable to provide the necessary floodplain mitigation. The 3.26 acre Sun Valley Tax Forfeit property located in Minnetrista was preliminarily found to meet the District's floodplain mitigation needs.

Following several discussions with City of Minnetrista Staff, an August 11, 2014 letter of support from the city administrator for the District's CIP restated the August 4, 2014 City Council vote to "explore the possibility of transferring 3.26 acres of tax forfeited land to the District for purposes of floodplain and wetland restoration." Subsequently, the property was investigated in more detail. Following a preliminary wetlands investigation, the District Engineer, Wenck Associates, reaffirmed the feasibility of creating floodplain storage at this location primarily through site grading and soil scraping that would create a wetland and restore an existing degraded wetland and the natural hydrologic connection of the riparian land to the lake.

In October 2014, MCWD and the City of Minnetrista executed a cooperative agreement under which the parties will cooperate to obtain legislative approval of a fee transfer to the District. In the event property transfer is infeasible, the City would grant the District the right to construct and perpetually maintain the work on the City parcel. In exchange, the District will explore including additional flood volume storage in the design to meet the City's requirement for the Enchanted Lane improvement and will incorporate such storage as feasible, with an allocation of costs as stated in the agreement.

In March 2015, the Board ordered the Highway 101 Causeway Reconstruction Project which includes both the causeway shoreline restoration work ("causeway element") and the independent but associated flood storage replacement work ("flood storage element"). The District's engineer estimates the cost (including design, construction and construction oversight) at \$1,604,308.

The Highway 101 Causeway Reconstruction Project and the Jennings Bay Wetland Restoration/Floodplain Mitigation Project were constructed throughout the winter of 2016-2017, with final vegetation plantings completed throughout early 2017. The Highway 101 Causeway Reconstruction Project resulted in approximately 900 feet of the Wayzata Bay shoreline being reconstructed through the installation of vegetated reinforced soil slopes, and the planting of over 380 trees, shrubs, livestakes and vines. The Jennings Bay Wetland Restoration/Floodplain Mitigation Project resulted in the creation of 1,364 cubic yards of floodplain volume and the installation of 1,120 trees, shrubs, and livestakes.

**2018 Budget Summary:**

Three years of vegetation maintenance and plant warranty are included as part of the construction contract for each project. 2018 will serve as the second year of maintenance and warranty under each contract.

	<table border="1"> <tr> <th><b>Activity/Expense</b></th> <th><b>Budget</b></th> </tr> <tr> <td>Vegetation Maintenance &amp; Plant Warranty</td> <td>\$18,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$18,000</b></td> </tr> </table>	<b>Activity/Expense</b>	<b>Budget</b>	Vegetation Maintenance & Plant Warranty	\$18,000	<b>Total</b>	<b>\$18,000</b>
<b>Activity/Expense</b>	<b>Budget</b>						
Vegetation Maintenance & Plant Warranty	\$18,000						
<b>Total</b>	<b>\$18,000</b>						
<b><u>Goals/Outcomes</u></b>	Promotion of bioengineering techniques for application to other highway and roadway projects and water quality and ecological benefits by using vegetates slopes rather than hard armoring.						
<b><u>Schedule</u></b>	2018-2019 – Construction & Vegetation Warranty/Maintenance						

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014							
2015	\$0	\$0	\$0	\$	\$753,377	\$753,377	
2016	\$758,949	\$3,077	\$0	(\$1,067,178)		(\$310,724)	
2017	\$845,359	\$815,359	\$30,000	(\$183,065)	(\$295,570)	\$56,000	
2018	\$18,000	\$0	\$0	\$18,000		\$38,000	\$38,000

### Recommended 2018 Budget and Levy

Budget: \$18,000  
Levy: \$0

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	\$18,000
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$18,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Michael Hayman

**DATE:** September 14, 2017

<b><u>Project</u></b>	Meadowbrook Golf Course Ecological Restoration Project (3150)
<b><u>Summary</u></b>	Strategic partnership with the Minneapolis Park and Recreation Board to reconfigure and enhance Meadowbrook Golf Course to improve the ecological integrity of the Minnehaha Creek stream corridor and connect the Minnehaha Creek Greenway through MPRB land to the City of Edina parks and trails system.
<b><u>Location</u></b>	Minnehaha Creek Greenway - Meadowbrook Golf Course: St. Louis Park, Hopkins and Edina.
<b><u>Description</u></b>	<p><b>Project Background:</b>            In December, 2013 the Board directed staff to seek partnership with the Minneapolis Park and Recreation Board (MPRB) and initiate a preliminary exploration of Minnehaha Creek restoration and re-meandering through the Meadowbrook Golf Course area.</p> <p>In March, 2015 – following nearly a year of communication with MPRB and the historic flooding that occurred throughout 2014 – the Board authorized the execution of a cooperative agreement with the MPRB to collaboratively develop conceptual master plans for capital investment in the Meadowbrook Golf Course.</p> <p>The Cooperative Agreement between MCWD and MPRB identified the following water resource goals:</p> <ul style="list-style-type: none"> <li>• Improve ecological integrity of the stream corridor through this reach;</li> <li>• Improve ecological integrity of upland within the golf course;</li> <li>• Improve wetland function and value on site, and water quality leaving the site;</li> <li>• Maintain or increase flood storage capacity, reducing flood severity for surrounding communities; and</li> <li>• Connect Minnehaha Creek Greenway trails through MPRB land to City of Edina parks and trails system in a manner that respects adjoining landowners’ interests.</li> </ul> <p>In October 2015 the District executed the First Amendment to the Cooperative Agreement with the MPRB – detailing a collaborative design process – and initiated an expedited timeline for design of the golf course reconstruction and ecological restoration.</p> <p>Following four months of accelerated design effort, MPRB received favorable bids for the golf course portion of the reconstruction project in March 2016. Approximately two months later, bids for reconfiguring and restoring the golf course were rejected by MPRB, deciding to redirect efforts towards a plan better aligned with available funding from defined sources.</p> <p>MPRB has indicated that a key constraint to the original plan was clarity on a</p>

previous misinterpretation – the fact that FEMA funds for restoration are not, as previously thought, a one-time opportunity. This means that a future flood could potentially be addressed with FEMA reimbursements. In addition, the need to align green fee pricing with area competition precludes the golf course from being able to finance the restoration as previously envisioned.

Throughout 2016-2017 the golf course went through restoration repairs – roto tilling, seeding and bunker repair – in preparation for reopening the golf course. MPRB has indicated that all other elements of the previous reconstruction plans will be compartmentalized as separate capital improvements and completed as funding is available. This includes projects such as a new clubhouse, the addition of the driving range, and the natural resource components.

Due to MPRB’s decision to move forward with site repairs absent of the overall restoration, a certain economy of scale that would have otherwise been realized through layered construction efforts was lost. As noted earlier, the natural resource restoration and ecological improvements must now be addressed as separate efforts from the golf course repair. MPRB continues to voice support for the District’s vision of Minnehaha Creek restoration and has indicated their willingness to continue partnering to complete the project.

As the District moves into the lead role for design and implementation, this work will require strong coordination amongst all District programs, including but not limited to:

- A communications and outreach plan that focuses on elements such as community outreach, website and social media, publications, fact sheets, public notifications and meetings, and media relations.
- A monitoring plan describing pre-project research and monitoring, post-project monitoring and effectiveness monitoring.
- An integrated permitting approach for restoration, including Environmental Assessment Worksheet (EAW) process and construction permitting.

The District and MPRB continue working through the challenges surrounding the site with the anticipated design process commencing in early-2018, and restoration efforts taking place in winter 2018-2019.

**2018 Budget Summary:**

Due to the dynamic situation surrounding project opportunities at Meadowbrook Golf Course, preliminary capital cost estimates for natural resource elements of the project – stream corridor, riparian area, wetlands, golf course impact, etc. – are estimated at \$2,200,000. District and MPRB staff worked to develop cost projections based on golf impacts and natural resource improvements. These preliminary discussions resulted in a projected District cost of \$1,472,285, which is the assumed budget for purposes of work plan development.

The 2018 budget consists of one-half of the projected costs for design and construction, including grant funds (see below), with the remaining project cost anticipated for levy in 2019.

	The District received a \$100,000 Hennepin County Natural Resources Opportunity grant in 2016, with funds to be disbursed upon implementation. Staff continues dialog with the County to discuss schedule and reimbursement. For purposes of budget projections the reimbursement is assumed to occur in 2018.
<b><u>Goals/ Outcomes</u></b>	Improve ecological integrity of the stream corridor through this reach; improve ecological integrity of upland within the golf course, improve wetland function and value on site; improve water quality for Minnehaha Creek and downstream Lake Hiawatha; maintain or increase flood storage capacity to improve golf course resilience and reduce flood severity of adjacent neighborhoods; connect Minnehaha Creek Greenway trails through MPRB land to City of Edina parks and trails system in a manner that respects adjoining landowners' interests.
<b><u>Schedule</u></b>	2017 – Complete amendment to cooperative agreement for design/construction 2018 – Finalize design activities for golf course and ecological restoration 2018-2019 – Construction of ecological restoration and golf course improvements

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2015					\$191,264	\$191,264	
2016	\$280,000	\$87,798		\$349	(\$34,202)	\$244,511	
2017	\$130,000				\$593,655	\$838,166	\$244,511
2018	\$786,143		\$100,000*				

\*District will receive grant funds awarded in 2018 as reimbursement only.

### Recommended 2018 Budget and Levy

Budget: \$786,143  
Levy: \$686,143



**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	\$250
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$500
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$171,285
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$6,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	\$7,035
4540	Property/Easement Acquisition	
4550	Construction	\$601,073
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$786,143</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Michael Hayman

**DATE:** September 14, 2017

<b><u>Project</u></b>	Minnehaha Preserve Enhancement Project (3151)
<b><u>Summary</u></b>	Strategic partnership with Japs-Olson Company to optimize redevelopment opportunities, collaborate to creatively address stormwater management requirements, and expand green space, community connectivity and regional stormwater management in the Minnehaha Creek Greenway.
<b><u>Location</u></b>	Powell Road and Meadowbrook Road, St. Louis Park
<b><u>Description</u></b>	<p><b>Project Background:</b>            In 2013 the District and Japs-Olson Company began collaboratively planning for landscape changes related to redevelopment desires of the regional printing firm. Japs-Olson owns approximately 30.5 acres of land in the Powell/Meadowbrook Road area, bordered by the District’s Powell Road stormwater diversion, Minnehaha Creek, and the Minnehaha Preserve stream and trail restoration – part of the strategically focused efforts around the creation of the Minnehaha Creek Greenway.</p> <p>Following nearly two years of partnership development, integrated planning efforts, and the identification of natural resource improvements and stormwater management opportunities, in August 2015 the District executed a cooperative agreement with Japs-Olson Company and the City of St. Louis Park for stormwater management related to the proposed redevelopment of the Japs-Olson Company. The collaboratively developed stormwater management agreement includes a framework that:</p> <ul style="list-style-type: none"> <li>• Optimizes Japs-Olson’s parking, providing regulatory required treatment for runoff from approximately 24 acres of Japs-Olson’s planned expansion and runoff from approximately 4 acres of non-regulatory required drainage on the former ApplianceSmart site;</li> <li>• Obligates Japs-Olson to convey about 3.67 acres of land on the former ApplianceSmart site, in fee, to MCWD, which through vegetative enhancement and other measures the MCWD will integrate with its contiguous restored Minnehaha Preserve properties;</li> <li>• Enables Japs-Olson to divert approximately 7 acres of runoff from its planned expansion to the District’s planned regional facility at 325 Blake Road.</li> </ul> <p>Following transfer of the 3.67-acre parcel from Japs-Olson, the District initiated design development to complete enhancement of the constructed basins in an effort to improve the wetland and ecologic qualities and to integrate the site into the adjacent ecologically restored Minnehaha Preserve. The District also completed design and construction documents to install a dedicated trail connection to</p>

	<p>Excelsior Boulevard and associated trailhead parking.</p> <p>In 2016 the District initiated vegetation management for the site that includes upland plantings to enhance the site and screen the adjacent industrial parcel, herbaceous plantings to improve the filtration basins, site mowing and spraying to control weeds during this critical growth phase, invasive species management and three years of maintenance for the entire project area.</p> <p>In 2017 the District initiated construction of the trail and parking elements to integrate the restored property to the adjacent Minnehaha Preserve. Implementation includes site clean up to remove rubble and debris, a small trailhead parking area for enhanced access, and asphalt and boardwalk trail segments to provide access from Excelsior Boulevard to the Minnehaha Preserve.</p> <p>As the project transitions into warranty and maintenance, continued coordination amongst District programs will be essential. Beyond the site moving into Project Maintenance and Land Management (PMLM) in 2019, Communications and Education will play a critical role in elements such as community outreach, signage, website and social media presence, and media relations.</p> <p><b>2018 Budget Summary:</b> Warranty period maintenance will continue through 2018 and accounts for the projected budget. These are expenditures which are part of the construction contract(s).</p>
<b><u>Goals/ Outcomes</u></b>	Continue partnership surrounding creative stormwater management opportunities and expand regional stormwater management in the area; improve wetland function and value on site by restoring historic wetland areas; improve ecological integrity of wetland and upland areas; improve water quality for Minnehaha Creek and downstream Lake Hiawatha; connect Minnehaha Creek Greenway trails to Excelsior Boulevard.
<b><u>Schedule</u></b>	<p>2015 – Complete project design</p> <p>2016 – Initiate vegetation management activities</p> <p>2017 – Construct trail connection and trail head parking area</p> <p>2018-2019 – Ongoing warranty and vegetative maintenance</p>

**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2015				(\$2,250)		(\$2,250)	
2016	\$325,000	\$324,484		(\$45,460)	\$(51,344)	\$225,430	\$26,211*
2017	\$203,000			(\$226,759)	\$16,556	\$15,227	
2018	\$15,227						

**Recommended 2018 Budget and Levy**

Budget: \$15,227

Levy: \$0

\* indicates funds obligated for construction contracts or maintenance agreements

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	\$15,227
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$ 15,227</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: Katherine Sylvia

DATE: September 14, 2017

<b><u>Program</u></b>	Permitting Program (2001)
<b><u>Summary</u></b>	The Permitting Program protects and enhances natural resources within the Minnehaha Creek watershed through the administration of District rules, monitoring field compliance, and the development of policy, programmatic, and project solutions through strategic partnership across sectors.
<b><u>Location</u></b>	District-wide program
<b><u>Description</u></b>	<p><b>Background:</b></p> <p>The Minnehaha Creek Watershed District’s permitting program protects and enhances natural resources through the administration of rules, monitoring construction for compliance, and through partnership to achieve greater natural resource outcomes than can be achieved solely through regulation.</p> <p>In addition to its own regulations, the District’s Permitting Program is also responsible for the implementation of the state Wetland Conservation Act (WCA) in 18 of its 29 communities, in close coordination with the Department of Natural Resources, the United States Army Corps of Engineers (USACE), the Board of Water and Soil Resources (BWSR) and Hennepin/Carver Counties.</p> <p>As the Program operates in these core functions, the Program also works to serve the District’s mission through supporting the Organization’s strategic priorities to achieve Balanced Urban Ecology:</p> <ul style="list-style-type: none"> <li>• The development of high-impact capital improvement projects, and</li> <li>• Changing the land-use/water policy environment to increase early, value-added public and private partnership in planning, development, and infrastructure investments.</li> </ul> <p>The Program plans to support these priorities through providing comprehensive regulatory guidance for District capital improvement projects, and also engaging in added-value early coordination with the land-use community to develop partnerships and projects that achieve greater natural resource benefit than the rules provide.</p> <p>Through Strategic Planning, Staff identified that an integral first step towards providing this support is to streamline the Program’s rules and processes to alleviate staff time and resources while maintaining the same level of natural resource protection.</p> <p>In 2018, the Permitting Program proposes to perform its background functions of</p>

permit administration and enforcing field compliance while initiating the process for streamlining the Program's rules. As the Program develops rule and process efficiencies, Staff will be able to support the Organization's Balanced Urban Ecology strategies through early coordination and partnership development.

**Rules Administration & Field Compliance (\$230,000):**

The Permitting Program processes over 600 permits and performs over 750 site inspections per year. Baseline administration of District Rules and enforcing field compliance are core functions of the program and consists of the following:

- Technical and legal analysis of permits for public and private projects District-wide. Engineering and legal cost associated with public projects are non-reimbursable and consist of approximately \$170,000 annually.
- Track and monitor land-use change through building formal relationships with Cities
- Administration of Wetland Conservation Act (WCA) for 18 communities within the MCWD, including agency coordination with the Corps. Of Engineers, Board of Water and Soil Resources, Counties, and local communities
- Management of financial assurances, declarations, and invoices
- Refinement and reconfiguration of permitting processes to improve administrative efficiency and streamline the permit application process
- Inspection and enforcement of active sites requiring a District permit
- Identification of opportunities to partner with developers and municipalities to achieve a greater degree of compliance
- Increase awareness of District requirements through outreach programs targeting City staff, developers, and builders
- Staff training.

**Streamline Program Rules and Process (\$40,000):**

In 2018, as part of the Strategic Planning process, staff will be focusing on forming policies and practices that simplify the permit administration process for staff and applicants. These policies and practices will be implemented with the goal in mind that the intent of the rule is met and the level of protection provided appropriately addresses the risk of natural resource impact. The intent is that these simplified policies and practices will allow staff to devote time and resources to proactive natural resource protection through compliance and partnerships as well as provide improved customer service. These recommendations are provided in the following priority:

- Work with District Engineer and Legal counsel to prioritize and simplify requirements for permit administration
- Streamline internal processes as the Organizational IT Plan is implemented
- Increase internal and external coordination in shared efforts to maximize effectiveness

**Balanced Urban Ecology Support (\$25,000):**

In efforts to support the Organizations strategic priorities and bridge the land-use water governance gap, the department has invested in achieving greater natural resource outcomes through collaboration and partnership. Development of partnerships and policies aimed at strengthening links between water management and land-use development will position the department and the District as a cooperative and competent partner, delivering outstanding natural resource improvements and protection while maintaining prosperous relationships with various entities, agencies, and groups.

Funds allocated to this component of the department are be utilized to:

- Provide comprehensive regulatory guidance for District Capital Projects through concept, feasibility, design, and construction
- Engage with Land-Use community for early coordination and added-value guidance
- Identify areas sensitive to natural resource impact
- Pursue opportunities presented through the Permitting process
- Develop partnerships

The department will, therefore, be focusing on the creation of public and private partnerships and strengthening relationships with local land-use authorities through yearly meetings, formal agreements and on-going coordination. This will be done in an effort to track and monitor land-use change and identify opportunities for program efficiency through information sharing.

<b>Activity/Expense</b>	<b>Budget</b>
Rule Administration & Field Compliance	\$230,000
Streamline Program Rules and Process	\$40,000
Early coordination and Partnership Development	\$25,000
Personnel Cost	\$368,607
<b>Total</b>	<b>\$663,607</b>

**Goals/  
Outcomes**

The over-arching goal of the Permitting Department is the promotion of effective planning to minimize the impact of development and land use change on water resources, while simultaneously achieving MCWD goals. Pursuit of these goals has led the department to identify key focal initiatives that provide the means to achieve a greater degree of natural resource protection and benefit than strict adherence to District rules alone. The focal initiatives include the efficient administration of permits; improved field compliance; and achievement of greater natural resource benefits through partnership. Working within these focal initiatives, the Permitting Program will be working towards increased prioritization and coordination in order to align with the Organization’s Strategic Priorities for Balanced Urban Ecology.

<b>Schedule</b>	Ongoing
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**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$230,000	\$180,385	\$93,610	(\$389,137)	\$115,142	\$0	
2015	\$265,000	\$348,436	\$118,881	(\$377,311)		\$90,006	
2016	\$631,846	\$601,887	\$80,975	(\$556,823)		\$216,045	
2017	\$631,651	\$443,657	\$58,462	(\$631,651)		\$86,513	
2018	\$663,607	\$516,154	\$58,462				

**Recommended 2017 Budget and Levy**

Budget: \$663,607  
 Levy: \$516,154

DRAFT



**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$335,940
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	\$32,667
4060	Staff Mileage/Expenses	\$2,500
4065	Staff Training	\$5,000
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$5,000
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous (Balanced Urban Ecology Support)	\$25,000
4320	Contract Services (Streamline Program Rules and Process)	\$40,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	\$165,000
4350	Legal Expense	\$50,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	\$2,500
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$663,607</b>

## MEMORANDUM

**To:** MCWD Board of Managers

**From:** Telly Mamayek, Director of Communications and Education

**Date:** September 7, 2017

**Re:** 2018 Work Plans – Cynthia Krieg (4001), Education (4002), Communications (4003) & Cost Share (4005)

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### Summary:

The 2018 Education and Communications work plans are designed to support the strategic direction of the district. The direction, adopted by the MCWD Board of Managers in February 2017, indicates that all MCWD programs will prioritize the following activities:

1. Develop high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships.
2. Change the land-use and water policy environment to increase early, value-added partnership with private development, public infrastructure, and public policy/planning.

To focus District resources on these activities, the Cynthia Krieg Watershed Stewardship Fund is being discontinued and the Cost Share Fund is not being implemented in 2018, resulting in a 42.5% reduction in the total budget and a 31.5% reduction in the total levy.

### Cynthia Krieg (4001)

As a result of the strategic review of District programs, the Cynthia Krieg Watershed Stewardship Fund is being discontinued. It was determined that the grant fund, which supported water resource education activities across the District since 2000, did not align with the strategic direction of the District adopted in February 2017. That strategic direction indicates that all MCWD programs will support the development of high impact capital projects and a change in the land-use water policy environment.

In 2018, the Education Program proposes to relocate \$75,000 from the \$100,000 Cynthia Krieg fund budget for the development of place-based learning opportunities at District projects and in focal geographies. The remainder of the Cynthia Krieg fund budget (\$25,000) will be available for levy reduction or other District use.

### Education (4002)

The District's Education Program is proposing a \$150,262 increase in its 2018 budget, which is mostly comprised of reallocations from the Cynthia Krieg Watershed Stewardship Fund and the Cost Share Fund to help fulfill its support of the District's strategic direction. This represents a 56 percent increase from 2017.

The breakdown of the proposed budget increase is as follows:

- \$75,000 reallocated from the Cynthia Krieg Watershed Stewardship Fund for the development of partnerships that result in place-based learning opportunities at District projects and in focal geographies. By changing from a grant-based model to a contractual-model, the District can ensure the programming meets the District's needs, supports key projects and aligns with the District's strategic direction.
- \$35,000 reallocated from the Cost Share Fund for funding Master Water Stewards' capstone grants. This amount will provide a maximum of \$5,000 funding for each of five capstone projects and include \$10,000 for engineering, legal and other consulting fees.
- \$40,262 increase in personnel costs due to an anticipated 3% salary increase and the relocation of benefits and half of the Cost Share Fund's portion of the Director's wages, PERA and payroll tax.

### Communications (4003)

The District's Communications Program is proposing a \$32,291 increase in its 2018 budget, which represents an 18 percent increase from 2017.

The proposed increase is due to an anticipated 3% increase in personnel costs and the relocation of benefits and half of the Cost Share Fund's portion of the Director's salary, PERA and payroll tax.

### Cost Share (4005)

As a result of the strategic review of District programs, the Cost Share Fund is not being implemented in 2018. It was determined that the grant fund, which funded water quality improvement projects and education/outreach-focused stormwater management practices (BMPs), needed further evaluation to determine its fit with the District's strategic direction.

Among the options being considered is an Opportunity Grant to fund water quality improvement projects and a Stewardship Grant to fund education/outreach-focused BMPs. Education and Communications Program staff will coordinate with Planning and Projects Program staff to explore how these grant funds can complement each other in pursuit of the District's strategic goals and mission.

Staff proposes relocating the following funds from the Cost Share Budget:

- In 2018, the Education Program proposes to relocate \$35,000 from the \$544,976 Cost Share fund budget for supporting Master Water Stewards' capstone projects.
- \$42,508 will be relocated to the Education and Communications Programs for the Director's wages, PERA and payroll tax.

The remainder of the Cost Share fund budget (\$467,468) will be available for levy reduction or other District use.

**Notable Changes for 2018:**

Cynthia Krieg (4001)	-\$100,000
<u>Education (4002)</u>	
Place-based Learning	+\$ 75,000
Master Water Stewards Capstone grants	+\$ 35,000
Personnel	+\$ 40,262
<hr/>	
<u>Communications (4001)</u>	
Personnel	+\$ 32,291
<hr/>	
Cost Share (4005)	-\$544,976
<b>TOTAL</b>	<b>-\$462,423</b>

**Financial Implications:**

The table below is an executive summary of the proposed 2018 budget and levy as compared to 2017:

<b>Program</b>	<b>2017 Budget</b>	<b>2017 Levy</b>	<b>2018 Budget</b>	<b>2018 Levy</b>
Cynthia Krieg	\$100,000	\$100,000	\$0	\$0
Education	\$266,790	\$194,357	\$417,052	\$417,052
Communications	\$174,914	\$130,066	\$207,205	\$207,205
Cost Share	\$544,976	\$487,272	\$0	\$0
<b>Total</b>	<b>\$1,086,680</b>	<b>\$911,695</b>	<b>\$624,257</b>	<b>\$624,257</b>

The total combined budget for these programs for 2018 is \$462,423 lower than the 2017 budget, representing a 42.5% reduction in total funding.

The total combined levy for these programs for 2018 is \$287,438 lower than the 2017 levy, representing a 31.5% reduction in the levy.

If there are questions in advance of the meeting, please contact: Telly Mamayek, Director of Communications and Education at 952-641-4508 or [tmamayek@minnehahacreek.org](mailto:tmamayek@minnehahacreek.org)

# MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Darren Lochner & Sarah Fellows

**DATE:** September 7, 2017

<b><u>Program</u></b>	Education (4002)
<b><u>Summary</u></b>	<p>The strategic direction of the MCWD, as adopted by the Board of Managers on February 9, 2017, is to accomplish the District’s mission to collaborate with public and private partners to protect and improve land and water for current and future generations by prioritizing the following activities:</p> <ol style="list-style-type: none"> <li>1. Develop high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships.</li> <li>2. Change the land-use and water policy environment to increase early, value-added partnership with private development, public infrastructure, and public policy/planning.</li> </ol> <p>The strategic direction further indicates that all other MCWD programs will be developed in support of these priorities. The Education Program operates primarily in a supporting role, engaging strategically selected stakeholder groups (policy makers, business community, land-use community, neighborhoods and lake associations) to support the planning, implementation and long-term goals of MCWD priority programs and projects; and secondarily to engage the broader community generating awareness of watershed issues, and providing educational tools to move people to action at the grassroots level.</p> <p>The Education Program’s top priority is to support the planning and delivery of capital projects through partnerships, reflecting the policy vision of land-use/water integration while also supporting the other programmatic communication needs of the MCWD.</p> <p>The Education Program uses the following strategies to meet these goals:</p> <ul style="list-style-type: none"> <li>• Increase knowledge and awareness of key issues and solutions</li> <li>• Provide tools, resources, and experiential learning opportunities</li> <li>• Build and strengthen community capacity and partnerships</li> </ul> <p>It uses a variety of tools to convey relevant messages to the following target audiences:</p> <ul style="list-style-type: none"> <li>• influencers (policymakers, community leaders)</li> <li>• property owners (developers, business owners, homeowners)</li> <li>• professional/academic (government agency staff, researchers)</li> <li>• interested residents/general public</li> </ul> <p>The Education Program’s activities in 2018 will be comprised of two categories of work – <u>program support</u> to meet the strategic direction of the District and <u>baseline activities</u> to meet the other communications needs of the District.</p>

### **Program Support**

To achieve its program purpose and top priority in 2018 and beyond, the Communications and Education Programs will move from prioritizing baseline activities toward prioritizing support of MCWD strategic project and program priorities.

The Education Program is making significant changes in its work flow to free up time for program support. It is eliminating the Cynthia Krieg Watershed Steward education grant program and reducing the staff time spent at community events and serving youth. Those tasks are being delegated to Master Water Stewards and other volunteers.

As a result, additional support will be provided to projects and programs to meet the strategic goals of the organization. The Communications and Education Program plans to provide support throughout all three phases of a project: pre-project asset/capacity building, project planning/implementing and post-project programming/outreach. The Communications and Education Programs' services in each of these phases will be outlined in project-specific work plans that hold staff accountable and to ensure clear communication among all of the programs involved. Staff will be working cross-departmentally to develop a process for creating and implementing these work plans, coordinating efforts and integrating the Communications and Education Programs' services into projects and programs. At the same time, staff will remain responsive to the needs of the organization and will adapt its approach as new opportunities arise.

Some examples of this support include:

1. Project asset/capacity building through programs such as Watershed Association Initiative (WAI), MCWD Citizen Advisory Committee, neighborhood associations, trainings, tours, and presentations;
2. Planning/Implementing through meeting facilitation, developing a grant program to support community engagement and development of outreach materials; and
3. Post Project Support through programming at project sites, engaging Master Water Stewards and development of signage.

The program support portion of the work plan is anticipated to achieve the following outcomes to meet the strategic direction of the District:

1. Increased public support for District projects
2. A robust public participation process that results in projects that reflect community values
3. Increased capacity for project managers to be responsive
4. Policy changes that integrate water resource improvements and land use planning
5. More high impact capital projects integrated with non-water initiatives
6. Broad legislative support of Minnesota's watershed governance framework

	<p>7. Successful grant applications</p> <p>8. Enhanced District reputation as a credible partner that adds value</p> <p><b>Baseline Education</b></p> <p>The MCWD’s strategic direction also recognizes the Education Program’s function of supporting the District’s other programmatic education needs. These ‘baseline’ functions include: developing and assisting with workshops and trainings that build the knowledge and awareness of key issues, supporting community engagement through the MCWD Citizen Advisory Committee, neighborhood associations, Master Water Stewards and Watershed Association Initiative programs, and partnering with area agencies and non-profits to provide baseline education programming throughout the District.</p> <p>The anticipated outcomes of these baseline education activities for our target audiences include:</p> <ol style="list-style-type: none"> <li>1. They are aware and knowledgeable of issues and solutions</li> <li>2. They have the tools, resources, and skills to take action</li> <li>3. They are taking action to protect and improve clean water</li> </ol> <p>A well-informed public will better understand the benefits of and become more engaged in providing and protecting clean water. This engagement is a critical step toward achieving the District’s key goals to restore, maintain and improve water quality, enhance ecological integrity, manage water quantity, and contribute to thriving communities.</p> <p><b>Engaging people to action</b></p> <p>For the District to achieve its goals, its target audiences must not only be aware of water quality issues, they must take action to address them. A foundation of the Education Program is supporting and enhancing community engagement programs such as the Watershed Association Initiative, Master Water Stewards, MCWD Citizen Advisory Committee and engagement with neighborhood associations. Community engagement programs consist of education and outreach elements designed to cultivate, strengthen and nurture relationships with priority audiences and increase involvement amongst those groups in protecting clean water within the MCWD.</p> <p>The Communications and Education Programs will coordinate with other District programs to ensure the District’s target audiences move along the spectrum from knowledge and awareness to engagement and action.</p>
<b><u>Location</u></b>	<b>District-wide</b>
<b><u>Description</u></b>	<p><b>Program Support:</b></p> <p>As noted above, the Communications and Education Program will support the District’s strategic direction by assisting in the following activities that will comprise the bulk of the Education Program’s work in 2018 and beyond.</p> <p><b>A. Develop high impact capital improvements</b></p>



The Communications and Education Program will support the development of high impact capital improvements by coordinating with Planning and Projects, Research and Monitoring, and Permitting Staff on project-specific outreach plans that provide a continuum of support throughout all three phases of a project's development – pre-project planning, design/construction and post-project marketing/programming.

**The first phase, pre-project community outreach,** includes the development of engagement plans that assess/enhance community capacity, foster public input, generate buy-in and ensure a smooth approval process.

Among the tools the Education Program would use during this phase are project-specific outreach with neighborhoods associations, Master Water Stewards, MCWD Citizen Advisory Committee and Watershed Association Initiative. In addition, community capacity evaluations and pre-project surveys would assist with gathering information and identifying key stakeholders.

Anticipated outcomes of this work are increased public support that paves the way for approval of District projects.

**The second phase of a project's development, design and construction,** includes building awareness about the project among target audiences and providing outreach assistance to staff for state-required public meetings and process.

Among the tools the Education Program would use during this phase are community meeting facilitation, assisting with community events and providing education materials.

Anticipated outcomes of this phase are a robust public participation process that results in projects that reflect community values. Also, project managers will have increased capacity to respond to partners and develop more project opportunities.

**The third phase, post-project marketing and programming of the project site,** includes outreach that increases visibility of the District's projects, enhances the District's credibility as a value-added partner and boosts community recognition and support of the District as a regional planning agency.

Among the tools the Education Program would use during this phase are special events (ribbon cutting ceremonies, cleanups, tours, etc.), signage, and providing experiential learning opportunities at the project sites. In addition, engaging such groups as neighborhood associations, MCWD Citizen Advisory Committee and Master Watershed Stewards will assist with increasing visibility of the projects. Finally, post-project user surveys and evaluations would assist with gathering information on impact and outcomes of projects.

Among the anticipated outcomes of this phase of project support are a broader network of public and private organizations and general public who recognize and experience the value-added outcomes of the District's work.

**Process:**

Communication and Education Program staff will work cross-departmentally to develop project-specific outreach plans which will outline the objectives of the project, the audiences that must be targeted, key messages for these audiences and the strategies and tools that will be used to ensure success. The plans will also

outline staff roles and responsibilities and timelines to help manage workflow and keep the projects on track.

While staff will remain flexible and adapt to changing conditions and new opportunities, it is anticipated that outreach plans will be developed for projects in the Minnehaha Creek and Six Mile-Halsted Bay Focal Geographies.

More specifically, it is anticipated that the Communications and Education Program will provide support to the following projects in 2018:

Minnehaha Creek Subwatershed

325 Blake Road  
Meadowbrook Golf Course  
Arden Park Restoration  
Minnehaha Creek Improvements in Minneapolis

Six Mile-Halsted Bay Subwatershed

Wasserman West  
Carp Management  
Halsted Bay Alum Treatment  
Pierson Lake Headwaters Restoration  
U.S. Army Corps Wetland Prioritization Tool

Painter Creek Subwatershed

Planning and coordination with U.S. Army Corps of Engineers  
Targeted land and easement acquisitions

Completed Projects

The Communications and Education Programs also will provide continuing support for District projects that have already been completed, including Cottageville Park and the Minnehaha Creek Preserve and the Six Mile Marsh Prairie.

**B. Change the land use/water policy environment**

The Communications and Education Program will assist in changing the land-use and water policy environment to increase by employing a range of strategies and tactics at the districtwide and regional levels.

Districtwide

The Communications and Education Program will assist the Planning and Projects and Permitting Program Staff in developing mechanisms for coordination with District communities' staff and elected officials, and in increasing recognition of the District as a regional planning agency. This work includes enhancing coordination between local water management plans and the District's comprehensive plan, and coordination between the District and its public/private partners.

Education Program staff will create a targeted and broad plan to promote policy change across the District. That plan will include providing assistance in developing presentations and other materials for Planning Commission and City Council meetings; creating education materials for developers; giving presentations to civic/community groups; highlighting successes through tours and newsletters;

and creating materials for the Realtors Workshop that will be unveiled in 2018.

Anticipated outcomes of this work include more high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships, policy changes across the District that integrate water resource improvements and land use planning and strengthened and new relationships.

### Regional

The Communications and Education Program will work to boost recognition by legislative leaders that managing water resources on a regional/watershed-wide scale is effective, establish support for state and federal funding requests and build awareness of the District as a value-added partner.

Staff will develop tours and educational events that highlight District projects and water quality issues and keep lawmakers updated on District activities. An example of this programming is the Non-point Education for Municipal Officials (NEMO) in partnership with the University of Minnesota Extension.

Anticipated outcomes of this work are broad legislative support of Minnesota's watershed governance framework and enhanced reputation as a credible partner that provides added value to its communities.

### Grant Programs

The Communications and Educations Programs will coordinate with the Planning and Projects Program to explore the potential of creating grant programs that incentivize the construction of stormwater best management practices (BMPs) that meet District goals. The Opportunity Grant, administered by the Planning and Projects Program, would target cities, developers and private business owners who can build capital improvements that have a high water quality impact. The Stewardship Grant, administered by the Education Program, would target churches, schools, neighborhood groups and others to fund stormwater management projects that are paired with a robust education/outreach program. Priority for the Stewardship Grant funds would be given to projects that are in focal geographies and near District projects, further adding value and impact to the District's work.

### **Baseline Education:**

While the majority of the Communications and Education Program's work will be dedicated to supporting programs in the pursuit of high impact capital projects and land use/water policy change, the District's strategic direction also acknowledges the need for the Education Program to support the other programmatic education needs of the MCWD.

This support is an integral part of the baseline education work that is performed by the program. This work includes, but is not limited to, developing and assisting with workshops and trainings that build the District's knowledge and awareness of key issues, supporting community engagement through the Master Water Stewards and Watershed Association Initiative programs, partnering with area agencies and non-profits to provide baseline education programming throughout the District.

The Education Program also increases awareness of the MCWD, its mission and programs by working with all District programs to tell stories about their projects

and initiatives. While much of this activity will occur in the program's support of building high impact capital improvements, the Education Program anticipates assisting the Research and Monitoring Program in the rollout of the first E-Grade report card in 2018.

**Tools:**

The District's Education Program is comprised of a suite of complimentary education and outreach tools. The strategic use of these tools allows the District to increase awareness of key issues and solutions; provide tools, resources, and experiential learning opportunities; and build and strengthen community capacity and partnerships.

- **Workshops and Trainings:**

Provide workshops and trainings featuring current research and best practices on stormwater management, best management practices, salt use and management, turf management, raingarden design and maintenance, resilient landscapes and climate change, realtor/developer workshops, shoreland restoration and other water resource issues that arise based on priority focus areas. Workshops and training will be developed for both technical and non-technical audiences through partnerships with organizations including the University of Minnesota Stormwater U Program, Metro Blooms, Blue Thumb, Freshwater Society or other entities that can provide education and training assistance. A signature event includes the annual Clean Water Summit which is sponsored in conjunction with the University of Minnesota Landscape Arboretum. MCWD staff assists planning and coordination of the summit.

Also, the Education Program will fund programming through the Northland NEMO (Non-Point Source Education for Municipal Officials) in 2018. This locally and nationally recognized education program is effective at providing the resources and training needed for MCWD staff to reach key decision-makers throughout the District. Activities supported via NEMO assistance include customized presentations, workshops, and tours.

- **Place-based Education and Engagement:**

The emphasis of these programs is to engage people across the watershed with an emphasis on experiential learning and engagement in focal geographies and District projects. In addition to the programs led by the Education Program, staff will work on extending the District's reach and impact in these areas through contractual arrangements with partner organizations. Some examples of these programs include:

Freshwater Society building capacity of Master Water Stewards (development of advanced training modules for stewards on topics ranging from community engagement, specialized water topics, and water policy).

Metro Blooms developing and delivering training programs on BMP maintenance.

Three River Parks assisting with providing experiential learning and education programs in focal geographies and District projects.

Friends of Mississippi River developing hands-on workshops for MCWD residents wishing to take direct action at home for water quality.

Wilderness Inquiry assisting with experiential learning opportunities in the District with an emphasis on focal geographies including engaging elected officials with paddling experiences on Minnehaha Creek and area lakes.

- **Watershed Association Initiative (WAI):**

The primary elements of the WAI are to build relationships and increase knowledge and capacity within existing community associations. The WAI representative will attend association annual meetings, organize workshops and trainings related to water resource management issues, identify and establish new community associations based on MCWD sub-watershed priority areas and/or projects, support existing organizations, assist with issue organization development and stakeholder management and manage the WAI newsletter and social media.

- **Master Water Stewards Program:**

Continue providing staff support for the Master Water Stewards program to promote certification of community leaders around water resource issues and leverage district resources. The Master Water Stewards is transitioning into the sixth year of the program. Staff will be involved with recruiting volunteers for the upcoming year and play a more active role with core course training, capstone projects, management and support of the volunteers. Education staff will also play a key role with developing training and continuing education for stewards. This education programming is an important aspect of stewards representing the District at community events and with youth programming.

- **Education Materials and Signage:**

Education staff will continue to assist the District's Project Maintenance and Land Management staff in the implementation of the Districtwide Signage Master Plan that was developed in 2014. As part of the Master Plan, the PMLM Department, which inspects District projects regularly, has developed a recommended replacement schedule for District signage. The Education Program will provide assistance by coordinating and funding the design of new signage and updates of existing signage, according to the Master Plan. To minimize impact to the District budget, staff recommends implementing the Districtwide Signage Master plan in phases.

In addition to the implementations of the District's Signage Master Plan Education staff will continue to work to develop interpretive and wayfinding signage throughout the Minnehaha Creek Greenway to enhance the value of the creek restoration work and invite community understanding and appropriate recreational use of these areas.

The Education Program will continue to develop, produce and distribute education materials and interactive learning displays to community groups, partner agencies and organizations, youth and other audiences on topics related to clean water,

<p><b><u>Goals / Outcomes</u></b></p>	<p>stormwater management, habitat restoration and best management practices.</p> <ul style="list-style-type: none"> <li>• <b><u>Presentations/Community Events:</u></b></li> </ul> <p>Coordinate with the Communications Program to represent the MCWD at events that target strategic audiences and outcomes in alignment with priority projects and geographies. Use event prioritization worksheet to assess level of involvement that most effectively achieves the District’s goals. Levels of involvement include staffing a booth; coordinating volunteers to represent the District; making presentations to civic and community groups; and providing financial support, educational materials, and/or promotional items.</p> <p>The ultimate goal of the Communications and Education Program is behavior change. We want our target audiences to know about us and have positive perceptions about the District, AND we want them to take action by supporting our work, partnering with us and taking actions to provide and protect clean water.</p> <p>The Program Support portion of the work plan is anticipated to achieve the following outcomes to meet the strategic direction of the District:</p> <ol style="list-style-type: none"> <li>1. Increased public support for District projects</li> <li>2. A robust public participation process that results in projects that reflect community values</li> <li>3. Increased capacity for project managers to be responsive</li> <li>4. Policy changes that integrate water resource improvements and land use planning</li> <li>5. More high impact capital projects integrated with non-water initiatives</li> <li>6. Legislative support of Minnesota’s watershed governance framework</li> <li>7. Broad Successful grant applications</li> <li>8. Enhanced District reputation as a credible partner that adds value</li> </ol> <p>The Baseline Education portion of the work plan is anticipated to achieve the following outcomes for our target audiences:</p> <ol style="list-style-type: none"> <li>1. They are aware and knowledgeable of issues and solutions</li> <li>2. They have the tools, resources, and skills to take action</li> <li>3. They are taking action to protect and improve clean water</li> </ol>
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<b>Activity/Expense</b>	<b>Budget</b>
Workshops and trainings	\$60,000
Watershed Association Initiative	\$25,000
Master Water Stewards	\$60,000
Staff development and expenses	\$6,000
Place-based Education and Engagement	\$55,000
Education Materials and Signage	\$12,500
Personnel Costs	\$198,552
<b>Total</b>	<b>\$417,052</b>

### **Budget/Levy History**

<b>Year</b>	<b>Budget</b>	<b>Tax Revenue</b>	<b>Grants &amp; Other Rev.</b>	<b>Expenditures</b>	<b>Transfer in/out</b>	<b>Carryover</b>	<b>Assigned Funds</b>
2014	\$123,500	\$115,161	\$0	(\$112,741)	\$0	\$2,420	
2015	\$193,500	\$ 109,527	\$0	(\$98,865)	\$81,333	\$94,415	
2016	\$302,179	\$255,852	\$0	(\$235,249)	(\$33,062)	\$81,956	\$0
2017	\$266,790	\$194,357	\$0	(\$260,000)	\$16,313	\$0	\$0
2018	\$417,052	\$417,052					

### **Recommended 2018 Budget and Levy**

Budget: \$417,052  
Levy: \$417,052

The proposed 2018 Education Budget of \$417,052 is a 56% increase from 2017 due to the following factors:

- Relocation of \$75,000 from the Cynthia Krieg Watershed Stewardship Fund, which was discontinued, to place-based, experiential learning opportunities and workshops/trainings with an emphasis on focal geographies and program support.
- Relocation of \$35,000 from the Cost Share Fund, which is not being implemented in 2018, for Master Water Stewards capstone grants and the engineering, legal and other consulting assistance that will be needed to assist staff in awarding these grants.
- \$40,262 increase in personnel costs due to an anticipated 3% salary increase and the budgetary relocation of benefits and half of the Cost Share Fund's portion of the Director's wages, PERA and payroll tax.

**Education 2018 Work Plan:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$198,552
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	\$1,000
4065	Staff Training	\$6,000
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	\$5,000
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$2,500
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$161,500
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$5,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	\$12,500
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	\$25,000
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$417,052</b>



# MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Telly Mamayek & Sarah Bhimani

**DATE:** September 7, 2017

<b><u>Program</u></b>	Communications (4003)
<b><u>Summary</u></b>	<p><b>Introduction</b></p> <p>The strategic direction of the MCWD, as adopted by the Board of Managers in February 2017, is to accomplish the District’s mission to collaborate with public and private partners to protect and improve land and water for current and future generations by prioritizing the following activities:</p> <ol style="list-style-type: none"> <li>1. Develop high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships.</li> <li>2. Change the land-use and water policy environment to increase early, value-added partnership with private development, public infrastructure, and public policy/planning.</li> </ol> <p>The strategic direction further indicates that all other MCWD programs will be developed in support of these priorities. The Communications Program operates primarily in a supporting role to increase awareness and generate support for the District’s value proposition and strategic priorities.</p> <p>The Communications Program’s top priority is to support the planning and delivery of capital projects through partnerships, reflecting the policy vision of land-use/water integration while also supporting the other programmatic communication needs of the MCWD.</p> <p>The Communications Program uses the following strategies to meet these goals:</p> <ul style="list-style-type: none"> <li>• increase awareness about the District and its work</li> <li>• provide transparency and solicit public input</li> <li>• build and maintain relationships between the District and its stakeholders</li> <li>• provide information about water quality issues and solutions</li> </ul> <p>It uses a variety of tools to convey relevant messages to the following target audiences:</p> <ul style="list-style-type: none"> <li>• influencers (policymakers, community leaders)</li> <li>• property owners (developers, business owners, homeowners)</li> <li>• professional/academic (government agency staff, researchers)</li> <li>• interested residents/general public</li> </ul> <p>The Communications Program’s activities in 2018 will be comprised of two categories of work - <u>program support</u> to meet the strategic direction of the District and <u>baseline activities</u> to meet the other communications needs of the District.</p> <p><b>Program Support</b></p> <p>To achieve its program purpose and top priority in 2018 and beyond, the Communications and Educations Programs will move from prioritizing baseline activities toward prioritizing support of MCWD strategic project and program priorities. As a framework for its program support activities, the Communications</p>

and Educations Programs' work plans use the District's *Balanced Urban Ecology* policy which memorializes the District's vision for achieving its water resource mission through integration and partnership with the land-use community.

The Communications Program is making significant changes in its work flow to free up time for program support. It is eliminating the Minnehaha Creek Cleanup and reducing the frequency of the Watershed Heroes Awards ceremonies, which have required a large amount of staff time to plan and implement.

As a result, additional support will be provided to projects and programs to meet the strategic goals of the organization. Planned activities include providing the outreach assistance needed to ensure the successful development and implementation of District projects/initiatives and ensuring that people are aware of these projects/initiatives once they are completed. Examples of communications assistance include creating materials (fact sheets, videos, etc.), planning events, doing media outreach, and keeping the website updated, among other duties.

The Communications and Education Programs plan to provide support throughout all three phases of a project: pre-project asset/capacity building, project planning/implementing and post-project programming/outreach. The Communications and Education Programs' services in each of these phases will be outlined in project-specific work plans that hold staff accountable and to ensure clear communication among all of the programs involved. Staff will be working cross-departmentally to develop a process for creating and implementing these work plans, coordinating efforts and integrating the Communications and Education Programs' services into projects and programs. At the same time, staff will remain responsive to the needs of the organization and will adapt its approach as new opportunities arise.

The program support portion of the work plan is anticipated to achieve the following outcomes to meet the strategic direction of the District:

1. Increased public support for District projects
2. A robust public participation process that results in projects that reflect community values
3. Increased capacity for project managers to be responsive
4. Policy changes that integrate water resource improvements and land use planning
5. More high impact capital projects integrated with non-water initiatives
6. Broad legislative support of Minnesota's watershed governance framework
7. Successful grant applications
8. Enhanced District reputation as a credible partner that adds value

#### **Baseline Activities**

The MCWD's strategic direction also recognizes the Communications Program's function of supporting the District's other programmatic communications needs. These so-called 'baseline' functions include a dynamic website and social media presence that keeps the District's stakeholders updated on its projects and programs, board meeting videos that provide transparency about the District's decision-making, publications that increase understanding about the District's work

	<p>and media outreach that raises awareness about the District, its activities and the water quality issues it’s working to address.</p> <p>The anticipated outcomes of these baseline communications activities for our target audiences include:</p> <ol style="list-style-type: none"> <li>1. They understand who we are, what we do and how we do it</li> <li>2. They perceive MCWD as credible, cost-efficient, transparent and accountable</li> <li>3. They support MCWD’s work and want to partner with us</li> <li>4. They have access to information about water quality issues and what they can do to address them</li> </ol> <p>A well-informed public will better understand the benefits of and become more engaged in providing and protecting clean water. This engagement is a critical step toward achieving the District’s key goals to restore, maintain and improve water quality, enhance ecological integrity, manage water quantity, and contribute to thriving communities.</p> <p><b>Engaging people to action</b></p> <p>For the District to achieve its goals, its target audiences must not only be aware of water quality issues, they must take action to address them. These actions include developers coming to the District early to plan projects, cities integrating water resource protection with their land use plans, and residents preventing polluted stormwater from running off their yards.</p> <p>The Communications and Education Programs will coordinate with other District programs to ensure the District’s target audiences move along the spectrum from knowledge and awareness to engagement and action.</p>
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b><u>Program Support</u></b></p> <p>As noted above, the Communications and Education Programs will support the District’s strategic direction by assisting in the following activities that will comprise the bulk of the Communication Program’s work in 2018 and beyond.</p> <p><b>A. Develop high impact capital improvements</b></p> <p>The Communications and Education Programs will support the development of high impact capital improvements by coordinating with Planning and Projects, Research and Monitoring, and Permitting Program Staff on project-specific outreach plans that provide a continuum of support throughout all three phases of a project’s development – pre-project planning, design/construction and post-project marketing/programming.</p> <p><b><u>Pre-Project Outreach</u></b></p> <p>The first phase, pre-project community outreach, includes the development of engagement plans that assess/enhance community capacity, foster public input, generate buy-in and ensure a smooth approval process.</p> <p>Among the tools the Communications Program would use during this phase are project-specific e-newsletter updates, website project pages, fact sheets, meeting</p>

support, and media relations.

Among the anticipated outcomes of this work is increased public support that paves the way for approval of District projects.

#### During Project Outreach

The second phase of a project's development, design and construction, includes building awareness about the project among target audiences and providing outreach assistance to staff for state-required public meetings and process.

Among the tools the Communications Program would use during this phase are fact sheets, posters and other meeting materials, website project pages, meeting/project publicity via the news media, social media and videos, groundbreaking ceremonies and e-newsletter updates.

An anticipated outcome of this phase is a robust public participation process that results in projects that reflect community values. Also, project managers will have increased capacity to respond to partners and develop more project opportunities.

#### Post-Project Outreach

The third phase, post-project marketing and programming of the project site, includes outreach that increases visibility of the District's projects, enhances the District's credibility as a value-added partner and boosts community recognition and support of the District as a regional planning agency.

Among the tools the Communications Program would use during this phase are special events (ribbon cutting ceremonies, cleanups, tours, etc.), signage, videos, social media posts, website updates, news media outreach, and applications for awards and conference presentations.

Among the anticipated outcomes of this phase of project support is a broader network of public and private organizations and general public who recognize and experience the value-added outcomes of the District's work.

#### Process

Communications and Education Program staff will work cross-departmentally to develop project-specific outreach plans which will outline the objectives of the project, the audiences that must be targeted, key messages for these audiences and the strategies and tools that will be used to ensure success. The plans will also outline staff roles and responsibilities and timelines to help manage workflow and keep the projects on track.

While staff will remain flexible and adapt to changing conditions and new opportunities, it is anticipated that outreach plans will be developed for projects in the Minnehaha Creek and Six Mile-Halsted Bay Focal Geographies.

More specifically, it is anticipated that the Communications and Education Programs will provide support to the following projects in 2018:

#### Minnehaha Creek Subwatershed

325 Blake Road  
Meadowbrook Golf Course  
Arden Park Restoration  
Minnehaha Creek Improvements in Minneapolis

#### Six Mile-Halsted Bay Subwatershed

Wasserman West  
Carp Management  
Halsted Bay Alum Treatment  
Pierson Lake Headwaters Restoration  
U.S. Army Corps Wetland Prioritization Tool  
Grant applications

Painter Creek Subwatershed

Planning and coordination with U.S. Army Corps of Engineers  
Targeted land and easement acquisitions

Completed Projects

The Communications and Education Programs also will provide continuing support for District projects that have already been completed, including Cottageville Park and the Minnehaha Creek Preserve and the Six Mile Marsh Prairie.

**B. Change the land use/water policy environment**

The Communications and Education Programs will assist in changing the land-use and water policy environment to increase by employing a range of strategies and tactics at the districtwide and regional levels.

Districtwide

The Communications and Education Programs will assist the Planning and Projects and Permitting Program Staff in developing mechanisms for coordination with District communities' staff and elected officials, and in increasing recognition of the District as a regional planning agency. This work includes generating community support for unanimous municipal acceptance of the District's 2017 Comprehensive Plan, ensuring local water management plans are developed in coordination with the District's Comprehensive Plan, and enhancing coordination between the District and its public/private partners.

Communications Program staff will create a targeted and broad plan to promote the 2017 Comprehensive Plan and policy change across the District. That plan will include providing assistance in developing presentations and creating fact sheets, posters and other materials for Planning Commission and City Council meetings; creating marketing materials for developers; giving presentations to civic/community groups; writing/pitching articles for trade publications; highlighting successes through tours, newsletters, media coverage, social media posts, and videos; adding efficiencies to the Permitting Program's web presence; creating materials for the Realtors Workshop that will be unveiled in 2018; and creating project-specific webpages and e-newsletter updates.

Anticipated outcomes of this work include more high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships, policy changes across the District that integrate water resource improvements and land use planning and strengthened and new relationships.

Regional

The Communications and Education Programs will work to boost recognition by legislative leaders that managing water resources on a regional/watershed-wide scale is effective, establish support for state and federal funding requests and build awareness of the District as a value-added partner.

Communications staff will create and distribute marketing materials to key lawmakers, develop tours and educational events that highlight District projects and water quality issues and keep lawmakers updated on District activities via electronic and printed newsletters. Additionally, the Communications Program will help develop conference presentations and awards submissions, solicit media coverage of District partnerships/projects and facilitate the sharing of District news by its partners via social media and other channels.

Anticipated outcomes of this work are broad legislative support of Minnesota's watershed governance framework, successful grant applications and enhanced reputation as a credible partner that provides added value to its communities.

#### Grant Programs

The Communications and Education Programs will coordinate with the Planning and Projects Program to explore the potential of creating a grant programs that incentivize the construction of stormwater best management practices (BMPs) that meet District goals. The Opportunity Grant, administered by the Planning and Projects Program, would target cities, developers and private business owners who can build capital improvements that have a high water quality impact. The Stewardship Grant, administered by the Education Program, would target churches, schools, neighborhood groups and others to fund stormwater management projects that are paired with a robust education/outreach program. Priority for the Stewardship Grant funds would be given to projects that are in focal geographies and near District projects, further adding value and impact to the District's work.

#### Baseline Communications

While the majority of the Communications and Education Programs' work will be dedicated to supporting programs in the pursuit of high impact capital projects and land use/water policy change, the District's strategic direction also acknowledges the need for the Communications Program to support the other programmatic communication needs of the MCWD. This support is an integral part of the Baseline Communications work that is performed by the program.

The Communications Program's baseline activities include, but are not limited to, providing opportunities for public input and review of District operations through the posting of board materials, meeting videos, etc. on the website, soliciting public comment via the website and the District's social media sites, and creating/distributing postcards notifying residents about District projects and how they can provide their input.

The Communications Program also helps build and maintain relationships by keeping District stakeholders informed about and engaged in the District's work through a robust website, dynamic social media sites and e-newsletter, an active media relations program, publications and events.

The Communications Program also increases awareness of the MCWD, its mission and programs by working with all District programs to tell stories about their projects and initiatives. While much of this activity will occur in the program's support of building high impact capital improvements, the Communications Program anticipates assisting the Research and Monitoring Program in the rollout of the first E-Grade report card in 2018.

## Tools

The District's Communications Program is comprised of a suite of complimentary outreach tools. The strategic use of these tools allows the District to convey relevant messages to target audiences in an effective, cost-efficient way to increase public awareness of the District, its mission and programs, provide accountability and transparency, make information available for those who seek it and position the MCWD as an effective partner in water resource protection.

- Website

Work with all District programs to keep website up to date with timely information about MCWD activities and programs. Ensure transparency through the posting of board meeting agendas, packets, minutes and links to board meeting videos. Continue to strive for improved functionality to ensure a satisfactory user experience.

- Media Relations

Write and distribute news releases about the District's projects and program activities, respond promptly to media inquiries, accommodate interview requests and act as the District's spokesperson.

Keep District Administrator, staff, Board of Managers and CAC informed on how the MCWD is being portrayed in the media with regular email updates on media coverage and outreach activities. Maintain an updated database of media contacts and archive of news articles about MCWD activities and programs.

Keep apprised of potential public issues that may affect MCWD projects and program areas and advise District Administrator, staff, Board of Managers and CAC on how to address them.

Produce written communications, including letters, op-ed pieces and commentaries for submission to local newspapers.

- Publications

Develop and distribute Year in Review and Mid-Year Highlights reports summarizing the District's achievements. The publication is sent to elected federal, state, county and local government officials, city and county administrators and key partner organizations in the District. The goal of this publication is to keep these stakeholders informed about the MCWD's initiatives and programs.

Update and print Lake Minnetonka and Minnehaha Creek Canoe Route maps as needed.

Design and print project and program-specific materials, including fact sheets, brochures, postcards and posters, as needed.

Purchase advertising in local publications that align with MCWD goals.

- Editorial content

Produce and distribute regular e-news updates about District activities and programs via the District's e-newsletter "Splash." Use Facebook, Twitter, Instagram and LinkedIn to communicate with followers about MCWD programs and to promote clean water practices. Pursue unique ways to use social media to interact with key audiences and solicit public input.

Produce newsletter articles for city newsletters, lake/neighborhood association publications and monthly columns for local newspapers.

Contribute to Watershed Partners' Clean Water MN editorial calendar, which will augment the District's library of editorial content and ensure messages on clean water practices are consistent with other like-minded organizations in the region.

○ Videos

Create videos about the District's projects and programs that can be shared on social media, used in presentations and hosted on District's YouTube site and website

○ Events

- Project/program specific events: Work with District programs to develop special events to highlight their activities as needed. These include ribbon cutting ceremonies, open houses, community meetings, etc. Funding for these activities is provided by the relevant programs that are being served.

- Watershed Heroes: In 2018, the annual awards program recognizing individuals and groups for their clean water work will seek nominations for awards that will be presented in the community or at MCWD Board of Managers meetings. Under the new structure approved by the MCWD Board of Managers on June 8, 2017, the District will only host formal ceremonies every five years. The next one is scheduled in 2022, the District's 55<sup>th</sup> anniversary.

- District-hosted community events: As part of the District's strategic review process, the Communications Program discontinued the annual Minnehaha Creek Cleanup to free up staff time for program support. In 2017, a series of community events were held across the watershed to celebrate the District's 50<sup>th</sup> anniversary.

In 2018, staff will explore the potential of retaining some of these smaller events that promote partnerships in the community, raise awareness of the District and water quality issues, and enhance the District's reputation.

- Other community events: Coordinate with the Education Program to represent the MCWD at events that target strategic audiences and outcomes in alignment with priority projects and geographies. Use event prioritization worksheet to assess level of involvement that most effectively achieves the District's goals. Levels of involvement include staffing a booth; coordinating volunteers to represent the District; making presentations to civic and community groups; and providing financial support, educational materials, and/or promotional items.

○ Marketing Materials

Purchase and distribute promotional items, including water bottles and tote bags with the MCWD logo, at District-hosted community events.



	<p>Develop banners and other outreach materials for use at community and District-hosted events and elsewhere.</p>
<p><b><u>Goals/ Outcomes</u></b></p>	<p>To achieve the District’s mission of collaborating with public and private partners to protect and improve land and water for current and future generations, the Communications and Education Programs work collectively with the other programs to bring the District’s target audiences from knowledge and awareness to engagement and action.</p> <p>We want our target audiences to know about us and have positive perceptions about the District, AND we want them to take action by supporting our work, partnering with us and taking actions to provide and protect clean water.</p> <p>The Program Support portion of both work plans is anticipated to achieve the following outcomes to meet the strategic direction of the District:</p> <ol style="list-style-type: none"> <li>1. Increased public support for District projects</li> <li>2. A robust public participation process that results in projects that reflect community values</li> <li>3. Increased capacity for project managers to be responsive</li> <li>4. Policy changes that integrate water resource improvements and land use planning</li> <li>5. More high impact capital projects integrated with non-water initiatives</li> <li>6. Broad legislative support of Minnesota’s watershed governance framework</li> <li>7. Successful grant applications</li> <li>8. Enhanced District reputation as a credible partner that adds value</li> </ol> <p>The Baseline portion of the Communications Program’s work plan is anticipated to achieve the following outcomes for our target audiences:</p> <ol style="list-style-type: none"> <li>1. They understand who we are, what we do and how we do it</li> <li>2. They perceive MCWD as credible, cost-efficient, transparent and accountable</li> <li>3. They support MCWD’s work and want to partner with us</li> <li>4. They have access to information about water quality issues and what they can do to address them</li> </ol> <p>By coordinating with all District programs to support the development of high impact capital projects and change in the land use and water policy environment while supporting the other programmatic communications needs of the MCWD, the Communications Program plays a key role in achieving the District’s goals of restoring, maintaining and improving water quality; enhancing ecological integrity; managing water quantity; and contributing to thriving communities.</p>

<b>2018 Budget Summary:</b>	
<b>Activity/Expense</b>	<b>Budget</b>
Website	\$0
Media Relations	\$10,000
Publications	\$15,000
Editorial Content	\$5,500
Videos	\$15,000
Events	\$15,000
Marketing Materials	\$9,000
Staff Development & Expenses	\$6,000
Personnel	\$131,705
<b>TOTAL</b>	<b>\$207,205</b>

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$201,791	\$164,396	\$0	(\$125,129)	\$0	\$72,458	
2015	\$168,600	-\$166,276	\$0	(\$152,028)	\$0	\$86,706	
2016	\$209,618	\$138,804	\$0	(\$163,771)	\$0	\$61,739	
2017	\$174,914	\$130,066	\$0	(\$159,914)	\$31,981	\$0	\$0
2018	\$207,205	\$207,205					

### Recommended 2018 Budget and Levy

Budget: \$207,205  
 Levy: \$207,205

The proposed 2018 Communications Budget of \$207,205 is an 18 % increase from 2017 due to a \$32,291 increase in personnel costs, anticipating 3% salary increase and the relocation of benefits and half of the Cost Share Fund's portion of the Director's wages, PERA and payroll tax.

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$131,705
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	\$1,000
4065	Staff Training	\$5,000
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$8,000
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$50,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$2,500
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	\$5,000
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	\$4,000
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$207,205</b>



## MEMORANDUM

**To:** MCWD Board of Managers

**From:** Craig W. Dawson, Director of Research and Monitoring

**Date:** September 8, 2017

**Subject:** 2018 Work Plans for Research and Monitoring Department  
Fund 5001 – Research and Monitoring  
Fund 5005 – AIS Cost-Share Agreements and Rapid Response

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In February 2017, the MCWD Board of Managers adopted a strategic direction that would focus MCWD programs to prioritize the following activities:

1. Develop high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships.
2. Change the land-use and water policy environment to increase early, value-added partnership with private development, public infrastructure, and public policy/planning.

The 2018 Work Plans for Research and Monitoring have been developed to align its work to support these high impact capital projects, support cross-organizational needs, continue essential baseline work, and to improve the focus and deployment of staff resources. The priority work of Research and Monitoring is to support District planning and implementation, and secondarily to inform and educate the public. The work plans have been designed for:

### **Alignment with District Mission**

- Collaborate with public and private partners to protect and improve land and water for current and future generations

### **Alignment To Provide Planning/Project Support**

- Diagnose drivers and stressors of water resource issues
- Collaborate to identify management strategies
- Broadly characterize ecological health
- Communicate analyses of data and recommendations
- Manage species with high ecological impact (e.g., common carp)
- Early detection and rapid response of new AIS infestations
- Promote AIS research and support AIS prevention efforts

The notable shifts in R&M's priorities place an emphasis providing planning/project support through diagnostics monitoring, managing the Six Mile – Halsted Bay carp management project, project performance and development monitoring, and ecological health monitoring in priority subwatersheds. Assessing long-term change throughout the entire watershed is also conducted at representative stations (i.e., anchor monitoring). Activities in the work plans are formatted to highlight how they are scoped and scheduled to support organizational and departmental initiatives in 2018 and subsequent years.

## **RESEARCH AND MONITORING** (Fund 5001)

The Research and Monitoring program is proposed with \$201,523 increase in its 2018 budget, which is comprised of the following:

- An increase in Diagnostic Monitoring to support project planning and implementation
- Monitoring at the District's 14 stream and 15 lake anchor (or fixed, baseline) sites to continue collection of long-term water quality data.
- A new activity: the Six Mile – Halsted Bay Carp Management Project (\$126,500)
- Performing project performance evaluations and supporting project development
- Performing E-Grade in two new subwatersheds (Painter Creek and Long Lake Creek)
- Absorption of all personnel costs formerly in the E-Grade Development fund

### E-Grade

The E-Grade Development fund (5002), which has a \$199,451 budget for 2017, will be retired after 2017 as the program's development will be completed. The on-going costs to perform the E-Grade Program are incorporated into the Research and Monitoring fund (5001). The water quality technician's salary and a portion of the Director's salary were previously in this 5002 fund, and are included fully in fund 5001.

The implementation of E-Grade is shifting slightly based on strategic priorities. It will initially be focused in high priority subwatersheds, Painter Creek and Long Lake Creek, to support planning, projects, and communication of ecological issues in those geographies.

### Personnel Costs

The District's strategic planning for human resources has identified several changes in the Research and Monitoring program that will be considered by the Board, and as of this writing, the extent and timing of any changes have not been determined.

In order to plan for as smooth a transition as possible, both of new reporting assignments and continuity of work activities already underway through 2018, the budget includes funding for (a) the planned retirement of the Director on September 30, 2018, and (b) the continuation of services of the Water Quality Technician either by extending the contract for a year or converting the position to regular full-time status.

**AIS COST-SHARE AGREEMENTS AND RAPID RESPONSE** (Fund 5005)

The 2018 work plan for AIS Cost-Share Agreements and Rapid Response proposes a decrease of \$78,000 comprised of a reduction in funds for both the cost-share agreements and for rapid response.

As a result of the strategic planning process, the District’s involvement in the management of aquatic invasive species (AIS) will be changing. The highest-priority efforts will be to manage for high-impact AIS to improve water quality and ecological integrity. Due to this shift, our partners’ prevention efforts will receive less financial support. The work plan proposes reducing the District’s financial support from the current 50% to a new level of 35% in 2018, reducing the budget for AIS Cost-share Agreements from \$175,000 to \$122,000.

The District’s experience from conducting two rapid responses to zebra mussel infestations has allowed for a reduction in rapid response funds. The 2018 work plan is recommending the rapid response funds be reduced from \$35,000 to \$10,000. The District’s role in a rapid response would be determined on a case-by-case basis, but primarily would be supportive for technical assistance and response management.

**FINANCIAL SUMMARY**

The 2017 and 2018 budget totals based on the work plans are as follows:

	<u>2017</u>	<u>2018</u>
R&M (5001)	\$ 675,354	\$ 967,972*
E-Grade (5002)	\$ 199,451	\$ 0
AIS Cost-share (5005)	<u>\$ 210,000</u>	<u>\$ 132,000</u>
Total	\$ 1,084,805	\$1,099,972*

\* The 2018 proposed budget includes the costs for employee benefits, which formerly had been accounted for in the Operations and Support Services program. If these costs were excluded from the 2018 figure, the overall R&M budget would be approximately \$76,000 (7.0%) less than 2017.

Carry-forward funds from 2017 would be transferred out for other District uses in 2018:

R&M (5001)	\$ 29,848
AIS Cost-share (5005)	<u>\$ 35,000</u>
	\$ 64,848

See the enclosed work plans for more detail. If there are questions in advance of the meeting, please contact Craig Dawson at 952.471.8306 or [cdawson@minnehahacreek.org](mailto:cdawson@minnehahacreek.org).

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** Kelly Dooley, Eric Fieldseth, and Yvette Christianson  
**DATE:** September 8, 2017

<b><u>Program</u></b>	Research and Monitoring Department (5001)
<b><u>Summary</u></b>	The Research and Monitoring program serves as the scientific base for the implementation of the District's mission, by collecting and analyzing data across the watershed's natural resources. This information is used primarily to inform District planning and implementation, and secondarily to inform and educate members of the public.
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b><u>District-Wide Monitoring</u></b></p> <ul style="list-style-type: none"> <li>• <b>Assessing Long-Term Change in Streams &amp; Lakes – (\$20,650)</b> Long-term water quality data collected at anchor stations (i.e., fixed locations). There are 14 stream and 15 lake anchor stations which provide the District the ability to examine statistical long-term trends and identify problem areas at a broad scale.</li> <li>• <b>USGS Gauge Management &amp; Stormwater Analysis – (\$23,550)</b> Partnership with United States Geological Survey (USGS) to collect, manage, and publish data at two locations: Lake Minnetonka at the Grays Bay Dam, and at Minnehaha Creek near Hiawatha Avenue. The water condition (i.e., flow, level, etc.) data is published on the District's website.</li> <li>• <b>Responsive Monitoring/Diagnostic Assessment – (\$43,000)</b> With all of the pre-monitoring and post-monitoring plans, opportunities may arise in 2018 that need to be monitored and/or assessed. Responding to such opportunities in the past (e.g., Six Mile Creek Subwatershed) have involved re-calibrating/re-verifying hydrologic models and computing phosphorus budget for a lake, and collecting new water quality and/or ecological health data. These funds will allow Research and Monitoring staff and consultants to meet the District's unplanned monitoring/assessment needs.</li> <li>• <b>AIS Early Detection – (\$0)</b> Early detection monitoring identifies recent AIS introductions and allows the District to respond with management and control, where appropriate, to address ecological impact and prevent new infestations. AIS early detection efforts have been streamlined, and the focus is in high priority areas, such as public boat launches. There are 15 lakes in the District with a public access, and staff work with partner agencies to perform early detection at these locations. Our partners include: Minneapolis Park and Recreation Board, Carver County, Three Rivers Park District and Minnesota DNR.</li> </ul>

In 2018, staff will be monitoring accesses not covered by the partners, and will be managing a large volunteer pool who conduct early detection at their shoreline and/or as they use water resources throughout the District. The workload is incorporated into other monitoring activities performed at these lakes.

- **Large Studies Update – (\$0)**

There are no large studies (e.g., 1<sup>st</sup> Order Stream Assessment, Functional Assessment of Wetlands, etc.) to be updated in 2018.

**Planning and Project Support (By Subwatershed)**

Dutch Lake Subwatershed

- **Dutch Lake Inlet Monitoring – (\$400)**

At the Dutch Lake Inlet stream station, a sand/iron filter was installed to uptake dissolved phosphorus in 2012. The DNR permit for installation of the sand/iron filter requires the District to monitor the phosphorus concentrations at the inlet once a month, indefinitely.

Gleason Lake Subwatershed

- **Lake Elevation Monitoring Downstream of Mooney Lake – (\$0)**

At Mooney Lake, a pumping station was installed in Fall of 2002 to allow water to be pumped downstream of Mooney Lake during high water conditions. District's responsibility is to monitor the water levels at five waterbodies downstream of Mooney Lake throughout the duration of a pumping event. Staff from Research and Monitoring and Project Maintenance and Land Management coordinate information throughout a pumping event.

Lake Minnetonka Subwatershed

- **Lake Minnetonka Zebra Mussel Assessment – (\$900)**

This assessment continues previous work started in 2011 by the District in assessing the interactions of zebra mussels and water quality in Lake Minnetonka. Short term impacts have already been observed, with water clarity increasing across the lake, with the western bays lagging behind the generally cleaner eastern bays. Zebra mussels are driving water quality changes in Lake Minnetonka.

Assessment of longer term impacts are desired, as we are just now seeing some effect and increasing abundance in bays such as Halsted Bay. The assessment is proposed to continue through 2021, giving a longer term data set to assess change. Currently only zebra mussel population data and additional water quality data are being proposed to be collected through the duration of the project. This project generally takes 3 to 5 days of the year for staff to complete; therefore, it is a low cost and low staff effort project.



### Lake Virginia Subwatershed

- **Lake Virginia Inlet Monitoring – (\$600)**

In order to better characterize the nutrients loading into Lake Virginia, staff established a new stream station at the inlet of Lake Virginia in 2016. 2018 will be the third and final year of baseline data collection at this station. Data collection will discontinue after 2018, and will only be re-implemented for project support and/or E-Grade purposes.

### Long Lake Creek Subwatershed

- **Diagnostic Assessment – (\$10,740)**

Diagnostic assessment began in 2017 in this subwatershed with a goal of identifying drivers causing water resource issues in Long Lake. Preliminary results indicate that phosphorus loading is greater from the Holy Name Lake Tributary than the School Lake Tributary. The lakes along the School Lake Tributary are acting as treatment basins, hence the nutrient-impaired state in these lakes. Adjacent wetlands and uplands, internal loading in the lakes along the tributaries, and eroding stream banks may be the drivers.

In 2018, the diagnostic assessment will focus on phosphorus loading and habitat assessment in streams, confirming internal loading in lakes, and sediment coring in five wetlands to determine if any are phosphorus sources. Data assessment and modeling validation will be needed to make project-specific recommendations in the Long Lake Creek Subwatershed.

The data collected at the diagnostic stations in the Long Lake Creek Subwatershed can also be used to compute part of the E-Grade. The funds for modeling are included in Responsive Monitoring/ Diagnostic Assessment section of this work plan.

- **E-Grade Assessment – (\$5,860)**

E-Grade assessment will begin in the Long Lake Creek Subwatershed, and will continue through 2020. A final report will be completed in 2021 summarizing the results of the assessment. In 2018, the funds would allow for assessment of vegetation communities in five wetlands and stream habitat and macroinvertebrate assessments at seven stream stations.

To complete the E-Grade for the Long Lake Creek Subwatershed by 2021, the following data will be collected throughout 2019 and 2020: shoreline and aquatic plant surveys in lakes, lake and stream water samples, additional wetland vegetation surveys and sediment coring, and GIS assessment for uplands, groundwater and hydrology. The MnDNR will be conducting fish surveys in this Subwatershed in 2019, and that data will also be used to complete E-Grade.

The E-Grade assessment will provide four outcomes: (1) characterize ecological health in this subwatershed, (2) assess how the system functions

as a whole, (3) provide a new baseline of data that can be used to prioritize future projects, and (4) bring data together in a non-technical report that can be communicated to the MCWD Board, partners, policy makers and general public.

Annual reports will be communicated to the Planning staff and partners to use for planning purposes during the three years. The new baseline data from the E-Grade assessment will provide the science to support District projects. At a finer scale, the individual E-Grade metrics can be used to identify project areas and/or be used to track project effectiveness.

#### Minnehaha Creek Subwatershed

- **Cottageville Park – (\$425)**

The project was implemented at Cottageville Park to capture and settle stormwater before draining into Minnehaha Creek. As part of the agreement between the District and City of Hopkins, the District's responsibility is to monitor the function and evaluate the effectiveness of the project. The District will notify the City of Hopkins when maintenance is needed.

- **325 Blake Road – (\$425)**

Provide stormwater monitoring to inform design of stormwater treatment project at 325 Blake Road. Currently, pre-project monitoring is being conducted and will continue in 2018.

In 2018, a pre-project report summarizing the data and analyses will be communicated to Planning Department to inform project design. A post-project monitoring plan will also be developed to monitor project effectiveness, once the project is completed. Both reports require staff effort and no additional costs.

- **Meadowbrook Golf Course – (\$0)**

Develop a monitoring plan that will characterize current ecological conditions at the project site, including synthesizing current data and identify data gaps, and developing a post-project effectiveness monitoring plan.

No new stations need to be established for this project. An anchor stream station on Minnehaha Creek is located within the project site. Staff also have baseline data on Meadowbrook Lake downstream of the project site. Evaluating the project site for habitat would require no additional cost.

- **Arden Park – (\$500)**

Provide project support as needed by characterizing current ecological conditions at the site, monitoring stormwater outfalls and developing a post-project effectiveness monitoring plan.

- **Minneapolis – (\$25,000)**

Coordinate with MPRB and City of Minneapolis to monitor stormwater

outfalls and stream habitat along Minnehaha Creek as it flows through Minneapolis. Pre-project monitoring plan will be developed and implemented in 2018. These funds will allow for implementation of the monitoring plan which may involve the purchase and installation of automatic stormwater samplers and laboratory costs to process samples. An analysis of current ecological conditions will also be conducted, which will incorporate the latest results from the 2014-2016 E-Grade assessment.

Painter Creek – Jennings Bay Subwatershed

- **Diagnostic Assessments – (\$13,940)**

The diagnostic assessment objectives in the Painter Creek Subwatershed are to identify specific sources of nutrient loading in the subwatershed in order to 1) identify complementary projects to the four USACE wetland restorations that are being planned, and (2) further advance nutrient load reductions in the subwatershed.

In order to accomplish the goals above, these funds would allow for assessment of the following: internal loading in Thies Lake, sediment coring in 21 wetlands (including the four USACE wetlands) to determine if any are phosphorus sources, and determine contribution of phosphorus loading in the Creek from the USACE wetlands.

Data collected at the diagnostic stations in the Painter Creek Subwatershed can also be used to compute part of the E-Grade.

- **E-Grade Assessment – (\$12,420)**

Diagnostic assessment provides resolution at a project-specific scale, while E-Grade provides a resolution of the ecological health at a subwatershed scale. Both types of assessments are a value to project planning and implementation and can be conducted simultaneously.

E-Grade assessment will begin in the Painter Creek Subwatershed, and will continue through 2020. A final report will be completed in 2021 summarizing the results of the assessment. In 2018, the funds would allow for assessment of vegetation communities in 21 wetlands and stream habitat and macroinvertebrate surveys at four stream stations. The vegetation community surveys in the wetlands have a dual purpose - used to compute part of the E-Grade, but also to capture pre-restoration status of the wetlands.

To complete the E-Grade for the Painter Creek Subwatershed by 2021, the following data will be collected throughout 2019 and 2020: shoreline and aquatic plant surveys in Thies Lake, lake and stream water samples, and GIS assessment for uplands, groundwater and hydrology.

The E-Grade assessment will provide four outcomes: (1) characterize ecological health in this subwatershed, (2) assess how the system functions as a whole, (3) provide a new baseline of data that can be used to prioritize future projects, and (4) bring data together in a non-technical report that

can be communicated to the MCWD Board, partners, policy makers and general public.

Annual reports will be communicated to the Planning staff and partners to use for planning purposes during the three years. The new baseline data from the E-Grade assessment will provide the science to support District projects. At a finer scale, the individual E-Grade metrics can be used to identify project areas and/or be used to track project effectiveness.

#### Six Mile Creek – Halsted Bay Subwatershed

- **Carp Management – (\$126,500)**

Six Mile Creek Diagnostic Study identified that common carp are a major driver of ecological degradation in the Six Mile Creek – Halsted Bay Subwatershed, a focal geography for the District.

To identify a sustainable way to manage carp in the Six Mile Creek – Halsted Bay Subwatershed, the District contracted with the University of Minnesota to complete a 3-year carp assessment in the subwatershed. A final report from that assessment was delivered in early 2017, and report recommendations led to the development of a carp management implementation plan. The District applied to the Lessard Sams Outdoor Heritage Council (LSOHC) on May 30, 2017 requesting \$795,000 to fund the carp management implementation plan and restore 2,488 acres of in-lake habitat, and improve water quality conditions across the system. The LSOHC will recommend projects for funding by fall of 2017, with final appropriation made by the legislature early in 2018.

If the District is awarded a grant, the funding would be available July 1, 2018 and be available until June 30, 2021. The Research and Monitoring (R/M) Department will be responsible for executing the carp management implementation project, in coordination with the Planning Department. The R/M Department will also perform effectiveness monitoring as carp are managed throughout the subwatershed to document the ecosystem changes.

A portion of the proposed work plan funds will only be used if the District is not successful in obtaining full funding from the LSOHC.

- **Equipment (\$80,000)**

Funds identified are for equipment (i.e., electrofishing boat and electroshocker backpack), which are also counted towards matching funds by the District in the grant request; these funds would be utilized regardless of the District's success in obtaining grant funds. This equipment is vital to manage carp in the system.

- **Management Activities (\$45,000)**

\$45,000 identified in this work plan would be utilized if the District is not awarded the LSOHC grant. Carp management would then begin in a more phased approach, starting in the

headwaters area of Piersons-Marsh-Wassermann management unit. These funds would be used to install aeration units in Marsh Lake and South Lundsten Lake, and begin carp removal in Wassermann Lake. If partial funding is awarded by the LSOHC, the \$45,000 identified here may also be utilized to supplement funding for the project.

○ **Post-Project Effectiveness Assessment (\$1,500)**

In 2018, R/M staff will be assessing water quality and the vegetation community in lakes where carp management has been implemented. The activities are a moderate staff effort, and the only cost is associated to laboratory fees to process the water quality samples.

● **Piersons Lake Headwaters – (\$100)**

Agricultural runoff is a concern at the inlet of Piersons Lake. In 2018, existing stream data will be analyzed and a pre-project monitoring plan will be developed and implemented. Volunteers or MCWD staff will collect up to 5 storm event samples at the Piersons Lake inlet. The funds will be used to process the water samples.

● **US Army Corps Wetland Prioritization Tool (SWAMPS) – (\$10,000)**

Assist Planning staff with development of this tool, and provide ground-truthing of outputs and wetlands as the tool develops. These funds will allow for the assessment of sediment cores and vegetation surveys in up to 10 wetlands to provide ground-truthing results for the SWAMPS tool.

● **Akradi Property: Wetland Drainage Monitoring – (\$200)**

Due to a wetland violation on the Akradi property, the District is legally required to monitor the effectiveness of the restoration project. The District's assessment will end in 2018.

● **Wassermann West – (\$0)**

Develop a post-project effectiveness monitoring plan and provide Planning Department with additional project support as needed.

● **Grant Applications – (\$0)**

Provide support to future grant applications led by Planning Department, including assisting in grant writing and the synthesis of existing ecological data to support application.

**Program General Operations**

● **Equipment/Supplies/Maintenance – (\$57,750)**

Funds are needed to efficiently conduct monitoring, ensure the safety of staff, calibration supplies to maintain equipment, and provide telemetry services. Some of the funds will be used to cover the repair and maintenance of equipment (e.g., boats, monitoring equipment, etc.), update old sondes (used to measure temperature and dissolved oxygen in the water) and old pressure transducers (used to measure water level). The

remaining funds are used to purchase miscellaneous supplies, cover various maintenance needs, and support and services fees.

- **Publishing/E-Grade Outreach and Postage/Utilities – (\$10,200)**

In 2018, funds needed for E-Grade report publishing and outreach expenses. E-Grade outreach will be conducted by activities budgeted in Education and Communication work plans (4002 and 4003). Other costs includes shipping expenses for repair and maintenance of equipment, and costs related to water quality equipment's cellular and electrical services.

- **Engineering/Consulting Services – (\$5,000)**

Services needed to provide additional monitoring and/or equipment installation.

- **Legal Services – (\$5,000)**

Legal expenses that may be needed for review of contracts/ agreements or other services.

- **Staff Training – (\$8,050)**

Training includes workshops and conferences to assist staff with career development, networking, and maintaining/improving techniques and technical methods/skills.

- **Staff/Meeting Expenses – (\$2,650)**

Expenses to reimburse staff for mileage and other expenditures that are related to work. Expenses to cover refreshments for when hosting meetings with outside agencies/partners.

- **Dues and Subscriptions – (\$1,030)**

Professional membership dues and journal subscriptions fees related to the research and monitoring professional realm.

**Personnel Costs – (\$583,052)**

- Wages – (\$462,026)
- Benefits – (\$121,026)

**Notable Changes:**

- Includes 3% wage adjustments
- \$2,500 for overtime wages
- Includes Director's salary/benefits for ¾ of the year to coincide with planned retirement
- Extends the contract for the Water Quality Technician position through the end of 2018
- Two seasonal FTEs, consistent with past years, to assist with monitoring activities

**2018 Budget Summary:**

<b>Activity/Expense</b>	<b>Budget</b>
<b>District-Wide</b>	
Assessing Long-Term Change in Streams & Lakes	\$20,650
USGS Gauge Management & Stormwater Analysis	\$23,550
AIS Early Detection	\$0
Large Studies Update	\$0
Responsive Monitoring/Diagnostic Assessment	\$43,000
<b>Planning/Project Support</b>	
Dutch Lake Subwatershed	\$400
Gleason Lake Subwatershed	\$0
Lake Minnetonka Subwatershed	\$900
Lake Virginia Subwatershed	\$600
Long Lake Creek Subwatershed	\$16,600
Minnehaha Creek Subwatershed	\$26,350
Painter Creek-Jennings Bay Subwatershed	\$26,360
Six Mile Creek-Halsted Bay Subwatershed	\$136,800
<b>Program General Operations</b>	
Equipment/Supplies/Maintenance	\$57,750
Publishing/E-Grade Outreach and Postage/Utilities	\$10,200
Engineering/Consulting Services	\$5,000
Legal Services	\$5,000
Staff Training	\$8,050
Staff/Meeting Expenses	\$2,650
Dues and Subscriptions	\$1,030
<b>Subtotal</b>	<b>\$384,910</b>
Personnel Costs	\$583,052
<b>Total</b>	<b>\$967,962</b>

**Outcomes/Goals**

- Diagnosing drivers of water resource issues
- Collaborating to identify management strategies
- Broadly characterizing ecological health
- Communicating analyses of data and recommendations
- Managing AIS with high ecological impact (i.e. common carp), in coordination with capital project planning, to improve water quality and ecological integrity.
- Early detection monitoring of AIS and rapid response to new infestations.
- Promoting AIS research through strategic partnerships
- Supporting AIS prevention efforts led by District partners

<b><u>Schedule</u></b>	<p><b>2018:</b></p> <p><i>1<sup>st</sup> Quarter</i> - Provide data analysis reports highlighting drivers, issues and identifying project areas as well as an assessment of long-term trends on the lake and stream anchor stations; Provide Pre-Project Monitoring Plan; Begin to implement the 2018 Monitoring Plan; Work on finalizing the 2018 E-Grade Reports</p> <p><i>2<sup>nd</sup> Quarter</i> - Continue to Implement the 2018 Monitoring Plan; Provide data analysis updates; Publish the 2018 E-Grade Reports</p> <p><i>3<sup>rd</sup> Quarter</i> - Continue to Implement the 2018 Monitoring Plan; Provide data analysis updates</p> <p><i>4<sup>th</sup> Quarter</i> - Complete the 2018 Monitoring Plan; Provide data analysis updates; Compute long-term trends on the lake and stream anchor stations; Compute any additional data analyses</p>
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### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$328,358	\$315,961	\$0	(\$294,037)	\$0	\$225,440	
2015	\$547,753	\$396,447	\$0	(\$638,193)	\$16,306	\$257,698	
2016	\$412,516	\$412,516	\$0	(\$638,791)	\$9,925	\$41,348	\$11,500
2017	\$675,354	\$634,006	\$0	(\$686,854)	\$29,848*	\$0	
2018	\$967,962	\$967,962	\$0				

\* Unassigned carryover

### Recommended 2018 Budget and Levy

Budget: \$967,962  
 Levy: \$967,962



**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages and payroll taxes	\$459,526
4011	Wages-Overtime	\$2,500
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	\$121,026
4060	Staff Mileage/Expenses	\$2,550
4065	Staff Training	\$8,050
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	\$7,500
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	\$100
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	\$9,000
4240	Telecommunications -Cell/internet	\$1,200
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	\$1,050
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$43,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	\$5,000
4350	Legal Expense	\$5,000
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	\$252,210
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	\$33,000
4575	Repairs/Maintenance	\$17,150
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$967,962</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: Eric Fieldseth

DATE: September 8, 2017

<b><u>Program</u></b>	Aquatic Invasive Species Cost-Share Agreements & Rapid Response (5005)
<b><u>Summary</u></b>	The purpose of this work is to support our partners' watercraft inspection programs financially and technically, and have a source of available funds for rapid response of new infestations.
<b><u>Location</u></b>	Watershed Wide
<b><u>Description</u></b>	<p><b><u>Prevention Activities</u></b></p> <p><b>AIS Watercraft Inspection Cost-Share Agreements – (\$122,000)</b> Through the strategic planning process, AIS activities were reprioritized to better align with the mission and goals of the organization. Supporting prevention efforts is now a lower priority, with the highest priority being the management of high impact AIS to improve water quality and ecological integrity. Slowing the spread of AIS remains important; however, with limited resources, the Board directed that financial assistance to our partners be decreased as the District focuses and reallocates resources to higher priority activities to achieve high impact water quality and ecological improvements.</p> <p>The cost-share agreements in the past have provided a 50% reimbursement for the cost of watercraft inspections by our partners. A phased reduction of that amount is proposed, beginning in 2018 with a reduction that would reduce the cost-share amount to each partner to around 35%. Further reductions over the coming years could be evaluated on an annual basis, or a funding schedule could be developed that would set the funding level for the next few years. Having a phased reduction will allow our five partners time to plan their programs as District funds are reduced.</p> <p><b>Rapid Response and Containment – (\$10,000)</b> When new AIS are detected early, rapid response and containment can be a strategy to manage and control the infestation before it becomes widely established in a waterbody, and spread to other lakes. Eradication is not always the goal, nor is it always feasible, rather the goal can be to contain the infestation to low levels to reduce environmental impacts and reduce its spread to other waterbodies.</p> <p>A reduction in funds is proposed for 2018, reducing available funds for this activity by \$25,000 from 2017. This reduction is based on experiences with the Lake Minnewashta rapid response where the District was a financial partner, but not the sole financial contributor. Instead, the District provided a larger technical assistance role and project management. For future responses, the District should be again be a partner and not the sole agency leading the response. The District can engage in rapid response in a variety of ways: technical assistance, financial assistance, and assisting with outreach and communication efforts. Each response should be evaluated on a case-by-case basis. These funds would be available if District involvement in a rapid response is warranted.</p>

	<p><b>2018 Budget Summary:</b></p> <table border="1"> <thead> <tr> <th>Activity/Expense</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>AIS Watercraft Inspection Cost Share Program</td> <td>\$122,000</td> </tr> <tr> <td>Rapid Response and Containment Funding</td> <td>\$10,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$132,000</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	AIS Watercraft Inspection Cost Share Program	\$122,000	Rapid Response and Containment Funding	\$10,000	<b>Total</b>	<b>\$132,000</b>
Activity/Expense	Budget								
AIS Watercraft Inspection Cost Share Program	\$122,000								
Rapid Response and Containment Funding	\$10,000								
<b>Total</b>	<b>\$132,000</b>								
<b>Goals/Outcomes</b>	Prevention, control, and management activities to limit the spread of AIS throughout the District.								
<b>Schedule</b>	Cost-Share Agreements will be gathered by April 2018								

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$635,140	\$414,955	\$6,247	(\$440,335)		\$349,751	
2015	\$831,900	\$306,269		(\$428,405)	\$0	\$370,427	
2016	\$628,388	\$345,708		(\$549,388)	\$0	\$166,747	
2017	\$210,000	\$43,253		(\$210,000)	\$35,000*		
2018	\$132,000						

\*Unassigned carryover

### Recommended 2018 Budget and Levy

Budget: \$132,000  
Levy: \$132,000

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Personnel Costs	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$10,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	\$122,000
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$132,000</b>

## MEMORANDUM

**To:** MCWD Board of Managers  
**From:** David Mandt, Director of Operations and Support Services  
**Date:** September 7, 2017  
**Re:** 2018 Work Plans – Operations and Support Services Division

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### **Purpose:**

This memorandum provides a summary of the work plans under the Operations and Support Services Department, a summary budget for the General Operations Fund. The memo also includes a brief description of program activities, a list of notable changes (>\$10,000) from the previous year's budget, and a summary of the overall budget and levy impact as compared to the previous year. Work plans summarized in this memo include the following:

- General Operations - Fund 1002
- Information Technology (IT) - Fund 1003
- Government Relations - Fund 1004

### **Summary:**

The 2018 Operations and Support Services work plans and General Operations Summary Budget are designed to support the strategic direction of the district. The direction, adopted by the MCWD Board of Managers in February 2017, indicates that all MCWD programs will prioritize the following activities:

1. Develop high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships.
2. Change the land-use and water policy environment to increase early, value-added partnership with private development, public infrastructure, and public policy/planning.

The General Operations Summary budget has been included as there is not a work plan. The General Operations Budget is a compilation of cost associated with District wide activities and is largely a collection of contracts and services that have been approved previously by the Board of Managers, or falls under the 2-year scope of services Statute requirements and are presented and approved when the terms defines.

In addition to the General Operations budget, the Operations and Support Services Department have prepared workplans for Information Technology and Government Relations. This memo will highlight notable changes within these areas.

## **General Operations (1002)**

General Operations budget is primarily made up of four (4) different categories; they include Board of Manager expenses, staff salaries and benefits, costs associated in owning and operating assets and contracted services.

The 2018 General Operations budget will recommend per the direction of the Board of Managers to move the benefit costs of the employees to their department budget and workplans. The 2018-personnel line item is proposed to increase because of moving the payroll tax from the benefits line item and by providing a 3% increase to accommodate personnel costs. The 2018 benefit costs for the District is recommended to increase 8% to accommodate plan changes in staff census as well as rising healthcare premium expenses. The Board of Managers has provided direction that a strong benefit program is desired to attract and retain staff. Healthcare is negotiated annually, outside of the budget schedule. Therefore, 8% is utilized as a budget planning tool allowing staff to negotiate with providers and accounts for the year to year change in staffing census.

The breakdown of the proposed budget changes are as follows:

- A proposed increase is due to an anticipated 3% increase in personnel costs
- A proposed increase of 8% is to support the benefits, now allocated to each department.
- An increase in the District Insurance premium of 57% because of property ownership and previous claims.
- A 59% decrease in staff expenses by reducing training, travel expenses.
- A 22% reduction in Manager Expenses because of the new meeting schedule.
- A 30% reduction in vehicle costs.
- A 9% reduction in building and operating expenses to match known expenses.
- A 4% reduction in Contracted Services as the Board of Managers, nor staff have proposed any new projects for the District for 2018.

## **Information Technology (1003)**

The Information Technology (IT) fund is proposing a (19%) decrease in its 2018 levy which is comprised of a combination of items being eliminated, modifying the terms of licenses and finishing several initiatives. The 2018 proposed work plan also includes a new line item, the IT Strategic Plan, with a recommendation to be funded from the existing funds assigned to the IT Fund. The 2018 I.T work plan also includes one item being relocated from another budget, the annual WISKI maintenance fee, formerly located in the Research and Monitoring department. The cost is \$12,000 and will be net neutral to the total budget, but will be classified in the IT fund with other District wide annual technology contracts.

## **Government Relations (1004)**

State and federal legislation has increased the roles and responsibilities of watershed districts significantly over the past few decades. The expectations of communities and residents about the role of watershed districts have also changed. In response, the MCWD partners with other likeminded organizations to seek legislation to provide for better management and protection of water and related natural resources and that

maintains or strengthens the ability of the MCWD to implement programs and activities that more closely align authorities and resources needed to fully realize the District’s long term goals. Some of these activities require legislative action and an experienced lobbyist to advance the interests of the District.

- In 2018 the line item has been reduced by \$5,500 to reflect the contract amount approved by the Board of Managers.

**Notable Changes (>\$10,000) for 2018:**

*\*Note. All changes listed below are specific line items within program or project areas that are proposed to change in 2018 by more than \$10,000. Line item changes within program areas greater than \$10,000 do not necessarily mean a change to the bottom line budget for that program. These changes may reflect a shift in emphasis or priority within a specific program without change to the program’s total budget.*

*Other line item specific changes below \$10,000 are not listed. The total proposed budget change in each program area (including those less than \$10,000) are depicted in the summary spreadsheet on the final page of this memorandum.*

**General Operations (1002)**

- Benefits (\$284,417)
  - Costs allocated to individual departments
  - OSS Payroll taxes moved to personnel costs
- Personnel Costs +\$52,449
  - 3% Personnel Costs
  - OSS Payroll taxes moved from Benefit line item

**Information Technology Fund (1003)**

- Equipment -\$12,500
- General IT -\$23,863
- WISKI +12,000

<b>Program</b>	<b>2017 Budget</b>	<b>2017 Levy</b>	<b>2018 Budget</b>	<b>2018 Levy</b>
Information Technology	\$101,063	\$95,365	\$176,700	\$76,700
Government Relations	\$37,000	\$26,725	\$31,500	\$31,500
General Operations	1,463,713	\$993,713	1,195,230	\$1,130,230
<b>Total</b>	<b>\$1,601,776</b>	<b>\$1,115,803</b>	<b>\$1,403,430</b>	<b>\$1,238,430</b>

The 2018 proposed budget includes the costs for employee benefits being allocated to each department, which formerly had been accounted for in the Operations and Support Services program.

It also accounts for using \$100,000 from the IT Fund designated as Assigned funds for the IT Strategic Plan.

The proposed levy includes \$65,000 of interest earnings.

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

**PREPARED BY:** David Mandt

**DATE:** August 16, 2017

<b><u>Program</u></b>	Information Technology (1003)
<b><u>Summary</u></b>	<p>The Information Technology (IT) program's primary objective is to provide a baseline of program support to meet the strategic direction of the District.</p> <p>To provide program support, the IT program strives to:</p> <ul style="list-style-type: none"> <li>• Provide a reliable network environment which includes equipment, software and license to allow staff to focus on their work</li> <li>• Provide accessibility to information</li> <li>• Provide Security to District's Data</li> </ul>
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b>Background:</b></p> <p>The strategic direction of the MCWD, as adopted by the Board of Managers on February 9, 2017, is to accomplish the District's mission to collaborate with public and private partners to protect and improve land and water for current and future generations by prioritizing the following activities:</p> <ol style="list-style-type: none"> <li>1. Develop high impact capital projects integrated with non-water initiatives through multi-jurisdictional partnerships.</li> <li>2. Change the land-use and water policy environment to increase early, value-added partnership with private development, public infrastructure, and public policy/planning.</li> </ol> <p>The strategic direction further indicates that all other MCWD programs will be developed in support of these priorities. The Information Technology program operates primarily in a supporting role, to be used by all staff, the Board of Managers and the public.</p> <p>The Information Technology program designated to support the goals of the organization has four main activities:</p> <ol style="list-style-type: none"> <li>1) Contracted Services;</li> <li>2) IT Equipment;</li> <li>3) Staff Training; and</li> <li>4) Strategic IT Plan.</li> </ol> <p><b>Contracted Services (\$31,500)</b></p> <p>The Information Technology Fund for 2018 proposes funding levels needed to assist with existing office functions, pay for consultants assisting the District with technology, as well as improve established programs.</p>



➤ Building Audio Video Equipment

The District has a professional service contract with I Space to perform planned maintenance and repairs for the board room, the IT room and all building audio visual equipment.

➤ Laserfiche

The District has a professional service contract with OPG3 to assist with the upkeep and maintenance of the District Document Management System as well as to provide training for staff.

➤ Website Support

The District has a professional service contract to host and support the District website, as well as provide staff training.

➤ Geographic Information System (GIS) Hosting

The District has a professional service contract with Amazon to host GIS data for the Interactive Map as well as web oriented GIS Data on their cloud.

➤ Managed Service Provider

The Managed Service provider's is a general fund contract that is approved every two years by the Board of Managers within the scope of services process. The IT budget allows for the District to contract for additional services as needed.

**IT Equipment (\$38,500)**

➤ Hardware and Software Replacement

The District has developed replacement schedules for hardware, software, audio video equipment and the server environment. Staff has also initiated a monthly tracking report related to the age and performance of equipment and software, which is used to coordinate the items to be purchased per the various replacement schedules. Current policy defines the replacement schedule for a computer at four years, but replacements are not purchased if the technology is still performing at an acceptable standard.

➤ Software Annual Support and Licenses

These funds are designated to cover the annual license fee for three applications: Laserfiche Document Management System, the WISKI Data Management System, and the Online GIS licenses.

**Training (\$6,700)**

➤ Staff Training

The District provides funds for staff to attend training for technology related to District wide operational needs such as Laserfiche, GIS and website work.

## **Strategic IT Plan (\$100,000)**

In the fall of 2016, staff developed an internal team to develop a strategic IT plan to define District wide technology initiatives and create a comprehensive understanding of the individual projects, the prioritization of deliverables and total costs associated with IT Improvements over the next five years.

Although the comprehensive Strategic Plan is still in the development stage; the District staff team has identified central themes and core elements of the plan. We have begun the prioritization effort and is in the scoping process to determine the deliverables including the timeline and total project costs.

### **Essential Themes of the Plan**

- All data sets and applications should be accessible by a central location.
- The scopes for the individual projects should ensure that all datasets and applications should be designed to work with each other, ensuring fluidity between departments.

### **Core Elements (in no particular order)**

- User Interface/Dashboard

Currently the District technology applications do not have a single access point; they have to be installed on each machine or accessed individually to be used. An existing gap is a user interface which would provide one location to access the Organization database, WISKI, Laserfiche and the interactive map.

#### Organizational Database

The District currently has two databases, one used primarily for Permitting and one for Research and Monitoring. The organization database needs include Capital Projects, Planning, Operations and Maintenance and Grants. The database currently used for Permitting is connected to Laserfiche for document storage, is connected to the GIS Interactive Map with all data being geospatial and is capable of being expanded to accommodate new modules for Capital Projects, Operations and Maintenance, and Grants.

- GIS

The District has two GIS capabilities, the ability to work with GIS internally as well as through the interactive map on the Amazon cloud. The District currently consults for much of its GIS work, and does not have a uniform storage structure. The needs identified include internal staffing, connectivity to additional datasets, and access and storage plans.

- Website

The District Website was constructed in 2009. The organizational needs identified include the need to update the content on the site, to explore options to make the upkeep of the site more responsive and to identify additions or structural changes that are necessary. The site will be analyzed to verify that it can connect to all of the district applications and tools.

➤ Laserfiche

The District Document Management System is a tool that is currently used as the document library for storage per the Record Retention Schedule. This tool creates efficiencies for day to day work routines by digitizing documents, which allows for multiple people to access the document at the same time, easing the search for documents, eliminating lost paperwork and the need to store excess boxes. Existing capabilities include quick search features, connectivity to databases, ease of scanning and identification of metadata. The need highlighted for Laserfiche is the addition of an annual license that would allow data within the Laserfiche system to be viewed by the public via the website.

**Project Discovery and Formation Process**

Definition of staff's needs is ongoing and it is anticipated to be completed early September for the Database and late September for the Website. The consultants have impressed on staff that in application development it is critical that the needs are documented to a common understanding on what will be developed. Staff is working to take the desired database attributes collected over the past few years and consolidate it into a common format to be provided to the consultants in early September.

**Project Scoping and Prioritization phase**

The next phase of the plan is for the database and website consultants to incorporate the data received from the district and compile a comprehensive project scope, incorporating timeline for the deliverables, quotes for each element and ensure integration with other technology. It is anticipated that the District will have a draft scoped for both projects in late September or early October.

Once received, staff can incorporate the database and web scopes of services with the other core elements of the plan to implement the project prioritization phase. Staff anticipates using an approach to rank strategic benefit with other factors such as efficiencies gained, organizational impact/usage, costs, and timeline of delivery.

**Draft Presentation**

Following prioritization of the plan elements, a draft of the Strategic IT Plan will be presented to the Board of Managers for their review, either in late October or early November. The presentation will encompass all of the elements of a plan prioritized by organizational benefit, cost and provide an overview of how the elements will work together to provide access and efficiencies. Staff is anticipating that the full 5 year plan will exceed the \$100,000 being recommended for 2018, but will present the full plan to allow for an understating of the total impact as well as the order in which items will be constructed over the length of the plan. Each year staff will present the elements of the upcoming years as part of the IT workplan along with a recommendation if existing fund balance or tax levy should be the funding source. Additionally, when an item is ready for implementation, staff will create an Request for Board Action and present the item to the Board for review and approval.

	<p><b>2018 Budget Summary:</b></p> <table border="1"> <thead> <tr> <th><b>Activity/Expense</b></th> <th><b>Budget</b></th> </tr> </thead> <tbody> <tr> <td>Contracted Services</td> <td>\$31,500</td> </tr> <tr> <td>IT Equipment</td> <td>\$38,500</td> </tr> <tr> <td>Staff Training</td> <td>\$6,700</td> </tr> <tr> <td>Strategic IT Plan</td> <td>\$100,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$176,700</b></td> </tr> </tbody> </table>		<b>Activity/Expense</b>	<b>Budget</b>	Contracted Services	\$31,500	IT Equipment	\$38,500	Staff Training	\$6,700	Strategic IT Plan	\$100,000	<b>Total</b>	<b>\$176,700</b>
<b>Activity/Expense</b>	<b>Budget</b>													
Contracted Services	\$31,500													
IT Equipment	\$38,500													
Staff Training	\$6,700													
Strategic IT Plan	\$100,000													
<b>Total</b>	<b>\$176,700</b>													
<b><u>Goals/Outcomes</u></b>	The Information Technology work program strives to maintain the existing District technology environment while improving efficiencies through a programmatic approach. The desired outcomes are stability, security and accessibility.													
<b><u>Schedule</u></b>	On-going													

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2016	\$ 101,063	\$101,063	\$0	\$(51,276)	\$0	\$5,698	\$154,627
2017	\$101,063	\$95,365	\$0	\$(101,063)	\$0	\$0	\$0
2018	\$176,700	\$76,700	\$0	\$176,700	\$0	\$100,000	\$0

\*\*\* During the 2016 IT workplan presentation, staff highlighted that the 2015 audit balance in the IT fund had a balance of \$106,325 from previous years and recommended that the balance remain in the IT Fund. The 2016 audit balance for the IT Fund is \$160,325. Staff is recommending, that \$100,000 remain in the IT Fund designated specifically for the Strategic IT Plan and the remaining amount should be transferred for levy reduction or usage elsewhere. This would allow the Board of Managers the flexibility to use existing funds that were designated for IT for a one-time project(s) prioritized in the plan.

### Recommended 2018 Budget and Levy

Budget: \$176,700

Levy: \$76,700

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training-Laserfiche, web and GIS	\$6,700
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous—IT Strategic Plan	\$100,000
4320	Contract Services	\$29,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$2,500
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management – CBRE	
4566	Tenant Relocation – CBRE	
4570	Equipment/Supplies	\$38,500
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$ 176,700</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2018 RECOMMENDED WORK PLAN

PREPARED BY: David Mandt

DATE: August 24, 2016

<b><u>Program</u></b>	Government Relations (1004)										
<b><u>Summary</u></b>	Funds are budgeted for government relations and legal services needed to assist in achieving MCWD legislative agenda and goals.										
<b><u>Location</u></b>	District-wide										
<b><u>Description</u></b>	<p><b>Background:</b> State and federal legislation has increased the roles and responsibilities of watershed districts significantly over the past few decades. The expectations of communities and residents about the role of watershed districts have also changed. In response, the MCWD partners with other likeminded organizations to seek legislation to provide for better management and protection of water and related natural resources and that maintains or strengthens the ability of the MCWD to implement programs and activities that more closely align authorities and resources needed to fully realize the District's long term goals. Some of these activities require legislative action and an experienced lobbyist to advance the interests of the District.</p> <p>The MCWD lobbyist works closely with the lobbyist from the Minnesota Association of Watershed Districts (MAWD) and other groups to advance the District's interests.</p> <p><b>2018 Budget Summary:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Activity/Expense</th> <th style="text-align: right;">Budget</th> </tr> </thead> <tbody> <tr> <td>Contracted Services</td> <td style="text-align: right;">\$28,000</td> </tr> <tr> <td>Legal</td> <td style="text-align: right;">\$3,500</td> </tr> <tr> <td>Misc.</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$31,500</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Contracted Services	\$28,000	Legal	\$3,500	Misc.	\$	<b>Total</b>	<b>\$31,500</b>
Activity/Expense	Budget										
Contracted Services	\$28,000										
Legal	\$3,500										
Misc.	\$										
<b>Total</b>	<b>\$31,500</b>										
<b><u>Goals/ Outcomes</u></b>	<ul style="list-style-type: none"> <li>• Awareness of new or changes to legislation that may impact the MCWD.</li> <li>• Protection of District interests.</li> <li>• Passage of the District's legislative agenda.</li> </ul>										
<b><u>Schedule</u></b>	In 2018, the MCWD Board will submit items recommended to be added to the Minnesota Association of Watershed District's legislative platform. Prior to the Legislative session, the Board will adopt the District's any additional legislative initiatives.										

**Budget/Levy History**

<b>Year</b>	<b>Budget</b>	<b>Tax Revenue</b>	<b>Grants &amp; Other Rev.</b>	<b>Expenditures</b>	<b>Transfer in/out</b>	<b>Carryover</b>	<b>Assigned Funds</b>
2014	\$31,410	\$30,173	\$454	(\$33,297)	\$2,399	\$0	\$0
2015	\$37,000	\$42,450	\$0	(\$42,450)	\$0	\$10,275	\$0
2016	\$37,000	\$37,000	\$0	(\$37,000)	\$0	\$10,275	\$0
2017	\$37,000	\$26,725	\$0	(\$37,000)	\$0	\$0	\$0
2018	\$31,500	\$31,500	\$0	(31,500)	\$0	\$0	\$0

**Recommended 2018 Budget and Levy**

Budget: \$ 31,500  
Levy: \$ 31,500

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	
4065	Staff Training	
4066	Staff Tuition Benefit	
4110	Manager Per Diems	
4120	Manager Expenses	
4125	Manager Computer/Software	
4130	Manager Dues/Subscriptions/Internet	
4210	Office Supplies	
4215	Meeting Expense	
4220	Furniture & Fixtures	
4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$28,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$3,500
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$31,500</b>