



## MEMORANDUM

**To:** MCWD Board of Managers

**From:** James Wisker

**Date:** September 8, 2016

**Re:** 2017 MCWD Budget-Levy Public Hearing

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### **Purpose:**

On September 8, 2016 the MCWD Board of Managers will hold a duly noticed public hearing on the proposed 2017 budget and levy, and consider action to certify. This memorandum serves as a cover to the packet of budget-levy information available for the public hearing.

### **Contents:**

This packet includes the 2017 Budget Summary, memoranda detailing budget information by division, and the supporting workplans by fund code:

- 2017 Budget Summary
  
- Operations and Support Services cover memo
  - Fund 1003 – IT
  - Fund 1004 – Government Relations
  
- Planning, Projects and Permitting cover memo
  - Fund 2001 – Permitting
  - Fund 2002 – Planning
  - Fund 2003 – Project Maintenance and Land Management
  - Fund 2004 – Land Conservation and Restoration
  - Fund 2006 – Habitat Restoration
  - Fund 3106 – Six Mile Prairie Restoration
  - Fund 3140 – Taft-Legion Improvement
  - Fund 3142 – Long Lake Creek Corridor
  - Fund 3145 – 325 Blake Road Stormwater
  - Fund 3147 – West. 54<sup>th</sup> Street Stream Restoration
  - Fund 3148 – FEMA Flood Damage Repairs
  - Fund 3149 – Highway 101/Bushaway Road Shoreline Improvement
  - Fund 3150 – Meadowbrook Golf Course Stream and Flood Improvement
  - Fund 3151 – Minnehaha Preserve Enhancement and Connection
  - Fund xxxx – SW Stream Restoration and Trail Connection

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- Education and Communications
  - Fund 4001 – Cynthia Krieg Education Grant Program
  - Fund 4002 – Education Program
  - Fund 4003 – Communications Program
  - Fund 4005 – Cost Share Grant Program
  
- Research and Monitoring
  - Fund 5001 – Research and Monitoring Program
  - Fund 5002 – Ecological Grade Program
  - Fund 5005 – Aquatic Invasive Species Program

**Background:**

The following information summarizes the MCWD Board of Managers’ 2017 budget discussion to date.

April 7, 2016 Board of Managers Retreat:

On April 7, 2016 the Board of Managers held an annual retreat. At the retreat staff provided a first quarter projection of the 2017 Minnehaha Creek Watershed District (MCWD) budget and levy. This 2017 projection included the following assumptions evaluated against a potential levy increase of 5%:

- Incorporated audited carryover from 2015 into 2016
- Zero carryover from 2016 into 2017
- 2017 program budgets = 2016 program budgets (flat program budgets)
- Incorporated 2017-2018 Capital Improvement Plan

The resulting discussion focused on the projected gap between the 2017 budget and levy, and potential strategies to bridge that gap gradually over 2017, 2018 and 2019. At this meeting the Board of Managers resolved to:

- Modify the District’s 2017-2018 Capital Improvement Plan (CIP) as a first step in closing the projected 2017 budget-levy gap.
- Direct staff to prepare a presentation of alternative budgeting and spending scenarios for MCWD programs.

May 26, 2016, Operations and Programs Committee:

On May 26, 2016 the Operations and Programs Committee (OPC) received a budget status briefing from District staff. The Committee received an overview from staff highlighting proposed 2017 budget changes by program division (Education and Communications, Planning-Projects and Permitting, Operations and Support Services, and Research and Monitoring). The Committee also received information summarizing how the proposed program changes may impact the projected budget-levy gap.

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### June 16, 2016 Joint Committee:

At the June 16, 2016 Joint Committee meeting, staff reviewed refined second quarter projections of the 2017 MCWD budget targeting a 5% levy increase, and provided a divisional breakdown of:

- Potential 2016 program spending cuts that would generate carryover into 2017
- 2017 program budget reductions
- The program impact of the potential 2016 and 2017 changes

Staff also outlined areas where, with additional clarity, the remaining 2017 budget-levy gap could be closed.

The Board of Managers directed staff to bring back a recommended strategy for closing the projected 2017 budget-levy gap, by providing clarity and budget-levy recommendations across the following areas:

- 50% fund balance provision and cash flow requirements
- Operations and organizational legal budgets
- Tax delinquency with regards to cash flow
- Creating a debt service fund for the Six Mile-Halsted Bay focal geography
- Streamlining departmental contingencies
- Final adjustments to planning or capital budgets based on project planning and partnership status
- Project Maintenance and Land Management planning

Also, at the June 16, 2016 Joint Committee meeting, staff introduced the concept of an organizational needs list (staffing, operational initiatives, and programmatic elements) that could serve as a central repository for departmental needs that could be evaluated and prioritized strategically based on an estimated future return on investment (watershed impact of a program initiative, increased efficiency, etc.). In response, the Board of Managers discussed the conditions under which a levy increase larger than 5% might be considered, reaching consensus that any proposed increase must be contextualized against 3-5 year projections.

### July 21, 2016 Joint Committee Meeting:

On July 21, 2016 a Joint Committee meeting was held to facilitate a final directional discussion by the Board of Managers regarding the 2017 budget-levy. The Committee considered information across the range of policy topics listed immediately above, and reached consensus to balance the remaining budget-levy gap through the following strategies:

- Not increasing the levy \$100,000 for General Operations legal budget
- Draw down \$400,000 of General Operations fund balance
- Not increasing the levy \$250,000 to manage the issue of delinquent taxes
- Removing \$80,000 in capital project funding dedicated to MPRB partnership

The Joint Committee also reviewed future projections for the 2018 fiscal year and agreed to establish meetings in the fourth quarter of 2016 to discuss forward looking budgeting policies.

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Following this discussion, the Joint Committee considered and reached consensus on a 7% levy increase to support the implementation of the Minnehaha Preserve connection, which is shovel ready.

August 4, 2016 Joint Committee Meeting:

At the August 4, 2016 Joint Committee Meeting the Committee reviewed the proposed 2017 budget and levy and the following workplans:

- Recommended Minnehaha Creek Watershed District (MCWD) 2017 budget and levy
- Workplans for Education and Communications (Ed-Comm)
- Workplans for Research and Monitoring (R&M)

August 11, 2016 Joint Committee Meeting:

At the August 11, 2016 Joint Committee Meeting the Committee reviewed the proposed 2017 budget and levy and the following workplans:

- Operations and Support Services (Ops)
- Planning, Permitting, Projects, and Project Maintenance & Land Management

**Next Steps:**

Following the public hearing, the Board of Managers will consider action to certify the budget and levy. Following the meeting a final budget package will be uploaded to the District's website, and a press release issued. Subsequent opportunities for public comment will be provided in December of 2016 at a regularly scheduled meeting of the Board of Managers.

If there are questions in advance of the meeting, please contact James Wisker at [Jwisker@minnehahacreek.org](mailto:Jwisker@minnehahacreek.org) or 952-641-4509

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## 2017 MCWD BUDGET SUMMARY

2017 EXPENSES	2016 Budget	2017 Budget
<b>OPERATIONS &amp; SUPPORT SERVICES</b>		
General Operations	\$ 1,389,906	\$ 1,463,713
Information Technology	\$ 101,063	\$ 101,063
Government Relations	\$ 37,000	\$ 37,000
<b>Sub-Total</b>	<b>\$ 1,527,969</b>	<b>\$ 1,601,776</b>
<b>PLANNING &amp; PERMITTING</b>		
Permit Administration	\$ 631,846	\$ 631,651
Planning & Projects	\$ 863,897	\$ 1,114,973
Project Maint. & Land Mgmt	\$ 546,429	\$ 683,310
Land Restoration	\$ 89,000	-
Habitat Restoration Initiative	\$ 15,863	\$ 15,113
<b>Sub-Total</b>	<b>\$ 2,147,035</b>	<b>\$ 2,445,047</b>
<b>CAPITAL PROJECTS</b>		
Capital Projects Total	\$ 3,212,147	\$ 3,177,776
<b>Sub-Total</b>	<b>\$ 3,212,147</b>	<b>\$ 3,177,776</b>
<b>DEBT SERVICE</b>		
Land Conservation	\$ 3,018,369	\$ 4,064,169
<b>Sub-Total</b>	<b>\$ 3,018,369</b>	<b>\$ 4,064,169</b>
<b>EDUCATION &amp; COMMUNICATIONS</b>		
Cynthia Krieg	\$ 125,000	\$ 100,000
Education	\$ 302,179	\$ 266,790
Communications	\$ 209,618	\$ 174,914
Cost Share	\$ 772,151	\$ 544,976
<b>Sub-Total</b>	<b>\$ 1,408,948</b>	<b>\$ 1,086,680</b>
<b>RESEARCH &amp; MONITORING</b>		
Water Quality	\$ 412,516	\$ 675,354
E-Grade	\$ 333,522	\$ 199,451
Lake Nokomis Project	\$ 10,300	-
Joint Watershed Research Grant	\$ -	-
Aquatic Invasive Species Program	\$ 628,388	\$ 210,000
Research & Monitoring General Operations	\$ 96,900	-
<b>Sub-Total</b>	<b>\$ 1,481,626</b>	<b>\$ 1,084,805</b>
<b>2016 Total</b>	<b>\$ 12,796,094</b>	<b>\$ 13,460,253</b>
<b>2017 REVENUE &amp; AVAILABLE FUNDS</b>		
Preliminary 2016 Levy	\$8,705,875	\$9,315,286
Interest earned	\$70,000	\$0
Grants and Partner Funds	\$119,984	\$130,000
Reimbursements & other	\$58,462	\$58,462
Balance available due to carry-forward	\$3,841,773	\$3,956,505
<b>2016 TOTAL</b>	<b>\$12,796,094</b>	<b>\$13,460,253</b>

## MEMORANDUM

**To:** MCWD Board of Managers  
**From:** Craig W. Dawson, Research and Monitoring Director  
**Date:** September 6, 2016  
**Re:** 2017 Work Plans – Research and Monitoring

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### **Purpose:**

To summarize the Research and Monitoring (R&M) Department's 2017 work plans: a brief description of program activities, 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.

Research and Monitoring's 2017 work plans reflects the internal restructuring of the department with an emphasis on better integration of staff resources and work effort. Accordingly, the number of work plans will be reduced from six in 2016 to three in 2017, and will be reduced to two in 2018 after completion of the development of the Ecosystem Evaluation (E-Grade) program. Research and monitoring activities formerly conducted under the AIS Program Fund (5005) will now be incorporated into the Research and Monitoring Fund (5001).

Work plans summarized in this memo include the following:

- Research and Monitoring (5001)
- Ecosystem Evaluation (E-Grade) (5002)
- AIS Watercraft Inspection Cost-Share Grant & Rapid Response (5005)

**Discussion and Summary:** R&M does the work to provide the data, analysis, and foundational basis for the use of sound science in the services, projects, and regulations provided by the Watershed District.

Primary goals focus on:

- Characterize existing ecological health of water resources
- Diagnose specific drivers of change/stressors
- Collaborate to identify management strategies

The Department's focus has shifted from routine monitoring throughout the watershed towards the three new goals. R&M staff will be evaluating ecological health via the E-Grade program and conducting both diagnostic and effectiveness monitoring that will provide necessary data for the District to make better informed decisions in a more strategic way.

### Notable Changes for 2017:

Preparation of the budget identified expenditure reductions in 2016 which could become revenue available for other District activities in 2017. Revisions to R&M's 2016 work plans resulted in overall reductions of approximately \$145,000. These reduced or foregone activities are:

#### Fund 5002 – E-Grade Program Development

- \$ 8,000 from various activities

#### Fund 5005 – AIS

- \$45,000 Off-site inspection/decontamination station with education programming
- \$35,000 Water access improvements (behavioral change signage à la Hennepin Co)
- \$10,000 AIS watercraft self-inspection certification pilot program
- \$10,000 AIS watercraft home-lake pilot program
- \$ 5,000 Clean lake access pilot program
- \$15,000 Legislative/regulatory initiatives (funding not used during 2016 session)
- \$ 9,000 Funding remaining after cost-share grant awards for watercraft inspections

#### Fund 5006 – Research and Monitoring General Operations

- \$ 7,500 Reductions in expected legal expenses

As part of the reassignment of costs within the R&M fund accounts, most will be moved into Fund 5001, including:

- All wages, salaries, and payroll taxes with an overall reduction of nearly \$80,000, as fewer district representative positions will be needed during 2017.
- The biomanipulation project on Lake Nokomis (Fund 5003). The 2016 budget includes \$10,300 for District-performed effectiveness monitoring. The District's financial involvement will be reduced by \$9,300 (to \$1,000) due to an LCCMR grant to the MPRB.
- The expenses for overall departmental operations and staff development (Fund 5006). The 2016 budget for these is \$96,900, and is proposed at \$107,865 within Fund 5001 in 2017.
- The Joint Watershed Research Grant (5004) has been eliminated as both parties (Mississippi Watershed Management Organization and MCWD) have ceased funding in the grant program.

In addition to the changes in accounting among the R&M Funds, Monitoring (Fund 5001) also reflects the following notable changes:

- +\$20,000 for diagnostic monitoring. This approach is gaining importance as we place increased emphasis on data analysis to identify problems or areas of concern and investigate them further.
- + 6,000 for pre- and post-project effectiveness monitoring, in order to evaluate the effectiveness of water quality improvement projects that the District undertakes.
- -\$20,250 for subwatershed monitoring performed in 2016. This will be needed to be incorporated into the next round of E-Grade monitoring beginning in 2018.
- -\$80,000 in payroll costs by reducing district representative positions to 1.5 FTE.

### In E-Grade Program Development (Fund 5002),

- -\$96,000 in the contract with Wenck Associates to complete its services in the development of the E-Grade Program. The \$141,000 to be spent in 2017 will not require continued funding in 2018. Further assessment and projections need to be done regarding the likely range of professional services and associated costs in 2018 and future years, however.

### Aquatic invasive species (AIS) activities (Fund 5005):

- The watercraft inspection cost-share grants and rapid response funding will remain in Fund 5005
- The AIS program has been collecting much of the biological data that will be incorporated into E-Grade. All of the AIS research and monitoring activities will be moved to Fund 5001

Notable changes in proposed AIS expenses for 2017 include:

- -\$105,000 in AIS prevention tactics (i.e., Off-site inspection/decontamination and education facilities; Water access improvements [signage, etc.]; AIS watercraft self-inspection certification pilot program; Home-lake pilot program; Clean public water access pilot program). Many of these funds have been available as grants for partners to implement, but there has been no interest shown for the years they have been available.
- -\$55,000 for the Roaming AIS Watercraft Inspector program (for which the District pays the full cost for contracted services). The cost-share approach to AIS inspection and education is more cost-effective and has greater value. The District's AIS watercraft inspection/education cost-share program would continue at the same \$175,000 funding level as in 2016.
- -\$15,000 for legislative and regulatory initiatives.
- -20,000 in zebra mussel control research. This project will be completed in 2016, and further research efforts can be put on hold for 2017.
- -\$25,000 in the on-going, long-term Lake Minnetonka Zebra Mussel Study. \$5,000 will remain to further assess changes that are occurring in the lake (and placed in Fund 5001).
- Projects involving grants are not shown in the 2017 budget. Staff will pursue grants opportunistically, and any grant projects would augment the District's work, rather than funding basic functions of the program.

Overall, the Research and Monitoring Department's proposed 2017 budget shows an overall reduction in expenses of approximately \$396,800 (Table 1).

### **Considerations for Near-term Future:**

2017 is a unique year – creating efficiencies and reductions in expenses were realized in the timing of an annual scope of work for the Research and Monitoring Department. We have identified activities in the next few years that may require consideration of additional resources:

- The Six-Mile Carp Assessment will be completed by mid-2017. Management strategies and associated costs will need to be identified and funded. These activities may fall into the R&M budget for one-time projects and/or on-going management.
- Full-time staffing of the contracted E-Grade Technician position.



**Financial Implications for 2017:**

Table 1. Executive summary of the proposed 2017 budget and levy as compared to 2016:

<b>Program</b>	<b>2016 Budget</b>	<b>2016 Levy</b>	<b>2017 Budget</b>	<b>2017 Levy</b>
Water Quality & Monitoring (5001)	\$ 412,516	\$ 412,516	\$ 675,354	\$ 634,006
Ecosystem Evaluation (E-Grade) Program Development (5002)	\$ 333,522	\$ 333,522	\$ 199,451	\$ 191,451
Lake Nokomis Biomanipulation Project (5003)	\$ 10,300	\$ 10,300	Fund 5001	
Joint Watershed Research Grant (5004)	\$ 0	\$ 0	\$ 0	
Aquatic Invasive Species (5005)	\$ 628,388	\$ 345,708	\$ 210,000	\$ 43,253
R&M General Operations (5006)	\$ 96,900	\$ 96,900	Fund 5001	
<b>Total</b>	<b>\$1,481,626</b>	<b>\$1,198,946</b>	<b>\$1,084,805</b>	<b>\$868,710</b>

The total combined budget for these programs and projects for 2017 is \$396,821 lower than the 2016 budget.

See 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).

## MEMORANDUM

**To:** MCWD Board of Managers  
**From:** David Mandt, Director of Operations and Support Services  
**Date:** September 6, 2016  
**Re:** 2017 Work Plans – Operations and Support Services Division

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### **Purpose:**

This memorandum provides a summary of all work plans under the Operations and Support Services Division including 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:**

#### **Operations and Support Services Department**

As a result of the Compensation and Classification study, the Operations and Support Services Department was created and implemented in 2015. The General Operations budget, as created and maintained under direct supervision of the District Administrator, has been included as a function of Operations and Support Services for purposes of workplan development and budget preparation. 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 encompasses Support Services staff salaries, benefits, manager expenses, meeting expenses, building operations and maintenance, insurance, manage professional services contracts, processing debt service, contracted services, human resources, accounting, auditing, equipment, supplies, furniture, trainings, bank fees, agency fees along with other smaller miscellaneous general operation expenses.

In 2014, staff worked with the Interim Administrator to consolidate areas of the budget previously spread across the departments, increasing transparency and reducing the administrative and accounting burden on departments. The 2017 General Operations budget will recommend to increase the personnel budget

and benefit budget. The 2017 personnel budget is proposed to increase 3% to accommodate cost of living. The 2017 benefit budget is recommended to increase 10% to plan changes to staff census as well as for rising healthcare premium expenses. As was discussed during the budget process, healthcare is negotiated annually, outside of the budget schedule. Therefore, 10% is utilized as a budget planning tool allowing staff to negotiate with providers.

### **Information Technology (1003)**

The Information Technology (IT) fund was created in 2009 as a tool for tracking funds designated for District wide IT projects and initiatives. Annually, staff and District technology consultants create a work plan and a budget recommending both current and future items.

The 2017 Information Technology workplan shows no changes to the budget from 2016.

### **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.

The 2017 Government Relations workplan shows no changes to the budget from 2016.

### **Notable Changes (>\$10,000) for 2017:**

*\*Note. All changes listed below are specific line items within program or project areas that are proposed to change in 2017 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 +\$38,464
  - For the purpose of budget planning the benefit budget is planned to increase 10%. Actual costs are typically negotiated outside of the District's budget schedule, a 10% increase as projected.
  
- Personnel Costs +\$10,478
  - For the purpose of budget planning the personnel budget is planned to increase 3%. Actual costs are a result of the annual performance appraisal process.

## Information Technology Fund (1003)

\*\*\*No changes

### Financial Implications:

The table below is an executive summary of the proposed 2017 budget and levy as compared to 2016:

<b>Program</b>	<b>2016 Budget</b>	<b>2016 Levy</b>	<b>2017 Budget</b>	<b>2017 Levy</b>
Information Technology	\$101,063	\$101,063	\$101,063	\$95,365
Government Relations	\$37,000	\$37,000	\$37,000	\$26,725
General Operations	\$1,389,906	\$1,319,906	1,463,713	\$1,063,713
<b>Total</b>	<b>\$1,527,969</b>	<b>\$1,457,969</b>	<b>\$1,601,776</b>	<b>\$1,185,803</b>

The total combined budget for the Operations and Support Services Division for 2017 is \$1,601,776, which is an increase from 2016.

Impacts to the levy will be an increase to the General Operations budget based on estimates of a 3% increase to salaries (and related benefits) and a 10% increase to health benefits which the District has historically done every year to accommodate employee retention, changes in staff census, cost of living and rising costs in health benefits.

## **MEMORANDUM**

**To:** MCWD Board of Managers  
**From:** Becky Christopher  
**Date:** September 6, 2016  
**Re:** 2017 Work Plans – Planning and Permitting

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### **Purpose:**

This memorandum provides a summary of all work plans under the Planning and Permitting Division including 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:

- Programs:
  - Permit Administration (2001)
  - Planning and Projects (2002)
  - Project Maintenance and Land Management (2003)
  - Land Conservation (2004)
  - Habitat Restoration Initiative (2006)
- Projects:
  - Six Mile Marsh Prairie Restoration (3106)
  - Taft/Legion Improvements (3140)
  - Long Lake Creek Corridor Projects (3142)
  - 325 Blake Rd Stormwater Management (3145)
  - Arden/54th St. Stream Restoration (3147)
  - FEMA Flood Repairs (3148)
  - Highway 101 Causeway (3149)
  - Meadowbrook Golf Course (3150)
  - Minnehaha Preserve Enhancement (3151)
  - SW LRT Trail Connection (TBD)

### **Summary:**

#### **Permitting**

The Permitting Department continues to efficiently and effectively administer District rules through permit application review and field compliance. In 2017, department efforts will be focused on increasing permit administration efficiency, improving field compliance, and achieving better outcomes through partnership than through regulation alone. Within these areas of focus, multiple initiatives will be

pursued, enabling the department to provide exceptional customer service while increasing natural resource protection opportunities through strategic partnership with the development community. There is no significant change in budget proposed for 2017.

## **Planning**

The 2017 work plan for the Planning & Projects program is generally consistent with the previous year's work plan. The primary activities for 2017 include project development in the District's two focal geographies: Minnehaha Creek Greenway and Six Mile Creek, responsive track planning, and finalizing development of the next generation Comprehensive Plan.

One new addition to the budget is \$100,000 for land conservation planning. 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 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.

Another change to the 2017 Planning budget is the addition of Six Mile Creek planning and project development dollars that were previously budgeted in a separate fund (3139). Factoring in this relocation of funds, the net change to the Planning budget is a decrease of \$122,230 as compared to the 2016 budget.

## **Project Maintenance and Land Management**

The 2017 work plan for the Project Maintenance and Land Management program is generally consistent with the previous year's work plan. In an effort to streamline vegetation management and infrastructure maintenance activities, it is proposed in 2017 that the Land Restoration Fund (2005) be combined with the Project Maintenance and Land Maintenance Fund. The purposes of the two funds are aligned, and managing this type of work through the Project and Land Maintenance Fund provides efficiencies in contract management.

In addition to routine maintenance, a new 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. Implementation of the District's Infrastructure Maintenance Plan will proactively address issues with aging infrastructure and limit liability associated with infrastructure failure. The program has budgeted \$100,000 for this purpose.

Given the increase of \$100,000 for Infrastructure Maintenance and efficiencies created by combining this fund with the Land Restoration fund, the net increase for 2017 is \$47,881 as compared to 2016.

## **Land Conservation**

Acquisitions made through the Land Conservation Program are supported by financing from Hennepin County in accordance with the 2006 Master Loan Agreement between both agencies. The total 2017 debt service (201B + 2011A + 2013B + Wells Fargo 2013) for Land Conservation will be \$3,964,169. The District services its annual debt from the Land Conservation fund (2004) which receives revenue from the annual tax levy. Debt service detail is provided within the work plan.

As the Six Mile Creek-Halsted Bay subwatershed planning partnership continues, the Board has expressed an interest in creating a debt service program with Carver County to fund project opportunities within this focal geography. Throughout 2016 the District has been exploring the creation of said program with Carver County commissioners and their financial services department. Staff is recommending a 2017 levy increase of \$100,000 to initiate a debt service program for anticipated expenditures in the Six Mile Creek-Halsted Bay subwatershed.

### **Capital Projects**

The 2017 work plans for capital projects include ongoing design, construction, and maintenance activities for several previously ordered projects as well as one new fund for initiating design work for the SW LRT Trail Connection.

### **Notable Changes (>\$10,000) for 2016:**

*\*Note. All changes listed below are specific line items within program or project areas that are proposed to change in 2016 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 headings below and again in the summary spreadsheet on the final page of this memorandum.*

#### **Permitting (- \$195)**

- Department Technology: - \$10,000
  - Development of a District-wide database has been post-poned.

#### **Planning & Projects (- \$122,230)**

- Minnehaha Creek Greenway Planning - \$20,000
  - Decreased budget for consultant services.
- Six Mile Creek Planning - \$78,387
  - Decreased budget for final year of carp study.
- Responsive Track Planning + \$50,000
  - Increased budget based on opportunities identified during 2016.
- Land Conservation Planning + \$100,000
  - New budget item previously funded through Land Conservation fund.
- Comprehensive Plan Development - \$50,000
  - Decreased budget for consultant assistance with Plan drafting.
- Engineering and Legal - \$125,000
  - Consolidated engineering and legal expenses across focal geographies.
- Data Management and File Scanning - \$10,000
  - File scanning and database development has been post-poned.
- Personnel + \$11,157
  - Represents an estimated 3% increase in personnel costs.

**Project Maintenance & Land Management (PM&LM) (+ \$47,881)**

- Vegetation Maintenance - \$38,635
  - Efficiencies have been created through consolidation of vegetation maintenance contracts.
- Great River Greening Grant Match + \$72,500
  - District is receiving grants for vegetation maintenance that require a match from partners.
- Infrastructure Maintenance + \$100,000
  - New budget item to begin implementing District's Infrastructure Maintenance Plan.
- Stormwater Facility Maintenance and Stormwater Pond Surveys + \$33,829
  - Staff anticipates three ponds requiring maintenance in 2017.
- Gray's Bay Dam Inspection and Maintenance - \$10,000
  - Completed in 2016 and will not be needed again in 2017.
- Engineering, Legal, and Technical Services - \$40,000
  - Consolidated funding for engineering and legal services across PM&LM and Land Restoration funds.
- Painter Creek Culvert Replacement - \$63,000
  - Completed in 2016.

**Land Conservation (+ \$1,045,800)**

- Debt Service + \$945,800
  - Increased according to the District's debt service schedule.
- Six Mile Debt Service + \$100,000
  - New budget item per Board direction to begin a debt program with Carver County.

**Capital Projects (+ \$338,935)**

- Completed Projects (no longer requiring levy):
  - Minnehaha Falls/Gorge - \$50,000
  - Minnehaha Creek Reach 20 - \$25,000
  - Steiger Lake Wetland Restoration - \$10,000
  - Minnehaha Creek Reach 14 Stabilization - \$20,000
- Ongoing Projects:
  - Six Mile Marsh Prairie Restoration - \$14,163
  - Blake Road Stormwater Management + \$1,306,012
  - Cottageville Park (postponed) - \$638,374
  - Arden/54<sup>th</sup> St. Stream Restoration + \$43,000
  - FEMA Flood Repairs - \$80,000
  - Highway 101 Causeway + \$86,410
  - Meadowbrook Golf Course - \$150,000
  - Minnehaha Preserve Enhancement - \$122,000
- New Projects:
  - SW LRT Trail Connection + \$25,000



**Financial Implications:**

The table below is an executive summary of the proposed 2017 budget and levy:

<b>Program</b>	<b>2016 Budget</b>	<b>2016 Levy</b>	<b>2017 Budget</b>	<b>2017 Levy</b>
Permit Administration	\$631,846	\$602,910	\$631,651	\$443,657
Planning & Projects	\$863,897	\$671,013	\$1,114,973	\$1,080,353
Project Maint. & Land Mgmt	\$546,429	\$355,136	\$683,310	\$439,302
Land Conservation	\$3,018,369	\$2,795,204	\$4,064,169	\$3,159,412
Land Restoration	\$89,000	\$-	\$-	\$-
Habitat Restoration Initiative	\$15,863	\$16,778	\$15,113	\$13,356
Capital Projects Total	\$3,212,147	\$487,853	\$3,177,776	\$1,212,998
<b>Total</b>	<b>\$8,377,551</b>	<b>\$4,928,894</b>	<b>\$9,686,992</b>	<b>\$6,349,078</b>

The total combined budget for these programs and projects for 2017 is \$1,309,441 higher than the 2016 budget, largely due to the increase in debt service payments. On the revenue side, there is a proposed levy increase of \$1,420,184 for the Planning and Permitting Division.

See enclosed work plans for more detail. If there are questions in advance of the meeting, please contact Becky Christopher at 952-641-4512 or [bchristopher@minnehahacreek.org](mailto:bchristopher@minnehahacreek.org).

## MEMORANDUM

**To:** MCWD Board of Managers

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

**Date:** September 6, 2016

**Re:** 2016 Work Plans – Cynthia Krieg (4001), Education (4002), Communications (4003) & Cost Share (4005)

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### **Summary:**

#### **Cynthia Krieg (4001)**

Staff is proposing a 20 percent reduction in the 2017 budget for the Cynthia Krieg Watershed Stewardship Fund.

The proposed 2017 Cynthia Krieg workplan will continue to provide funding for community-based stewardship projects that increase public awareness of water quality issues and promote behavior change. The proposed budget for this fund has been decreased by \$25,000 to the 2012 funding level of \$100,000. To ensure the reduced funding level does not adversely impact the number of projects that are able to be funded, staff proposes to reduce the maximum grant award from \$25,000 to \$15,000.

#### **Education (4002)**

The District's Education Program is proposing a 12 percent reduction in its 2017 budget.

The proposed 2017 Education workplan retains many of the activities conducted in 2016 with two notable changes: 1) The Master Water Stewards Program budget has been reduced by \$12,500 to \$25,000, 2) The Minnehaha Creek Subwatershed signage budget has been reduced by \$10,000 to \$5,000.

Additional funding reductions of \$5,000 or less are planned in the Minnehaha Creek and Six Mile Subwatershed engagement/programming budgets, presentations/displays budget, realtor/developer outreach budget and the MCWD site stormwater demonstration budget. These activities will continue either with funding from other programs or at a reduced level.

After accounting for a cost-of-living adjustment for staff and a modest \$2,500 increase in the Districtwide signage master plan budget, the total net reduction in the proposed Education Program budget for 2017 is \$35,389.

Communications (4003)

The District's Communications Program is proposing a 17 percent reduction in its 2017 budget.

The proposed 2017 Communications workplan continues most of the activities conducted in 2016 with three significant funding changes: 1) The budget for media relations activities has been reduced by \$22,600 to \$10,000, 2) The \$15,000 budget for the stakeholder audit, which was completed in 2016, has been removed, 3) The \$10,000 budget for Watershed Heroes has been restored, following a board-approved hiatus for this activity in 2016.

Two additional funding reductions, \$5,000 dollars each from the publications and video budgets, will allow these activities to continue, but at a reduced level.

After accounting for a cost-of-living adjustment for staff, the total net reduction in the proposed Communications Program budget for 2017 is \$34,704.

Cost Share (4005)

The District's Cost Share Program is proposing a 29 percent reduction in its 2017 budget.

The proposed 2017 Cost Share Program workplan continues the funding schedule that was implemented in 2016, but at a reduced level. Three significant funding changes are proposed: 1) The amount of available funding for qualified projects has been reduced by \$200,000 to \$400,000, 2) The budget for engineering assistance has been reduced by \$15,000 to \$15,000, 3) The budget for printing/publishing/signage has been reduced by \$10,000 to \$10,000.

After accounting for a cost-of-living adjustment for staff, the total net reduction in the proposed Cost Share Program budget for 2017 is \$227,175

**Notable Changes for 2017:**

<u>Cynthia Krieg (4001)</u>	
Cynthia Krieg Fund	-\$ 25,000
<u>Education (4002)</u>	
Master Water Stewards Program	- \$ 12,500
Minnehaha Creek Subwatershed Signage	-\$ 10,000
<u>Communications (4003)</u>	
Media Relations	-\$ 22,600
Stakeholder Audit	-\$ 15,000

Watershed Heroes	+\$ 10,000
<u>Cost Share (4005)</u>	
Cost Share Grant Fund	-\$200,000
Engineering	- \$ 15,000
Printing/Publishing/Postage	- \$ 10,000

**Financial Implications:**

The table below is an executive summary of the proposed 2017 budget and levy as compared to 2016:

<b>Program</b>	<b>2016 Budget</b>	<b>2016 Levy</b>	<b>2017 Budget</b>	<b>Unassigned Carryover</b>	<b>2017 Levy</b>
Cynthia Krieg	\$125,000	\$54,496	\$100,000	\$0	\$100,000
Education	\$302,179	\$256,259	\$266,790	\$72,433	\$194,357
Communications	\$209,618	\$137,160	\$174,914	\$44,848	\$130,066
Cost Share	\$772,151	\$672,151	\$544,976	\$57,704	\$487,272
<b>Total</b>	<b>\$1,408,948</b>	<b>\$1,120,066</b>	<b>\$1,086,680</b>	<b>\$174,985</b>	<b>\$911,695</b>

The total combined budget for these programs and projects for 2017 is \$322,268 lower than the 2016 budget, representing a 23 percent reduction in total funding.

**Program Implications:**

Cynthia Krieg (4001)

- Reduced funding will result in fewer projects being funded and the scope of the projects may be affected by smaller individual grant awards.

Education (4002)

- Reduced capacity to implement the Master Plans for Signage and Landings of Minnehaha Creek and District-wide signage that were approved by the Board of Managers in 2014.
- Reducing the number of Stewards from 15 to 10. This will result in fewer participants and a more competitive application process. With fewer participants, the education program will not realize the full potential of this program to reach target audiences.

Communications (4003)

- Reduced capacity to create comprehensive, professional quality videos that can be shown at conferences, shared with partners and marketed to outlets such as TPT and Ron Schara's Minnesota Bound program. This limits the District's ability to increase awareness through this valuable tool.

- Reduced capacity to create additional publications beyond the current offerings. This could be an issue in the District's 50<sup>th</sup> anniversary year, which presents an opportunity to create a special publication marking this milestone.
- Reduced capacity to respond effectively to situations that challenge the Districts' credibility, reputation and brand.
- The funding allocated for the Stakeholder Audit in 2016 could be used for implementing 50<sup>th</sup> anniversary activities in 2017. Without this funding, the District will have fewer options for publicly marking this milestone year.
- Restoring Watershed Heroes can be branded as a 50<sup>th</sup> anniversary activity

#### Cost Share (4005)

- Reduced amount of grant funding for qualified projects will likely result in fewer projects.
- Reduced engineering funds will allow for 2 to 3 subwatershed analyses which will be used in proactive project development. This activity has been difficult to accomplish due to constraints on staff capacity.
- Reduced publishing/printing/signage funds will result in fewer opportunities to use District branding and messaging on funding projects.
- Current staffing levels will not allow the program to implement much-needed activities including a geo-spatial database of cost share projects, follow-up and close-out of past-funded projects and pro-active project development

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  
2017 RECOMMENDED WORK PLAN**

**PREPARED BY:** David Mandt

**DATE:** September 6, 2016

<b><u>Program</u></b>	Information Technology (1003)
<b><u>Summary</u></b>	The Information Technology Work Plan anticipates and implements technology based on the needs of the District. The Information Technology program collaborates with staff and consultants' to address areas of improvement; researching technology options, identifying inadequacies and efficiencies, developing solutions; implementing programs and making recommendations to the Board of Managers.
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b>Background:</b> The Information Technology Fund was created in 2009 as a tool for tracking funds designated for projects, working with consultants, defining and creating efficiencies related to District technology. Annually, staff and the District technology consultants create a work plan and a budget recommending both current and future items. The items are organized into three program elements surrounding the operation of District technology. Two of the categories focus on annual items: licenses, continuation of projects, equipment and general information technology. The third element focuses on projects recommended. Summary detail for each is included below.</p> <p><b>General IT (\$62,063)</b> The Information Technology Fund for 2017 proposes to funding levels needed to assist with existing office functions, pay for consultants assisting the District with technology, as well as improve established programs.</p> <ul style="list-style-type: none"> <li>• <b><u>Consulting Services</u></b> – The District has developed a team of consultants assigned to Information Technology needs for the MCWD. The consultants work under a contract through the District request for services policy. Several project specific consultants work with the District on identified project(s), and may or may not have a contract for service.</li> <li>• <b><u>Business Planning</u></b> – Staff recently met with Consultants to assess progress on 2016 initiatives and to identify the next steps in the strategic planning process. Highlights include: continuing to refine internal processes, utilizing current hardware and software capabilities currently in place and expanding capabilities based upon need. Staff will continue to receive training and assistance on business policies for organizing and storing data, including elimination of redundancies. Best management practices in the exchange environment will be implemented. Historical electronic data will continue to be audited and deleted, in accordance of the record retention schedule, or archived in the District's sophisticated archiving system, Laserfiche if applicable.</li> </ul>

- **Staff Training** – The District provides regular technology training to new and existing staff. Training includes understanding the server environment; record retention; remote access; telephone features; VPN; mobile technology; electronic mail; technical hardware and equipment throughout the facility. The trainings are facilitated by both existing staff and consultants and include hand-out resources as well as interactive technology tours to familiarize staff with the various technology features throughout the building.
- **Arc GIS and Internal Mapping**  
District staff have embraced the interactive mapping features provided by Arc GIS and the system is being used throughout the organization.
- **Website**  
The 2017 IT workplan includes funds designated to maintain the District’s website, including training for staff and hosting of the site.

**Equipment (\$39,000)**

In 2017, the Information Technology fund has designated to replace existing equipment as part of a replacement schedule, as well as scheduled upgrades to existing technology.

- **Computer Replacement and Updating of Equipment** – The MCWD has a policy to replace of technology based upon the Minnesota State Auditor’s Office depreciation schedule guidelines. The policy covers items such as the District desktop computers, laptops, projectors, tablets and monitors. Staff receives an annual report from the District’s managed service provider, tracking the age of equipment, and coordinates the items to be purchased per the replacement schedule. Current policy defines the replacement schedule for a computer at five years and the District divides the number of computers into a five-year replacement cycle.

**System Maintenance (\$0)**

As part of the initial building planning, the team of consultants recommended that in the District budget for 2014 and beyond, 10% of the value of the total building’s technology system be placed in a contingency fund. The fund would allow the District to replace or upgrade existing hardware, software and labor projects that are not projected. The contingency would also allow for flexibility in the event that any additions or updates to the system are desired. Due to necessary budget cuts, this category has been removed.

**2017 Budget Summary:**

Activity/Expense	Budget
MCWD General IT	\$62,063
MCWD Equipment and Upgrades	\$39,000
MCWD System Maintenance and Needs	\$0
Total	\$101,063

**Goals/  
Outcomes**

The Information Technology Work Plan strives to maintain the existing District technology environment while improving efficiencies through a programmatic

	approach. The desired end result is to provide reliable, timely service and to facilitate a process of ongoing efficiencies, creating stabilization for users throughout the District.
<b><u>Schedule</u></b>	On-going

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$155,000	\$155,000	\$0	\$(90,000)	\$0	\$69,573	\$0
2015	\$174,000	\$174,000	\$0	\$(243,573)	\$0	\$0	\$110,698
2016	\$101,063	\$101,063	\$0	\$(101,063)	\$0	\$5,698	\$105,000
2017	\$101,063	\$95,365	\$0	\$(101,063)	\$0	\$0	\$0

**\*\*\*Staff has developed an internal team to develop a strategic Information Technology Work plan which will be defining district wide technology initiatives and create a ranking to ensure that new initiatives will be useful across departments and have a district wide impact. The Information Technology fund has \$105,000 which is currently designated as assigned funds, the Staff I.T. Team is currently evaluating the fund for District Wide I.T. value, and will be providing a recommendation to the Board of Managers for use, reassignment for levy reduction or transfer to another fund later in 2016.**

### Recommended 2017 Budget and Levy

Budget: \$101,063  
 Levy: \$95,365



**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	\$10,000
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	
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	\$30,000
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	\$10,000
4320	Contract Services	\$7,063
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	\$39,000
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>\$ 101,063</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: David Mandt

DATE: September 6, 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>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>2017 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;">\$28,996</td> </tr> <tr> <td>Legal</td> <td style="text-align: right;">\$8,500</td> </tr> <tr> <td>Misc.</td> <td style="text-align: right;">\$504</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$37,000</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Contracted Services	\$28,996	Legal	\$8,500	Misc.	\$504	<b>Total</b>	<b>\$37,000</b>
Activity/Expense	Budget										
Contracted Services	\$28,996										
Legal	\$8,500										
Misc.	\$504										
<b>Total</b>	<b>\$37,000</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 2016, the MCWD Board will submit items recommended to be added to the Minnesota Association of Watershed District's legislative platform. Prior to the 2017 Legislative session, the Board will adopt the District's any additional legislative initiatives.										

### Budget/Levy History

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

### Recommended 2017 Budget and Levy

Budget: \$ 37,000

Levy: \$ 26,725

**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	
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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	\$504
4320	Contract Services	\$27,996
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$8,500
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>\$37,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

**PREPARED BY:** Katherine Sylvia

**DATE:** August 11, 2016

<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
<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>The number of received permit applications has increased annually since 2012. The beginning of this trend coincides with the District’s rule revisions which concluded in June of 2011. The annual increase in permits is anticipated to continue as we move into the second half of 2016 with 419 permits received as of August 1, 2016 compared to 408 permits received at this time last year. As such, the Permitting Program remains the organization’s front line in monitoring land-use change within the District’s jurisdiction.</p> <p>The 2016 Work Plan proposed to capitalize on this position and identified Policy and Partnership Development as a primary activity of the Permitting Program. The budget was increased to correct historically underfunded costs associated with permit administration as well as provide designated funds to allow for the proactive planning and flexibility needed to generate partnership projects. Through this approach, the Permitting Program was able to devote resources towards early coordination of the Park Nicollet Floodwall and Wetland Enhancement projects.</p> <p>In 2017, the Permitting Program will continue to exercise its main functions of Rule Administration, Field Monitoring and Compliance, and Policy and Partnership Development as identified in the 2016 Work Plan.</p>

As a result of Strategic Planning, Staff identified multiple areas of focus and change that would further enhance the way that the Permitting Program can serve the District's Mission. In 2017, the Permitting Program will begin exploring and planning how these changes can be implemented through the Strategic Planning Process. These recommendations are provided in the following priority:

- Prioritize and simplify requirements for permit administration.
- Increase focus on field monitoring and compliance
- Increase internal and external coordination in shared efforts to maximize effectiveness.
- Devote more staff time and resources towards proactive partnership development as efficiencies are created in the baseline activities of the Program.

**Rules Administration (\$225,000):**

The Permitting Program processes over 600 permits per year. Baseline administration of District Rules is core to the function 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.

The essential functions listed above represent the core responsibilities of the department. In 2017, as part of the strategic planning process, staff will be focusing on forming policy and practices that simplify the permit administration process for staff and applicants. These policy 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.

**Field Monitoring and Compliance (\$45,000):**

The Permitting Department actively performs over 750 site inspections per year, assessing site compliance with District rules. The following outline the core responsibilities of field monitoring and compliance:

- 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;

Field monitoring and compliance are an essential component of the Permitting Department's efforts to protect natural resources. Traditionally, the responsibility of the department was to perform as many site inspections as possible and pursue compliance efforts against sites posing impacts to natural resources. Through the Strategic Planning Process, Staff identified that the majority of time and resources are currently directed to permit administration and front-end compliance with District Rules.

In 2017, the Permitting Program will explore with the Board of Managers reprioritizing Field Monitoring and Compliance in order to devote more staff time and resources towards inspection and responsive follow-up. The Program will be targeting comprehensive natural resource protection through increased coordination with developers, municipalities, and other agencies with overlapping inspection territories and interests. The Program will also look towards increased coordination with internal programs that also have a field presence in the District such as Water Quality and Monitoring, Cost Share, and Projects, Maintenance, and Land Management.

**Policy and Partnership Development (\$25,000):**

In 2017, the Department will continue to identify and analyze opportunities for partnership as a result of land use change with new and redeveloping sites within the District. In efforts to support the responsive track of the District's Two Track Approach and bridge the land-use 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:

- Develop partnerships;
- Pursue opportunities presented through the Permitting process;
- Critically examine policy;
- Identify areas sensitive to natural resource impact;
- Implement natural resource benefits.

	<p>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.</p> <table border="1" data-bbox="451 457 1427 674"> <thead> <tr> <th data-bbox="459 464 1166 495">Activity/Expense</th> <th data-bbox="1174 464 1419 495">Budget</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 499 1166 531">Rule Administration</td> <td data-bbox="1174 499 1419 531">\$225,000</td> </tr> <tr> <td data-bbox="459 535 1166 567">Field Monitoring and Compliance</td> <td data-bbox="1174 535 1419 567">\$45,000</td> </tr> <tr> <td data-bbox="459 571 1166 602">Policy and Partnership Development</td> <td data-bbox="1174 571 1419 602">\$25,000</td> </tr> <tr> <td data-bbox="459 606 1166 638">Personnel Cost</td> <td data-bbox="1174 606 1419 638">\$336,651</td> </tr> <tr> <td data-bbox="1068 642 1166 674"><b>Total</b></td> <td data-bbox="1174 642 1419 674"><b>\$631,651</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Rule Administration	\$225,000	Field Monitoring and Compliance	\$45,000	Policy and Partnership Development	\$25,000	Personnel Cost	\$336,651	<b>Total</b>	<b>\$631,651</b>
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Personnel Cost	\$336,651												
<b>Total</b>	<b>\$631,651</b>												
<p><b><u>Goals/Outcomes</u></b></p>	<p>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 Planning Process.</p>												
<p><b><u>Schedule</u></b></p>	<p>Ongoing</p>												

**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	\$361,992	\$41,673	(\$433,191)	\$0	(\$29,526)	
2016	\$631,846	\$602,910	\$58,462	(\$621,846)	\$0	\$129,532	
2017	\$631,651	\$443,657		(\$651,651)			

**Recommended 2017 Budget and Levy**

Budget: \$631,651  
Levy: \$443,657



**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$336,651
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
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 (Field Monitoring & Compliance)	\$30,000
4320	Contract Services	\$35,000
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>\$631,651</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

**PREPARED BY:** Becky Christopher, Mike Hayman, Anna Brown      **DATE:** August 11, 2016

<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></p> <p>In recent years, the District has shifted its approach for planning and project development from one that is highly prescriptive to one that allows for improved integration with community land use planning. In early 2014, the Board adopted the policy framework <i>In Pursuit of a Balanced Urban Ecology</i> with the goal of integrating water resource and land-use planning to produce broader community benefit. This policy identifies focus, partnership, and flexibility as key guiding principles for the District’s new approach.</p> <p>These principles have guided the development of the “two-track approach” that is proposed for the next generation Comprehensive Plan and is intended to allocate District resources to their highest and best use in addressing water resource issues throughout the watershed:</p> <ul style="list-style-type: none"> <li>• Focus Track: This track prioritizes projects, staff and financial resources to high need areas within the District in order to make significant, lasting improvements to the most sensitive water challenges in the watershed.</li> <li>• Responsive Track: The District continues to remain responsive to needs and opportunities District-wide through project partnerships, grant funding, education programming, permitting assistance, aquatic invasive species prevention, and other District resources.</li> </ul> <p>This focused approach allows for a greater understanding of issues and opportunities throughout a system as well as an improved ability to develop relationships and support, identify the most cost-effective projects, and make greater progress toward the goals set out in the 2007 Comprehensive Plan.</p> <p>Carrying on with this philosophy of continuous improvement, and building on the theme of needing more organizational clarity, in late 2015 the Board of Managers adopted a strategic planning framework to evaluate and align programs and to focus District resources towards a common mission and goals. This process included development of a new vision and mission for the organization as well as refined goals and guiding principles. This information was then used to create an extensive strategic evaluation process to analyze the organization from a multi-leveled aspect.</p> <p>Throughout 2016 planning staff further developed these strategic evaluation tools to effectively gather and synthesize information, and lead an extensive process</p>

focused on aligning all organizational initiatives – programmatic through operational – under the direction identified through the District’s new vision, mission, goals and principles. This effort will continue through 2016 and beyond, ensuring the organization is consistently evaluating its efforts against identified priorities.

Looking ahead, the District’s current priority areas under the Focus Track are the Minnehaha Creek Greenway and the Six Mile Creek Subwatershed. These areas have been prioritized by the Board based on factors including water resource needs and impairments, scale and complexity of the subwatersheds, opportunities created by development and redevelopment, and local partnerships and support.

In 2017, the Planning Department will continue to focus its efforts primarily in these focal geographies while remaining responsive to opportunities that arise District-wide. Activities planned in these focal geographies are identified below.

**Minnehaha Creek Greenway Planning (\$100,000):**

In 2016, staff continued efforts to investigate opportunities throughout the urban corridor, maintaining strong relationships with our partner Cities of Edina, Hopkins and St. Louis Park, as well as continuing to build momentum with private partners such as Park Nicollet (Methodist Hospital) and Japs Olson. 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 has resulted in plans for a wetland restoration to address flood issues and development of a site master plan to further improve visitor experience at Methodist Hospital. The continued partnership with Japs Olson integrated a regional stormwater solution with plans for wetland and upland restoration and Minnehaha Creek Greenway trail connections, expectantly installed 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.

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 2016 to secure outside funding sources for stormwater infrastructure projects and Minnehaha Creek Greenway enhancements throughout the urban corridor (Hennepin County Opportunity grant, MPCA-PFA). 2016 also saw the continuation of road infrastructure-greenway connectivity planning, in which District staff continued collaboration with the City of St. Louis Park to analyze pedestrian access under bridge crossings throughout the Greenway, including West 37<sup>th</sup> St and Louisiana Avenue.

District initiatives within the Minnehaha Creek Greenway Corridor will continue in 2017 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 will inform the District's Request for Qualifications (RFQ) for a master developer on the site, and 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. It is anticipated that, beginning in 2017, 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, in preparation for site vacancy in 2017, it is anticipated that a significant effort will occur throughout the year to finalize demolition planning and site environmental remediation.

- **Blake Road Corridor:** Upon completion of the Blake Road Corridor study, the District remains committed to assisting the City of Hopkins and Hennepin County in design development for a new Blake Road. The redevelopment 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.
- **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.
- **Louisiana Avenue Study Area:** Building on past investigations throughout the Louisiana drainage area, the District continues collaboration with the City of St. Louis Park in planning for future stormwater treatment of the potential 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 2017.
- **South West Light Rail Transit (SW LRT):** The District continues working closely with the South West Project Office (SPO) and Hennepin County in coordinated planning efforts of all station areas within the MCWD to identify collaborative opportunities to manage stormwater runoff in a comprehensive manner. Staff continues to work closely on the potential 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.
- **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 (\$294,919):**

In 2016, staff initiated the formal Six Mile-Halsted Bay planning process. Staff convened two committees – a Policy Advisory Committee (PAC) and a Technical Advisory Committee (TAC) – with representation from Victoria, St. Bonifacius, Minnetrista, Laketown Township, Carver County, Hennepin County, Carver County Soil and Water Conservation District, and Three Rivers Park District. The committees will serve to guide the planning process and, in partnership with the District, develop a shared set of goals and priorities, prioritize capital project opportunities, and develop an investment and implementation framework. To facilitate this cross-agency process, staff issued an RFQ and executed a contract for planning and landscape architecture assistance. This consultant team will support the process by developing high quality graphics and accompanying narratives that represent the ideas generated in committee.

The District continues to be responsive to opportunities that emerge as the formal planning process is underway. Staff have executed an agreement with Lennar Corporation to complete a 23 acre wetland restoration in the City of Victoria, and are in the final stages of purchasing an easement to complete the project. The Pierson-Marsh-Wassermann corridor, in the City of Victoria and its future annexation land, has emerged as a priority within this focal geography due to the rapid land use change underway and its potential impact on water and natural resources. Staff are evaluating potential project opportunities and strategic acquisitions and developing a framework for weighing opportunities based on numerous factors including water resource benefit, non-water natural resources benefit, and urgency and/or timing. These opportunities will ultimately be incorporated into the Six Mile-Halsted Bay Subwatershed Plan, but may necessitate action prior to the completion of the planning process.

District initiatives in Six Mile will continue in 2017 and include the following planning activities:

- **Formal Planning Process:** Work will continue in 2017 with the Technical and Policy Advisory Committees. The District and committees will be collaboratively developing the implementation plan for this focal geography which will guide capital investment in the area for the District and its partners. The formal plan development process will be complete in the first quarter of 2017. Planning staff will be seeking assistance from the education and communications department to facilitate the plan release through media and community contacts. Following the completion of the

plan document, staff will continue to work with committee representatives to ensure that the work is memorialized by other agencies through their own comprehensive planning process, policy and ordinance development, and collaboration on specific capital project opportunities.

- **Responsive Project Development:** District staff will continue the work of being responsive to land use change happening in real time while the formal plan development process is underway. Staff will build from the priority framework developed in 2016 and continue to pursue project and land acquisitions that have been identified by the Board of Managers to meet the priority thresholds. The responsive project development work also requires ongoing political support from our community partners and all opportunities will be vetted through partner agencies respective policy makers. The Pierson-Marsh-Wassermann corridor will continue to be the main focus of responsive planning in the Six Mile-Halsted Bay Subwatershed, but staff will continue to track and evaluate opportunities that may emerge in other areas of the geography.
- **Investment Planning:** District staff are working with the MCWD Investment Task Force to develop a strategic investment plan to augment the resources of the District and its partners to implement the Six Mile program. Staff are working to develop short-term financing with Carver County and are targeting 2016 to complete that work. The committee will work into 2017 to identify sources of ongoing supplemental funding to implement landscape-scale implementation activities. These sources may include US Army Corps Section 206: Habitat Restoration program, Lessard-Sams Outdoor Heritage Council, and state or federal appropriations. As these sources are identified, project opportunities and land acquisitions can be grouped to be marketed directly towards those funding opportunities.
- **Carp Management Planning:** The Board-authorized three-year carp assessment will conclude in 2017. The assessment is being completed in partnership with the University of Minnesota to determine the abundance, season movement, and recruitment of carp within the subwatershed and develop control strategies for restoration within the Six Mile-Halsted Bay system. The final year of the assessment will include the following tasks:
  - Submittal of the final project report (March 2017)
  - Winter seining pilot report and addendum to final report (April 2017)
  - Carp recruitment report (July 2017)

The final report will include management recommendations which will be incorporated into the Six Mile-Halsted Bay Subwatershed Plan. Planning and AIS staff are working collaboratively to use the management recommendations to develop an implementation plan for carp control in the subwatershed. The plan will be complete in 2017 and implementation will begin in 2018. The carp control plan will be implemented by AIS staff with oversight from Planning and Projects.

**Responsive Track Planning (\$150,000):**

Under the Responsive Track, cities, landowners, and other partners are encouraged to approach the District with project opportunities that may be incorporated into the District's capital improvement or cost share programs based on timing, alignment with District goals, and available funding. These responsive programmatic activities will continue to be implemented across MCWD departments. Recent examples of responsive track planning efforts through technical assistance include the Stongate Farm and Rechelbacher properties in Medina, and the Johnson and Katrina Marsh properties in Independence. Based on the response of our partners and communities in 2016, staff is budgeting \$150,000 for the evaluation and development of such opportunities in 2017.

**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.

**Comprehensive Plan Development (\$50,000):**

The process to update the District's Comprehensive Plan was initiated in 2014 with the development of a scope and framework for the Plan update. Throughout 2015 and early 2016, staff efforts have focused on public outreach and engagement, internal policy discussions with the Planning and Policy Committee, working with the advisory committees to develop the implementation framework, and conducting an internal self-assessment and strategic planning process to improve program focus and alignment.

In the second half of 2016, staff will be focused primarily on Plan drafting, conducting subwatershed meetings to discuss local priorities and opportunities with each community, and continuing the strategic planning process with staff and the Board. A draft Plan will be completed in early 2017 and distributed for formal review and comment. Staff anticipated final Plan adoption in mid-2017.

Staff is budgeting \$50,000 in 2017 for consultant support and salary for the temporary Assistant Planner position approved by the Board in January 2015.

**Programmatic Needs (\$87,000):**

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, printing and publishing, GIS mapping, and data organization and file scanning.

	<p><b>Personnel Costs (\$333,054):</b> Salary, payroll tax, PERA, and 3% estimated salary increase for Planning staff.</p> <p><b>2017 Budget Summary:</b> In summary, the Planning Department is requesting a total of \$1,114,973 in 2017 to complete the activities described above. Staff is anticipating a budget carry-over of approximately \$34,620, slightly reducing the requested levy for the Planning Department to \$1,080,353.</p> <p>Note that the Planning and Projects department is proposing a budget reduction of \$122,230 in 2017 as compared to 2016. This reduction is not evident in the Budget History table below as the District recently deployed more streamlined accounting practices and rolled elements such as Six Mile Creek-Halsted Bay planning and Land Conservation planning – previously separate funds – into the Planning and Projects budget.</p> <table border="1" data-bbox="451 766 1427 1312"> <thead> <tr> <th>Activity/Expense</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Minnehaha Creek Greenway Planning</td> <td>\$100,000</td> </tr> <tr> <td>Six Mile Creek Subwatershed Planning</td> <td>280,000</td> </tr> <tr> <td>Responsive Track Planning</td> <td>\$150,000</td> </tr> <tr> <td>Land Conservation Planning</td> <td>\$100,000</td> </tr> <tr> <td>2017 Comprehensive Plan Development</td> <td>\$50,000</td> </tr> <tr> <td>General Engineering &amp; Legal</td> <td>\$50,000</td> </tr> <tr> <td>Data Management and File Scanning</td> <td>\$25,000</td> </tr> <tr> <td>Training</td> <td>\$3,000</td> </tr> <tr> <td>Expenses/Mileage</td> <td>\$2,500</td> </tr> <tr> <td>Printing/Publishing/Postage</td> <td>\$2,000</td> </tr> <tr> <td>GIS/Computer Services</td> <td>\$1,500</td> </tr> <tr> <td>Other/Miscellaneous</td> <td>\$3,000</td> </tr> <tr> <td>Personnel Costs</td> <td>\$333,054</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1,114,973</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Minnehaha Creek Greenway Planning	\$100,000	Six Mile Creek Subwatershed Planning	280,000	Responsive Track Planning	\$150,000	Land Conservation Planning	\$100,000	2017 Comprehensive Plan Development	\$50,000	General Engineering & Legal	\$50,000	Data Management and File Scanning	\$25,000	Training	\$3,000	Expenses/Mileage	\$2,500	Printing/Publishing/Postage	\$2,000	GIS/Computer Services	\$1,500	Other/Miscellaneous	\$3,000	Personnel Costs	\$333,054	<b>Total</b>	<b>\$1,114,973</b>
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Other/Miscellaneous	\$3,000																														
Personnel Costs	\$333,054																														
<b>Total</b>	<b>\$1,114,973</b>																														
<p><b><u>Goals/ Outcomes</u></b></p>	<p>Lead planning and project initiatives to promote and improve ecological integrity throughout the Minnehaha Creek watershed; preserve and improve surface water and groundwater resources throughout the District; 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.</p>																														
<p><b><u>Schedule</u></b></p>	<p>Project development in MC and SMC-HB subwatersheds: Ongoing Responsive track planning and project development: Ongoing Development of 2017 Comprehensive Plan: 2014-2017 (due June 2017)</p>																														

**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
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2014	\$530,850	\$213,193	\$0	\$(415,136)	\$0	\$227,726	\$0
2015	\$591,000	\$121,702	\$0	\$(463,887)	\$307,343	\$266,691	\$0
2016	\$863,897*	\$671,013	\$0	\$(915,394)	\$12,310	\$10,000	\$0
2017	\$1,114,973**	\$1,080,353	\$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 2017 Budget and Levy**

Budget: \$1,114,973  
 Levy: \$1,080,353

DRAFT

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$333,054
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	\$2,500
4065	Staff Training	\$3,000
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	
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4250	Dues & Subscriptions	
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	\$3,000
4320	Contract Services	\$721,419
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	
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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>\$1,114,973</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Laura Domyancich

DATE: August 11, 2016

<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 vegetation 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 new 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. Implementation of the District's Infrastructure Maintenance Plan will proactively address issues with aging infrastructure and limit liability associated with infrastructure failure.</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 greater and more cost-effective project opportunities.</p> <p>In an effort to streamline vegetation management and infrastructure maintenance activities, it is proposed in 2017 that the Land Restoration Fund (2005) be combined with the Project Maintenance and Land Maintenance Fund. The purposes of the two funds are aligned, and managing this type of work through the Project and Land Maintenance Fund provides efficiencies in contract management.</p> <p><b>Vegetation Maintenance (\$72,365):</b> Vegetation maintenance of 18 past capital projects and District lands including invasive species treatment, vegetative enhancement through seeding and planting, repair of damage, and prescribed burning. Two large capital projects, Steiger Wetland Restoration and Reach 20/Minnehaha Greenway, will be coming off their 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</p>

management to also occur for ongoing restoration work at Independence Wetland, the Johnson / Rolling Hills site, the former Broin and Diercks properties, Our Lady of the Lake rain garden, Minnehaha Creek Headwaters, and the MCWD office wetland buffer. It is anticipated that the County Road 26 site and the Six Mile Marsh Prairie Restoration will receive vegetation management through grant funding received in coordination with Great River Greening. MCWD would provide a match of \$25,000 for the Six Mile Marsh Prairie Restoration, as noted below.

<b>Contract (Sites)</b>	<b>Acres Managed</b>	<b>Budget</b>
Large Sites (CR 26 Wetland, Independence Wetland, Johnson/Rolling Hills Restoration)	73.5	\$17,865
Pond Buffers (Nokomis, SW Calhoun, Cedar Meadows, Twin Lakes)	15.2	\$16,900
Small Sites (Broin, MCWD Office Buffer, Headwaters Shoreline, Long Lake Ponds and Shoreline, Diercks, Our Lady of the Lake Rain Garden, Gideon Glen)	30.3	\$19,600
Six Mile Marsh Prairie Restoration	130	Grant Funded*
Steiger Wetland and Minnehaha Greenway	47	\$18,000
<b>TOTAL</b>	<b>296</b>	<b>\$72,365</b>

\*Anticipated that vegetation management will be funded through LCCMR grant.

**Matched Grant Funding (\$72,500):**

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 \$72,500 in MCWD funding will leverage \$291,100 in state grants.

<b>Site</b>	<b>LCCMR</b>	<b>LSOHF-OHF</b>	<b>MCWD Match</b>	<b>St. Louis Park Match</b>
Minnehaha Creek Greenway	--	\$71,100	\$17,500	\$17,500
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>\$72,500</b>	<b>\$17,500</b>

\*If LCCMR grant funding is not approved, match dollars will be reallocated to fund 2017 vegetation management through an approved contractor.

**Stormwater Facility Maintenance (\$195,229):**

Stormwater pond facilities require removal of accumulated sediment to function as designed. 2016 stormwater pond sediment surveys conducted in May determined

that none of the seven ponds surveyed in rotation will require maintenance dredging in the winter of 2016-17. Unused funding during years when maintenance is not required is utilized as carryover during years when ponds are determined to require maintenance. Six ponds will be surveyed for sediment accumulation in 2017: Cedar Meadows, SW Calhoun Cell 1, Twin Lakes, Long Lake Park North and South, and Swan Lake. Of these six ponds, it is anticipated that maintenance will be need at SW Calhoun Cell 1, Twin Lake, and Long Lake South based on their respective past intervals of reaching the 50% volume reduction threshold. Reflected in this budget is the cost to perform sediment sampling at all six ponds and the expected sediment analysis that will be needed if SW Calhoun, Twin Lake, and Long Lake Park South require maintenance. The need for stormwater pond maintenance will be confirmed following the 2017 pond sediment surveys.

<b>Expense</b>	<b>Cost</b>
Stormwater Pond Surveys (6 ponds)	\$27,029
Pond Dredging Construction Estimate	\$200,000
<b>TOTAL</b>	<b>\$227,029</b>

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

In 2017, 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 2017 budget includes confined space inspections, ditch inspections, and maintenance of the DL-3 Sand-Iron Filter, Reach 20 Boardwalk and Bridge, the Six Mile Marsh Prairie Barn, and the Twin Lake Pond Weir.

<b>Infrastructure</b>	<b>Cost</b>
Confined Space Inspections	\$30,000
Ditch Inspections	\$15,000
DL-3 Sand / Iron Filter	\$25,000
Reach 20 Boardwalk and Bridge	\$10,000
Six Mile Marsh Prairie Barn	\$2,000
Twin Lake Pond Weir	\$18,000
<b>TOTAL</b>	<b>\$100,000</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 (\$160,916):**

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

<b>2017 Budget Summary:</b>	
<b>Activity/Expense</b>	<b>Budget</b>
Vegetation Maintenance	\$ 72,365
Matched Grant Funds	\$ 72,500
Stormwater Facility Maintenance	\$227,029
Infrastructure Maintenance	\$100,000
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	\$160,916
<b>TOTAL</b>	<b>\$683,310</b>

**Goals/ Outcomes**

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, and the use of innovative approaches to land management.

**Schedule**

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
2014	\$326,000	\$180,103	\$0	(\$154,539)	\$0	\$260,547	
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	\$181,727	
2017	\$683,310	\$442,375	\$0	(\$683,310)			

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

<sup>2</sup>\$59,208 transferred in from Land Restoration fund as the PMLM and Land Restoration fund were combined.

### Recommended 2017 Budget and Levy

Budget: \$ 683,310

Levy: \$ 442,375

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$160,916
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	\$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	\$496,894
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>\$683,310</b>



## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Michael Hayman

DATE: August 9, 2016

<b><u>Program</u></b>	Land Conservation (2004)
<b><u>Summary</u></b>	Conserve, maintain and enhance green infrastructure through strategic land acquisition, technical assistance and partnerships.
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b>General Background:</b> The District operates a Land Conservation program integrated with capital improvements through coordinated planning, to perform focused conservation and restoration of land within priority natural resource areas throughout the District.</p> <p>As defined in the 2007 Comprehensive Plan, a primary purpose of the Land Conservation Program is to conserve, maintain and enhance green infrastructure for stormwater runoff management, habitat and other water resource benefits. These benefits are provided through the proactive conservation and restoration of existing systems of streams, lakes, wetlands and affiliated upland areas.</p> <p>These objectives are generally accomplished within a two-track approach (focus and responsiveness) as outlined below:</p> <ul style="list-style-type: none"> <li>• Focused acquisitions integrated, through multijurisdictional partnerships, into strategic capital project planning efforts, land-use planning and other public and private goals, as guided by the <i>Balanced Urban Ecology</i> policy.</li> <li>• Responsive acquisitions and technical assistance in areas of land conservation techniques – conservation subdivision planning, model ordinance development, financial strategies and available programs outside of MCWD – to promote land stewardship at a private level.</li> </ul> <p>Through the model of focus and responsiveness, program implementation remains active District wide and is facilitated through programmatic activities that are integrated with land use planning. Program activity occurs within and is coordinated between the Planning Department, Project Maintenance &amp; Land Management Department, Permitting Department, and Cost Share Department.</p> <p>In recent years acquisitions have become increasingly focused within priority geographies, such as the Minnehaha Creek and Six Mile Creek-Halsted Bay subwatersheds. In 2017 program funds for acquisition will remain targeted within these geographies, while staff will continue filtering District-wide acquisition opportunities for Board consideration.</p> <p>Planning staff will also continue to research and pursue creative protection options as the development of alternative conservation instruments will be an essential component of an effective Land Conservation program moving into the future.</p>

**Debt Service (\$3,964,169 – includes interfund loan repayment):**

Acquisitions made through the Land Conservation program are supported by financing from Hennepin County in accordance with the 2006 Master Loan Agreement between both agencies.

Strategic financial planning for the coming years will be important to effectively manage the Land Conservation program's debt coverage and aid in developing a decision tree process for debt coverage determinations.

In 2013, the Budget & Finance Committee developed a multi-year strategic financial plan to manage current and future obligations that ensures fiscal flexibility for the program while also clearly defining its limits. In 2013, MCWD participated in a Hennepin County Bond sale (2013B) to retire three notes and provide long term financing for several District property acquisitions. Also in 2013 the District refinanced its privately placed note with Wells Fargo for 325 Blake Road, extending the term to 2018 and reducing the rate.

Consequently, the total 2017 debt service (201B + 2011A + 2013B + Wells Fargo 2013) for Land Conservation will be \$3,964,169. This total includes repayment of the interfund loan that occurred in 2014 (see below). The District services its annual debt from the Land Conservation fund (2004) which receives revenue from the annual tax levy.

**Interfund Loan Repayment (\$192,704 – included in debt service number):**

In 2014 a \$1,349,156 interfund loan was made from Land Conservation to the Minnehaha Preserve (Reach 20). This loan is to be paid back through an annual levy into the Land Conservation fund over 5 years (2015-2019). In 2015 \$165,423 was levied as the first payment on this interfund loan. Also in 2015, \$412,917 was transferred into Land Conservation as loan repayment following the close out of the Minnehaha Preserve project. Combined, the \$165,423 levy in 2015 and the \$412,917 loan repayment transfer in 2015 reduced the \$1,349,156 principal to \$770,816. Repaying the remaining principal over the remaining 4 year term necessitates \$192,704 annual levy, which started in 2016. Loan repayment will terminate upon final settlement in 2019.

**Six Mile Creek-Halsted Bay Debt Service (\$100,000):**

As the Six Mile Creek-Halsted Bay subwatershed planning partnership continues, the Board has expressed an interest in creating a debt service program with Carver County to fund project opportunities within this focal geography. Throughout 2016 the District has been exploring the creation of said program with Carver County commissioners and their financial services department. Staff is recommending a 2017 levy increase of \$100,000 to initiate a debt service program for anticipated expenditures in the Six Mile Creek-Halsted Bay subwatershed.

**2017 Budget and Levy:**

In 2016 the levy increased \$29,781 to \$2,795,204, to accommodate the second interfund loan payment for the Minnehaha Preserve project, which increased from \$165,423 to \$195,204. Following Minnehaha Preserve project close out, and upon reconciling all payments, the remaining three annual interfund loan payments will all be \$192,704.

	<b>2017 Budget Summary:</b>	
	<b>Activity/Expense</b>	<b>Budget</b>
	Debt Service	\$3,964,169
	Six Mile Creek-Halsted Bay Debt Service	\$100,000
	<b>Total</b>	<b>\$4,064,169</b>
<b><u>Goals/ Outcomes</u></b>	Improve ecological integrity and manage water quality and quantity by conserving, maintaining and enhancing green infrastructure through strategic land acquisition, technical assistance and partnerships	

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures (Debt Service)	Transfer in/(out)	Carryover	Assigned Funds
2014	\$2,500,000	\$2,500,000	\$0	\$1,598,144	(\$1,349,156)	\$9,089,010	\$9,089,010
2015	\$2,765,423	\$2,765,423	\$0	\$2,559,219	\$510,291	\$9,646,722	\$9,582,970
2016	\$3,018,369	\$2,795,204	\$0	\$3,018,369	\$0	\$9,423,557	\$8,518,800
2017	\$4,064,169	\$3,159,412	\$0				

### Recommended 2017 Budget and Levy

Budget: \$4,064,169

Levy: \$3,159,412

**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	\$4,064,169
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$4,064,169</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Tiffany Schaufler

DATE: August 11, 2016

<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 2017 budget will be \$15,114 for the agreements currently in place. See the table below for future budgeting through 2019. There are a total of three agreements in place on two properties. These agreements require yearly certification and rental payments through the fall of 2019 for practices already installed. Additional restoration needs and opportunities may exist in the District, but neither the District nor Carver County staff is aware of new landowner prospects.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Agreements</th> <th style="text-align: center;">2017</th> <th style="text-align: center;">2018</th> <th style="text-align: center;">2019</th> </tr> </thead> <tbody> <tr> <td>Six Mile Creek - Yetzer</td> <td style="text-align: right;">\$3,295.00</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <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> <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> <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>\$15,113.48</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>	Agreements	2017	2018	2019	Six Mile Creek - Yetzer	\$3,295.00	-	-	Six Mile Creek - Brockpahler	\$2,420.04	\$2,420.04	\$2,420.04	Six Mile Creek - Yetzer Phase II	\$9,398.44	\$9,398.44	\$9,398.44	<b>Yearly Total</b>	<b>\$15,113.48</b>	<b>\$11,818.48</b>	<b>\$11,818.48</b>
Agreements	2017	2018	2019																		
Six Mile Creek - Yetzer	\$3,295.00	-	-																		
Six Mile Creek - Brockpahler	\$2,420.04	\$2,420.04	\$2,420.04																		
Six Mile Creek - Yetzer Phase II	\$9,398.44	\$9,398.44	\$9,398.44																		
<b>Yearly Total</b>	<b>\$15,113.48</b>	<b>\$11,818.48</b>	<b>\$11,818.48</b>																		

	<p><b>2017 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>Yetzer Agreement</td> <td>\$3,295</td> </tr> <tr> <td>Brockpahler Agreement</td> <td>\$2,420</td> </tr> <tr> <td>Yetzer Phase II Agreement</td> <td>\$9,398</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td><b>\$15,113</b></td> </tr> </tbody> </table>	<b>Activity/Expense</b>	<b>Budget</b>	Yetzer Agreement	\$3,295	Brockpahler Agreement	\$2,420	Yetzer Phase II Agreement	\$9,398	<b>Total</b>	<b>\$15,113</b>
<b>Activity/Expense</b>	<b>Budget</b>										
Yetzer Agreement	\$3,295										
Brockpahler Agreement	\$2,420										
Yetzer Phase II Agreement	\$9,398										
<b>Total</b>	<b>\$15,113</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>2017-2019</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	\$1,757	\$0
2017	\$15,113	\$13,356	\$0	(\$15,113)	\$0	\$0	

**Recommended 2017 Budget and Levy**

Budget: \$15,113  
Levy: \$13,356

**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	\$15,113
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$15,113</b>

**MINNEHAHA CREEK WATERSHED DISTRICT  
2017 RECOMMENDED WORK PLAN**

**PREPARED BY:** Tiffany Schaufler

**DATE:** September 6, 2016

<b><u>Project</u></b>	Six Mile Marsh Prairie Restoration (3106)										
<b><u>Summary</u></b>	Conversion and restoration of previously row-cropped land to approximately 130 acres of wetland, prairie, and oak savanna areas within the Halsted Bay drainage area designed to reduce external loads, restore hydrology and improve water quality within Halsted Bay.										
<b><u>Location</u></b>	Six Mile Marsh Subwatershed										
<b><u>Description</u></b>	<p><b>Project Background:</b> The Six Mile Marsh Prairie Restoration (SMMPR) Project began implementation in May 2013. The SMMPR Project included converting approximately 130 acres of previous farmland to 110 acres of native prairie, 10 acres of wetland, and 10 acres of oak savanna. Three-years of vegetation management were included as part of the construction contract which extends through the end of 2015. The second phase of the SMMPR Project will be installed in 2017 and will include the installation of spur trail from the Dakota Rail Trail and interpretive signage.</p> <p><b>2017 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>Trail Design</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>Trail Construction</td> <td style="text-align: right;">\$105,000</td> </tr> <tr> <td>Interpretive Signage</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$125,000</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Trail Design	\$10,000	Trail Construction	\$105,000	Interpretive Signage	\$10,000	<b>Total</b>	<b>\$125,000</b>
Activity/Expense	Budget										
Trail Design	\$10,000										
Trail Construction	\$105,000										
Interpretive Signage	\$10,000										
<b>Total</b>	<b>\$125,000</b>										
<b><u>Goals/ Outcomes</u></b>	<ol style="list-style-type: none"> <li>1. Reduction in phosphorus load from external sources estimated at between 120-380 pounds annually; improved water clarity in Halsted Bay; improved hydrology; and reduced sediment transport area land uses.</li> <li>2. Promotion of the MCWD Land Conservation Program.</li> <li>3. Restore moderate to high quality native plant communities and habitat.</li> <li>4. Develop opportunities for education, interpretation, and public enjoyment.</li> <li>5. Build healthy soils.</li> </ol>										
<b><u>Schedule</u></b>	2017 – Trail construction, sign fabrication and installation.										



### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$30,511	\$0	\$0	(\$102,867)	\$0	\$186,023	\$186,023
2015	\$25,457	\$0	\$0	(\$25,604)	\$0	\$160,419	\$139,163
2016	\$139,163	\$0	\$0	(\$12,400)	(\$23,019)	\$125,000	\$0
2017	\$125,000	\$0	\$0				

### Recommended 2017 Budget and Levy

Budget: \$125,000  
Levy: \$0

DRAFT

**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	\$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	\$115,000
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>\$125,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Becky Christopher

DATE: August 11, 2016

<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>The infiltration system was completed in 2014, and the native buffers and Legion Lake pre-treatment were completed in 2015. The flocculation system is installed but is not yet operational. The City has been working to address a few start-up issues and anticipates that it will be operational by the end of August 2016.</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>The City and District will monitor the performance of the infiltration and flocculation systems and adjust their operation as needed to meet the desired performance goals.</p> <p><b>2017 Budget Summary:</b> The proposed budget for 2017 is \$177,405 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>\$177,405</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$177,405</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Debt service payments	\$177,405	<b>Total</b>	<b>\$177,405</b>
Activity/Expense	Budget						
Debt service payments	\$177,405						
<b>Total</b>	<b>\$177,405</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 to be 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	(\$181,855)	\$0	\$165	\$0
2017	\$177,405	\$177,240	\$0	(\$177,405)	\$0	\$0	\$0

### Recommended 2017 Budget and Levy

Budget:	\$177,405
Levy:	\$177,240

**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	\$52,405
4600	Grants/Awards/Loans - Given by MCWD	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$177,405</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Laura Domyancich

DATE: September 6, 2016

<b><u>Project</u></b>	Long Lake Creek Corridor Improvement Project (3142)
<b><u>Summary</u></b>	Implement projects identified in the Long Lake Creek Corridor Feasibility Study to improve water quality in Long Lake Creek and Tanager Lake.
<b><u>Location</u></b>	Long Lake Creek corridor from Long Lake to Tanager Lake in the cities of Long Lake and Orono.
<b><u>Description</u></b>	<p><b>Project Background:</b>            In 2010, the District completed a feasibility study for the Long Lake Creek Reach 5 Stream Restoration project identified in the Comprehensive Plan. Upon review of the study's findings, the Board directed staff to expand the feasibility study to investigate stream and wetland restoration opportunities throughout the entire Long Lake Creek corridor.</p> <p>The expanded study combined feasibility work for multiple projects identified in the Comprehensive Plan, including: Reach 5 Stream Restoration, Wetland Restorations 1 and 2, Regional Pond at LLC-48, and Regional Pond at LLC-51. The study also included investigation of the former Long Lake Water Treatment Facility (WWTF), the Smith Dump site, and an evaluation of internal loading in Tanager Lake. The primary goal of the project is to improve water quality in Long Lake Creek and Tanager Lake, which is on the State Impaired Waters List.</p> <p>In August 2011, the Board ordered four project elements in the Long Lake Creek Corridor; Reach 2/Smith Dump Creek Remeander, Wetland Restoration, Brown Road Streambank Stabilization, and Wayzata Blvd Streambank Stabilization.</p> <p>The feasibility study also recommended repairing the berm that separates the former Long Lake wastewater treatment lagoon from Long Lake Creek. Upon review, the Board expressed a desire to see the lagoon cleaned up and restored rather than just isolated. The Board directed staff to investigate opportunities for restoration of the lagoon in partnership with the Metropolitan Council Environmental Services (MCES).</p> <p><u>Phase I: Wetland and Streambank Restoration</u>            In March 2012, the Board authorized staff to begin design on Phase I of the project, which includes the wetland restoration and two streambank stabilization elements. Final designs were approved in May 2013. Due to complications with land negotiations, and the opportunity to coordinate some of the repairs with planned road construction projects, construction of these three projects has been delayed. The total estimated cost to finalize design and construct these three project elements is \$80,232.</p> <p><u>Phase II: Long Lake Wastewater Treatment Pond</u>            In December 2013, the Board ordered the Long Lake Wastewater Treatment Pond Restoration Project. This restoration involved dredging and disposing of excess</p>

	<p>sediments and reconnecting the basin to Long Lake Creek, resulting in a mixed-type wetland with the creek meandering through it. In June 2014 a cooperative agreement was executed with the Metropolitan Council Environmental Services (MCES). This agreement designated authority to the District to design and construct the project with MCES providing a \$200,000 reimbursement for costs associated with sediment dredging and disposal.</p> <p>The Long Lake Creek Corridor Phase II Restoration Project was constructed throughout the winter of 2014-2015, with final vegetation plantings, wetland enhancements and invasive species control being completed throughout the remainder of 2015. The project resulted in nearly 10-acres of restored, mixed-type wetland; over 30,000 wetland plantings and 400 shrubs; over 550 linear feet of new, sinuous stream channel; and extensive invasive species management.</p> <p>Throughout 2016, vegetation has been managed as part of the 3-year warranty maintenance. Invasive species treatment including spot spraying and mowing is being utilized to allow native seed and plugs to establish. This work will be continued throughout 2017-2018.</p> <p>Invasive species, namely common buckthorn, on adjacent properties have been identified as a threat to eliminating invasives on the project site. Staff have worked with four homeowners to the east of the project site to and have attained license agreements, which allows the District to complete buckthorn removal on these properties to control the spread of this invasive plant into the restored uplands. This work was approved by the Board during final design.</p> <p><u>Potential Future Phases</u> The comprehensive 2011 study also identified other viable projects, such as the Smith Dump remeander, that the District may implement during later phases. Given the District's current focus in the Minnehaha Creek and Six Mile Creek subwatersheds, staff is not recommending moving these elements forward in 2016.</p> <p><b>2017 Budget Summary:</b> Warranty period maintenance will continue through 2017 and accounts for the majority of the budget in 2017 – expenditures which are part of the construction contract. Remaining project expenses projected for 2017 are for the invasive species control on adjacent properties and potential sign fabrication in cooperation with the City of Long Lake.</p>
<b><u>Goals/ Outcomes</u></b>	Continued project maintenance and vegetation warranty work.
<b><u>Schedule</u></b>	2017 – Maintenance and vegetation warranty work, and potential sign fabrication.

**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$458,274	\$0	\$0	(\$113,504)	\$0	\$505,856	
2015	\$694,214	\$25,601	\$200,000	(\$406,099)	(\$187,861)	\$136,542	\$87,732
2016	\$19,500	\$0	\$0	(\$7,500)	(\$789)	\$128,253	\$116,253
2017	\$12,000	\$0	\$0	(\$12,000)	\$0	\$116,253	\$116,253

**Recommended 2017 Budget and Levy**

Budget: \$12,000  
Levy: \$0

DRAFT



**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	\$2,500
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	\$9,500
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>\$12,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Michael Hayman

DATE: September 6, 2016

<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) – 2017-2018</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 one year. It is anticipated that all work on Lake Street, including the District's storm sewer diversion, will occur in fall 2017 and 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 anticipated that this reimbursement will occur in 2018 and is therefore not identified as part of the 2017 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 12 months the District has been working collaboratively with the City of Hopkins 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 final Blake Road Station TOD Early Implementation plan is anticipated to be complete in August 2016 and will articulate critical next steps for progressing redevelopment on the District's site and in the corridor. One key element of this plan is the identification of grant resources, financing and regulatory tools. This information will inform much of the redevelopment planning, demolition planning and site remediation work that will be a major focus in 2017.

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 the Minnesota Department of Employment and Economic Development (DEED) for demolition and clean-up.

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 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 will be a main priority of the District in 2017.

These efforts, along with the development of a Request for Qualifications for master development constitutes most of the 2017 planning efforts surrounding the 325 Blake Road site. Such efforts are not funded through the capital project fund (3145) which is specific to stormwater infrastructure, but are inextricably linked and will be carried forth in concert with natural resource planning. 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.

**2017 Budget Summary:**

The 2017 budget consists of the as-bid costs of the Lake Street diversion, estimated costs to complete design for the main stormwater facility at 325 Blake Road, and one-half of the projected construction costs of said facility (~\$2,139,250). As proposed, the District will levy what is necessary to reach half of the cost of construction in 2017, with the remaining apportionment to be levied for in 2018. This multiyear distribution spreads 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 2017 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 – likely 2018 – and are therefore not accounted for in the current budget table.</p> <p>Finally, as fiscal year 2016 comes to a close, any identified carryover from other capital project funds will be rolled into the 325 Blake Road fund (3145). This transfer will assist in offsetting the levy impact in 2018 to complete the stormwater management project.</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 and Greenway – 2017-2019</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		\$103,822	(\$45,971)	\$745,982	\$1,464,613	
2017	\$1,506,012	\$41,399					

**Recommended 2017 Budget and Levy**

Budget: \$1,506,012  
Levy: \$41,399

**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	\$250
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	\$1,418,512
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>\$1,506,012</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2016 RECOMMENDED WORK PLAN

PREPARED BY: Renae Clark

DATE: August 11, 2016

<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 proposed restoration approach will be developed in 2016 through a public engagement process. 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 and creek corridor restoration, integrating our work into the broader community goals achieving maximum public benefit.</p>

	<p>The remainder of 2016, MCWD and the City will collaborate through a proposed Memorandum of Agreement which aligns our goals for the development of a concept plan for Arden Park. The concept plan will be developed through a jointly led public participation process to establish design principles, desired programing and advise on a proposed set of design alternatives. A technical advisory team consisting of MCWD staff, City staff, park board members and the consultant team will use the public input received through a series of three public meetings to generate a concept plan for Arden Park which will include a 30% stream restoration design. Approval of the concept design is scheduled for final City and MCWD approval the end of 2016 with an opportunity for preliminary input on the direction scheduled in October.</p> <p><b>2017 Budget Summary:</b> The proposed agreement provides for a 50% cost share for the overall park concept plan with MCWD funding 100% of the stream restoration design component. The needed MCWD funds for 2016 work are available in the current project budget. Proposed 2017 funding will be for completing the creek restoration design work which is scheduled to begin first quarter of 2017. The design work by MCWD will consist of creek and creek corridor improvements, potential stormwater management practices, in stream restoration and recreation, and creek access. Construction is scheduled for 2018.</p> <p>Staff is recommending a budget and levy of \$94,000 in 2017 to complete project design and permitting.</p>
<b><u>Goals/ Outcomes</u></b>	Improve stream ecology, habitat connectivity, recreation, safety, community connections to Minnehaha Creek.
<b><u>Schedule</u></b>	2016 – Concept development and public outreach 2017 – Project design 2018 - 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	(\$49,000)	\$0	\$0	\$0
2016	\$51,000	\$51,000	\$0	(\$51,000)	\$0	\$	\$
2017	\$94,000	\$94,000	\$0	(\$94,000)	\$0	\$	\$

**Recommended 2017 Budget and Levy**

Budget: \$94,000  
Levy: \$94,000



**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	
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	\$94,000
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	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$94,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Tiffany Schaufler

DATE: September 6, 2016

<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 Minnehaha, Six Mile, Painter, Classen, Long Lake, and Gleason Lake Creeks, as well as all of the District's past projects for flood related damages. MCWD identified damages along the six main stem creeks 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 funding.</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> <p><b>2017 Budget Summary:</b> During the remainder of 2016 and throughout 2017 staff will develop an implementation plan for the flood repairs which will take into consideration the design, project permits, land rights, and integration of other project opportunities within the vicinity of the flood repairs. Staff will coordinate with the City of</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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	<p>Minneapolis and Minneapolis Park and Recreation Board (MPRB) to identify other project opportunities that have been catalyzed by the flood damage. In 2016 the District applied for a BWSR Accelerated Implementation grant to identify improvement opportunities in coordination with the City of Minneapolis and MPRB in coordination with the current FEMA initiative. Implementation of the repairs will likely occur in 2018, however, if any repairs are done prior to 2018 those costs will be offset by the FEMA funding received to date.</p> <table border="1"> <thead> <tr> <th>Activity/Expense</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Planning, Design &amp; Construction</td> <td>\$60,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$60,000</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Planning, Design & Construction	\$60,000	<b>Total</b>	<b>\$60,000</b>
Activity/Expense	Budget						
Planning, Design & Construction	\$60,000						
<b>Total</b>	<b>\$60,000</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: Design repairs, permit repairs, acquire land rights, begin implementing repairs 2017-2018: Implement repairs						

#### 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	(\$30,000)	(\$223,787)	\$0	\$0
2017	\$60,000	\$60,000	\$0	(\$60,000)	\$0	\$0	

#### Recommended 2017 Budget and Levy

Budget: \$60,000  
Levy: \$60,000

**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	
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	\$60,000
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	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$ 60,000</b>

**MINNEHAHA CREEK WATERSHED DISTRICT  
2017 RECOMMENDED WORK PLAN**

**PREPARED BY:** Tiffany Schaufler

**DATE:** August 11, 2016

<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 Cover in Minnetrista.
<b><u>Location</u></b>	Lake Minnetonka Subwatershed along the Highway 101 Causeway and east of Orchard Cover 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.

**2017 Budget Summary:**

When the project was ordered in March 2015, the Board of Managers passed a resolution to levy 50% of the project cost in 2016 and 50% in 2017. This resolution was amended by the Board during the 2016 budget review process. The remaining project cost (\$845,359) will be levied for in 2017.

Activity/Expense	Budget
Construction	\$845,359
<b>Total</b>	<b>\$845,359</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 vegetated slopes rather than hard armoring.
<b><u>Schedule</u></b>	2016 – Design, Construction 2017-2019 – Construction & Vegetation Warranty/Maintenance

**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							
2015							
2016	\$758,949	\$5,572	\$0	(\$758,949)	\$753,377	\$0	
2017	\$845,359	\$815,359	\$30,000	(\$845,359)		\$0	

**Recommended 2017 Budget and Levy**

Budget: \$845,359  
Levy: \$815,359

DRAFT

**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	
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4125	Manager Computer/Software	
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4210	Office Supplies	
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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	\$845,359
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>\$845,359</b>



## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

**PREPARED BY:** Michael Hayman

**DATE:** August 11, 2016

<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>After completing an iterative conceptual design process and following a thorough public comment period the MPRB developed a preferred conceptual master plan to maintain 18-hole golf use on the property while meeting many of the water resource objectives outlined above. The approved concept includes restoring the currently ditched segment of Minnehaha Creek; increasing flood resiliency within the course; provide flood mitigation for properties adjacent to the course that are currently adversely affected under 100-year conditions; restore and enhance wetland function within the golf course; and explore future community connections through expansion of the Minnehaha Greenway with a new trail corridor running south into the City of Edina.</p> <p>In October 2015 the District executed the First Amendment to the Cooperative</p>

Agreement with the MPRB – detailing a collaborative design process – and initiated an expedited timeline for design of the golf course reconstruction and ecological restoration.

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.

MPRB has indicated that a key constraint to the original plan was clarity on a 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.

MPRB has determined that it must pursue a more achievable golf course configuration closer to the current course layout. They will be repairing the site in late summer 2016 – roto tilling and seeding – in preparation for reopening the golf course in spring 2017. MPRB has indicated that all other elements of the 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 is now 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.

The District and MPRB will continue working through the challenges surrounding the site with an anticipated restoration effort taking place in 2017.

**2017 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, etc. – are estimated to range between \$1.5 million to \$2.5 million. While MPRB and MCWD staff continue evaluating opportunities on the site, staff is utilizing a District capital cost estimate of \$2.0 million for work plan development and 2017 budgeting purposes.

District staff continues discussions with MPRB over financing the District's potential capital contribution. The District's financial advisors, Springsted Inc., have provided estimates for a range of capital costs over 10 and 20 year terms.

For purposes of work plan development and 2017 budgeting, District staff is recommending the assumption of \$2.0 million capital cost financed over a 20 year

	<p>term which would require \$130,000 annually to support the debt.</p> <p>The District received a \$100,000 Hennepin County Natural Resources Opportunity grant in 2016, with funds to be disbursed upon implementation. Assuming a project is initiated in 2017, the \$100,000 reimbursement would be used to offset the \$130,000 budget, leaving \$30,000 as the remaining budget.</p>
<b><u>Goals/ Outcomes</u></b>	<p>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.</p>
<b><u>Schedule</u></b>	<p>2015 – Complete conceptual master planning and initiate project design  2016 – Finalize design activities for golf course and ecological restoration  2017 – Open golf course for public use, initiate natural resource restoration</p>

### 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	\$87,938		(\$215,000)	(\$34,202)	\$30,000	
2017	\$130,000		\$100,000*				

\*District will receive grant funds awarded in 2017 as reimbursement only.

### Recommended 2017 Budget and Levy

Budget: \$130,000  
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	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	
4575	Repairs/Maintenance	
4594	Debt Service-Principal	\$130,000
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>\$130,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

**PREPARED BY:** Michael Hayman

**DATE:** August 11, 2016

<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>  The Minnehaha Creek Watershed District has repeatedly taken efforts to integrate its planning and implementation with that of other public and private entities, incorporating natural resource improvements into the built environment in ways that meet goals of livable communities and are mutually beneficial to its partners.</p> <p>This integrated philosophy of planning has been particularly useful within the urban corridor of Minnehaha Creek, between Highway 169 and Meadowbrook Lake.</p> <p>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> </ul>

	<ul style="list-style-type: none"> <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 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>Regarding construction of the trail and parking elements, to reconcile short term budget complications the District delayed implementation in 2016. These 2016 budget revisions are reflected in the below budget table. The delay in construction provides additional time to seek potential outside funding sources to assist in construction of the trail connection.</p> <p><b>2017 Budget Summary:</b> Preliminary capital cost estimates for construction of the trail connection and trail head parking area totals \$203,000. This is the cost estimate for construction of a six foot wide bituminous trail, a small segment of boardwalk for Minnehaha Preserve trail connection, and installation of a pervious parking trail head area.</p> <p>The cost estimate included in the work plan is an estimate for materials, labor, construction contingency, vegetation management (ongoing based on 2016 contract), legal review and printing/publishing expenses to implement the project.</p>
<b><u>Goals/ Outcomes</u></b>	Partner to identify 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>	2015 – Complete project design 2016 – Initiate vegetation management activities 2017 – Construct trail connection and trail head parking area 2018-2019 – Ongoing warranty and vegetative maintenance

### 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	\$325,000		(\$42,195)	\$(51,344)	\$229,211	\$26,211*
2017	\$203,000	\$0					

### Recommended 2017 Budget and Levy

Budget: \$203,000  
Levy: \$0

\* indicates funds obligated for construction contracts or maintenance agreements

DRAFT

**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	\$200
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	\$300
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	\$2,500
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	\$200,000
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>\$203,000</b>



## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Darren Lochner & Sarah Fellows

DATE: September 6, 2016

<b><u>Program</u></b>	Cynthia Krieg Watershed Stewardship Fund (4001)						
<b><u>Summary</u></b>	A grant program for community-based stewardship projects that promote clean water.						
<b><u>Location</u></b>	District-wide						
<b><u>Description</u></b>	<p>The Cynthia Krieg Watershed Stewardship Fund was established to provide opportunities for community stewardship projects involving cities, community groups, lake associations, schools, private business, and others in collaborations which promote an informed and engaged public to protect clean water within the watershed.</p> <p><b>2017 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>2017 Cynthia Krieg Watershed Stewardship Grants</td> <td style="text-align: right;">\$100,000</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$100,000</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	2017 Cynthia Krieg Watershed Stewardship Grants	\$100,000	<b>Total</b>	<b>\$100,000</b>
Activity/Expense	Budget						
2017 Cynthia Krieg Watershed Stewardship Grants	\$100,000						
<b>Total</b>	<b>\$100,000</b>						
<b><u>Goals/ Outcomes</u></b>	Funded activities must result in greater public awareness of ways to improve water quality and include measures promoting behavior changes that result in water quality improvement. Through the fund the MCWD will also increase the number of engaged and involved groups and individuals in watershed stewardship activities. Funded activities are required to document specific project-related outcomes. While the projects vary from year to year, examples of specific outcomes could include: attendance at events or workshops and subsequent application of knowledge learned (e.g., building a raingarden); installation of interpretive displays and measurement of target audience awareness gains; or participation by citizens in neighborhood cleanup or restoration activities.						
<b><u>Schedule</u></b>	<p>1<sup>st</sup> Quarter: distribute funds from proposals approved in Fall 2016.</p> <p>2<sup>nd</sup> Quarter: pursue outreach and education opportunities concerning current projects.</p> <p>3<sup>rd</sup> Quarter: promote, recruit, request pre-proposals, correspond with applicants about potential projects, and review pre-proposals.</p> <p>4<sup>th</sup> Quarter: coordinate internal and external review teams, review proposals, make recommendations to MCWD Board, prepare grant agreements and work plans for funded projects. Prepare to distribute funds in 1<sup>st</sup> Quarter 2018.</p>						

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$125,000	\$121,908	\$0	(\$81,129)	\$0	\$55,809	
2015	\$125,000	\$125,000	\$0	(\$110,305)	\$0	\$37,442	
2016	\$125,000	\$54,496	\$0	(\$125,000)	\$33,062	\$ 0	

**Recommended 2017 Budget and Levy**

Budget: \$100,000  
Levy: \$100,000

**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	
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	\$100,000
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$100,000</b>

**MINNEHAHA CREEK WATERSHED DISTRICT  
2017 RECOMMENDED WORK PLAN**

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

**DATE:** September 6, 2016

<b><u>Program</u></b>	Education (4002)
<b><u>Summary</u></b>	The Education Program comprises outreach and engagement elements designed to promote stewardship to protect and improve clean water in the District by building the knowledge, skills, and capacity of citizens and communities. The Education Program provides internal collaboration, expertise and training to address the educational needs of other District staff, programs and priority project areas.
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b>Background:</b></p> <p>The following is the foundational philosophy of how communications, education and cost share grant programs work together to promote behavior change – which is the ultimate goal of our education and outreach activities. The three programs’ efforts complement each other in a process that consists of the following three steps:</p> <p><b>Knowledge / Awareness → Skills / Capacity Building → Action / Engagement</b></p> <p>The Education Program assists with increasing the awareness and knowledge in addition to providing the resources to build the skills and capacity that make behavior change and engagement possible. Both the Communications and Cost Share programs are integrated in this process that leads individuals from knowledge and awareness to taking action and community engagement.</p> <p>The MCWD believes that a well-informed public will better understand the benefits of and become more engaged in providing and protecting clean water. Key goals and priorities of the MCWD are to restore, maintain and improve water quality, enhance ecological integrity, manage water quantity, and contribute to thriving communities.</p> <p>To accomplish this, education and outreach initiatives will connect with priority audiences, including residents, influencers, professional staff, non-governmental organizations, businesses and others.</p> <p>The approach of education programming is aligned with the MCWD’s Balanced Urban Ecology two track approach – focal geography and responsive track:</p> <p><b>Focal Geography</b> – focused education programming focused on the priority sub-watersheds of Minnehaha Creek – Minnehaha Creek Greenway and Six Mile Creek.</p> <p>Education staff will assist the implementation of the District’s capital improvement projects in two ways: 1) Pre-project Community Engagement -- community engagement that complements outreach efforts of the Planning-Project Department to develop broader understanding and support of the District’s efforts within</p>

priority geographies.; and 2) Post-project Programming – by interpreting capital improvement projects through signage, educational materials, and place-based and experiential learning for target audiences.

**Responsive and Broad Education and Outreach** – responsive to issues and audiences across the watershed district. These elements are broader in scope to reach a diverse audience, promote clean water practices or other best practices in the key topic areas, and provide general information related to water quality and natural resource protection.

An element that connects both the focal geography and responsive track is **community engagement**. Community engagement consists of education and outreach elements designed to cultivate, strengthen and nurture relationships with priority audiences and increase involvement amongst those groups in protecting and improving water quality within the District. Engagement activities are goal-oriented and geographically-targeted in specific communities, sub-watersheds, CIP program areas, or as determined by Board strategic initiatives and District priorities at the time of implementation. Key audiences for community engagement activities include: general public/residents, influencers, professional staff, youth, businesses, and non-governmental organizations.

**Education Program Tactics:**

**Workshops and Trainings: \$26,000**

**(Examples of Workshops and Trainings include:** Clean Water Summit, Non-point Education for Municipal Officials (NEMO), Turf and Winter Maintenance Workshops, Realtor Workshops, Lakes and Rivers Summit, Rain Garden Workshops, and Shoreland Restoration.)

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, AIS, Community Response to Changing Landscapes and Climate, realtor 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.

In 2017, Education Staff will attend annual meetings with District municipalities to audit and catalog their progress in meeting MS4 NPDES Permit education requirements, which were revised in 2014. Education Staff will work with MS4s to tap into the existing capacity within their communities to help meet these requirements. By connecting MS4s to citizen-led neighborhood, lake and/or creek associations, the Master Water Stewards program and non-profit partners like the Alliance for Sustainability and Metro Blooms, the District can help them achieve their education goals. Education and outreach in this area will also be facilitated by the Metro Watershed Partners of which MCWD is an active partner.

Also, the Education Program will fund Northland NEMO (Non-Point Source Education for Municipal Officials) in 2017. 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.

- Local Education Partnerships

Continue involvement with local education partners (i.e. Metro Watershed Partners, Freshwater Society, Blue Thumb, Master Water Stewards, etc.) to enhance staff knowledge, and support the Education Program by sharing educational materials and displays, creating networks and partnerships with other organizations, and broadening communications with key audiences.

**Community Engagement: \$56,500**

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 water quality within the MCWD. Engagement activities are goal-oriented and geographically-targeted in specific communities, sub-watersheds, CIP program areas, or as determined by Board strategic initiatives and District priorities at the time of implementation. Key audiences include: local units of government, professional staff, partner organizations, community groups, developers, private contractors, and local property owners.

Community Engagement Programs include:

- Watershed Association Initiative (WAI) - \$25,000

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 related to water resource management issues, identify and establish new community associations based on MCWD sub-watershed priority areas and/or projects, manage the WAI mini-grants program, and implement recommendations from the WAI Program Assessment completed in 2014.

- Master Water Stewards Program – \$25,000

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 fifth year of the program. Staff will be involved with recruiting volunteers for the upcoming year and play a more active role with volunteer training, management and support.

- Educational Programming in Focal Geographies - \$6,500

The MCWD Board of Managers has established the section of Minnehaha Creek between Highway 169 and Meadowbrook Lake (Minnehaha Creek

Greenway) as a priority geography for the alignment of District programs and capital investment. Since 2009, within this area, the District has made a concerted effort to integrate its water resource work with efforts of public and private sector partners involved in urban and regional planning, transit and economic development.

This work was reinforced in 2014 by the Board's adoption of a policy framework titled *In Pursuit of a Balanced Urban Ecology* which acknowledges the interrelationship and interdependence of the built and natural environments. Recognizing these relationships, the Board of Managers established a framework for program and project implementation that emphasizes multi-jurisdictional public and private partnerships, innovation and flexibility, and the alignment of programs and capital investment within priority geographies.

The Board of Managers also has identified the Six Mile Creek subwatershed as a second priority geography for District projects and programs.

2017 Education Program initiatives within the Minnehaha Creek subwatershed will focus around newly restored sections of the **Minnehaha Creek Greenway**: \$5,000.

Develop programming, materials and other tools to support place-based and/or experiential learning initiatives, business and community outreach and evaluation strategies that elevate this priority geography. Specifically, using programming to strengthen linkages with agencies and partners who already expressed their support for the Minnehaha Preserve (Three Rivers Parks, Meadowbrook Collaborative, University of Minnesota, Wilderness Inquiry, etc.) and to identify other partners.

Examples of programming that could be employed in conjunction with the Minnehaha Preserve trails system include mobile-based content for self-guided tours, on-site activities for birders, paddlers and other groups, and expanded research opportunities for the U of M and area schools. Staff has been meeting with potential partners and target audiences to develop this programming. However, it recognizes that additional capacity will be needed to implement this programming and recommends funding to assist in that endeavor.

In addition to the Minnehaha Creek Greenway there will also be a focus on engagement in the **Six-Mile Creek Subwatershed**: \$1,500.

Collaborate with the Planning, Communications, Water Quality and AIS programs on educating residents, municipal officials, technical staff and others about the District's projects and initiatives in this priority geography. These activities include the carp assessment that began in the Six Mile Chain of Lakes in 2014, the restoration of the Six Mile Marsh Prairie and the outreach and engagement plan for the District's next Comprehensive Water Resources Management Plan.

The money dedicated for this budget item will provide the resources needed assist Education Staff in providing the capacity needed to conduct pre-project community engagement in the Six Mile Creek subwatershed.

**Displays, Signage and Publications: \$15,000**

- Implement Districtwide Signage Master Plan: \$2,500

Assist the District's Operations and Maintenance Department in the implementation of the Districtwide Signage Master Plan that was developed in 2014.

As part of the Master Plan, the O & M Department, which inspects District projects biannually, 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. The 2016 Operations and Maintenance Department Work Plan includes commensurate budget information for sign fabrication and installation.

- Minnehaha Creek Greenway Signage: \$5,000

Continue to develop interpretive 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.

This budget includes funding for the design of directional signage and site specific interpretive signs for the Minnehaha Preserve boardwalk and trails system, Cottageville Park, and other sites within the Greenway.

- MCWD Site Stormwater Management Education - \$2,500

In collaboration with other programs, including Planning, Communications, Regulatory, Cost Share and Water Quality to develop programming and materials that utilize the interior and exterior of the MCWD office as (1) a demonstration elements on-site for stormwater management design; (2) an interpretive center that showcases the District's past and future work. District staff will use the site as an outdoor learning opportunity to complement ongoing and develop new training programs. The focus of the work during the upcoming 2017 year will be on the interior portion of the MCWD office in conjunction with the 50<sup>th</sup> anniversary celebration.

- Presentations and Passive Events - \$5,000

Continue to provide presentations, and develop, produce and distribute educational materials and interactive learning displays to community groups, partner agencies and organizations, youth and other audiences on topics related to clean water, stormwater management, habitat restoration and best management practices.

Displays (i.e. Envirocape, Putt-Putt for Clean Water, Pollute or Protect display, banners, etc.) include both stand-alone and tabletop demonstration units for use during presentations and passive education events in MCWD communities. Displays are visual representations of subject matters like watersheds, nonpoint source pollution and invasive species, that enrich messaging about watershed management and water quality, by enhancing



user interactivity. Rather than the traditional education model of one-way delivery of information, use of displays invites and facilitates knowledge discovery for the user and bidirectional communication.

Support of Blue Thumb organization which includes access to website and education materials and displays.

Also, continue to attend significant and appropriate local and regional events to promote the MCWD programs and resources. Collaborate with Communications Department to further expand and enhance education and outreach at the annual Minnehaha Creek Clean-up event.

**Citizen Monitoring: \$5,000**

Identify and promote monitoring programs designed to educate and engage local groups in various aspects of natural resource management. Potential partners include Hennepin County Environmental Services through the River Watch stream monitoring program, or other partners. Collaborate with the Water Quality and AIS Departments to support other citizen-led monitoring efforts.

**Program Support: \$6,000**

Design, implement and deliver broad-based and targeted education activities that support all MCWD Programs, including Planning, Cost Share, Communications, Water Quality, AIS and Permitting.

- Comprehensive Water Resources Management Plan Support - \$0

Develop educational programs, materials and other resources to assist the outreach and engagement efforts for the District's next Comprehensive Water Resources Management Plan. While this outreach and engagement will be a District-wide activity, it's anticipated much of this effort will focus on the priority geographies identified by the Board of Managers. This work will be done in collaboration with other District programs, including Planning and Communications, and will be implemented primarily through staff time. Funds have been allocated for Comp Plan outreach and engagement in the 2017 Communications Workplan.

Education Program administration includes:

- Budget and Work Plan development and implementation;
- Activity and outcome tracking and reporting,
- Prepare policy and program recommendations for MCWD Board of Managers;
- Coordinating the Citizen's Advisory Committee; Staff liaison role involves working with CAC executive team and Board of Managers with setting agendas, communications and project management.
- Hiring training and managing staff; hiring and training new staff;
- Coordinating with the Cost Share Specialist;
- Cynthia Krieg Watershed Stewardship Fund Grant administration;

- Ongoing staff development and training
- Interdepartmental collaboration and support.

**2017 Budget Summary:**

<b>Activity/Expense</b>	<b>Budget</b>
Workshops and trainings	\$26,000
Community Engagement	\$56,500
Displays, Signage and Publications	\$15,000
Citizen monitoring	\$5,000
Program Support	\$6,000
Personnel Costs	\$158,290
<b>Total</b>	<b>\$266,790</b>

**Goals/  
Outcomes**

1. People are aware and knowledgeable of issues and solutions
2. People have the tools, resources, and skills to take action
3. People are taking action to protect and improve clean water.

Target Audiences:

1. General public / Interested residents
2. Influencers – policy makers and community leaders
3. Professional / academic – government agency staff, researchers and educators
4. Youth
5. Non-governmental organizations (NGO)
6. Businesses and Private Sector
7. MCWD staff

Strategies of Education Program:

1. Increase knowledge and awareness of key issues and solutions
2. Provide resources and experiential learning opportunities
3. Build and strengthen community capacity and partnerships

Outcomes:

The MWCD’s Education Program is designed to raise awareness and knowledge about key issues and solutions through technical training and support for priority stakeholder groups, cultivate and strengthen partnerships, and provide the capacity needed to engage priority audiences and stakeholder groups in protecting and enhancing our water resources in priority geographies and districtwide. Broadly, outcomes of the Education Program are:

- Key topic information on issues and solutions is communicated to targeted, priority audiences and stakeholders *in a strategic manner* that reflects the District’s commitment to focal geographies and partnerships and being responsive through broad education and outreach.
- Audience and stakeholder engagement is increased, both pre-project to assist in the development of projects and post-project to interpret their purpose *as measured by participation in events, projects, planning and processes.*
- Stakeholder relationships are strengthened *through collaboration,*

	<p><i>partnerships and involvement in all aspects of natural resource management.</i></p> <ul style="list-style-type: none"> <li>• Key audience and stakeholders are engaged and <i>take measurable actions to manage and improve water quality.</i></li> <li>• The MCWD is seen as an information and technical leader, as reflected by <i>the acquisition, distribution and implementation of MCWD programs and services.</i></li> </ul>
<p><b><u>Schedule</u></b></p>	<p><b>2017</b></p> <p><b>1<sup>st</sup> Quarter (Jan-March):</b></p> <ul style="list-style-type: none"> <li>- Ongoing Broad Education and Outreach, MCWD program support, and training</li> <li>- Assess existing and identify new Watershed Association Initiative projects</li> <li>- Begin planning technical and non-technical seminars and workshops</li> <li>- Ongoing NEMO programming and outreach</li> <li>- Ongoing subwatershed interpretive planning and education in Minnehaha Creek Greenway</li> <li>- Programmatic and administrative support of Master Water Stewards program</li> <li>- Process Cynthia Krieg Grant Agreements and Work Plans for 2017 projects</li> </ul> <p><b>2<sup>nd</sup> Quarter (April-June):</b></p> <ul style="list-style-type: none"> <li>- Ongoing Broad Education and Outreach, MCWD program support, and training</li> <li>- Develop workplan/budget for 2018</li> <li>- Programmatic and administrative support of Master Water Stewards program</li> <li>- Implement technical and non-technical workshops</li> <li>- Ongoing NEMO programming and outreach</li> <li>- Ongoing subwatershed interpretive planning and education in Minnehaha Creek Greenway</li> <li>- Develop interpretive elements of the MCWD brand and key watershed messages throughout the interior of the MCWD office building.</li> </ul> <p><b>3<sup>rd</sup> Quarter (July-Sept):</b></p> <ul style="list-style-type: none"> <li>- Ongoing Broad Education and Outreach, MCWD program support, and training</li> <li>- Clean Water Summit</li> <li>- Programmatic and administrative support of Master Water Stewards program and recruitment of volunteers for 2018 program.</li> <li>- Process pre-proposals from Cynthia Krieg grant applicants</li> <li>- Implement the Watershed Association Initiative program</li> <li>- Implement technical and non-technical seminars and workshops</li> <li>- Ongoing NEMO programming and outreach</li> <li>- Ongoing subwatershed interpretive planning and education in Minnehaha Creek Greenway</li> <li>- Develop interpretive elements of the MCWD brand and key watershed messages throughout the interior of the MCWD office building.</li> </ul> <p><b>4<sup>th</sup> Quarter (Oct-Dec):</b></p> <ul style="list-style-type: none"> <li>- Ongoing Broad Education and Outreach, MCWD program support, and training</li> <li>- Process Cynthia Krieg grant applications</li> </ul>

	<ul style="list-style-type: none"> <li>- Programmatic and administrative support of Master Water Stewards program</li> <li>- Implement technical and non-technical seminars and workshops</li> <li>- Ongoing NEMO programming and outreach</li> <li>- Implement the Watershed Association Initiative program and host WAI Summit</li> <li>- Begin planning 2018 1<sup>st</sup> Quarter Education Program elements</li> <li>- Ongoing subwatershed interpretive planning and education in Minnehaha Creek Greenway</li> <li>- Develop interpretive elements of the MCWD brand and key watershed messages throughout the interior of the MCWD office building.</li> </ul>
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**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$123,500	\$115,161	\$0	(\$112,741)	\$0	\$2,420	
2015	\$193,500	\$112,167	\$0	(\$150,000)	\$81,333	\$94,415	
2016	\$302,179	\$256,259	\$0	(\$245,179)	(\$33,062)	\$72,433	

**Recommended 2017 Budget and Levy**

Budget: \$266,790  
 Levy: \$194,357

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$158,290
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	\$1000
4065	Staff Training	\$1,500
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	\$7,500
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	\$1,000
4320	Contract Services	\$79,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$1,000
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	\$15,000
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>\$266,790</b>

# MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

**PREPARED BY:** Telly Mamayek & Trevor Born

**DATE:** September 6, 2016

<b><u>Program</u></b>	Communications (4003)
<b><u>Summary</u></b>	<p>The MCWD believes that 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>To help facilitate an engaged constituency, the MCWD Communications Program uses the following strategies:</p> <ul style="list-style-type: none"> <li>○ increases awareness about the District and its work</li> <li>○ provides transparency and solicits public input</li> <li>○ builds and maintains relationships between the District and its stakeholders</li> <li>○ provides information about water quality issues and solutions</li> </ul> <p>It uses a variety of tools to convey relevant messages to the following groups:</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>By working in close coordination with the District’s Education, Cynthia Krieg and Cost Share Grant Programs, the Communications Program helps move the District’s stakeholders from knowledge and awareness to action and engagement.</p>
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b>Program Tactics:</b></p> <p>The bulk of 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.</p> <ul style="list-style-type: none"> <li>○ <u>Media Relations - \$10,000</u> 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.</li> </ul> <p>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.</p> <p>Keep apprised of potential public issues that may affect MCWD projects and program areas and advise District Administrator, staff,</p>

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/Newsletters/Fact Sheets/Posters - \$9,000

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.

Design and print project and program-specific materials, including fact sheets, brochures, postcards and posters, as needed. Update and print core publications including the Lake Minnetonka Map and Minnehaha Creek Canoe Map, which will be unveiled as part of the District's 50<sup>th</sup> anniversary activities.

○ Editorial content- \$3,000

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.

Produce and distribute regular e-news updates about District activities and programs via the District's e-newsletter "Splash." Use Facebook, Twitter and Instagram 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, lake/neighborhood association publications and monthly columns for local newspapers.

○ Website - \$0

Work with all District programs to keep website up to date with timely information about MCWD activities and programs. Use it for cross-promotion of other organizations' events in the spirit of cooperation and strengthening partnerships. Continue to strive for improved functionality to ensure a satisfactory user experience.

○ Special Events - \$0

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.

○ Presentations/Community Events - \$2,500

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; and providing financial support, educational materials, and/or promotional items.

- Watershed Heroes Awards – \$10,000  
The annual awards program recognizing individuals and groups for their clean water work will be a key component of the District's lineup of activities to commemorate the District's 50<sup>th</sup> anniversary in 2017.
- Minnehaha Creek Cleanup – \$25,000  
The District's single-biggest event of the year will begin its second decade of citizen engagement in 2017. The Cleanup is integral to MCWD's clean water brand. It gets glowing reviews from participants, generates positive media coverage for the District and cultivates good will among the District's stakeholders.
- Marketing Materials – \$5,000  
Purchase and distribute promotional items, including water bottles, t-shirts and tote bags with the MCWD logo, at community events, including the Minnehaha Creek Cleanup.  
Develop banners and other outreach materials for use at community events and elsewhere as part of the District's 50<sup>th</sup> anniversary activities.
- Videos – \$5,000  
Continue to create videos about the District's projects and programs, including a historical video commemorating the District's 50<sup>th</sup> anniversary.
- Advertising - \$1,000  
Purchase advertising in publications that align with MCWD goals.

**MCWD Program Support:**

The goal of the program support function of the MCWD Communications Program is to provide communications support to the Board of Managers, District Administrator, Program Managers and their staff to ensure all levels of District communications are consistent in their voice and message.

- Communications Training/Support – \$3,000  
Coordinate training for staff and board members to improve their presentation and communication skills and how to effectively talk to the media. Arrange professional development programming for the staff retreats. Provide writing support for program staff, including proofing and revising letters and other documents.
- Internal Communications - \$0  
Continue efforts to provide an effective method of maintaining a consistent flow of information to the staff, board and CAC that is current and pertinent. Continue to provide regular email updates to MCWD Board of Managers, Citizen Advisory Committee and staff on outreach activities and media coverage about the District. Incorporate news from other program areas into these updates.
- Continuing Education/Staff Training - \$2,000  
Funding and time for communications staff to attend training as appropriate in the areas of outreach, marketing, graphics, presentations, website maintenance, stormwater management and low impact development.



**Program Administration:**

This area of work refers to the administrative aspects of the program, including budget development and oversight, work plan development, reporting, board communications/support, managing staff/hiring and training new staff, and interdepartmental coordination. Because these tasks must be done by staff, no dollars are budgeted for this work area.

**2017 Budget Summary:**

<b>Activity/Expense</b>	<b>Budget</b>
Media Relations	\$10,000
Publications	\$9,000
Editorial Content	\$3,000
Website	\$0
Special Events	\$0
Presentations/Community Events	\$2,500
Watershed Heroes	\$10,000
Minnehaha Creek Cleanup	\$25,000
Marketing Materials	\$5,000
Videos	\$5,000
Advertising	\$1,000
Communications Training/Support	\$3,000
Staff development	\$2,000
Personnel	\$99,414
<b>Total</b>	<b>\$174,914</b>

**Goals/  
Outcomes**

The ultimate goal of the communications 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.

Specifically, the goals of the MCWD's Communications Program are as follows:

1. Increase awareness of MCWD, its mission, programs and balanced urban ecology framework
2. Provide transparency and opportunities for public input
3. Build and maintain MCWD relationships with elected officials, partner organizations and community leaders
4. Provide information about water quality issues and solutions

This work plan is anticipated to achieve the following outcomes:

1. People understand who we are, what we do and how we do it
2. People perceive MCWD as credible, cost-efficient, transparent and accountable

	<p>3. People support MCWD's work and want to partner with us</p> <p>4. People have access to information about water quality issues and what they can do to address them</p>
	<p><b>2017</b></p> <p>1<sup>st</sup> quarter:</p> <ul style="list-style-type: none"> <li>- Prepare Year in Review report for distribution</li> <li>- Begin Creek Cleanup event planning</li> <li>- Ongoing outreach to local officials, media and community groups</li> <li>- Ongoing implementation of education/communication plans</li> </ul> <p>2<sup>nd</sup> quarter</p> <ul style="list-style-type: none"> <li>- Begin Watershed Heroes event planning</li> <li>- Continue Creek Cleanup event planning</li> <li>- Begin work on 2018 budget and work plan</li> <li>- Ongoing outreach to local officials, media and community groups</li> <li>- Ongoing implementation of education/communications plans</li> </ul> <p>3<sup>rd</sup> quarter:</p> <ul style="list-style-type: none"> <li>- Prepare Mid-Year Highlights report for distribution</li> <li>- Implement Creek Clean-up</li> <li>- Present 2018 budget and work plan to the Board</li> <li>- Ongoing outreach to local officials, media and community groups</li> <li>- Ongoing implementation of education/communications plans</li> </ul> <p>4<sup>th</sup> quarter:</p> <ul style="list-style-type: none"> <li>- Ongoing outreach to local officials, media and community groups</li> <li>- Ongoing implementation of education/communications plans</li> </ul>

**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	\$168,600	\$0	(\$168,600)	\$0	\$86,706	
2016	\$209,618	\$137,160	\$0	(\$179,018)	\$0	\$44,848	

**Recommended 2017 Budget and Levy**

Budget: \$174,914  
 Levy: \$130,066

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$99,414
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	\$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	\$10,000
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	\$45,500
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$1,500
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	\$10,500
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	\$5,000
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$174,914</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Brett Eidem

DATE: September 6, 2016

<b><u>Program</u></b>	Cost Share Grants (4005)
<b><u>Summary</u></b>	<p>In 2011, the Minnehaha Creek Watershed District (MCWD) began implementing the Cost Share program to help meet its clean water and public participation goals. The District provides financial assistance to government units, private property owners, non-profits, academic institutions and other interested parties for projects that expand the knowledge base of water resources management, provide educational opportunities through demonstrative projects within the watershed, improve stormwater management, reduce pollution, and enhance natural resources and green infrastructure.</p>
<b><u>Location</u></b>	In priority geographies and District-wide.
<b><u>Description</u></b>	<p><b>Background:</b>          In 2014, the MCWD Board of Managers approved a restructuring of the Cost Share Program, which resulted in the merger with the Low Impact Development (LID) Program into one fund (4005). The restructuring also resulted in the creation of three categories of funding with specific evaluation criteria that allow staff to better compare project proposals and develop funding recommendations:</p> <ul style="list-style-type: none"> <li>• Homeowner Projects</li> <li>• Community Engagement Projects</li> <li>• Green Infrastructure Projects</li> </ul> <p>Recognizing the demonstration value of many of these projects, the new categories and criteria provide the District with a mechanism to fund education-focused projects while continuing to fund those that result in greater water quality benefits. The program implemented an annual schedule with application deadlines in place for all types of projects, to allow staff to better evaluate and compare projects to one another, utilizing grant funds to the partner on projects District sees the greatest value in.</p> <p>In addition to providing education and water quality benefits, the grant programs play a significant role in carrying out the policy direction set by the Board in its policy framework, <i>In Pursuit of a Balanced Urban Ecology</i>, by promoting and facilitating project partnerships, allowing the District to remain responsive while focused in priority geographies, and the ability to act on opportunities created through redevelopment. Using the grant programs in this way will support the “two-track” approach envisioned for the District’s 2017 Comprehensive Water Resources Management Plan. While the District will cultivate a sustained focus and develop large-scale, high impact projects in priority areas, the Cost Share program will allow the District to remain responsive District wide, fostering opportunities for cost-effective partnerships.</p> <p>The Cost Share Program anticipates a budget carryover in 2016, and will need to levy for about half of the 2017 budget (\$250,000). This is from a more robust</p>

review process, and comparing projects against each other. We have also become more strategic with only funding the most cost effective or highest valued stormwater best management practices (BMPs) of entire site retrofits, to both maximize cost effectiveness of District funding and ensuring the properties can maintain all of the installed BMPs.

**2017 Program Activities (\$400,000):**

Through the 2017 budget process, cost share has identified budget reductions for the program, similar to Education and Communications programs. Staff has reduced the amount of grant funding for qualified projects, which will likely result in fewer projects. Existing staff is administering all current applications and opportunities for grant funding, as well as all of the past projects that have been approved for funding. There are many projects that were approved for funding in 2011-2016 (both Cost Share and historic LID funded projects) that have yet to be installed and closed out for grant reimbursement. This will take up a majority of staff time, so no new initiatives are being proposed for 2017. Current staffing levels will not allow the program to implement needed activities including a geo-spatial database of cost share projects, as well as analysis of community outreach reporting tied to community outreach projects, implemented in 2016.

In 2016, staff proposed to focus on a pro-active approach for the Cost Share Program in priority subwatersheds. This could be accomplished through discovering opportunities, establishing partnerships, organizing and assisting engineering review, and implementation planning for potential projects. This would help the program further align with the District's new two-track approach, while continuing to remain responsive District wide. Staff has proposed reducing engineering funds to an amount that will still allow for 2 to 3 subwatershed analyses which will be used in proactive project development. This activity has been difficult to accomplish due to constraints on staff capacity. Staff will continue to pursue these opportunities as staff capacity allows, but it will not be a priority of the program in 2017.

To accomplish this, there will be further inter department communication with the Water Quality, Permitting and Planning departments to create efficiencies with the program. This collaboration will include assistance on inspections, funding and maintenance agreements, and inclusion in annual meetings with cities on stormwater management opportunities (such as road reconstruction projects). Staff anticipates more church, alleyway and neighborhood scale projects in 2016, as well as more private and public shoreline and streambank restoration projects.

The cost share program is currently going through a detailed program evaluation process, looking at current program goals, tasks, program administration, and staff capacity to achieve all of these existing and new initiatives. The outcome of this will hopefully drive a staff and Board discussion on the program direction for the future, and what is the best use of staff time and grant funding.

	<p><b>2017 Budget Summary:</b></p> <table border="1"> <thead> <tr> <th>Activity/Expense</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Grants/Awards/Loans - Given by MCWD</td> <td>\$400,000</td> </tr> <tr> <td>Wages</td> <td>\$96,976</td> </tr> <tr> <td>Engineering/Consulting</td> <td>\$15,000</td> </tr> <tr> <td>Legal Expense</td> <td>\$20,000</td> </tr> <tr> <td>Printing/Publishing/Postage</td> <td>\$10,000</td> </tr> <tr> <td>Contracted Services</td> <td>\$1,000</td> </tr> <tr> <td>Staff Mileage</td> <td>\$1,000</td> </tr> <tr> <td>Staff Training</td> <td>\$1,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$544,976</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Grants/Awards/Loans - Given by MCWD	\$400,000	Wages	\$96,976	Engineering/Consulting	\$15,000	Legal Expense	\$20,000	Printing/Publishing/Postage	\$10,000	Contracted Services	\$1,000	Staff Mileage	\$1,000	Staff Training	\$1,000	<b>Total</b>	<b>\$544,976</b>
Activity/Expense	Budget																				
Grants/Awards/Loans - Given by MCWD	\$400,000																				
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Printing/Publishing/Postage	\$10,000																				
Contracted Services	\$1,000																				
Staff Mileage	\$1,000																				
Staff Training	\$1,000																				
<b>Total</b>	<b>\$544,976</b>																				
<b><u>Goals/Outcomes</u></b>	<ol style="list-style-type: none"> <li>1. Reduced pollutant loading, volume, and improved ecological integrity</li> <li>2. People educating others about WQ issues and solutions</li> <li>3. Partners seek MCWD for collaboration on projects (cultivate partnerships)</li> <li>4. Develop social norms around water quality practices (water quality policy)</li> </ol>																				
<b><u>Schedule</u></b>	Annual deadline for homeowner, community engagement and green infrastructure projects. Shoreline/streambank projects and Master Water Steward projects are exempt from deadlines. Any project can be brought forward for funding outside of the deadlines if staff feels the project has a great enough value to the district and has time sensitivity.																				

### Budget/Levy History

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2014	\$680,786	\$0	\$17,348	(\$235,954)	\$773,769	\$1,188,576	\$308,254
2015	\$832,000	\$0	\$0	(\$454,321)	\$0	\$929,106	\$634,255
2016	\$772,151	\$672,151	\$0	(\$805,776)	\$0	\$795,481	\$737,777

### Recommended 2017 Budget and Levy

Budget: \$544,976

Levy: \$487,272

The budget/levy history shows a growing number in approved but not reimbursed projects (assigned funds). Staff anticipates \$57,704 in unassigned carryover from 2016, so the budget will be \$544,976, with a levy for \$487,272. Staff will also prioritize communicating with past grant recipients to close out or cancel old projects to minimize the assigned funds. This may also result in a slight increase in funds that could replenish future grants/awards.

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages	\$96,976
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	\$1,000
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	\$10,000
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	\$1,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	\$15,000
4350	Legal Expense	\$20,000
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	\$400,000
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$544,976.00</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

**PREPARED BY:** Yvette Christianson, Kelly Dooley, and Eric Fieldseth  
**DATE:** September 6, 2016

<b><u>Program</u></b>	Research and Monitoring Department: Monitoring Program (5001)
<b><u>Summary</u></b>	The Research and Monitoring Department monitors the water resources throughout the watershed, identifies stressors and key resource areas that will assist the Planning Department in project development and provide the Communication Department with information to relay to the public.
<b><u>Location</u></b>	District-wide
<b><u>Description</u></b>	<p><b><u>Diagnostic Activities (\$122,086)</u></b></p> <p><b>Station Monitoring</b></p> <ul style="list-style-type: none"> <li>• <b>Anchor Stations for Streams &amp; Lakes (\$45,544)</b> Long-term water quality data collected at fixed locations (30 stream &amp; 31 lake stations) that gives the District the ability to examine statistical long-term trends and identify problem areas at a broad scale.</li> <li>• <b>USGS Gage Management &amp; Stormwater Analysis (\$21,522)</b> Partnership with USGS to collect, manage, and publish data at two locations: Lake Minnetonka at the Grays Bay Dam and at Minnehaha Creek near Hiawatha Avenue.</li> <li>• <b>AIS Early Detection Monitoring (\$0)</b> Early detection monitoring performed by staff at high risk lakes for AIS introductions (those with a public access or highly developed shorelines).</li> </ul> <p><b>Volunteer Monitoring Program</b></p> <ul style="list-style-type: none"> <li>• <b>Citizen Lake &amp; Precipitation Monitors (\$2,520)</b> Funds used for lab analysis</li> <li>• <b>AIS Early Detector Program (\$3,000)</b> Funds used for equipment which is loaned out to volunteers as well as printing costs of the AIS Early Detector Guide books.</li> </ul> <p><b>Investigational Monitoring (\$1,500):</b> Investigating an abnormal change or illicit discharge to a waterbody through the collection and analysis of water samples.</p> <p><b>Subwatershed Diagnostic Monitoring (\$20,000):</b> Includes identification and further investigation of problem areas that can inform projects at a site specific scale. Coordination with the Planning Department will guide this monitoring.</p> <p><b>Subwatershed Monitoring (E-Grade) (\$0):</b> Resumes in 2018</p> <p><b>Contingency Monitoring (\$20,000):</b> Used for wet weather</p>



## **Research**

- **Lake Minnetonka Zebra Mussel Study (\$5,000)**

Changes in water quality are occurring in the bays with highest zebra mussel densities. Other bays are continuing to have rapidly increasing populations of zebra mussels, and water quality changes are likely lagging behind. This study continues monitoring the zebra mussel population and its effects on water quality in the lake. Funds for 2017 will be used for publishing the data we've collected thus far, and lab analysis of samples that assess the change in production in the lake (open-water vs bottom), which has impacts on the food web in the lake.

- **Christmas Lake Zebra Mussel Monitoring (\$0)**

Zebra mussels were found in Christmas Lake in 2014, and a rapid response followed led by the District. Zebra mussels typically remain at low populations for a few years before they experience a boom in population. Due to low algae abundance (food source for zebra mussels) in Christmas Lake, zebra mussels are not expected to sustain a high population. This monitoring will assess that prediction, which will aid in our knowledge of zebra mussel impacts in different water quality types. However, even a low population of zebra mussels could impact the native mussel community, which are abundant in Christmas Lake. Staff will hand remove zebra mussels from native mussels as a way of protecting that community.

- **Six-Mile Creek Carp Assessment (\$0)**

This activity is included in the Six-Mile Creek Subwatershed Diagnostic Study, a comprehensive water quality project undertaken within the Planning Department. The District has entered into an agreement with the University of Minnesota Aquatic Invasive Species Research Center to conduct an applied science carp management study from 2014 through spring 2017, as the presence and activity of carp are major contributors to degraded water quality throughout the system.

\* The MCWD's AIS staff is managing this aspect of the Diagnostic Study for the Planning and Permitting Department.

## **Engineering/Consulting Services (\$3,000)**

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

## **Effectiveness Monitoring (\$7,700)**

- **Special Required Monitoring (\$700)**

Akradi property – monitoring the downstream of the outlet structure as part of a legal violation agreement

Dutch Lake inlet – monitoring the effectiveness of the sand/iron filter project as required by the MN DNR

- **Lake Nokomis Biomanipulation Effectiveness Monitoring (\$1,000)**

Water quality monitoring of three storm ponds adjacent to Lake Nokomis

- **Pre/Post Project Effectiveness Monitoring (\$6,000)**

Work with Planning to determine effectiveness monitoring for current or new projects. Costs may include the purchase of equipment and consulting services for installation.

**Education/Outreach (\$5,000)**

Communications are necessarily broad and flexible as needs and opportunities arise. Activities from past consultant work helped identify social marketing strategies and messages for AIS prevention. Social marketing strategies revolve around making desired behavior changes of certain users. Work will be done to implement more of those activities which target specific AIS vectors and pathways through strategic messaging.

**Program Operations (\$107,865)**

**Water Resources Data Management (\$5,000)**

Script writing for WISKI database.

**Equipment/Supplies/Maintenance (\$73,365)**

Cover the cost of repair and maintenance of equipment, purchase new equipment, supplies, maintenance and support fees, and services. All needed to efficiently conduct monitoring, ensure the safety of staff, calibration supplies to maintain equipment, and provide telemetry services.

**Staff Training/Expenses (\$22,000)**

Training includes workshops and conferences to assist staff with career development, networking, and maintaining/improving techniques and technical methods/skills; Expenses to reimburse staff for mileage and other expenditures that are related to work.

**Legal Services (\$7,500)**

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

**Personnel Costs (\$432,703)**

**2017 Budget Summary:**

<b>Activity/Expense</b>	<b>Budget</b>
Diagnostic Monitoring/Research	\$122,086
Effectiveness Monitoring	\$7,700
Education/Outreach	\$5,000
Program Operations	\$107,865
<b>Subtotal</b>	<b>\$242,651</b>
Wages, PERA, and payroll taxes	<b>\$432,703</b>
<b>Total</b>	<b>\$675,354</b>

<b><u>Goals/ Outcomes</u></b>	<ul style="list-style-type: none"> <li>• Characterize existing ecological health of water resources</li> <li>• Diagnose specific drivers of change/stressors</li> <li>• Collaborate to identify management strategies</li> </ul>
<b><u>Schedule</u></b>	<p><b>2017:</b></p> <p><b>January - March:</b> Complete the 2016 annual monitoring and technical reports, prepare for field work, and continue to work on any additional project management.</p> <p><b>March - October:</b> Monitoring streams and lakes, and continue to work on any additional project management.</p> <p><b>November - December:</b> Data entry for annual monitoring and technical reports, monitoring streams for chloride, submittal of data to state agencies, and continue to work on any additional project management.</p>

### 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	
2017	\$675,354	\$634,006	\$0	(\$675,354)			

### Recommended 2017 Budget and Levy

Budget: \$675,354  
 Levy: \$634,006

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages, PERA, and payroll taxes	\$432,703
4011	Wages-Overtime	
4018	Salary – Insurance Reimbursement	
4020	Payroll Tax Expense	
4035	Unemployment Reimbursement	
4040	PERA Expense	
4050	Benefits	
4060	Staff Mileage/Expenses	\$5,000
4065	Staff Training	\$15,000
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	\$4,600
4240	Telecommunications -Cell/internet	
4245	Special Events	
4247	High Water Restoration	
4248	FEMA Expense	
4250	Dues & Subscriptions	\$2,000
4265	Rentals-Building & Equipment	
4280	Insurance	
4292	Bank/Agency Fees	
4295	Other/Miscellaneous	
4320	Contract Services	\$29,522
4330	Accounting & Auditing	
4340	Engineering/Consulting	\$13,000
4350	Legal Expense	\$7,500
4390	CAC Expense	
4520	Monitoring/Lab Analysis/Inventories	\$70,264
4530	Permit Acquisition	
4540	Property/Easement Acquisition	
4550	Construction	
4565	Property Management - CBRE	
4566	Tenant Relocation - CBRE	
4570	Equipment/Supplies	\$95,765
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>\$675,354</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Yvette Christianson & Kelly Dooley

DATE: September 6, 2016

<b><u>Program</u></b>	Research and Monitoring: Ecosystem Evaluation (E-Grade) Program (5002)														
<b><u>Summary</u></b>	The Ecosystem Evaluation (E-Grade) Program is being developed as a scientifically defensible, ecosystem evaluation tool to assess ecological functions and services on a graded scale throughout the watershed.														
<b><u>Location</u></b>	District-wide														
<b><u>Description</u></b>	<p><b>Contracted Services (\$141,000):</b> The third year of the Ecosystem Evaluation Program focusing on next set of features: Terrestrial, Groundwater, and Hydrology</p> <ul style="list-style-type: none"> <li>• Identify key features of health and ecosystem services</li> <li>• Identify appropriate metrics and indices</li> <li>• Update datasets and fill data gaps</li> <li>• Follow up meetings with Partners and Consultant</li> <li>• Develop Grade Break Point</li> <li>• Test scoring system</li> </ul> <p><b>Legal Expense (\$3,000):</b> Costs for continuing services with Smith Partners in the processing and finalizing of the E-Grade Program.</p> <p><b>Printing/Publishing/Postage (\$5,000):</b> Communication services to promote and prepare the public and municipalities for the introduction and rollout of the first subwatershed report card.</p> <p><b>2017 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;">\$141,000</td> </tr> <tr> <td>Legal Expense</td> <td style="text-align: right;">\$3,000</td> </tr> <tr> <td>Printing/Publishing/Postage</td> <td style="text-align: right;">\$5,000</td> </tr> <tr> <td style="text-align: right;"><b>Subtotal</b></td> <td style="text-align: right;"><b>\$149,000</b></td> </tr> <tr> <td>Wages, PERA, and payroll taxes</td> <td style="text-align: right;">\$50,451</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$199,451</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	Contracted Services	\$141,000	Legal Expense	\$3,000	Printing/Publishing/Postage	\$5,000	<b>Subtotal</b>	<b>\$149,000</b>	Wages, PERA, and payroll taxes	\$50,451	<b>Total</b>	<b>\$199,451</b>
Activity/Expense	Budget														
Contracted Services	\$141,000														
Legal Expense	\$3,000														
Printing/Publishing/Postage	\$5,000														
<b>Subtotal</b>	<b>\$149,000</b>														
Wages, PERA, and payroll taxes	\$50,451														
<b>Total</b>	<b>\$199,451</b>														
<b><u>Goals/ Outcomes</u></b>	<ul style="list-style-type: none"> <li>• Develop an Ecosystem Evaluation Program <ul style="list-style-type: none"> <li>○ Evaluate the ecological features and their performance of on ecosystem services (i.e., flood control, biodiversity and habitat diversity, recreation, drinking water supply, and nutrient cycling)</li> <li>○ Create a comprehensive report that grades the health of the subwatersheds' ecosystem</li> </ul> </li> </ul>														

<b><u>Schedule</u></b>	<p><b>2017:</b></p> <p><b>Winter - Spring:</b> Identify ecosystem services and key health indicators for terrestrial, groundwater, and hydrology; Review literature studies to develop break points, statistics, reference sites, and other pertinent data for terrestrial, groundwater, and hydrology;</p> <p><b>Spring - Summer:</b> Investigate appropriate metrics and available data for metric assessment for terrestrial, groundwater, and hydrology; Update datasets and fill data gaps; Follow up meeting with partners and consultants for terrestrial, groundwater, and hydrology; Present preliminary scores and stressors to TAC; Meeting with partners and Board to present analysis and report for terrestrial, groundwater, and hydrology;</p> <p><b>Summer - Fall:</b> Develop grade break point and test scoring system for terrestrial, groundwater, and hydrology; Follow up meeting with partners and consultants. Finalize grading process and publish technical paper for terrestrial, groundwater, and hydrology; Develop watershed-wide grading scale and ecosystem service condition summary;</p> <p><b>Fall - Winter:</b> Final meeting with partners and Board to present final analysis and report for all features.</p>
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**Budget/Levy History**

Year	Budget	Tax Revenue	Grants & Other Rev.	Expenditures	Transfer in/out	Carryover	Assigned Funds
2016	\$333,522	\$333,522	\$0	(\$325,522)	\$0	\$8,000	
2017	\$199,451	\$191,451	\$0	(\$199,451)	\$0	\$0	

**Recommended 2017 Budget and Levy**

Budget: \$ 199,451  
 Levy: \$ 191,451

**Detailed Budget:**

<b>Activity Code</b>	<b>Activity Name</b>	<b>Amount</b>
4010	Wages, PERA, and payroll taxes	\$50,451
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	\$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	
4320	Contract Services	\$141,000
4330	Accounting & Auditing	
4340	Engineering/Consulting	
4350	Legal Expense	\$3,000
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>\$199,451</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2017 RECOMMENDED WORK PLAN

PREPARED BY: Eric Fieldseth

DATE: September 6, 2016

<b><u>Program</u></b>	Aquatic Invasive Species Cost-Share Grants & Rapid Response (5005)								
<b><u>Summary</u></b>	The purpose of this program 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 Grants (\$175,000)</b>            These funds would continue our cost-share grants that support our partners' watercraft inspection programs. The roaming inspector program, for which the District paid 100% of the cost will be eliminated in 2017, reducing the budget by \$55,000 from 2016. The cost-share grants in the past have been a 50% reimbursement for the cost of watercraft inspections by our partners. With the elimination of the roaming inspector program, we hope to get additional grant requests from our partners on some of the lakes we are dropping, which could result in more requests than available in the budget. In 2017, the cost-share formula will be re-examined. Staff will work with the Operations and Programs Committee to consider a new formula and eligibility requirements.</p> <p><b>Rapid Response and Containment (\$35,000)</b>            When new AIS are found early, rapid response and containment is a sound strategy. Lessons have been learned from past responses, such as the Christmas Lake response, that can be applied to future situations. These funds will be available if the District chooses to get involved in another rapid response to a new AIS infestation.</p> <p><b>2017 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>AIS Watercraft Inspection Cost Share Program</td> <td style="text-align: right;">\$175,000</td> </tr> <tr> <td>Rapid Response and Containment Funding</td> <td style="text-align: right;">\$35,000</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$210,000</b></td> </tr> </tbody> </table>	Activity/Expense	Budget	AIS Watercraft Inspection Cost Share Program	\$175,000	Rapid Response and Containment Funding	\$35,000	<b>Total</b>	<b>\$210,000</b>
Activity/Expense	Budget								
AIS Watercraft Inspection Cost Share Program	\$175,000								
Rapid Response and Containment Funding	\$35,000								
<b>Total</b>	<b>\$210,000</b>								
<b><u>Goals/Outcomes</u></b>	Prevention, control, and management activities to limit the spread of AIS throughout the District.								
<b><u>Schedule</u></b>	Grants will be announced in January 2017, and requests due by March 15, 2017.								



**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	\$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)			

**Recommended 2017 Budget and Levy**

Budget: \$210,000  
Levy: \$43,253

DRAFT

**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	\$20,000
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	\$15,000
4575	Repairs/Maintenance	
4594	Debt Service-Principal	
4595	Debt Service-Interest	
4600	Grants/Awards/Loans - Given by MCWD	\$175,000
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$210,000</b>

## MINNEHAHA CREEK WATERSHED DISTRICT 2016 RECOMMENDED WORK PLAN

PREPARED BY: Renae Clark

DATE: August 11, 2016

<b><u>Project</u></b>	Minnehaha Creek Greenway enhancement and trail connection (XXXX)
<b><u>Summary</u></b>	Project design for Minnehaha Creek Greenway enhancement and trail connection between the Minnehaha Preserve and Southwest Light Rail Transit / Cedar Regional Trail crossing at Minnehaha Creek.
<b><u>Location</u></b>	Minnehaha Creek and 7800 Powell Road, St. Louis Park
<b><u>Description</u></b>	<p><b>Background:</b> The Minnehaha Creek Watershed District continues to take a comprehensive approach to integrate its planning and implementation with that of other public and private partners, incorporating its strategic natural resource improvements into the built environment in ways that create livable communities and are mutually beneficial to our Partners.</p> <p>Beginning in 2008 with a partnership with Park Nicollet to re-meander Minnehaha Creek through the Methodist Hospital campus, the District has initiated numerous projects within Hopkins and St. Louis Park. These projects serve to manage regional stormwater runoff, address Minnehaha Creek and Lake Hiawatha TMDLs, expand municipal park and open space, improve recreational access to the Creek and catalyze ecologically sensitive economic development to improve tax base and compliment regional transit improvement plans. The project elements generally include the Minnehaha Preserve, Cottageville Park expansion, Japs-Olson partnership and planned greenway expansion that includes regional stormwater treatment at 325 Blake Road.</p> <p>Consistent with our comprehensive approach and these goals, the District has coordinated with the Southwest Light Rail Transit (SW LRT) Project Office and the City of St. Louis Park to integrate public transit, community connections, and our natural resource management interests. The coordination has informed the design of the proposed SW LRT bridge crossings over Minnehaha Creek which will result in riparian corridor improvements and creek bank stabilization in addition to a critical pedestrian crossing which is part of the Minnehaha Greenway conceptual plan. The crossing provides the opportunity for a pedestrian trail connection between Meadowbrook Road and the Minnehaha Preserve to the Cedar Regional Trail and the Blake Road corridor, including the SW LRT Blake Station. The trail connection through the proposed crossing aligns with City of St. Louis Park “Connect the Park” initiative intended to develop a comprehensive, city-wide system of trails that provides local and regional connectivity and enhances overall community livability.</p> <p><b>2016 Budget Summary:</b> Staff is recommending a budget and levy of \$25,000 in 2017 to facilitate creek corridor design elements.</p>

<b><u>Goals/ Outcomes</u></b>	Improve stream ecology, habitat connectivity, recreation, safety, community connections to Minnehaha Creek.
<b><u>Schedule</u></b>	2017 – Project design and public outreach 2018 -2019 Construction

**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>
2017	\$25,000	\$25,000	\$0	\$25,000	\$0	\$0	\$0

**Recommended 2017 Budget and Levy**

Budget: \$25,000  
Levy: \$25,000

DRAFT

**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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4222	Vehicle Expense	
4230	Printing/Publishing/Postage	
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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	\$25,000
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	
4651	Issuance Cost	
4962	Office Bldg. Maintenance	
4963	Office Building Utilities	
	<b>TOTAL</b>	<b>\$25,000</b>