

Black Dog Watershed Management Commission

AGENDA

Wednesday, February 15, 2023

5:00 P.M.

COMMISSIONERS:

Curt Enestvedt, Chair

Mike Hughes, Vice Chair

Scott Thureen, Secretary/Treasurer

Rollie Greeno

Lynette Dunsworth

Greg Helms, Alternate

Natalie Walker, Alternate

- I. Approval of Agenda
- II. Approval of Minutes – January 18, 2023
- III. Approval of Accounts Payable
- IV. Review Budget Performance Reports
- V. Approval of \$12,000 Amendment to the 2023 Budget for Barr Engineering to Develop a Tracking Tool for Measurable Goals.
- VI. Miscellaneous
- VII. Adjournment

The City of Burnsville and Black Dog Watershed Management Organization do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the admission or access to, or treatment or employment in, its programs, activities, or services.

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Agenda Background February 15, 2023

I. Approval of Agenda

Agenda enclosed.

Action Requested: A motion be considered to approve the Agenda.

II. Approval of Minutes from the January 18, 2023 Meeting

Minutes enclosed.

Action Requested: A motion be considered to approve the Minutes of the January 18, 2023 meeting.

III. Approval of Accounts Payable

Accounts payable list enclosed.

Action Requested: A motion be considered to approve the accounts payable list as submitted by staff.

IV. Review of Budget Performance Reports

Current Budget Performance Reports enclosed.

Action Requested: No formal action required

V. Approval of \$12,000 Amendment to the 2023 Budget for Barr Engineering to Develop a Tracking Tool for Measurable Goals

Enclosed in the packet is an updated 2023 budget that increases the Barr section by \$12,000 and includes language for developing the goal tracking tool. All other areas of the budget have been updated to account for this \$12,000 increase.

Action requested: A motion be considered to amend the 2023 budget for this \$12,000 increase.

VI. Miscellaneous

DRAFT

**Meeting Minutes
January 18, 2023**

MEMBERS PRESENT

Curt Enestvedt, Chair
Mike Hughes, Vice Chair
Scott Thureen, Secretary/Treasurer
Lynette Dunsworth
Greg Helms, Alternate

MEMBERS ABSENT

Natalie Walker, Alternate
Rollie Greeno

OTHERS PRESENT

Karen Chandler – Barr Engineering
Joel Jamnik – Campbell Knutson
Jared Shepherd – Campbell Knutson
Samantha Berger – City of Apple Valley
Curt Coudron – Dakota County Soil & Water Conservation District
Daryl Jacobson – BDWMO Administrator
Vickie Martin – BDWMO Secretary

Curt Enestvedt, Chair, called the January 18, 2023 meeting to order at 5:00 pm.

I. Approval of Agenda

Motion by Mike Hughes, second by Scott Thureen, to approve the January 18, 2023 Agenda as presented.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms
Nays – None

Motion Carried Unanimously

II. Approval of Minutes from the November 16, 2022 Meeting

Motion by Scott Thureen, second by Mike Hughes, to approve the November 16, 2022 Minutes as presented.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms
Nays – None

Motion Carried Unanimously

III. Approval of Accounts Payable

Motion by Scott Thureen, second by Mike Hughes, to approve accounts payable to Barr Engineering in the amount of \$7639.50 for services from October 29, 2022 through December 30, 2022; and, to Campbell Knutson in the amount of \$175.00 for November 2022 general services; and, to Metropolitan Council in the amount of \$3,420.00 for CAMP.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms

Nays – None

Motion Carried Unanimously

IV. Review Budget Performance Reports

Daryl Jacobson, BDWMO Administrator, shared that all member contributions have been received.

No Formal Action Required

V. Election of Officers for 2023

The Black Dog WMO Joint Powers Agreement requires that officers be elected each year. Current officers are:

Chair – Curt Enestvedt

Vice Chair – Mike Hughes

Secretary/Treasurer – Scott Thureen

Officer nominations are Curt Enestvedt for Chair, Mike Hughes for Vice-Chair, and Scott Thureen for Secretary/Treasurer. Commissioners present were Curt Enestvedt, Mike Hughes, Scott Thureen, and Lynette Dunsworth.

Motion by Scott Thureen, second by Mike Hughes, to elect Curt Enestvedt as Commission Chair, Mike Hughes as Commission Vice-Chair, and Scott Thureen as Commission Secretary/Treasurer for the 2023 term.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms

Nays – None

VI. Approval of Engineering Fees for 2023

A copy of the Barr Engineering letter outlining the proposed 2023 fee schedule was provided to the Commission for review prior to this meeting.

Motion by Scott Thureen, second by Mike Hughes, to approve the Barr Engineering Fee Schedule for 2023.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms

Nays – None

Motion Carried Unanimously

VII. Approval of Official Depositories for Commission Funds

Auditors recommend the Commission designate official depositories for its funds on an annual basis. Current depositories are the US Bank in St. Paul and the League of MN Cities 4M Fund. These depositories have served the commission well and staff recommends continuing with them.

Motion by Mike Hughes, second by Scott Thureen, to approve the US Bank in St. Paul and the League of MN Cities 4M Fund as the official depositories for the Black Dog WMO funds for 2023.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms

Nays – None

Motion Carried Unanimously

VIII. Approval of Official Newspaper for the Black Dog WMO

The JPA requires the Commission designate an official newspaper. In 2022, the Black Dog WMO used the Sun Thisweek as its official newspaper. Historically the same official newspaper as the City of Burnsville has been adopted because that community represents the majority of land area within the WMO. Staff recommends the Commission continue with the Sun Thisweek as the official newspaper. Items typically published in the official newspaper are public notices.

Motion by Mike Hughes, second by Scott Thureen, to approve the Burnsville Sun Thisweek as the official Black Dog WMO newspaper for 2023.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms

Nays – None

Motion Carried Unanimously

IX. Approval of 2023 Joint Powers Agreement with Dakota County SWCD

The Joint Powers Agreement (JPA) with the SWCD was reviewed by the Black Dog WMO attorney. A copy of the JPA was provided to the Commission for review prior to tonight's meeting. The 2023 SWCD work plan and budget were previously approved by the Commission.

Motion by Scott Thureen, second by Mike Hughes, to approve the Joint Powers Agreement with Dakota County SWCD for 2023.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms

Nays – None

Motion Carried Unanimously

X. Discuss Potential Stories for the Annual Watershed Report

Karen Chandler, Barr Engineering, lead the discussion on potential topics for the 2022 Watershed Report. Last year's report was included in the meeting packet for reference. Commission members were asked to provide feedback on ideas for the report.

Discussion included asking for updated project stories and pictures, highlight the changes to the monitoring plan, advertise a need for CAMP monitoring volunteers on Lac Lavon, construction of a rain garden at Lac Lavon.

No Formal Action Required

XI. Miscellaneous

1. Joel Jamnik announced he will retire late 2023. Replacement will be Jared Shephard who was in attendance.
2. Welcome new commissioner, Lynette Dunsworth, representing Burnsville.
3. February 15th will be the next BDWMO meeting.
4. 2022 budget surplus may need a budget amendment to carry forward for goal tracking.
5. Kingsley Lake in Lakeville and Lac Lavon Lake in Burnsville need new CAMP monitoring volunteers to keep the lake on the list.
6. Discussion on the timing of a future canceled meeting.

XII. Adjournment

Motion by Mike Hughes, second by Scott Thureen, to adjourn at 5:26 pm.

Ayes – Enestvedt, Hughes, Thureen, Dunsworth, Helms

Nays – None

Motion Carried Unanimously



Accounts Payable - February 15, 2023 Meeting

Barr Engineering - Services from December 31, 2022 through January 27, 2023

Engineering	\$	1,436.72
Special Projects: General Fund - 2022 Water Quality Monitoring - Lac Lavon	\$	544.50
Water Quality Monitoring - Orchard Lake Habitat Monitoring	\$	450.00
Public Education - Watershed Annual Report	\$	668.00
	\$	3,099.22

Campbell Knutson

General Services - January 2023	\$	630.00
	\$	630.00

City of Burnsville

2022 City of Burnsville Support Services	\$	24,032.91
	\$	24,032.91

Dakota County Soil & Water Conservation District - Services for October 2022 - December 2022

Website Updates & Maintenance	\$	255.00
Landscaping for Clean Water Grant	\$	250.00
Technical Assistance for Landscaping for Clean Water	\$	500.00
	\$	1,005.00

Accounts Payable Total \$ 28,767.13

resourceful. naturally.
engineering and environmental consultants



Remittance address:
Lockbox 446104
PO Box 64825
St Paul, MN 55164-0825

February 3, 2023

Black Dog Watershed Management Commission
City of Burnsville
13713 Frontier Court
Burnsville, MN 55337-4720

Attn: Mr. Daryl Jacobson

RE: Engineering & Environmental Consulting Services

**Invoice of Account with
BARR ENGINEERING COMPANY**

For professional services during the period of December 31, 2022 through January 27, 2023

TOTAL PAYABLE THIS INVOICE:	\$ 3,099.22
Allocation:	
Engineering	\$ 1,436.72
Special Projects: General Fund	
• Reporting on Lac Lavon 2022 Water Qual Mon	\$ 544.50
Water Quality Monitoring	
• Reporting on 2022 Orchard Lake Habitat Mon	\$ 450.00
Public Education	
• Watershed Annual Report	\$ 668.00

Barr declares under the penalties of law that
this account, claim, or demand is just and that
no part of it has been paid.

A handwritten signature in black ink that reads "Karen L. Chandler".

Karen L. Chandler
Vice President

A handwritten signature in blue ink, possibly reading "Daryl Jacobson", with the initials "OK" written above it. Below the signature, the date "2-7-23" is handwritten in blue ink.

BUDGET SUMMARY - 2023 FY
Black Dog Watershed Management Commission
through January 27, 2023

Work Description	Pre-2023 Costs	2023 Barr Budget	Current Invoice	Spent This Year	Balance
Engineering	-----	31,000.00	1,436.72	1,436.72	29,563.28
Special Projects: General Fund					
<i>Reporting on Lac Lavoie 2022 Water Quality Monitoring</i>	-----	4,700.00	544.50	544.50	4,155.50
<i>Keller Lake 2023 Management Level Monitoring</i>		19,100.00	0.00	0.00	19,100.00
Subtotal -- Special Projects: General Fund	-----	23,800.00	544.50	544.50	23,255.50
Special Projects: General Fund Reserve					
<i>Watershed Management Plan Update</i> ¹	81,033.53	0.00 ²		0.00	0.00
Subtotal -- Special Projects: General Fund Reserve	-----	0.00	0.00	0.00	0.00
Water Quality Monitoring					
<i>Reporting on 2022 Orchard Lake Habitat Monitoring</i>	-----	9,200.00	450.00	450.00	8,750.00
<i>Update Trend Analyses</i>	-----	2,000.00		0.00	2,000.00
Subtotal -- W.Q. Monitoring	-----	11,200.00	450.00	450.00	10,750.00
Public Education					
<i>Watershed Annual Report</i>	-----	4,500.00	668.00	668.00	3,832.00
<i>Annual Activity Report (BWSR)</i>	-----	2,100.00	0.00	0.00	2,100.00
Subtotal -- Public Education	-----	6,600.00	668.00	668.00	5,932.00
Total Services	-----	72,600.00	3,099.22	3,099.22	69,500.78

Notes:

¹ Plan Update budget=\$98,200 (\$97,000 authorized at 11/18/2020 meeting, additional \$1,200 authorized at 1/20/2021 meeting), including \$10,000 budgeted in 2020

² 2022 budget increase from \$40,000 to \$57,000 authorized at 6/15/2022 meeting, but no change in total Plan Update budget



INVOICE

Barr Engineering Co.
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435
Phone: 952-832-2600; Fax: 952-832-2601
FEIN #: 41-0905995 Inc: 1966

Remittance address:
Lockbox 446104
PO Box 64825
St Paul, MN 55164-0825

Mr. Daryl Jacobson
Black Dog WMO
City of Burnsville
13713 Frontier Court
Burnsville, MN 55337-4720

February 3, 2023
Invoice No: 23190374.23 - 1

Total this Invoice	\$2,104.72
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Regarding: BDWMO 2023 Engineering Services

Professional Services from December 31, 2022 to January 27, 2023

Job:	2023	Engineering Services
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Task:	001	Attend BDWMO Meetings
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Labor Charges

	Hours	Rate	Amount
Vice President			
Chandler, Karen	1.80	200.00	360.00
	1.80		360.00
Subtotal Labor			360.00

Expense Charges

Travel			
1/18/2023	Chandler, Karen	Mileage	15.72
Subtotal Expenses			15.72

Task Subtotal	\$375.72
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Task:	002	Miscellaneous Consulting
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Labor Charges

	Hours	Rate	Amount
Vice President			
Chandler, Karen	4.30	200.00	860.00
Support Personnel II			
Nypan, Nyssa	1.50	110.00	165.00
Support Personnel I			
Merchant, Noella	.40	90.00	36.00
	6.20		1,061.00
Subtotal Labor			1,061.00

Task Subtotal	\$1,061.00
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Terms: Due upon receipt. 1 1/2% per month after 30 days. Please refer to the contract if other terms apply.

Project	23190374.23	BDWMO 2023 Engineering Services	Invoice	1
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Task: 004 Newsletter/Watershed Report

Labor Charges

	Hours	Rate	Amount	
Vice President				
Chandler, Karen	2.20	200.00	440.00	
Support Personnel I				
Kaul (Contracted), Karen	2.40	95.00	228.00	
	4.60		668.00	
Subtotal Labor				668.00
		Task Subtotal		\$668.00
		Job Subtotal		\$2,104.72
		Total this Invoice		\$2,104.72

	Current	Prior	Total	Received	A/R Balance
Invoiced to Date	2,104.72	0.00	2,104.72	0.00	2,104.72

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Karen Chandler, your Barr project manager, at (952) 832-2813 or email at kchandler@barr.com.



INVOICE

Barr Engineering Co.
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435
Phone: 952-832-2600; Fax: 952-832-2601
FEIN #: 41-0905995 Inc: 1966

Remittance address:
Lockbox 446104
PO Box 64825
St Paul, MN 55164-0825

Mr. Daryl Jacobson
Black Dog WMO
City of Burnsville
13713 Frontier Court
Burnsville, MN 55337-4720

February 3, 2023
Invoice No: 23190375.23 - 1

Total this Invoice	\$544.50
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Regarding: Management Level Water Quality Monitoring

Professional Services from December 31, 2022 to January 27, 2023

Job:	LAC	Lac Lavon 2022 Reporting
Task:	100	Letter Report

Labor Charges

	Hours	Rate	Amount	
Vice President				
Chandler, Karen	.60	200.00	120.00	
Engineer / Scientist / Specialist II				
Menken, Kevin	.50	135.00	67.50	
Engineer / Scientist / Specialist I				
Hankard, Madeline	3.40	105.00	357.00	
	4.50		544.50	
Subtotal Labor				544.50
		Task Subtotal		\$544.50
		Job Subtotal		\$544.50
		Total this Invoice		\$544.50

	Current	Prior	Total	Received	A/R Balance
Invoiced to Date	544.50	0.00	544.50	0.00	544.50

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Kevin Menken, your Barr project manager, at (952) 832-2794 or email at kmenken@barr.com.

Terms: Due upon receipt. 1 1/2% per month after 30 days. Please refer to the contract if other terms apply.



INVOICE

Barr Engineering Co.
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435
Phone: 952-832-2600; Fax: 952-832-2601
FEIN #: 41-0905995 Inc: 1966

Remittance address:
Lockbox 446104
PO Box 64825
St Paul, MN 55164-0825

Mr. Daryl Jacobson
Black Dog WMO
City of Burnsville
13713 Frontier Court
Burnsville, MN 55337-4720

February 3, 2023
Invoice No: 23190457.23 - 1

Total this Invoice	\$450.00
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Regarding: Orchard Lake 2022 Reporting

Professional Services from December 31, 2022 to January 27, 2023

Job:	ORCH	Orchard Lake 2022 Reporting
Task:	001	Analysis, Report & Presentation

Labor Charges

	Hours	Rate	Amount
Engineer / Scientist / Specialist III			
Wold, Karen	3.00	150.00	450.00
	3.00		450.00
Subtotal Labor			450.00
		Task Subtotal	\$450.00
		Job Subtotal	\$450.00
		Total this Invoice	\$450.00

	Current	Prior	Total	Received	A/R Balance
Invoiced to Date	450.00	0.00	450.00	0.00	450.00

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Karen Wold, your Barr project manager, at (952) 832-2707 or email at kwold@barr.com.

CAMPBELL KNUTSON
Professional Association
Attorneys at Law
Federal Tax I.D. #41-1562130
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
(651) 452-5000

Black Dog Watershed Management Organization
Attention: Daryl Jacobson
City of Burnsville
100 Civic Center Parkway
Burnsville MN 55337-3817

Page: 1
January 31, 2023
Account # 602-0000G
382

RE: GENERAL SERVICES
RENDERED TO DATE:

			HOURS	
01/04/2023	JJJ	Review meeting schedule, transition plan with Jared.	0.30	52.50
01/11/2023	JJJ	Review agenda packet.	0.40	70.00
01/18/2023	JJJ	Attend board meeting.	1.00	175.00
	JDS	Prepare for meeting; email to J. Jamnik re: same; attend meeting.	0.30	52.50
	JDS	Attend meeting.	1.40	245.00
01/19/2023	JJJ	Review board meeting.	0.20	35.00
		AMOUNT DUE	3.60	630.00
		TOTAL CURRENT WORK		630.00
		PREVIOUS BALANCE		\$175.00
01/30/2023		Payment - thank you		-175.00
		TOTAL AMOUNT DUE		<u>\$630.00</u>

2-7-23



Amounts due over 30 days will be subject to a finance charge of .5% per month (or an annual rate of 6%). Minimum charge - 50 cents.



**CITY OF BURNSVILLE
INVOICE**

**2022 City of Burnsville Support Services
Black Dog Watershed Management Organization**

BLACK DOG WMO 2022 MEETING DATES

January 19, 2022
February 16, 2022
March 16, 2022
April 20, 2022
May 18, 2022
June 15, 2022
July 20, 2022
August 17, 2022
September 21, 2022
November 16, 2022

ADMINISTRATIVE STAFF TIME

Daryl Jacobson	209.00 Hours	\$ 16,306.92
Tammi Carte	74.00 Hours	\$ 3,406.96
Elissa Ryan	27.00 Hours	\$ 2,080.61
Ericka Babione	2.00 Hours	\$ 99.54
Marie Maczko	12.00 Hours	\$ 560.18
Vickie Martin	2.00 Hours	\$ 116.35
		<u>\$ 22,570.56</u>

CORRESPONDENCE / POSTAGE

General Correspondence	\$ 155.00
Postage	\$ 55.00
	<u>\$ 210.00</u>

SUPPLIES / PRINTING

Supplies	\$ 105.35
Black & White Printing	752 Copies \$ 188.00
Color Printing	959 Copies \$ 959.00
	<u>\$ 1,252.35</u>

2022 City of Burnsville Support Services Invoice Amount

\$

24,032.91

OK
1 [Signature]
2-7-23

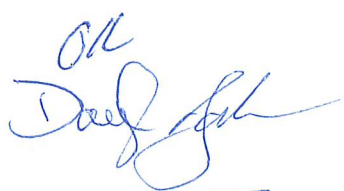


**Dakota County Soil & Water
Conservation District**

4100 220th Street West, Ste 102
Farmington, MN 55024
(651) 480-7777
DakotaSWCD.Accounting@CO.Dakota.MN.US

Invoice

DATE	INVOICE #
12/31/2022	3248

BILL TO			
Black Dog WMO Daryl Jacobson, Administrator 13713 Frontier Court Burnsville, MN 55337			
Agreement	BILLING PERIOD		TERMS
2022 Agreement	Oct - Dec 2022		Net 30 Days
DESCRIPTION		HRS/COUNT	RATE
			AMOUNT
EDUCATION AND ASSISTANCE OUTREACH Website Updates and Maintenance		3	85.00
TECHNICAL ASSISTANCE AND COST SHARE Landscaping for Clean Water Grants: C. Elumba		1	250.00
Technical Assistance for Landscaping for Clean Water		1	500.00
 1-12-23			
It's been a pleasure working with you!			Total \$1,005.00

BLACK DOG WMO
CASH ACTIVITY REPORT 2023

					Expenditures:											
Date	Description	Deposits	Check #	Check Amount	Monthly Cash Balance	General Engineering Support	Special Projects (General)	Special Projects (Capital)	Special Projects (Gen. Reserve)	Insurance	Legal & Audit	Admin Support	Public Education	Water Quality Monitoring	Conf Public	Contingency
Balance as of 12/31/22					533,464.61											
18-Jan	Barr Engineering Co (2022)		1797	7,639.50		2,155.00	1,832.00		3,130.50		175.00			522.00		
18-Jan	Campbell Knutson (2022)		1798	175.00												
18-Jan	Metropolitan Council -Enviro Srvs (2022)		1799	3,420.00										3,420.00		
31-Jan	Interest Income	1,880.84														
01/31/22 Balance		1,880.84		11,234.50	524,110.95	2,155.00	1,832.00	-	3,130.50	-	175.00	-	-	3,942.00	-	-
Total Revenue		1,880.84	Total Expense			2,155.00	1,832.00	-	3,130.50	-	175.00	-	-	3,942.00	-	-
Less: 2022 A/R		-	Less: 2022 A/P		(11,234.50)	(2,155.00)	(1,832.00)	-	(3,130.50)	-	(175.00)	-	-	(3,942.00)	-	-
December LMC insurance reclass		-			-											
Total YTD 2023 Revenue		1,880.84	Total YTD 2023 Exp		-	-	-	-	-	-	-	-	-	-	-	-
				2023 Budget	146,200.00	31,000.00	37,300.00	-	-	2,500.00	5,000.00	24,000.00	25,700.00	15,200.00	500.00	5,000.00
				Budget Remaining	146,200.00	31,000.00	37,300.00	-	-	2,500.00	5,000.00	24,000.00	25,700.00	15,200.00	500.00	5,000.00
YTD Interest Income		1,880.84														

BLACK DOG WATER MANAGEMENT COMMISSION

Budget Performance Report January 31, 2023

	CURRENT MONTH	YEAR TO DATE			
	ACTUAL	GENERAL FUND BUDGET	CAPITAL IMPROVEMENT FUND BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Opening Fund Balance		\$ 418,741	\$ 103,489	\$ 522,230	
REVENUES :					
Member Contributions:					
City of Apple Valley	\$ -	\$ 10,412	\$ 992	\$ -	\$ (11,404)
City of Burnsville	-	94,014	9,186	-	(103,200)
City of Eagan	-	586	-	-	(586)
City of Lakeville	-	25,988	2,322	-	(28,310)
Total Member Contributions	-	131,000	12,500	-	(143,500)
Other Revenues:					
Interest	\$ 1,881	\$ 40	\$ -	\$ 1,881	\$ 1,841
Grant (State of MN BWSR)	-	-	-	-	-
Total Other Revenue	1,881	40	-	1,881	1,841
Total Revenues	\$ 1,881	\$ 131,040	\$ 12,500	\$ 1,881	\$ (141,659)
EXPENDITURES :					
General Engineering Support	\$ -	\$ 31,000	\$ -	\$ -	\$ 31,000
Special Projects - General Fund	-	37,300	-	-	37,300
Special Projects - Capital Improvement Fund	-	-	-	-	-
Special Projects - General Fund Reserve	-	-	-	-	-
Insurance	-	2,500	-	-	2,500
Legal and Audit	-	5,000	-	-	5,000
Administrative Support	-	24,000	-	-	24,000
Public Education	-	25,700	-	-	25,700
Water Quality Monitoring	-	15,200	-	-	15,200
Conference/Publications	-	500	-	-	500
Contingency	-	5,000	-	-	5,000
Total Expenditures	-	146,200	-	-	146,200
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	1,881	(15,160)	12,500	1,881	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES PLUS OPENING FUND BALANCE				524,111	
TOTAL CASH AVAILABLE 1/31/2023	524,111				
Fund Balance 11/30/2022	\$ 524,111				

BLACK DOG WATER MANAGEMENT COMMISSION

Budget Performance Report

December 31, 2022

(As of 1/31/2023)

	CURRENT MONTH	YEAR TO DATE			
	ACTUAL	GENERAL FUND BUDGET	CAPITAL IMPROVEMENT FUND BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Opening Fund Balance		\$ 402,670	\$ 81,489	\$ 484,160	
REVENUES :					
Member Contributions:					
City of Apple Valley	\$ -	\$ 10,399	\$ 1,742	\$ 12,141	\$ -
City of Burnsville	-	94,104	16,193	110,297	-
City of Eagan	-	575	-	575	-
City of Lakeville	-	25,922	4,065	29,987	-
Total Member Contributions	-	131,000	22,000	153,000	-
Other Revenues:					
Interest	\$ -	\$ 40	\$ -	\$ 6,755	\$ 6,715
Grant (State of MN BWSR)	-	-	-	-	-
Total Other Revenue	-	40	-	6,755	6,715
Total Revenues	\$ -	\$ 131,040	\$ 22,000	\$ 159,755	\$ 6,715
EXPENDITURES :					
General Engineering Support	\$ 2,155	\$ 31,000	\$ -	\$ 22,608	\$ 8,392
Special Projects - General Fund	1,832	40,600	-	20,981	19,619
Special Projects - Capital Improvement Fund	-	-	5,000	-	5,000
Special Projects - General Fund Reserve	3,131	40,000	-	43,005	(3,005)
Insurance	-	3,000	-	1,966	1,034
Legal and Audit	175	5,500	-	2,067	3,433
Administrative Support	-	19,000	-	-	19,000
Public Education	-	20,050	-	14,736	5,314
Water Quality Monitoring	3,942	17,100	-	16,322	778
Conference/Publications	-	500	-	-	500
Contingency	-	5,000	-	-	5,000
Total Expenditures	11,235	181,750	5,000	121,684	65,066
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(11,235)	(50,710)	17,000	38,071	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES PLUS OPENING FUND BALANCE				522,230	
TOTAL CASH AVAILABLE 12/31/2022	522,230				
Fund Balance 12/31/2022	\$ 522,230				

Black Dog Watershed Management Organization

2023 Budget

<u>ITEM</u>	<u>AMOUNT</u>
1. <u>ENGINEERING</u>	\$43,000
<p>Projected cost of engineering consulting fees required for the general operation of the Black Dog WMO. Includes funding for engineering consultant to prepare for and attend meetings (regular Commission meetings, new meeting(s) with the member cities and Dakota County SWCD to align the Black Dog WMO implementation schedule with member city capital improvement programs and establish a work plan for the coming year, and other meetings); review/respond to issues and opportunities; apply for grants; assist with BWSR watershed-based funding; review/comment on proposed projects, EAWs, revisions to local water management plans, comprehensive plans, and other plans; communications/ meetings with agencies and member cities; track and report on impaired waters and TMDL issues; and other miscellaneous consulting/reviews. In 2023, we anticipate this budget also covering the development of a new template for the water monitoring reports (first report in 2024). As budget allows, this also includes the preparation of up to two educational pieces/presentations for the Commission regarding new technology (e.g., new stormwater best management practices, new lake treatment technologies, etc.) and/or aquatic invasive species. Complete goal tracking project for 10 year plan update.</p>	
2. <u>SPECIAL PROJECTS – GENERAL FUND</u>	\$37,300
<i>(A) Keller Lake Management Level Monitoring</i>	<i>\$19,100</i>
<p>2023 costs to conduct management level monitoring of the lake's water quality, per guidance in the updated 2022 BDWMO Plan. The 2023 monitoring includes water quality monitoring and aquatic vegetation surveys of Keller Lake. The water quality monitoring will consist of collecting samples on 11 occasions—ice-out and then May through September, twice per month. On each monitoring occasion, analytical samples will be collected at the lake surface. The samples will be analyzed for total phosphorus, chlorophyll-a, and chloride. Phytoplankton counts will be performed on samples collected every other event (once per month), for a total of 6 samples. In addition, Secchi disc readings will be taken. Field measurements of temperature, dissolved oxygen, pH, redox potential, and specific conductivity will be taken at one-meter intervals at the monitoring location. Turbidity field measurements will also be taken on the surface water sample at the monitoring location. Burnsville and Apple Valley will coordinate to conduct two aquatic vegetation point</p>	

Black Dog Watershed Management Organization

2023 Budget – Page 2

<u>ITEM</u>	<u>AMOUNT</u>
intercept surveys on Keller Lake—one in June and one in August. The budget does not include the cost of the aquatic plant surveys. The 2023 budget covers field work, lab work, QA/QC of lab data (including coordination with lab), entering data into EQulS database, and submitting data to the MPCA (per guidance in the BDWMO Plan. In 2024, work will include preparing the summary report of the monitoring results in a new format/template (not yet developed), and preparing a presentation for a Commission meeting.	
<i><u>(B) Dakota County SWCD –Landscaping for Clean Water Implementation</u></i>	\$13,500
Funds to partner with the Dakota County SWCD to provide cost share and technical assistance to landowners for up to 18 Landscaping for Clean Water projects including raingardens, native plantings and shoreline stabilization projects, consistent with SWCD cost share policies.	
<i><u>(C) Reporting on 2022 Lac Lavon Management Level Monitoring</u></i>	\$4,700
Prepare the 2022 Lac Lavon technical memo summarizing the monitoring results and a presentation for a Commission meeting.	
<u>3. INSURANCE</u>	\$2,500
Cost of insurance policy for WMO. Cost is net of any rebates anticipated.	
<u>4. LEGAL AND AUDIT</u>	\$5,000
This represents legal consultant fees and audit.	
<u>5. ADMINISTRATIVE SERVICES</u>	\$24,000
This represents charges from the City of Burnsville for providing administrative services to the Commission. It includes the Administrator’s time, secretarial time, and accounting staff time (including preparing the annual finance statement in years when an audit not required), as well as postage and printing.	
<u>6. PUBLIC EDUCATION</u>	\$25,700
<i><u>(A) Watershed Annual Report (Newsletter)</u></i>	\$4,500
Funds to prepare draft and final versions of annual report/newsletter, and to produce annual report/newsletter. Electronic distribution only of draft and final report.	

Black Dog Watershed Management Organization

2023 Budget – Page 3

<u>ITEM</u>	<u>AMOUNT</u>
<u>(B) Dakota County SWCD Landscaping for Clean Water Workshop Support</u> Funds to partner with the Dakota County SWCD to conduct Landscaping for Clean Water workshops. The workshops include three programs— Introduction to Clean Water Class, Design Course, and Maintenance Workshop. All programs are expected to continue online in 2023 due to the ongoing Covid-19 pandemic. The virtual Introduction to Clean Water Class offerings will be held in the spring (March through May) and then pre-recorded so others can participate in the classes at their leisure. The virtual Design Course classes will consist of a series of pre-recorded videos. Project materials for participants will be available online and an “Office Hours” program will be used to provide virtual consultations to Design Course class participants. The Maintenance Workshop classes are split into three online sessions. Each workshop focuses on maintenance for a given season (Spring, Summer and Fall) allowing for season specific information on how to maintain and promote the health, performance, and beauty of their garden.	\$15,500
<u>(C) Maintain Web Site</u> Funds paid to Dakota County SWCD to maintain and update the BDWMO web site.	\$3,600
<u>(D) Annual Activity Report (to BWSR)</u> Funds for engineering consultant to prepare draft and final annual activity report (submitted to BWSR), including coordination with BDWMO administrator and updating water quality summaries in the appendices.	\$2,100
<u>7. WATER QUALITY MONITORING</u>	\$15,200
<u>(A) Metropolitan Council Lake Monitoring (CAMP)</u> Black Dog WMO payment for local communities to enroll all strategic water bodies in the Metropolitan Council’s Citizen Assisted (lake) Monitoring Program (CAMP) - 5 sites @ \$800. The strategic water bodies are Crystal Lake, Keller Lake, Kingsley Lake, Lac Lavon, and Orchard Lake.	\$4,000
<u>(B) Habitat Monitoring</u>	\$9,200

Black Dog Watershed Management Organization

2023 Budget – Page 4

<u>ITEM</u>	<u>AMOUNT</u>
1. <u>Reporting on 2022 Orchard Lake Habitat Monitoring</u> Prepare the 2022 Orchard Lake habitat monitoring report and a presentation for a Commission meeting.	\$9,200
(C) <u>Update Trend Analysis on Strategic Water Bodies</u> Funding to analyze 2022 data, coordinate with Metropolitan Council regarding CAMP data, and update tables and figures for inclusion in annual activity report and water quality monitoring report.	\$2,000
8. <u>CONFERENCE/ PUBLICATIONS</u> Funds allocated to reimburse Commissioners for training, education, etc.	\$500
9. <u>CONTINGENCY</u> These funds are not allocated to a particular project and can be used for unexpected expenses and/or new program opportunities that may come up during the course of the year which the WMO wishes to pursue.	\$5,000
TOTAL EXPENSES	\$158,200

REVENUES

INTEREST	\$40
MEMBER CONTRIBUTIONS	\$131,000
MEMBER CONTRIBUTIONS – Capital Improvement Fund	\$12,500
GRANTS	\$0
TOTAL REVENUES	\$143,540

Anticipated Fund Balance at the end of 2023 = **\$435,789**

Black Dog Watershed Management Organization

2023 Budget – Page 5

<u>ITEM</u>	<u>AMOUNT</u>
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PLANNED CHANGES IN FUND BALANCE

1. <u>Capital Improvement Fund</u>	\$12,500
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The cities of Apple Valley, Burnsville, and Lakeville pay into this fund (established in 2016). The accrued funds are allocated for the ten year plan update and future projects including BDWMO internal load reduction projects stemming from TMDLs for lakes with intercommunity shoreline (Crystal Lake, Keller Lake, and Lac Lavon).

2. <u>General Fund Reserve</u>	(\$27,160)
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Use of fund balance in the general fund.

TOTAL PLANNED INCREASE IN (USE OF) FUND BALANCE	(\$14,660)
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