ELM CREEK WATERSHED MANAGEMENT COMMISSION
CAPITAL IMPROVEMENT PROGRAM CLOSED PROJECT ACCOUNT POLICY

I. PURPOSE
The Commission’s Capital Improvement Program (CIP) includes projects that are proposed to be funded by a County ad valorem tax levy on property in the watershed pursuant to Minn. Stat. §103B.251. Tax settlements from Hennepin County to the Commission for these projects are deposited in a construction account established for each such project. There will be times when tax settlements to the Commission exceed the costs incurred for CIP projects. The purpose of this policy is to establish procedures and guidelines for collection, accounting and use of these excess funds.

II. ESTABLISHMENT OF ACCOUNT
The Commission hereby establishes the CIP Closed Project Account (the “Account”). Upon completion of CIP projects funded in whole or in part by a County tax levy, reimbursement of Commission expenses and administrative charges, and final payment to the City with responsibility for construction of the project, the construction account for that project will be closed and remaining funds will be transferred to the Account. Interest earned on money in the Account will be credited to the Account.

III. USE OF THE CIP CLOSED PROJECT ACCOUNT
As a general guiding principle, the Account will be used for expenses incurred for other projects in the Commission’s CIP that are proposed to be funded with a County tax levy. Such expenses include:

A. The administrative and construction costs of CIP projects. Monies from the Account may be used to reduce or eliminate a tax levy for capital projects in the CIP by transferring monies to the construction accounts for those projects.

B. Reimbursement to the Commission’s General Fund of expenses or administrative fees incurred in connection with a project if the tax settlement for that project is not sufficient to cover such expenses.

C. Reimbursement to cities that construct projects for administrative or construction costs if tax settlements received from the County are not sufficient to cover such costs. These costs might include cost overruns on projects, change orders, corrective follow-up work or repairs, or other unforeseen project costs.

D. In order to minimize the occurrence of insufficient tax settlements received from the County, beginning with the 2019 levy (payable 2020):

1. Five percent (5%) will be added to the project cost for Commission administrative and other expenses. (Example: $100,000 project x 105.0% = $105,000)

2. The Commission will certify 101 percent (101%) of the total project cost to cover levy short falls. (Example: $105,000 project x 101.0% = $106,050)