



3235 Fernbrook Lane N • Plymouth, MN 55447
Tel: 763.553.1144 • Fax: 763.553.9326
Email: judie@jass.biz • Website: www.shinglecreek.org

June 3, 2021

Commissioners
Members of the TAC
Shingle Creek and West Mississippi
Watershed Management Commissions
Hennepin County, Minnesota

The agendas and meeting packets for both the TAC and regular meetings are available to all interested parties on the Commission's web site at <http://www.shinglecreek.org/tac-meetings.html> and <http://www.shinglecreek.org/minutes--meeting-packets.html>

Dear Commissioners and Members:

Regular meetings of the Shingle Creek and West Mississippi Watershed Management Commissions will be held **Thursday, June 10, 2021, at 12:45 p.m.** This will be a virtual meeting.

The Joint SCWM Technical Advisory Committee will meet at 11:30 a.m., prior to the regular meetings.

Until further notice, all meetings will be held online to reduce the spread of COVID-19. To join a meeting, click <https://us02web.zoom.us/j/834887565?pwd=N3MvZThacmNRVDFrOWM3cU1KRU5qQT09>, which takes you directly to the meeting.

OR, go to www.zoom.us and click Join A Meeting. Please use the regular meeting ID and passcode for both meetings. The meeting ID is 834-887-565. The passcode for this meeting is water.

If your computer is not equipped with audio capability, you need to dial into one of these numbers:
+1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston) +1 253 215 8782 US +1 301 715 8592 US

Meetings remain open to the public via the instructions above.

Please email me at judie@jass.biz to confirm whether you or your Alternate will be attending the regular and TAC meetings. Thank you.

Regards,

Judie A. Anderson
Administrator

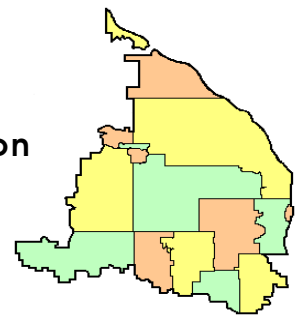
cc: Alternate Commissioners
Wenck-Stantec

Member Cites
BWSR

Troy Gilchrist
MPCA

TAC Members
Met Council

Z:\Shingle Creek\Meetings\Meetings 2021\06 Notice_Regular and TAC Meetings .docx



3235 Fernbrook Lane N • Plymouth, MN 55447
Tel: 763.553.1144 • Fax: 763.553.9326
Email: judie@jass.biz • Website: www.shinglecreek.org

A combined regular meeting of the Shingle Creek and West Mississippi Watershed Management Commissions will be convened on Thursday, June 10, 2021, at 12:45 p.m. Agenda items are available at <http://www.shinglecreek.org/minutes--meeting-packets.html>. *Black typeface denotes SCWM items, blue denotes SC items, green denotes WM items.*

To join the meeting, click <https://zoom.us/j/834887565> or go to www.zoom.us and click Join A Meeting. The meeting ID is **834-887-565**, the passcode is **water**. If your computer is not equipped with audio capability, dial into one of these numbers:
+1 929 205 6099 US (New York) | +1 312 626 6799 US (Chicago) | +1 253 215 8782 US |
+1 669 900 6833 US (San Jose) | +1 346 248 7799 US (Houston) | +1 301 715 8592 US

AGENDA June 10, 2021

1. Call to Order.
 - SCWM a. Roll Call.
 - ✓ SCWM b. Approve Agenda.*
 - ✓ SCWM c. Approve Minutes of Last Meeting.*
2. Reports.
 - SC a. Shingle Creek.
 - ✓ SC 1) Treasurer's Report and Claims** - voice vote.
 - ✓ SC 2) 2020 Audit Report.*
 - WM b. West Mississippi.
 - ✓ WM 1) Treasurer's Report and Claims** - voice vote.
 - ✓ WM 2) 2020 Audit Report.
3. Open forum.
4. Project Reviews.
 - ✓ SC a. SC2021-03 Walser Hyundai, Brooklyn Park.*
 - ✓ SC b. SC2021-04 Keller Williams, Maple Grove.*
 - ✓ WM c. WM2021-07 Twin Cities Twisters Champlin.*
 - ✓ WM d. WM2021-08 610 Commerce Center Phase 3, Brooklyn Park.*
 - ✓ WM e. WM2021-09/SC2021-05 Center Point-Wyoming Ave, Brooklyn Park.*
5. Watershed Management Plan.
 - SCWM a. Set Maximum Levy.*
 - b. Technical Advisory Committee Report - verbal.
 - SCWM c. Fourth Generation Plan Scoping.*
6. Water Quality.
 - a. Ryan Lake SWA.*
7. Grant Opportunities.
 - SC a. SRP Channel Filter Project.*
 - ✓ SC 1) Approve Scope of Work.*
 - ✓ SC 2) Approve Cooperative Agreement with /City of Crystal.**

(over)

SCWM 8. Education and Public Outreach.

a. WMWA – update.**

b. Next WMWA meetings – 8:30 a.m., Tuesday, July 13, 2021. *Virtual meeting at*
<https://us02web.zoom.us/j/922390839?pwd=RU95T2ttL3FzQmxHcU9jcFhDdng1QT09>

Meeting ID: 922 390 839 | Passcode: water | or by phone using numbers above.

SCWM 9. Communications.

SCWM a. Staff Report.*

b. Communications Log.*

10. Other Business.

11. Adjournment.

Z:\Shingle Creek\Meetings\Meetings 2021\06 Agenda Regular meeting.docx

* In meeting packet or emailed ** Supplemental email / Available at meeting

Previously transmitted * Available on website

✓ Item requires action



3235 Fernbrook Lane N • Plymouth, MN 55447
Tel: 763.553.1144 • Fax: 763.553.9326
Email: judie@jass.biz • Website: www.shinglecreek.org

REGULAR and PUBLIC MEETING MINUTES

May 13, 2021

(Action by the SCWMC appears in blue, by the WMWMC in green and shared information in black.)

*indicates items included in the meeting packet.)

I. A joint virtual meeting of the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission was called to order by Shingle Creek Chairman Andy Polzin at 12:47 p.m. on Thursday, May 13, 2021.

Present for Shingle Creek were: David Vlasin, Brooklyn Center; Burton Orred, Jr., Crystal; Karen Jaeger, Maple Grove; Ray Schoch, Minneapolis; Bob Grant, New Hope; John Roach, Osseo; Andy Polzin, Plymouth; Wayne Sicora, Robbinsdale; Ed Matthiesen and Diane Spector, Wenck-Stantec; Troy Gilchrist, Kennedy & Graven; and Judie Anderson and Amy Juntunen, JASS. Not represented: Brooklyn Park.

Present for West Mississippi were: David Vlasin, Brooklyn Center; Alex Prasch, Brooklyn Park; Karen Jaeger, Maple Grove; Harold Johnson, Osseo; Ed Matthiesen and Diane Spector, Wenck-Stantec; Troy Gilchrist, Kennedy & Graven; and Judie Anderson and Amy Juntunen, JASS. Not represented: Champlin.

Also present were: Andrew Hogg, Brooklyn Center; Melissa Collins and Mitch Robinson, Brooklyn Park; Todd Tuominen, Champlin; Mark Ray, Crystal; Derek Asche, Maple Grove; Liz Stout, Minneapolis; Megan Hedstrom, New Hope; Leah Gifford and Amy Riegel, Plymouth; Richard McCoy and Marta Roser, Robbinsdale; and Steve Christopher, Board of Water and Soil Resources (BWSR).

II. Agendas and Minutes.

Motion by Schoch, second by Jaeger to approve the **Shingle Creek agenda*** as amended. *Motion carried unanimously.*

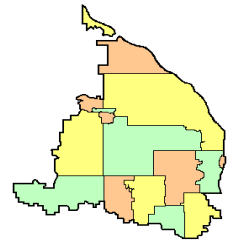
Motion by Johnson, second by Prasch to approve the **West Mississippi agenda** as amended.* *Motion carried unanimously.*

Motion by Schoch, second by Jaeger to approve the **minutes of the April 8, 2021 regular meeting**.* *Motion carried unanimously.*

Motion by Jaeger, second by Vlasin to approve the **minutes of the April 8, 2021 regular meeting**.* *Motion carried unanimously.*

III. Finances and Reports.

A. Motion by Schoch, second by Orred to approve the Shingle Creek **May Treasurer's Report* and claims** totaling \$45,542.96. Voting aye: Vlasin, Orred, Jaeger, Schoch, Grant, Roach, and Polzin; voting nay – none; absent – Brooklyn Park and Robbinsdale.



B. Motion by Johnson, second by Jaeger to approve the **West Mississippi May Treasurer's Report* and claims** totaling \$16,546.90. Voting aye: Vlasin, Prasch, Jaeger, and Johnson; voting nay – none; absent - Champlin.

The regular meeting was suspended at 12:53 p.m. in order to conduct a public meeting.]

IV. Public Meeting.

A. The Shingle Creek and West Mississippi Capital Improvement Programs (CIP) are proposed for a Minor Plan Amendment (MPA). This amendment adds one project and revises the estimated cost and funding sources of one project on the Shingle Creek CIP and adds one project to the West Mississippi CIP.

1. Shingle Creek.

a. Palmer Lake Estates Bass Creek Restoration Project. Modify the cost estimate for this Plymouth project to increase it from \$450,000 to \$600,000 and modify the funding source to show it fully funded by the Commission with no local contribution.

b. Add Phase 2 of the Channel Modification with SRP Filter project. This would extend the length of the iron-enhanced sand filter in the channel at the outlet of Wetland 639W in Crystal.

2. West Mississippi.

Add a new project, **Partnership Cost Share Program**, similar to the Shingle Creek Partnership Cost Share program, to help fund the cost of qualifying voluntary load reduction improvements on private property.

The proposed amendment is outlined in Staff's May 7, 2021 memo,* showing additions and deletions.

On April 8, 2021, the Shingle Creek and West Mississippi Watershed Management Commissions initiated a MPA to the joint Third Generation Watershed Management Plan. Notice was sent to the member cities, county, and reviewing agencies, and published as required by statute and the Plan. The purpose of this meeting is to discuss the proposed minor plan amendment and any comments received prior to or at the public meeting. (Note this is not a formal public hearing.) After that discussion, each Commission may consider a resolution adopting the Minor Plan Amendment contingent on County Board approval of the Minor Plan Amendment, which will be heard at a County Board hearing in June-July 2021.

B. Open public meeting. The public meeting was opened at 12:54 p.m.

1. Only one comment on the proposed amendment was received from the reviewing agencies, member cities or the public, that from Metropolitan Council who stated they had no comments.

2. No one was present from the general public.

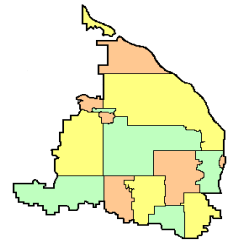
3. The public meeting was closed at 12:58 p.m.

C Commission Discussion.

Motion by Orred, second by Schoch to adopt **Resolution 2021-02 Adopting a Minor Plan Amendment Revising the Capital Improvement Program.*** *Motion carried unanimously.*

Motion by Jaeger, second by Prasch to adopt **Resolution 2021-02 Adopting a Minor Plan Amendment Revising the Capital Improvement Program.*** *Motion carried unanimously.*

[The regular meeting was reconvened at 1:00 p.m.]



V. Open Forum.

Last month, attorney David Anderson responded to inquiries regarding **returning to in-person meetings**:

The statutory authority for conducting remote meetings applies so long as in-person meetings are not practical or prudent due to either (a) a health pandemic or (b) an emergency declared under Minnesota Statutes, chapter 12. Because the COVID-19 pandemic is still ongoing and the governor's related statewide emergency is still in effect, remote meetings may continue pursuant to the chair's previous statement/determination made under Minn. Stat. 13D.021. With larger groups like this, hybrid meetings (some in-person, some remote) are logistically difficult due to limitations with technology, cameras, microphones, etc. Therefore, while the chair has the authority to go back to in-person meetings when doing so is practical and prudent, it probably makes sense to continue the current fully remote meeting format and monitor what is a somewhat fluid situation. As vaccines are rolled out and hopefully infection numbers decrease, it may make sense in the near future to go back to in-person, although it's hard to say for sure when exactly that might be. And until both the pandemic is over and the governor's statewide emergency is no longer in effect, there is certainly no requirement to do so.

This subject was raised again since the Center for Disease Control (CDC) guidelines are becoming less restrictive. Staff was directed to poll the members, the member cities, and available meeting facilities and report at the June meeting.

VI. Project Reviews.

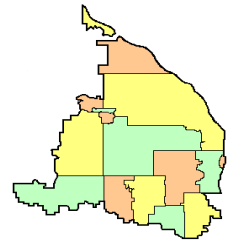
VII. 2022 Operating Budgets.

The Joint Powers Agreements (JPAs) governing the operations of the Commissions requires a budget and the resulting proposed city assessments for the coming year to be reported to the member cities by July 1. Staff's May 7, 2021 memos* describe the 2022 budget process. The budgets are separated into operating and project budgets. The memos discuss the operating budgets, which cover the core of the Commissions' activities, including administration, engineering, legal, technical services, monitoring, education/outreach programs and basic operations. Capital and cost-share projects are handled separately from the operating budget.

The primary source of funds for operations in both Commissions is from assessments on the cities having land in the watershed. The cities share proportionally in that cost based 50% on their area within the watershed and 50% on their net tax capacity in the watershed. Tax capacity serves as a proxy for level and density of development. Most of, but not all, the cities fund these assessments from their Storm Utility Funds. The Joint Powers Agreements (JPAs) limit the increases in annual city assessments to the *cumulative* increase in the Consumer Price Index (CPI-U), using the assessment in 2004 as a base. This is *not* an annual cap, so if the Commissions choose not to increase the assessment one year or increase less than the rate of inflation, they retain the ability in future years to set an increase greater than the annual rate of inflation.

A. Shingle Creek.

The Commission has not increased the assessment every year and, in fact, has kept the annual assessment at \$363,590 for the last two years. However, the *ability* to increase continues to accumulate with inflation. For 2022, the Commission could increase assessments to as much as \$378,860 and stay within the JPA cap. However, the draft 2022 budget recommended by Staff assumes an assessment of \$363,590, the same as in the previous two years. This reflects ongoing financial uncertainty resulting from the COVID 19 pandemic as well as recognition that the annual budget will be reviewed and revised for 2023 based on priorities established in the upcoming Fourth Generation Watershed Management Plan.



As Table 2 of the memo shows, the 2020 annual expenses, pre-audit, were an estimated \$43,518 less than the total revenue received. On the revenue side, interest received was less than budgeted as the Commission carried a lower bank balance following reimbursement of cities for projects they've completed. That was offset by project review expenses that were well below budget. There seems to have been less pre-project, planning stage activity or other work which is hard to recover through review fees. Virtual rather than in-person meetings saved nearly \$4,000.

West Metro Water Alliance (WMWA) has a pay-as-you-go approach and bills its members in installments based on activity. COVID-19 greatly reduced outreach and education opportunities. Rather than build up a big account balance, WMWA elected not to invoice for the full amount budgeted. While Shingle Creek serves as the fiscal agent for WMWA, the Alliance's budget is stated separately, outside the Shingle Creek budget.

To recap, the proposed 2022 budget shows total revenue of \$388,590, with total operating expenses of \$372,700, plus a contribution to reserves of \$15,890.

Motion by Schoch, second by Orred to approve the proposed 2022 budget as stated, with assessments to the membership totaling \$363,590. *Motion carried unanimously.* Staff will correct an error in stating member assessments in the 2020 pre-audit column.

B. West Mississippi.

The Commission has kept the annual assessment at \$153,600 for the last three years. However, the *ability* to increase continues to accumulate with inflation. For 2022, the Commission could increase assessments to as much as \$172,230 and stay within the JPA cap. The draft 2022 budget recommended by Staff assumes an assessment of \$156,200, a 1.7% increase. The proposed 2022 budget assumes a \$5,000 contribution from the cash reserves to moderate that annual increase. The audited unrestricted fund balance at the end of 2019 was about \$72,000. The 2020 year-end balance is still under audit but is expected to be in that vicinity.

As Table 2 of the memo shows, the 2020 annual expenses, pre-audit, were an estimated \$9,857 less than the total revenue received. With a few exceptions the proposed budget generally continues the same activities at the same level of effort as 2021. Overall, the proposed 2022 budget is \$2,900 more than the 2021 budget.

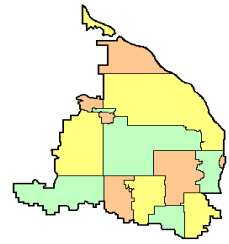
Recapping, the proposed 2022 budget shows total revenue of \$176,700, plus a \$5,000 contribution from reserves, and total operating expenses of \$181,700.

Motion by Johnson, second by Jaeger to approve the proposed 2022 budget as stated, with assessments to the membership totaling \$156,200. *Motion carried unanimously.*

VIII. Watershed Management Plan.

A. Matthiesen and McCoy recapped the **Technical Advisory Committee meeting** held earlier today. The members reviewed the Commissions' draft 2021 CIP, the 2020 performance of the Becker Park infiltration project, and updates on the HUC 8 Model, Ryan Lake SWA, Crystal Lake Management Plan, Bass Lake Curlyleaf Pondweed treatment, Meadow Lake Alum treatment, and the Connections II and Meadow Lake Management Plan grant process.

The next TAC meeting is scheduled for 11:30 a.m., prior to the Commissions' June 10, 2021 regular meeting.



B. One of the items discussed at the TAC meeting was the **Becker Park Stormwater Improvement project**. In their August 14, 2017 memo* to the City of Crystal, Wenck staff presented an updated assessment of the feasibility of the plan to divert stormwater runoff from adjacent subwatersheds into the property for treatment prior to discharge into Upper Twin Lake. The study aimed to reduce pollutant loads discharging to the impaired Upper Twin Lake as well as alleviating strain on the existing storm sewer which currently causes localized flooding on Bass Lake Road and Highway 81. Preliminary modeling showed pollutant removal for TSS and TP to be over 90%.

IX. Water Quality.

A. The **Hennepin County Chloride Initiative (HCCI)** met on May 4, 2021 for a progress report on the various actions currently underway. The HCCI is a collaborative initiative of the 11 watersheds in Hennepin County, funded by about \$100,000 set aside from the last round of Watershed-Based Funding provided by the Board of Water and Soil Resources (BWSR). Ben Scharenbroich from Plymouth is the Shingle Creek representative to HCCI, and Andrew Hogg, Brooklyn Center, is the West Mississippi representative. The HCCI is currently chaired by Laura Jester, Administrator of Bassett Creek WMO. Staff's May 7, 2021 memo* provided a brief overview of the various ongoing items:

1. Chloride Barriers Research. HCCI worked with Fortin Consulting and a graduate student at the U of M to undertake interviews with private salt applicators to assess their knowledge of salt contamination issues and barriers to change. The purpose was to develop and guide more targeted programming and messaging county-wide. The report has been finalized. Findings include:

a. Client demand was the most commonly cited barrier to salt reduction. Many applicators felt that without the pressure to meet client requests, they would be able to implement more mindful salting practices.

b. Companies working towards salt reduction expressed different motivations for reduction. A few participants expressed their concern for the impact of salt on the environment but felt that they didn't have any other choice but to over-apply.

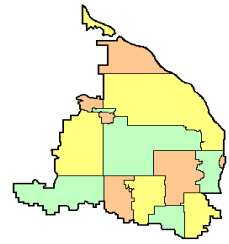
c. Legal concerns were a motivating factor for almost all participants. Fears about being sued over a slip-and-fall injury were motivation enough to continue with the status quo.

d. Financial justifications were used in both directions. One participant stated, "we're always looking for reductions because it saves us money." For others, using more salt was also viewed as a win. One participant said of their operation, "[salt application] is actually a very profitable portion of it. It's a double-edged sword."

e. Inherent in the liability and client demands are the end-user. Winter maintenance operations are looking to avoid lawsuits from their clients and their clients, in turn, are worried about slip-and-falls from the end-users of their properties. Others felt that the end-users themselves are not doing everything they can to avoid a slip-and-fall and are putting too much of the onus on the applicators.

The findings suggest that a reduction in chloride use will require not only addressing liability concerns but also the purpose of salting and other options for walking and driving safely in icy conditions.

2. Winter Maintenance Plan Template Project. The purpose of this project is to develop common templates for winter maintenance that can be used by property managers, cities, etc. to specify approved maintenance actions. Fortin Consulting has had an initial meeting and individual discussions with the members of an advisory board of property managers and applicators. Many of those discussions centered



around liability. It was also noted that at least two WMOs in the county require winter maintenance plans to be submitted by developers at the time of watershed permit review and approval. Since developers usually have no connection to the ultimate property managers, this may not be the most appropriate point in the process. The group will continue to work with the goal of having these templates completed by Fall 2021.

3. Parkers Lake Chloride Project Facilitation Plan. The City of Plymouth has been working with its consultant to compile data and prepare for meeting with a technical advisory committee.

4. Limited Liability Legislation. This legislation did not make much headway this past legislative session.

5. Communications Plan. A common theme coming from the barriers study, work with the Stop Over Salting group and others, is the need for enhanced communication, whether it is just background information or potentially a full communications campaign. A subgroup will begin meeting to help define what the needs might be and how the group could proceed, ranging from using in-house materials to bringing in a communications consultant to help craft a full campaign.

6. Training. Several of the HCCI partners have contracted with Fortin and/or MPCA to host workshops for applicators. Most of the workshops have been targeted to applicators working within that particular partner's watershed or city and are reaching saturation in their small geographic area. One option for using some of the funds is to offer several workshops throughout the county and make them more widely available. There is also the possibility for hosting shorter, refresher type courses for applicators who have already gone through the certification training.

An extraction* from HCCI's *Developing a strategic plan to increase adoption of best management practices with private applicators* was included in the packet. The full report will be uploaded to the SCWM website.

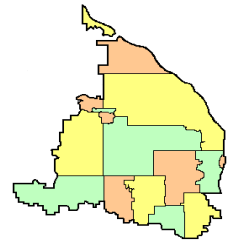
[Sicora arrived 1:46 p.m.]

B. Motion by Schoch, second by Grant to approve the **2021 CAMP (Citizens Assisted Monitoring Program) agreement** with Metropolitan Council. *Motion carried unanimously.* Five lakes will be monitored biweekly – Eagle, Magda, Meadow, Pike and Schmidt.

X. Grant Opportunities.

A. Crystal Lake Carp Management. In August 2020 Stantec assessed the common carp population of Crystal Lake. During the survey 79 carp were captured. A population density of 311 pounds of carp per acre was estimated, well above the threshold at which common carp become damaging to the lake ecosystem (89 pounds per acre). Carp ear bones (otoliths) were collected from a subset of carp captured during the population survey and analyzed for their age. Results showed two distinct age classes of carp - 6-9 years old and 13-16 years old. These results indicate that carp reproduction has not been successful in recent years, and carp removal efforts should have long-term, positive impacts on Crystal Lake's water quality and aquatic habitat.

Stantec has developed a carp management plan for Summer 2021 in partnership with the consulting firm WSB. The carp management plan includes carp capture using box net and seine methods, carp removal, and carp disposal. All activities are planned between June to August 2021. WSB will deploy two baited box nets on the south end of Crystal Lake. Box-netting consists of installing two 60-foot by 30-



foot box-shaped nets that will be deployed in the lake for approximately three months. The nets will lay flat on the bottom of the lake to avoid entangling non-target fish. The area surrounding and inside the nets will be baited with corn daily. Corn is a carp-specific bait that does not typically attract gamefish. Carp learn in as little as three days that the baited area has abundant food and return in large numbers each subsequent night to feed. As the number of carp visiting the area increases, a removal event will be planned. Metal posts surround the net and have ropes that, when pulled, raise the trap walls rapidly before carp can escape. This is done at night when most carp come into shallow areas to forage. The carp will be corralled to one side and rolled into a boat for removal from the lake. A 500-ft, open-water seine surrounding the box net will be deployed immediately after box netting occurs to capture the remaining carp aggregation. The seine net will be slowly dragged closer to shore into a small, penned area where the carp can be rolled into the boat for removal. WSB estimates a total of three removal events during Summer 2021.

WSB will complete the work with assistance from one Stantec field crew member. The Stantec employee will bait the box nets daily for 10-15 days and assist with box net installation and removal. WSB's estimated fee to the Commission is \$21,906 and does not include the estimated cost of Stantec's assistance. WSB estimates about 28 hours of Stantec staff plus about 65 hours of intern time would be necessary to help with setup, daily baiting, and harvest. The estimated cost of that work is about \$5,614, for a total estimated cost of \$27,520. The total cost could be less with the assistance of volunteers.

These above actions will be funded through the Commission's Crystal Lake Management 319 grant. The grant estimates the cost of carp removal to be \$30,632, including both contract cost for carp removal and staff cost for assistance with removals. Staff recommends approval of the proposal from WSB.

Motion by Schoch, second by Sicora to approve the WSB proposal. *Motion carried unanimously.*

B. Bass Lake Curlyleaf Pondweed (CLP) Treatment.* Staff have completed curly-leaf pondweed delineations on Bass, Pomerleau, and Upper Twin Lakes. Surveys* of the areas of the three lakes were attached to Staff's May 7, 2021 memo.* The CLP stands on Upper Twin are minor and treatment this year is not recommended. There is an area of CLP on Pomerleau, but it is not at a nuisance level and it is interspersed with good native vegetation, so Staff do not recommend treatment.

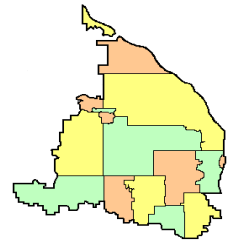
The goal of CLP management in the eyes of the DNR is to manage small areas of CLP as a nuisance for recreation, and not to manage it as eradication. Because these areas are such low density and at shallow depths, the impact on recreation would be low (not a lot of boat traffic in 2-3 feet of water, no docks or lifts in the area). Once the stands become significant enough that native vegetation is impacted or there is a disruption to recreation, then treatment is warranted.

However, there continues to be a nuisance stand of CLP on Bass Lake that is recommended for treatment. This will be the third year of treatment on Bass. Experience on other lakes shows it can take five years or more of treatment to see significant reduction in this hardy invasive. Funding for at least five years was included in the Bass and Pomerleau alum treatment project.

Overall, there are three separate areas recommended for treatment:

1. 10.56 acres with an average depth of 6.16 feet
2. 6.77 acres with an average depth of 6.05 feet
3. 2.86 acres with an average depth of 2.86 feet

This is approximately the same amount of treatment area, although the area to be treated is not exactly the same as in previous years.



Attached to Staff's memo is Limnopro's proposal* for this treatment, which would likely occur between May 10 and May 30. That's typically when the water temperature is right and the plants are tall enough to be impacted. The total amount of the proposal is \$5,572.20.

Motion by Schoch, second by Jaeger to accept the proposal. *Motion carried unanimously.*

XI. Education and Public Outreach.

At recent meetings of the **West Metro Water Alliance (WMWA)** members have been concentrating on education and outreach items in the new NPDES General Permit, focusing on chloride and pet waste. WMWA subgroups reviewed existing materials relating to chloride and bacteria to determine if they meet the new requirements or could be revised to do so, and to identify any needs for additional materials. The subcommittees will continue this assessment and determine additional needs and required resources (e.g., design assistance, fabrication, printing) as well as a plan for disseminating the materials.

It is anticipated this work can be completed using the WMWA Special Projects budget, which had a balance of \$10,700 at the end of 2020. The agreement between the four WMOs in WMWA (Bassett Creek, Elm Creek, Shingle Creek and West Mississippi) requires that Special Projects be approved by the four WMOs before expenditures can be made. The goal is to have all the work completed by the end of 2021.

The June meeting, a virtual meeting, is scheduled for 8:30 a.m., Tuesday, June 8, 2021. The **Zoom number** is <https://us02web.zoom.us/j/922390839>. Or call in at any of these numbers using **meeting ID: 922 390 839**: (1) +1 301 715 8592 US (Germantown); (2) +1 312 626 6799 US (Chicago); (3) +1 929 205 6099 US (New York); or (4) +1 253 215 8782 US (Tacoma). The **passcode is water**.

XII. Communications.

A. April Communications Log.* No items required action.

B. Staff Report. No report this month.

XIII. Other Business.

Motion by Schoch, second by Grant to NOT waive statutory tort limits of liability insurance for individual claimants. *Motion carried unanimously.*

Motion by Johnson, second by Jaeger to NOT waive statutory tort limits of liability insurance for individual claimants. *Motion carried unanimously.*

XIV. Adjournment. There being no further business before the Commissions, the joint meeting was adjourned at 2:27 p.m.

Respectfully submitted,

Judie A. Anderson,
Recording Secretary

JAA:tim

Z:\Shingle Creek\Meetings\Meetings 2021\May 13 2021 minutes.docx

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

SHINGLE CREEK WATERSHED
MANAGEMENT COMMISSION

Financial Statements and
Supplemental Information
For the Year Ended
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

Table of Contents

| | Page |
|---|---------|
| FINANCIAL SECTION | |
| INDEPENDENT AUDITORS' REPORT | 1 - 2 |
| BASIC FINANCIAL STATEMENTS | |
| Government-Wide Financial Statements | |
| Statement of Net Position and Governmental Fund Balance Sheet | 3 |
| Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes In Fund Balances/Net Position - Budget and Actual | 4 |
| Notes to Basic Financial Statements | 5 - 13 |
| OTHER REQUIRED REPORTS | |
| Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters | 14 - 15 |
| Independent Auditors' Report on Minnesota Legal Compliance | 16 |

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

INDEPENDENT AUDITORS' REPORT

Commissioners
Shingle Creek Watershed Management Commission
Plymouth, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the Shingle Creek Watershed Management Commission (the Commission), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Commission's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Commission as of December 31, 2020, the respective changes in the financial position thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

OTHER MATTERS**Required Supplementary Information**

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Prior Year Comparative Information

We have previously audited the Commission's financial statements for the year ended December 31, 2019 and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated June 20, 2020. In our opinion, the partial comparative information presented herein as of and for the year ended December 31, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting

We have also issued our report dated _____, 2021 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

_____, 2021

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

BASIC FINANCIAL STATEMENTS

Shingle Creek Watershed Management Commission

Statement of Net Position and
Governmental Fund Balance Sheet

As of December 31, 2020

(with Comparative Actual Amounts as of December 31, 2019)

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

| | Governmental Activities | |
|--|-------------------------|-------------------|
| | 2020 | 2019 |
| Assets | | |
| Cash and temporary investments | \$ 708,155 | \$ 329,844 |
| Restricted cash | 59,357 | 134,137 |
| Due from other governments | 48,260 | 190,586 |
| Total assets | <u>\$ 815,772</u> | <u>\$ 654,567</u> |
| Liabilities and Fund Balances/Net Position | | |
| Liabilities | | |
| Accounts payable | \$ 85,189 | \$ 30,990 |
| Unearned revenue | 59,357 | 134,137 |
| | <u>144,546</u> | <u>165,127</u> |
| Fund balances/net position | | |
| Restricted fund balances/net position | | |
| Restricted for capital improvements | 168,058 | 32,975 |
| Restricted for cost share projects | 273,341 | 217,894 |
| Restricted for partnership BMP retrofit projects | 48,885 | 103,000 |
| Restricted closed project funds | 105,085 | 115,560 |
| Restricted for West Metro Water Alliance | 25,221 | 14,564 |
| Total restricted fund balance/net position | <u>620,590</u> | <u>483,993</u> |
| Assigned fund balances/net position | | |
| Assigned for fourth generation plan | 62,000 | 62,000 |
| Assigned for subwatershed assessments | 7,653 | 8,823 |
| Unrestricted/unassigned fund balances/net position | <u>(19,017)</u> | <u>(65,376)</u> |
| Total assigned and unrestricted fund balances/net position | <u>50,636</u> | <u>5,447</u> |
| Total fund balance/net position | <u>671,226</u> | <u>489,440</u> |
| Total liabilities and fund balances/net position | <u>\$ 815,772</u> | <u>\$ 654,567</u> |

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

Shingle Creek Watershed Management Commission

Statement of Activities and
Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances/Net Position
Budget and Actual

Year Ended December 31, 2020

(with Comparative Actual Amounts for the Year Ended December 31, 2019)

| | Governmental Activities | | | |
|---|------------------------------|------------|-----------------|------------|
| | 2020 | | | 2019 |
| | Original and Final Budget | (Audited) | Over (Under) | (Audited) |
| Revenue | | | | |
| General | | | | |
| Member assessments | \$ 363,590 | \$ 363,590 | \$ - | \$ 356,900 |
| Property taxes (ad valorem) | - | 322,202 | 322,202 | 475,400 |
| Charges for services - project and wetland review fees | 23,000 | 20,400 | (2,600) | 18,200 |
| Grants | - | 258,024 | 258,024 | 906,432 |
| Reimbursements | 42,000 | 18,000 | (24,000) | 29,632 |
| Interest income | 15,000 | 3,343 | (11,657) | 21,260 |
| Total revenue | 443,590 | 985,559 | 541,969 | 1,807,824 |
| Expenditures | | | | |
| Current | | | | |
| Administration | 102,000 | 85,424 | (16,576) | 91,929 |
| Education | 68,000 | 28,533 | (39,467) | 57,228 |
| Insurance | 3,100 | 2,841 | (259) | 2,441 |
| Professional fees | 12,500 | 10,856 | (1,644) | 11,390 |
| Technical support | 119,000 | 127,887 | 8,887 | 159,143 |
| Water monitoring | 98,300 | 92,964 | (5,336) | 90,248 |
| Watershed programs | - | 10,475 | 10,475 | 19,992 |
| Watershed plan | 21,000 | 194 | (20,806) | 2,168 |
| Capital outlay | | | | |
| Improvement projects - levies | - | 185,405 | 185,405 | 700,282 |
| Improvement projects - grants | - | 259,194 | 259,194 | 916,906 |
| Total expenditures | 423,900 | 803,773 | 379,873 | 2,051,727 |
| Net change in fund balances/net position | \$ 19,690 | 181,786 | \$ 162,096 | (243,903) |
| Net fund balances/net position | | | | |
| Beginning of year | | 489,440 | | 733,343 |
| End of year | | \$ 671,226 | | \$ 489,440 |

Shingle Creek Watershed Management Commission
Notes to Financial Statements
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Organization

The Shingle Creek Watershed Management Commission is formed under a Joint Powers Agreement, as amended according to Minnesota Statutes Sections 103B.201 through 103B.255 and Minnesota Rules Chapter 8410 relating to Metropolitan Area Local Water Management and its reporting requirements. Shingle Creek Watershed Management Commission was established in 1984 to protect and manage the natural resources of the Shingle Creek Watershed.

The Commission is considered a governmental unit, but is not a component unit of any of its members. As a governmental unit, the Commission is exempt from federal and state income taxes.

Reporting Entity

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Commission is considered a joint venture.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Commission (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the voting majority of the potential component's unit board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally dependent upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Commission's financial statements.

Government-Wide and Fund Financial Statement Presentation

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. These statements include all the financial activities of the Commission. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants or contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other internally directed revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenue (with the exception of the expenditure-driven grants) to be available if they are collected within 60 days of the end of the current fiscal period. The expenditure driven grants are considered available if received within one year from the balance sheet date. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Fund Financial Statement Presentation

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures. Resources are allocated to, and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The resources of the Commission are accounted for in one major fund:

- **General Fund (Governmental Fund Type)** – This fund is used to receive dues and miscellaneous items which may be disbursed for any and all purposes authorized by the bylaws of the Commission.

Typically, separate fund financial statements are provided for Governmental Funds. However, due to the simplicity of the Commission's operation, the Governmental Fund financial statements have been combined with the government-wide statements.

Budgets

The amounts shown in the financial statements as "budget" represent the budget amounts based on the modified accrual basis of accounting. A budget for the General Fund is adopted annually by the Commission. Appropriations lapse at year-end and encumbrance accounting is not used. Budgetary control is at the fund level.

Investments

Investments are reported at fair value. Securities traded on national exchanges are valued at the last reported sales price.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Members' Contributions

Members' contributions are calculated based on the member's share of the area and tax capacity of all real property within the watershed to the total area and tax capacity of all real property in the watershed.

Capital Assets

The Commission follows the policy of expensing any supplies or small equipment at the time of purchase. The Commission currently has no capitalized assets.

Risk Management

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended December 31, 2020.

Due from other governments

The Commission utilizes an allowance for uncollectible accounts to value its receivables; however, it considers all of its receivables to be collectible as of December 31, 2020 and 2019.

Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net position is displayed in three components:

Net Investment in Capital Assets - Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.

Restricted Net Position - Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

Unrestricted Net Position - All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

The Commission applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prior Period Comparative Financial Information/Reclassification

The basic financial statements include certain prior year partial comparative information in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2019, from which the summarized information was derived. Also, certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

Unearned Revenue

The commission recognizes grant revenue as it becomes eligible to receive the grant. If the grant has restrictions that have not been satisfied, the revenue is deferred until the Commission has satisfied them.

In 2018, the Commission was awarded a grant of \$276,040 for the Bass and Pomerleau Lakes Internal Load Reduction Project. Total project costs are expected to be \$356,000. The Commission will use the funds remaining from 2014 Capital Improvement Projects tax levy to cover their share of project costs. As of December 31, 2020 and 2019, the Commission held \$7,570 and \$82,351, respectively, of unearned grant revenue.

In 2018, the Commission was awarded a grant of \$103,571 for use in various urban stormwater management practices projects. As of December 31, 2020 and 2019, the Commission held \$51,786 of unearned grant revenue.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 2 – ASSETS, LIABILITIES AND NET POSITION

A. Deposits

In accordance with applicable Minnesota Statutes, the Commission maintains a checking account authorized by the Commission.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of a bank failure, the Commission's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The Commission has no additional deposit policies addressing custodial credit risk.

At year-end, the Commission had no funds held in its bank account. All funds were transferred to their MBIA investment account. (see below)

B. Investments

At December 31, 2020 and 2019, the Commission held \$767,512 and \$463,981 (approximate cost and fair value), respectively, in investments with MBIA in Minnesota 4M Funds Holdings.

The 4M fund is an external investment pool not registered with the Securities Exchange Commission (SEC) that follows the same regulatory rules of the SEC under rule 2a7. The 4M Fund is a customized cash management and investment program for Minnesota public funds that is allowable under Minnesota Statutes. The fair value of the position in the pool is the same as the value of the pool shares.

Investments are subject to various risks, the following of which are considered the most significant:

Custodial Credit Risk – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the Commission would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Commission does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 2 – ASSETS, LIABILITIES AND NET POSITION (CONTINUED)

B. Investments (continued)

Credit Risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the Commission's investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; that are a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The Commission's investment policies do not further address credit risk.

Concentration Risk – This is the risk associated with investing a significant portion of the Commission's investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The Commission does not have an investment policy limiting the concentration of investments.

Interest Rate Risk – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The Commission does not have an investment policy limiting the duration of investments.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

NOTE 3 – FUND BALANCE CLASSIFICATION

The following fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable** – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact;
- **Restricted** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- **Committed** – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- **Assigned** – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- **Unassigned** – amounts that are available for any purpose; these amounts are reported only in the general fund.

The Commission establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund. Assigned fund balance is established by the Commission through adoption or amendment of the budget as intended for specific purpose.

NOTE 4 – COMMITMENTS AND CONTRACTS

Restricted fund balance - capital improvement projects

During 2016, the Commission assessed \$125,000, but received \$125,184 from tax levies that is to be used for the Twin Lake Carp Management project. As of December 31, 2020, the commission has yet to complete the project. The Commission will hold the funds of \$125,184 less costs to-date of \$121,447 until completion.

During 2017, the Commission assessed \$212,100, but received \$210,003 from tax levies that is to be used for the Iron and Biochar-Enhanced Sand Filter Retrofits project. The Commission is responsible for the levy shortfall of \$2,097. As of December 31, 2020, the cities have yet to complete the project. The Commission will hold the funds of \$210,003 less costs to-date of \$206,100 until completion.

During 2019, the Commission assessed \$55,700, but received \$55,719 from tax levies that is to be used for the SRP Reduction project. As of December 31, 2020, the cities have yet to complete the project. The Commission will hold the funds of \$55,719 less costs to-date of \$49,305 until completion.

During 2020, the Commission assessed \$392,915, but received \$163,187 from tax levies that is to be used for the Crystal Lake Management Plan. As of December 31, 2020, the cities have yet to complete the project. The Commission will hold the funds of \$163,187 less costs to-date of \$8,497 until completion.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 4 – COMMITMENTS AND CONTRACTS (CONTINUED)

Restricted fund balance - cost share projects

At December 31, 2020 and 2019, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$273,341 and \$217,894, respectively. The use of those funds is restricted for other cost share projects.

Restricted fund balance - partnership BMP retrofits fund

At December 31, 2020 and 2019, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$48,885 and \$103,000, respectively. The use of those funds is restricted for partnership BMP retrofit projects.

Restricted fund balance - closed project funds

At December 31, 2020 and 2019, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$105,085 and \$115,560, respectively. The use of those funds is restricted for other capital improvement projects.

Restricted fund balance - West Metro Water Alliance

The Commission serves as the fiscal agent for the West Metro Water Alliance (WMWA), a partnership between watersheds, county and park agencies in Hennepin County. It collects funds from its partners and makes disbursements for approved expenditures. As of December 31, 2020 and 2019, the Commission held \$25,221 and \$14,564, respectively, of funds from its partners for WMWA projects.

Deficit net position/fund balance

At December 31, 2020 and 2019, the Commission had unrestricted/unassigned net position/fund balance deficits of \$19,017 and \$65,376, respectively. The deficits resulted from program/project expenditures exceeding program/project revenues.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 5 – MEMBERS' ASSESSMENTS

The nine member cities support the Commission through annual member dues, which are based on the taxable market value of each member city. Annual member dues are assessed on a yearly basis.

Dues received from members were as follows:

| | For Year Ended December 31 | | | |
|---------------------|----------------------------|----------------|-------------------|----------------|
| | 2020 | | 2019 | |
| | Amount | Percentage | Amount | Percentage |
| Brooklyn Center | \$ 42,706 | 11.75% | \$ 42,007 | 11.77% |
| Brooklyn Park | 89,589 | 24.64 | 86,090 | 24.12 |
| Crystal | 28,836 | 7.93 | 28,622 | 8.02 |
| Maple Grove | 67,388 | 18.53 | 66,306 | 18.58 |
| Minneapolis | 24,611 | 6.77 | 23,766 | 6.66 |
| New Hope | 28,934 | 7.96 | 29,059 | 8.14 |
| Osseo | 4,175 | 1.15 | 4,142 | 1.16 |
| Plymouth | 58,226 | 16.01 | 58,137 | 16.29 |
| Robbinsdale | 19,125 | 5.26 | 18,771 | 5.26 |
| Total Members' Dues | <u>\$ 363,590</u> | <u>100.00%</u> | <u>\$ 356,900</u> | <u>100.00%</u> |

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

OTHER REQUIRED REPORTS

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS**

Board of Directors
Shingle Creek Watershed Management Commission
Plymouth, MN

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and the major fund of the Shingle Creek Watershed Management Commission (the Commission) as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated _____, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified. We did identify the following deficiencies in internal control that we consider to be significant deficiencies:

Because of the limited size of your office staff, your organization has limited segregation of duties. A good system of internal accounting control contemplates an adequate segregation of duties so that no one individual handles a transaction from inception to completion. While we recognize that your organization is not large enough to permit an adequate segregation of duties in all respects, it is important that you be aware of the condition.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. Accordingly, this communication is not suitable for any other purpose.

_____, 2021

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

**INDEPENDENT AUDITORS' REPORT
ON MINNESOTA LEGAL COMPLIANCE**

Board of Directors
Shingle Creek Watershed Management Commission
Plymouth, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and major fund of the Shingle Creek Watershed Management Commission (the Commission) as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated _____, 2021.

MINNESOTA LEGAL COMPLIANCE

In connection with our audit, nothing came to our attention that caused us to believe that the Commission failed to comply with the provisions of the deposits and investments, conflicts of interest, claims and disbursements, and miscellaneous provisions section of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes S6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Commission's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

PURPOSE OF THIS REPORT

This report is intended solely for the information and use of those charged with governance and management of the Shingle Creek Watershed Management Commission and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

_____, 2021

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

WEST MISSISSIPPI WATERSHED
MANAGEMENT COMMISSION

Financial Statements and
Supplemental Information
For the Year Ended
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION

Table of Contents

| | Page |
|---|---------|
| FINANCIAL SECTION | |
| INDEPENDENT AUDITORS' REPORT | 1 - 2 |
| BASIC FINANCIAL STATEMENTS | |
| Governmental-Wide Financial Statements | |
| Statement of Net Position and Governmental Fund Balance Sheet | 3 |
| Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes In Fund Balances/Net Position - Budget and Actual | 4 |
| Notes to Basic Financial Statements | 5 - 11 |
| OTHER REQUIRED REPORTS | |
| Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters | 12 - 13 |
| Independent Auditors' Report on Minnesota Legal Compliance | 14 |

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

INDEPENDENT AUDITORS' REPORT

Commissioners
West Mississippi Watershed Management Commission
Plymouth, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the West Mississippi Watershed Management Commission (the Commission), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Commission's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Commission as of December 31, 2020, the respective changes in the financial position thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

OTHER MATTERS

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Prior Year Comparative Information

We have previously audited the Commission's financial statements for the year ended December 31, 2019 and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated June 26, 2020. In our opinion, the partial comparative information presented herein as of and for the year ended December 31, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting

We have also issued our report dated _____, 2021 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

_____, 2021

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

BASIC FINANCIAL STATEMENTS

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

West Mississippi Watershed Management Commission

Statement of Net Position and
Governmental Fund Balance Sheet

As of December 31, 2020

(with Partial Comparative Actual Amounts as of December 31, 2019)

| | Governmental Activities | |
|--|-------------------------|-------------------|
| | 2020 | 2019 |
| Assets | | |
| Cash and temporary investments | \$ 602,469 | \$ 543,439 |
| Due from other governments | 328 | 118 |
| Total assets | \$ 602,797 | \$ 543,557 |
| Liabilities and Fund Balances/Net Position | | |
| Liabilities | | |
| Accounts payable | \$ 6,550 | \$ 10,355 |
| Fund balances/net position | | |
| Restricted fund balances/net position | | |
| Restricted for capital improvement projects | 54,395 | 54,429 |
| Restricted for cost share projects | 305,285 | 251,770 |
| Total restricted fund balance/net position | 359,680 | 306,199 |
| Assigned fund balances/net position | | |
| Assigned for subwatershed assessments | 40,000 | 40,000 |
| Assigned for construction/grant match funds | 89,320 | 89,320 |
| Assigned for floodplain mapping | 25,000 | 25,000 |
| Unrestricted/unassigned fund balances/net position | 82,247 | 72,683 |
| Total assigned and unrestricted fund balances/net position | 236,567 | 227,003 |
| Total fund balances/net position | 596,247 | 533,202 |
| Total liabilities and fund balances/net position | \$ 602,797 | \$ 543,557 |

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

West Mississippi Watershed Management Commission

Statement of Activities and
Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances/Net Position
Budget and Actual

Year Ended December 31, 2020

(with Partial Comparative Actual Amounts for the Year Ended December 31, 2019)

| | Governmental Activities | | | |
|---|------------------------------|------------|-----------------|------------|
| | 2020 | | 2019 | |
| | Original and Final Budget | (Audited) | Over (Under) | (Audited) |
| Revenue | | | | |
| General | | | | |
| Member assessments | \$ 153,600 | \$ 153,600 | \$ - | \$ 153,600 |
| Property taxes (ad valorem) | - | 53,769 | 53,769 | 53,147 |
| Charges for services - project and wetland review fees | 19,000 | 13,300 | (5,700) | 18,800 |
| Interest income | 5,000 | 2,472 | (2,528) | 10,807 |
| Total revenue | 177,600 | 223,141 | 45,541 | 236,354 |
| Expenditures | | | | |
| Current | | | | |
| Administration | 43,200 | 40,308 | (2,892) | 38,060 |
| Education | 30,000 | 21,815 | (8,185) | 27,523 |
| Insurance | 2,800 | 2,847 | 47 | 2,343 |
| Professional fees | 10,500 | 7,728 | (2,772) | 8,524 |
| Technical support | 68,100 | 56,577 | (11,523) | 64,642 |
| Water monitoring | 22,000 | 30,407 | 8,407 | 24,183 |
| Watershed plan | 1,000 | 125 | (875) | 1,582 |
| Capital outlay | | | | |
| Improvement projects | - | 289 | 289 | 128 |
| Total expenditures | 177,600 | 160,096 | (17,504) | 166,985 |
| Net change in fund balances/net position | \$ - | 63,045 | \$ 63,045 | 69,369 |
| Net fund balances/net position | | | | |
| Beginning of year | | 533,202 | | 463,833 |
| End of year | | \$ 596,247 | | \$ 533,202 |

West Mississippi Watershed Management Commission
Notes to Financial Statements
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Organization

The West Mississippi Watershed Management Commission is formed under a Joint Powers Agreement, as amended according to Minnesota Statutes Sections 103B.201 through 103B.255 and Minnesota Rules Chapter 8410 relating to Metropolitan Area Local Water Management and its reporting requirements. West Mississippi Watershed Management Commission was established in 1984 to protect and manage the natural resources of the West Mississippi Watershed.

The Commission is considered a governmental unit, but is not a component unit of any of its members. As a governmental unit, the Commission is exempt from federal and state income taxes.

Reporting Entity

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Commission is considered a joint venture.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Commission (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the voting majority of the potential component's unit board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Commission's financial statements.

Government-Wide and Fund Financial Statement Presentation

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information about the reporting government as a whole. These statements include all the financial activities of the Commission. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants or contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other internally directed revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Fund Financial Statement Presentation

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures. Resources are allocated to, and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The resources of the Commission are accounted for in one major fund:

- **General Fund (Governmental Fund Type)** – This fund is used to receive dues and miscellaneous items which may be disbursed for any and all purposes authorized by the bylaws of the Commission.

Typically, separate fund financial statements are provided for Governmental Funds. However, due to the simplicity of the Commission's operation, the Governmental Fund financial statements have been combined with the Government-Wide statements.

Budgets

The amounts shown in the financial statements as "budget" represent the budget amounts based on the modified accrual basis of accounting. A budget for the General Fund is adopted annually by the Commission. Appropriations lapse at year-end and encumbrance accounting is not used. Budgetary control is at the fund level.

Investments

Investments are reported at fair value. Securities traded on national exchanges are valued at the last reported sales price.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Members' Contributions

Members' contributions are calculated based on the member's share of the area and tax capacity of all real property within the watershed to the total area and tax capacity of all real property in the watershed.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

The Commission follows the policy of expensing any supplies or small equipment at the time of purchase. The Commission currently has no capitalized assets.

Risk Management

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended December 31, 2020.

Due from other governments

The Commission utilizes an allowance for uncollectible accounts to value its receivables; however, it considers all of its receivables to be collectible as of December 31, 2020 and 2019.

Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net position is displayed in three components:

Net Investment in Capital Assets - Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.

Restricted Net Position - Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

Unrestricted Net Position - All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

The Commission applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

Prior Period Comparative Financial Information/Reclassification

The basic financial statements include certain prior year partial comparative information in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2019, from which the summarized information was derived. Also, certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 2 – DEPOSITS AND INVESTMENTS

Deposits

In accordance with applicable Minnesota Statutes, the Commission maintains a checking account authorized by the Commission.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of a bank failure, the Commission's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The Commission has no additional deposit policies addressing custodial credit risk.

At year-end, the Commission had no funds held in its bank account. All funds were transferred to their MBIA investment account. (see below)

Investments

The Commission held \$602,469 and \$543,439 (approximate cost and fair value) in investments with MBIA in Minnesota 4M Funds Holdings on December 31, 2020 and 2019, respectively.

The 4M fund is an external investment pool not registered with the Securities Exchange Commission (SEC) that follows the same regulatory rules of the SEC under rule 2a7. The 4M Fund is a customized cash management and investment program for Minnesota public funds that is allowable under Minnesota Statutes. The fair value of the position in the pool is the same as the value of the pool shares.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

Investments are subject to various risks, the following of which are considered the most significant:

Custodial Credit Risk – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the Commission would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Commission does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

Credit Risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the Commission's investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; that are a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The Commission's investment policies do not further address credit risk.

Concentration Risk – This is the risk associated with investing a significant portion of the Commission's investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The Commission does not have an investment policy limiting the concentration of investments.

Interest Rate Risk – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The Commission does not have an investment policy limiting the duration of investments.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 3 – FUND BALANCE CLASSIFICATION

The following fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable** – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact;
- **Restricted** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- **Committed** - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- **Assigned** – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- **Unassigned** – amounts that are available for any purpose; these amounts are reported only in the general fund.

The Commission establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund. Assigned fund balance is established by the Commission through adoption or amendment of the budget as intended for specific purpose.

NOTE 4 – COMMITMENTS AND CONTRACTS

Restricted fund balance - capital improvement projects

During 2018, the Commission assessed \$54,750, but received \$54,458 from tax levies that is to be used by the City of Champlin for the Mississippi Crossings Rain Garden project. During the years ended December 31, 2020 and 2019, the Commission collected \$158 and \$99 in revenue, respectively and incurred no expenditures. The Commission will hold the funds less administrative costs to-date of \$128 until completion.

Restricted fund balance - cost share projects

At December 31, 2020 and 2019, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$305,285 and \$251,770, respectively. The use of those funds is restricted for other cost share projects.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2020

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 5 – MEMBERS' ASSESSMENTS

The five member cities support the Commission through annual member dues, which are based on the taxable market value of each member city. Annual member dues are assessed on a yearly basis.

Dues received from members were as follows:

| | For the year ended December 31 | | | |
|-----------------|--------------------------------|-----------------|-------------------|-----------------|
| | 2020 | | 2019 | |
| | Amount | Percentage | Amount | Percentage |
| Brooklyn Center | \$ 16,419 | 10.69 % | \$ 16,024 | 10.43 % |
| Brooklyn Park | 92,134 | 59.98 | 93,539 | 60.90 |
| Champlin | 37,440 | 24.37 | 35,951 | 23.41 |
| Maple Grove | 5,360 | 3.49 | 5,929 | 3.86 |
| Osseo | 2,247 | 1.46 | 2,157 | 1.40 |
| | <u>\$ 153,600</u> | <u>100.00 %</u> | <u>\$ 153,600</u> | <u>100.00 %</u> |

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

OTHER REQUIRED REPORTS

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS**

Board of Directors
West Mississippi Watershed Management Commission
Plymouth, MN

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and the major fund of the West Mississippi Watershed Management Commission (the Commission) as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated _____, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified. We did identify the following deficiencies in internal control that we consider to be significant deficiencies:

Because of the limited size of your office staff, your organization has limited segregation of duties. A good system of internal accounting control contemplates an adequate segregation of duties so that no one individual handles a transaction from inception to completion. While we recognize that your organization is not large enough to permit an adequate segregation of duties in all respects, it is important that you be aware of the condition.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. Accordingly, this communication is not suitable for any other purpose.

_____, 2021

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

**INDEPENDENT AUDITORS' REPORT
ON MINNESOTA LEGAL COMPLIANCE**

Board of Directors
West Mississippi Watershed Management Commission
Plymouth, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and major fund of the West Mississippi Watershed Management Commission (the Commission) as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated _____, 2021.

MINNESOTA LEGAL COMPLIANCE

In connection with our audit, nothing came to our attention that caused us to believe that the Commission failed to comply with the provisions of the deposits and investments, conflicts of interest, claims and disbursements, and miscellaneous provisions section of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes S6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Commission's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

PURPOSE OF THIS REPORT

This report is intended solely for the information and use of those charged with governance and management of the West Mississippi Watershed Management Commission and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

_____, 2021

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2021-003: Walser Hyundai**

Owner: Walser Real Estate
Company: Walser Real Estate
Address: 7700 France Ave S, Suite 410N
Edina, MN 55435

Engineer: Matt Pavsek
Company: Civil Site Group
Address: 4931 W. 35th St. Suite 200
St. Louis Park, MN 55416

Phone: 763-213-3944
Fax:
Email: mpavsek@civilsitegroup.com

Purpose: Redevelopment of two existing car dealerships into a single building with parking lots and utility improvements on 5.1 acres.

Location: 8100 Lakeland Avenue N, Brooklyn Park (Figure 1).

Exhibits:

1. Project review application and project review fee of \$2,200, dated 5-10-21, received 5-13-21.
2. Site plan, preliminary plat, grading and utility (Figure 2), erosion control, landscaping plans and SWPPP by Civil Site Group, dated 5-11-21, received 5-13-21.
3. Hydrologic calculations by Civil Site Group, dated 5-11-21, received 5-13-21.

Findings:

1. The proposed project is the consolidation of two existing car dealerships into a single building and parking lots. The existing sites were constructed without any treatment or rate control. The site is 5.2 acres. Prior to reconstruction the site was 83.4% impervious. Following redevelopment, the site will be 78.6 percent impervious with 4.0 acres of impervious surface, a decrease of 0.25 acres.
2. The complete project application was received on 5-13-21. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 7-8-21 meeting. Sixty calendar-days expires on 7-12-21.
3. To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 85% TSS removal and 60% TP removal. Infiltrating 1.3-inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

Runoff from the site is proposed to be routed to two underground infiltration galleries, which have the capacity to infiltrate 1.3 inches of runoff in less than 48 hours. The applicant meets Commission water quality treatment requirements.

4. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is routed to two underground infiltration galleries and then to city storm sewer. Two small areas that are entirely pervious grassy areas flow to adjacent parcels. Those areas are zero discharge except for 100-year events, when the rate of runoff is 0.2 and 0.1 cfs. A small area along the boulevard flows directly into Lakeland Street. The post-construction runoff rates for that area are less than pre-construction rates. The bulk of the site is routed through the galleries, and post construction rates are less than pre-construction rates. The applicant meets Commission rate control requirements (Table 1).

Table 1. Runoff from site (cfs).

| Drainage Area | 2-year event | | 10-year event | | 100-year event | |
|---------------|--------------|-------|---------------|-------|----------------|-------|
| | Pre- | Post- | Pre- | Post- | Pre- | Post- |
| Overall site | 15.06 | 2.56 | 22.66 | 9.45 | 39.55 | 25.71 |

5. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. While the site as redeveloped has 0.25 acres less impervious surface, the newly reconstructed impervious area on this site is just over 4.0 acres, requiring infiltration of 0.44 acre-feet, or 18,936 cubic feet within 48 hours. The proposed infiltration galleries provide 21,083 cubic feet of storage and can infiltrate the required volume within 48 hours. The applicant meets Commission volume control requirements.
6. The erosion control plan includes a rock construction entrance, perimeter silt fence, inlet protection, and a turf establishment plan. The erosion control plan meets Commission requirements.
7. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
8. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
9. There is no FEMA-regulated floodplain on this site. Stormwater storage is underground. The applicant meets Commission floodplain requirements.
10. The site is located in a Drinking Water Management Area (DWSMA) but is outside of the Emergency Response Area. Therefore, infiltration is permitted, but infiltrated water must first filter through 1 foot of soil, the top four inches of which are amended topsoil, and the bottom 8 inches of which are tilled. The applicant proposes 18" of fine filter aggregate atop native soil. The applicant meets Commission drinking water protection requirements.
11. A public hearing on the project will be conducted on June 9, 2021 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.
12. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Brooklyn Park was not provided.

13. A Project Review Fee of \$2,200 has been received.

Recommendation: Recommend approval subject to the following condition(s): [with no conditions.]

1. Provide a complete O&M agreement between the applicant and the City of Brooklyn Park for all stormwater facilities on the project site. (A draft agreement has been provided.)
2. Demonstrate by double ring infiltrometer or witness test that the site can meet the design infiltration rate of 0.8 inches/hour.

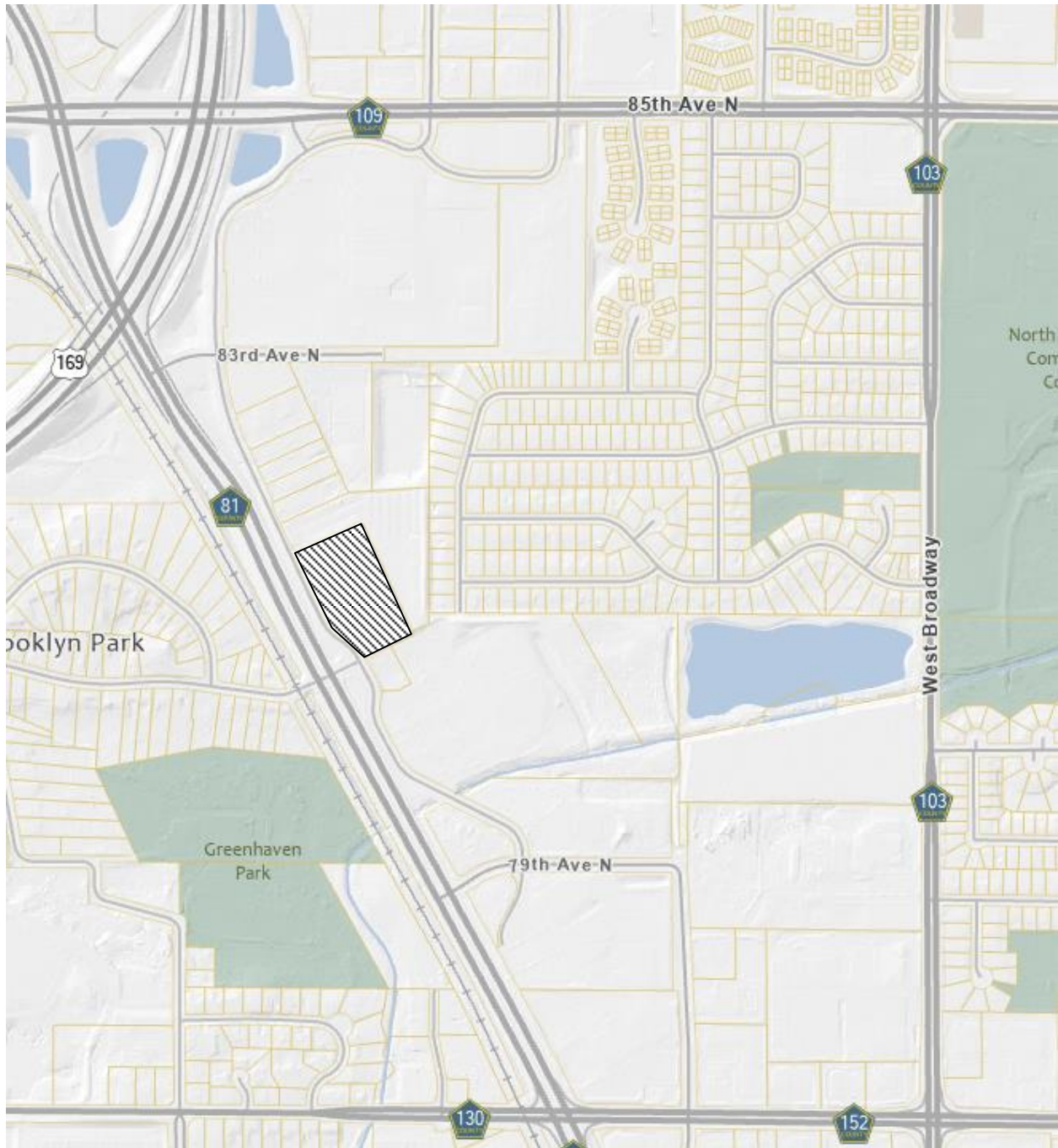
Wenck, now part of Stantec
Engineers for the Commission

Ed Matthiesen, P.E.

Date

SC2021-003 Walser Hyundai

Figure 1. Site location.



SC2021-003 Walser Hyundai

Figure 2. Site grading plan.

Blue shaded area is tributary to north infiltration gallery, yellow to the south gallery.



SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW SC2021-004 Keller Williams**

Owner: Steve Fischer
Company: Arrow Companies
Address: 7356 Kirkwood Ct. N. #335

Engineer: Zachary Webber
Company: Loucks
Address: 7200 Hemlock Ln #300

Phone: 763-496-6753
Fax:
Email: zwebber@loucksinc.com

Purpose: Construction of an office building, parking lots, utilities, and stormwater treatment on 4.6 acres.

Location: 104102 73rd Ave North, Maple Grove MN, 55369 (Figure 1).

Exhibits:

1. Project review application and project review fee of \$1,800, dated 5/24/2021, received 5/28/2021.
2. Site plan, preliminary plat, grading (Figure 2), utility, erosion control, and landscaping plans by Loucks dated 5/28/21, received 5/28/2021.
3. Hydrologic calculations by Loucks, dated 5/27/2021, received 5/28/2021.

Findings:

1. The proposed project is the office building, parking lots, utilities, and stormwater treatment. The site is 4.6 acres. Following development, the site will be 35.8 percent impervious with 1.65 acres of impervious surface, an increase of 1.65 acres.
2. The complete project application was received on 7/28/2021. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 7/8/2021 meeting. Sixty calendar-days expires on 7/27/2021.
3. To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 85% TSS removal and 60% TP removal. Infiltrating 1.3-inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

Runoff from the site is proposed to be routed to an infiltration basin that feeds into a pond. 6,589 cubic feet of infiltration are required and 6,707 are provided. The applicant must show a minimum 3' separation between the bottom of the infiltration basin and the seasonally high ground water. It is unclear if the applicant meets Commission water quality treatment requirements due to the apparent high normal water level of the adjacent pond.

SC2021-004 Keller Williams

4. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is directed into an infiltration basin. The applicant meets Commission rate control requirements (Table 1).

Table 1. Runoff from site (cfs).

| 5. C o m m u n i t y | Drainage Area | 2-year event | | 10-year event | | 100-year event | |
|--|---------------|--------------|-------|---------------|-------|----------------|-------|
| | | Pre- | Post- | Pre- | Post- | Pre- | Post- |
| | Whole site | .43 | .08 | 2.02 | .32 | 6.8 | .91 |
| | | | | | | | |
| | | | | | | | |

Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The new impervious area on this site is 1.65 acres, requiring infiltration of 6,589 cubic feet within 48 hours. The applicant proposes to an infiltration basin that has the capacity to infiltrate the required volume within 48 hours. The applicant meets Commission volume control requirements.

6. The erosion control plan includes a rock construction entrances, perimeter silt fence/biolog, silt fence surrounding detention ponds/infiltration basins, inlet protection, rip rap at inlets. The erosion control plan meets Commission requirements.
7. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
8. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
9. There is no FEMA-regulated floodplain on this site. The low floor elevations of the buildings are at least two feet higher than the high water elevation of the detention ponds/infiltration basins according to Atlas 14 precipitation. The adjacent pond 100-yr HWL is 887.2 and the proposed building first floor elevation is 893.0. The applicant meets Commission floodplain requirements.
10. The site is not located in a Drinking Water Management Area (DWSMA). The applicant meets Commission drinking water protection requirements.
11. The project is schedule to be on the June 14, 2021 Planning Commission meeting. The Commission public notice requirement has been met.
12. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Maple Grove must be provided.
13. A Project Review Fee of \$1,800 has been received.

Recommendation: Recommend approval subject to the following conditions:

1. Provide a complete O&M agreement between the applicant and the City of Maple Grove for all stormwater facilities on the project site. (A draft agreement has been provided.)

SC2021-004 Keller Williams

2. Demonstrate that the proposed infiltration basin has a minimum 3' separation between the basin bottom and the seasonally high ground water or revise the pond to a wet basin following MPCA guidelines.
3. Demonstrate by double ring infiltrometer or witness test that the site can meet the design infiltration rate of 0.08 inches/hour.

Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

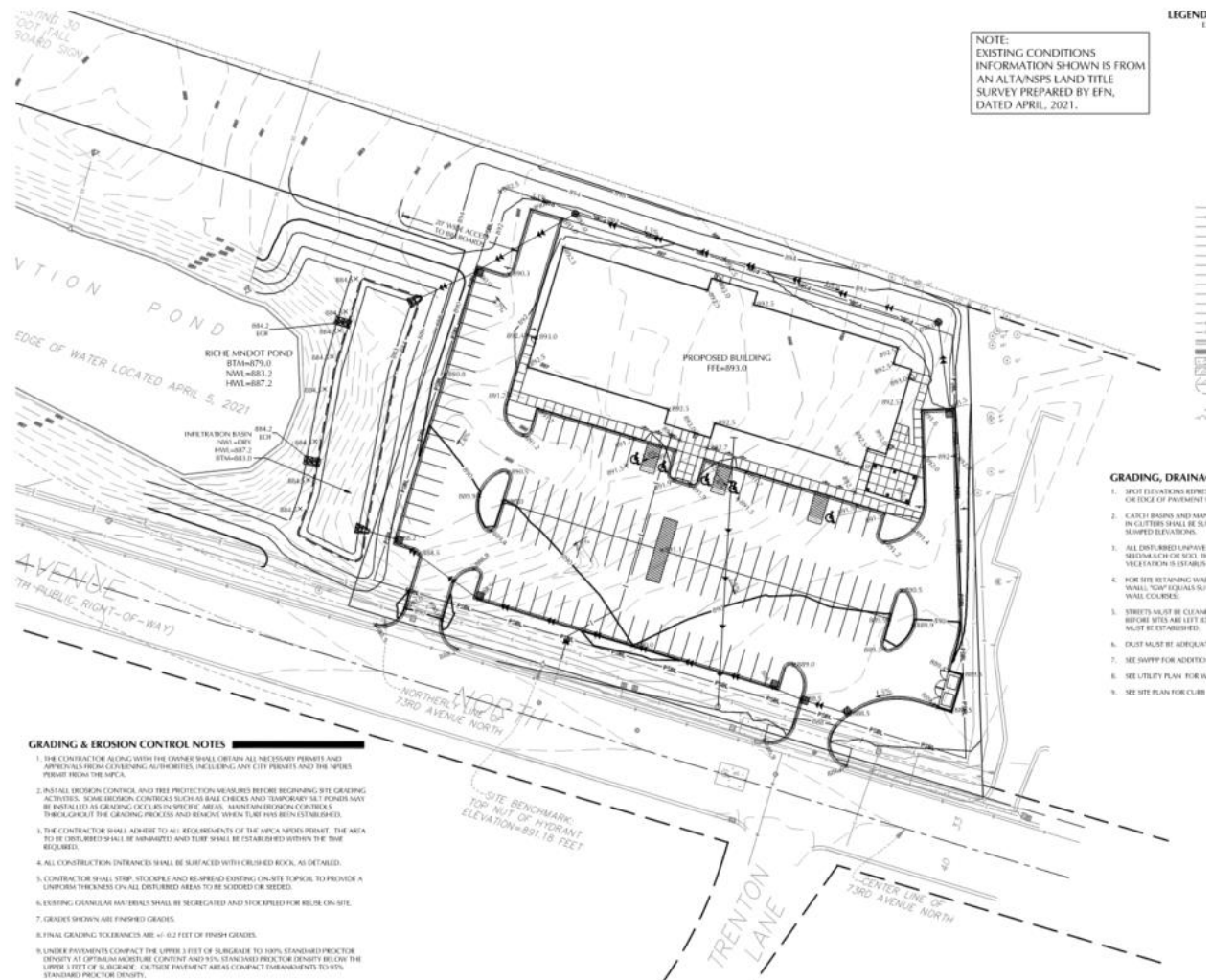
SC2021-004 Keller Williams

Figure 1. Site location.



SC2021-004 Keller Williams

Figure 2. Site grading plan.



WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW WM2021-007: Twin Cities Twisters**

Owner: Mike Hunger
Company: H & H Companies
Address: 9001 123rd Ave N Champlin, MN 55316

Engineer: Zachary Webber
Company: Loucks
Address: 7200 Hemlock Ln N, Suite 300

Phone: 763-496-6753
Fax:
Email: zwebber@loucksinc.com

Purpose: Construction of two-story athletic facility, parking lot, and stormwater treatment area on 4.0 acres.

Location: Business Park Blvd North, Champlin, MN 55316 (Figure 1).

Exhibits:

1. Project review application and project review fee of \$1800, dated 5/24/2021, received 5/24/2021.
2. Site plan, preliminary plat, grading (Figure 2), utility, erosion control, and landscaping plans by Loucks dated 3/12/2021, received 3/24/2021.
3. Hydrologic calculations by Loucks, dated 3/26/2021, received 3/26/2021.

Findings:

1. The proposed project is the two-story athletic facility, parking lot and stormwater management. The site is 4.0 acres. Following development, the site will be 70% percent impervious with 2.80 acres of impervious surface, an increase of 2.80 acres.
2. The complete project application was received on 5/24/2021. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the July 8th meeting. Sixty calendar-days expires on 7/23/2021.
2. To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 85% TSS removal and 60% TP removal. Infiltrating 1.3-inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

Runoff from 92% of the site is to be routed to an infiltration basin on the east property line. The 1.3" volume is 13,199 cubic feet and the applicant is proposing 24,468 of infiltration capacity. The applicant meets Commission water quality treatment requirements.
3. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is

WM 2021-007 Twin City Twister

controlled by the infiltration basin and outlet control structure. The applicant meets Commission rate control requirements (Table 1).

Table 1. Runoff from site (cfs).

| Drainage Area | 2-year event | | 10-year event | | 100-year event | |
|---------------|--------------|-------|---------------|-------|----------------|-------|
| | Pre- | Post- | Pre- | Post- | Pre- | Post- |
| Whole site | .92 | .97 | 2.43 | 1.63 | 6.82 | 6.74 |
| | | | | | | |
| | | | | | | |

4. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The new impervious area on this site is 4.0 acres, requiring infiltration of 10,153 cubic feet within 48 hours. The applicant proposes to install an infiltration basin that has the capacity to infiltrate 24,468 cubic feet within 48 hours. The applicant meets Commission volume control requirements.
5. The erosion control plan includes a rock construction entrance, perimeter silt fence/biolog, silt fence surrounding detention ponds/infiltration basins, inlet protection. The erosion control plan meets Commission requirements.
6. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
7. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
8. There is no FEMA-regulated floodplain on this site. The low floor elevation of the building (864.0) is at least two feet higher than the high water elevation of the detention ponds/infiltration basins (857.5) according to Atlas 14 precipitation. The applicant meets Commission floodplain requirements.
9. The site is located in a Drinking Water Management Area, but is outside of the Emergency Response Area. Therefore, infiltration is permitted, but infiltrated water must first filter through 1 foot of soil, the top four inches of which are amended topsoil, and the bottom 8 inches of which are tilled. The applicant proposes infiltrating no faster than .8in/hr. The applicant meets Commission drinking water protection requirements.
10. The City of Champlin will send notification to properties within 350' of the project during the week of June 6th and the project is scheduled to appear before the Planning Commission on 6-21-2021. This notification meets the Commission public notice requirements.
11. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Champlin must be provided.
12. A Project Review Fee of \$1,800 has been received.

WM 2021-007 Twin City Twister

Recommendation: Recommend approval subject to the following condition(s):

1. Provide a complete O&M agreement between the applicant and the City of Champlin for all stormwater facilities on the project site.
2. Demonstrate by double ring infiltrometer or witness test that the site can meet the design infiltration rate of 0.8 inches/hour post construction.

Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

WM 2021-007 Twin City Twister

Figure 1. Site location.

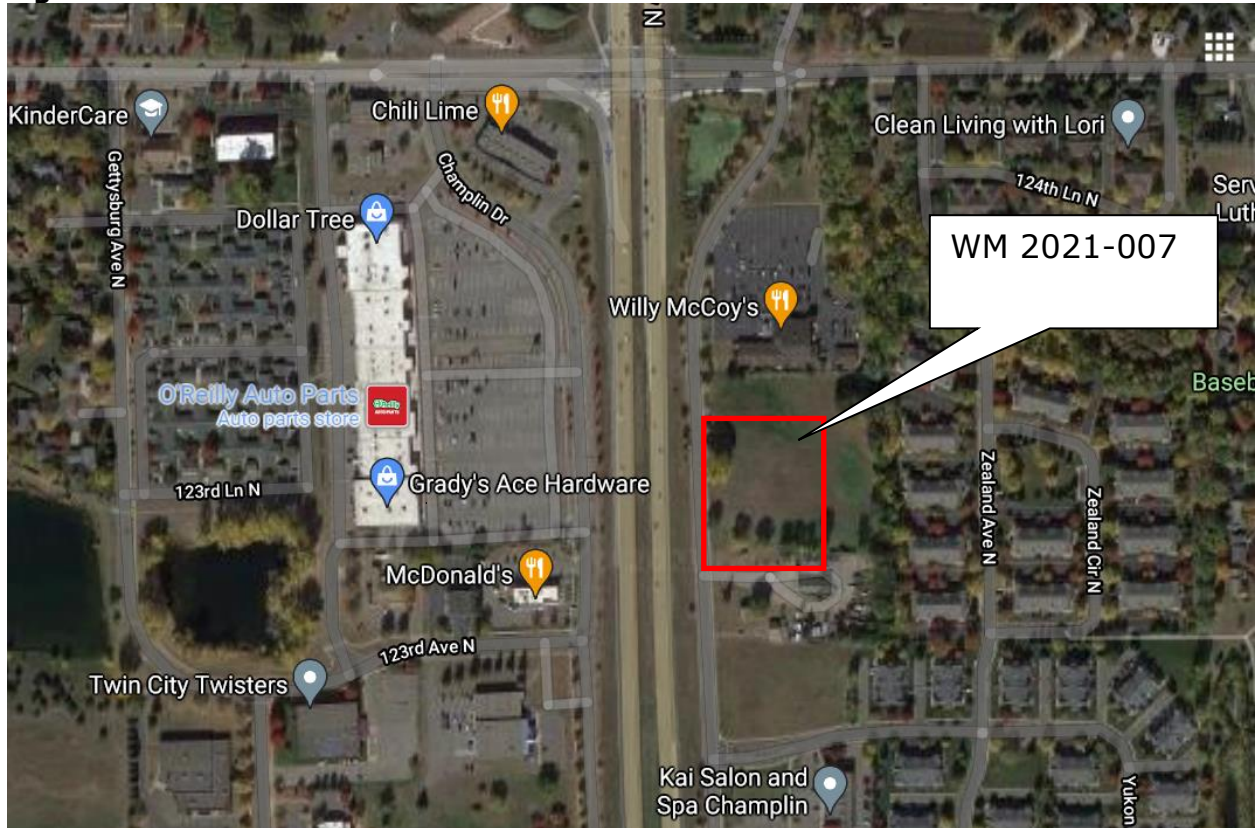
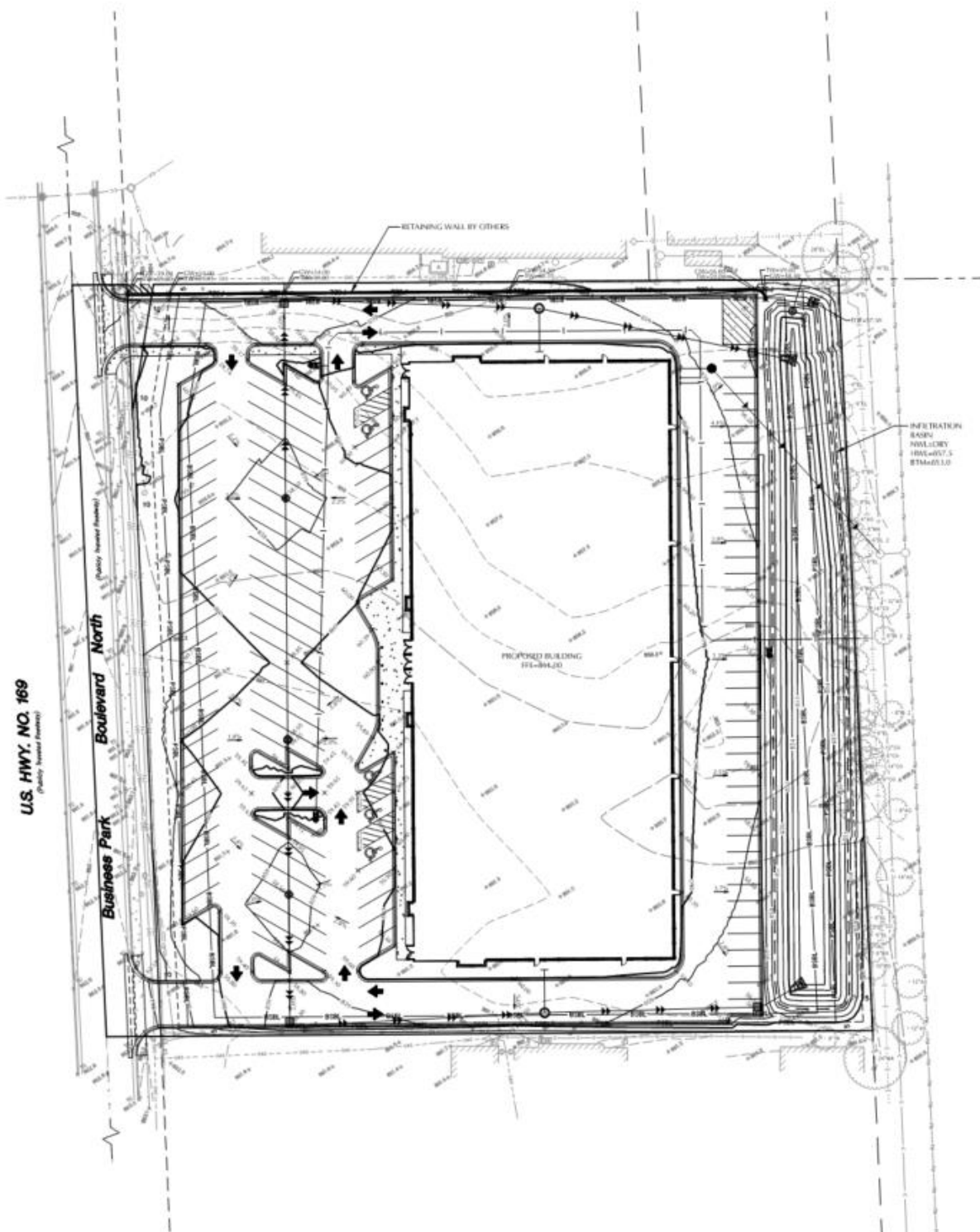


Figure 2. Site grading plan.



WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW WM2021-008: 610 Commerce Center Phase 3**

Owner: Justin Wing
Company: CSM Corporation
Address: 500 Washington Ave S., Suite 3000 Minneapolis MN 55415

Engineer: Charlie Butterworth
Company: Alliant Engineering
Address: 733 Marquette Avenue Ste 700

Phone: 612-767-9342
Fax:
Email: cbutterworth@alliant-inc.com

Purpose: Construction (third phase) of office/warehouse building on 7.475 acres.

Location: 6360 West Broadway, Brooklyn Park MN, 55428 (Figure 1).

- Exhibits:**
1. Project review application and project review fee of \$2,200, dated 5/27/2021, received 5/27/2021.
 2. Site plan, preliminary plat, grading (Figure 2), utility, erosion control, and landscaping plans by Alliant dated 5/25/2021, received 5/27/2021.
 3. Hydrologic calculations by Alliant, dated 5/26/2021, received 5/27/2021.

- Findings:**
1. The proposed project is the phase 3 of the 610 Commerce Center. The site is 7.475 acres. Following development, the site will be 85 percent impervious with 5.0 acres of impervious surface, an increase of 5.0 acres.
 2. The complete project application was received on 5/27/2021. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 7/8/2021 meeting. Sixty calendar-days expires on 7/26/2021.
 2. To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 85% TSS removal and 60% TP removal. Infiltrating 1.3-inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

Runoff from the site is proposed to be routed to two infiltration basins, one on the east and one on the west. The applicant is meeting the 1.3" infiltration volume for the combined three buildings. 93,610 cubic feet are required and 102,622 are provided. The applicant meets Commission water quality treatment requirements.

3. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is

WM 2021-008 610 Commerce Center Phase 3

directed into two infiltration basins. The applicant meets Commission rate control requirements (Table 1).

Table 1. Runoff from site (cfs).

| Drainage Area | 2-year event | | 10-year event | | 100-year event | |
|---------------|--------------|-------|---------------|-------|----------------|-------|
| | Pre- | Post- | Pre- | Post- | Pre- | Post- |
| West | 10.42 | 7.26 | 23.63 | 11.35 | 55.96 | 19.63 |
| East | 10.3 | 7.49 | 22.24 | 20.28 | 89.52 | 33.34 |
| | | | | | | |

4. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The total impervious area on this site requires infiltration of 93,610 cubic feet within 48 hours. The applicant proposes two infiltration basins that have the capacity to infiltrate 102,622 within 48 hours. The applicant meets Commission volume control requirements.
5. The erosion control plan includes rock construction entrances, perimeter silt fence/biolog, silt fence surrounding detention ponds/infiltration basins, inlet protection, rip rap at inlets. The erosion control plan meets Commission requirements.
6. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
7. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
8. There is no FEMA-regulated floodplain on this site. The low floor elevations of the buildings are at least two feet higher than the high water elevation of the detention ponds/infiltration basins according to Atlas 14 precipitation. The 100-yr elevations are 872.30 for the east and 876.90 for the west ponds compared to the building first floor elevation of 882.0. The applicant meets Commission floodplain requirements.
9. The site is not located in a Drinking Water Management Area (DWSMA). The applicant meets Commission drinking water protection requirements.
10. The project has not had a public hearing or is scheduled to be on a Planning Commission meeting. The applicant is considering a revised plan with a smaller office building. The public notification does not meet Commission public notice requirements.
11. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Brooklyn Park was not provided.
12. A Project Review Fee of \$2,200 has been received.

Recommendation: Recommend approval subject to the following conditions:

1. Provide a complete O&M agreement between the applicant and the City of Brooklyn Park for all stormwater facilities on the project site.

WM 2021-008 610 Commerce Center Phase 3

2. Demonstrate by double ring infiltrometer or witness test that the site can meet the design infiltration rate of 0.08 inches/hour.
3. Provide documentation that the public within 300' of the project has been informed of the proposed project.

Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

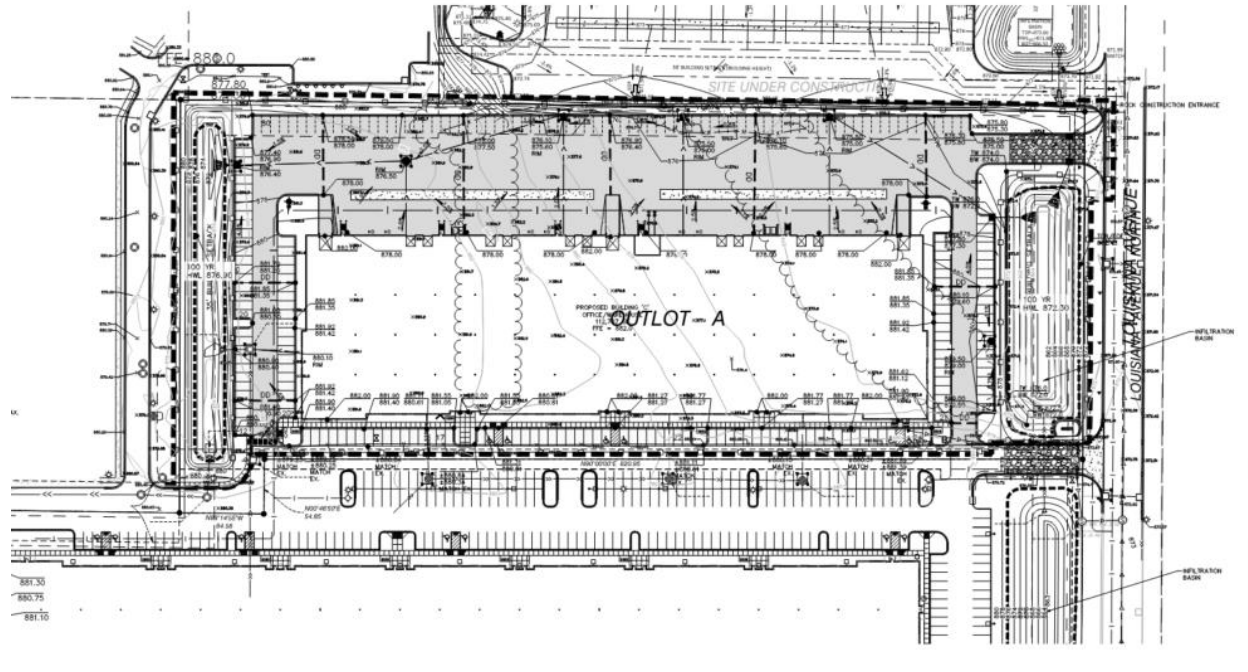
WM 2021-008 610 Commerce Center Phase 3

Figure 1. Site location.



WM 2021-008 610 Commerce Center Phase 3

Figure 2. Site grading plan.



WEST MISSISSIPPI WATERSHED & SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW WM2021-009 & SC2021-005: Center Point – Wyoming Avenue**

Owner: Chris LaNasa
Company: Centerpoint
Address: 700 West Linden Avenue Minneapolis, MN 55403

Engineer: Kevin Scott
Company: CenterPoint
Address: 700 West Linden Avenue Minneapolis, MN 55403

Phone: 612-321-5508
Fax:
Email: kevin.scott@centerpointenergy.com

Purpose: Installation of 10,746 LF of 8, 6 and 4" plastic and steel natural gas pipeline and a new regulator station on 4.9 acres.

Location: South end point: Wyoming and 85th Ave, North Endpoint: Winnetka Ave and Highway 610. Brooklyn Park, MN (Figure 1).

Exhibits:

1. Project review application and project review fee of \$1100, dated 5/21/21, received 5/21/21.
2. Site plan, preliminary plat, and utility by NMerjent dated 5/21/21, received 5/21/21.

Findings:

1. The proposed project is the pipeline and regulator station. The site is 4.9 acres. Following development, a 1,000 square foot pad will be added at the regulator station.
2. The complete project application was received on 5/21/2021. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 7/8/2021 meeting. Sixty calendar-days expires on 7/20/2021.
2. To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 85% TSS removal and 60% TP removal. Infiltrating 1.3-inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

The proposed project has no new increase in impervious area and therefore meets Commission requirements.

3. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. There is no change site impervious surface and therefore the applicant meets the Commission rate control requirements.

4. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The new impervious area on this site is 0 acres, requiring infiltration of 0 acre-feet [cubic feet] within 48 hours. The applicant meets Commission volume control requirements.
5. The erosion control plan includes (a) perimeter silt fence/biolog, silt fence, inlet protection, mulch, road cleaning, sandbag, and seeding. The erosion control plan meets Commission requirements.
6. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
7. There are Public Waters on this site. The project proposes to go under Edinburgh Channel and proposed no fill. The applicant meets Commission Public Waters requirements.
8. The project does not affect FEMA-regulated floodplain. However, there is one proposed crossing of Edinburgh Channel near 89th and Wyoming Ave. It is advised the top of the proposed pipe be a minimum of 4' below the existing channel bottom for safety and unanticipated channel movement.
9. The site is not located in a Drinking Water Management Area (DWSMA). [The site is located in a Drinking Water Management Area, but is outside of the Emergency Response Area. Therefore, infiltration is permitted, but infiltrated water must first filter through 1 foot of soil, the top four inches of which are amended topsoil, and the bottom 8 inches of which are tilled. The applicant does not need to infiltrate.] The applicant meets Commission drinking water protection requirements.
10. The applicant through the Corps of Engineers General Permit application process has notified all parties within 300 feet of construction, meeting Commission public notice requirements.
11. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Brooklyn Park is not needed.
12. A Project Review Fee of \$1100 has been received.

Recommendation: Recommend approval subject to the following condition:

1. Provide an as-built elevation for the pipe crossing of the channel near 89th and Wyoming Ave. to show a minimum 4' separation between the top of the new pipe and the bottom of the existing channel.

WM 2021-009 & SC2021-005 Center Point – Wyoming Avenue

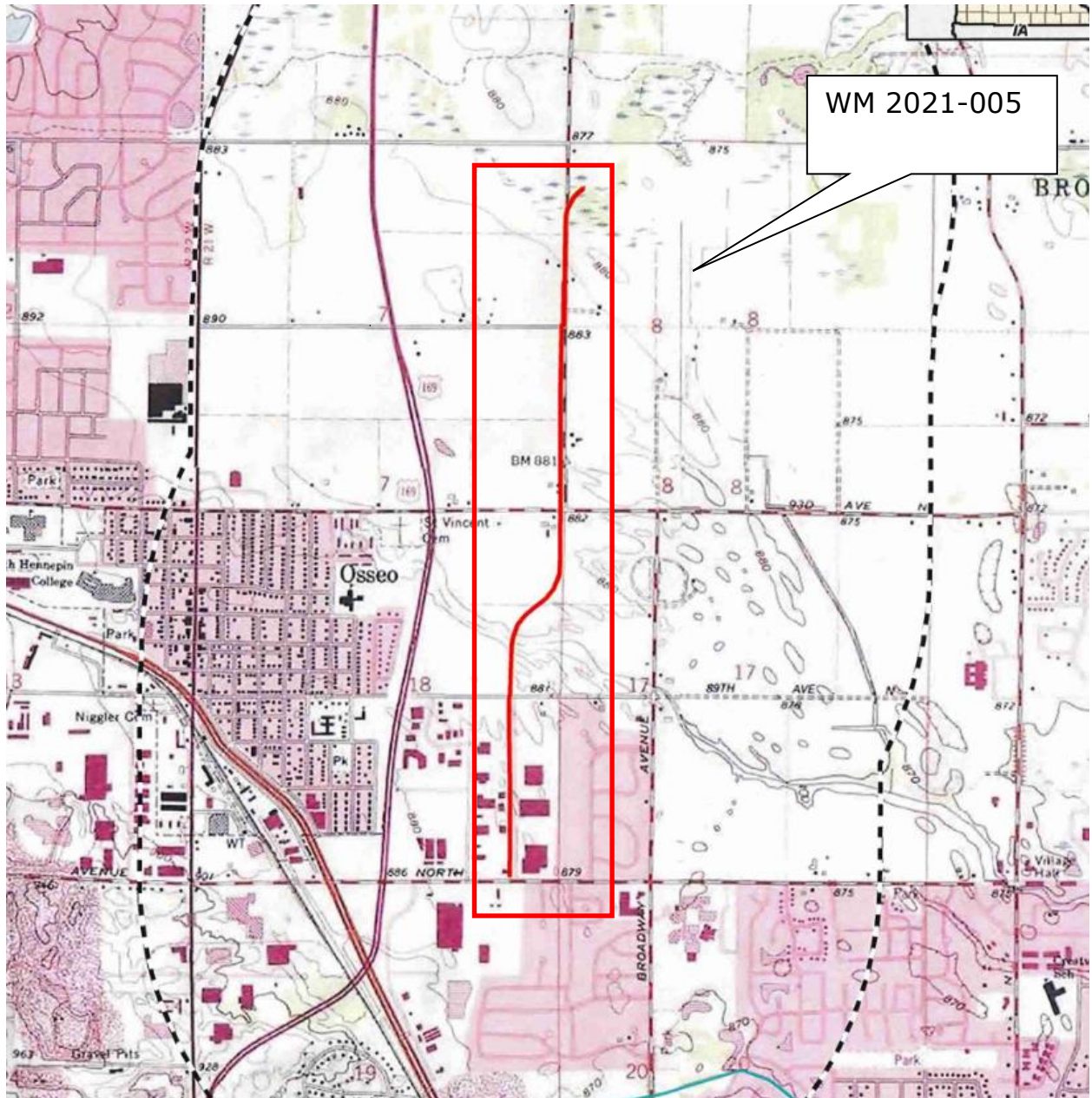
Wenck Associates, Inc.
Engineers for the Commission

Ed Matthiesen, P.E.

Date

WM 2021-009 & SC2021-005 Center Point – Wyoming Avenue

Figure 1. Site location.





To: Shingle Creek/West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 4, 2021

Subject: Proposed CIP: Set 2021 Maximum Levies

**Recommended
Commission Action**

Each Commission should by motion set its 2021 maximum capital projects levy: Shingle Creek = \$927,940; West Mississippi = \$159,075.

This action is to set the maximum amount of capital projects levy the Commissions expect to certify to Hennepin County. The actual levies will be certified in September, after the Commissions hold public hearings on the proposed projects. Tables 1 and 2 show the CIP projects that will be considered in September. The Maximum Levy sets the ceiling for the capital levy; the Commissions can certify a lesser levy but cannot increase it. In 2016 the Commissions began levying an additional 5% to cover administrative costs, and an additional 1% to cover uncollected levies, based on the historical rate of uncollectables. These maximum levies will be forwarded to Hennepin County.

Table 1. Shingle Creek 2021 CIP Projects (2022 levy).

| Project | Total Estimated | City/ Private | Grant | Commission Share |
|--|------------------|------------------|------------|------------------|
| Cost share (city projects) | \$200,000 | \$100,000 | 0 | \$100,000 |
| Partnership cost share (private projects) | 50,000 | 0 | 0 | 50,000 |
| Palmer Lake Estates Bass Creek Restoration | 600,000 | 0 | 0 | 600,000 |
| Phase 2 SRP Channel Extension | 125,000 | 0 | 0 | 125,000 |
| Subtotal | \$975,000 | \$100,000 | \$0 | \$875,000 |
| 5% additional for legal/admin costs | | | | 43,750 |
| Subtotal | | | | 918,750 |
| TOTAL LEVY (101% for uncollectable) | | | | \$927,940 |

Table 1b. Levy by project.

| Project | Total Levy |
|--|------------------|
| Cost share (city projects) | \$106,050 |
| Partnership cost share (private projects) | \$53,025 |
| Palmer Lake Estates Bass Creek Restoration | 636,300 |
| Phase 2 SRP Channel Extension | 132,565 |
| Total | \$927,940 |

now
part of

Stantec

Table 2. West Mississippi 2021 CIP Projects (2022 levy).

| Project | Total Estimated | City/Private | Grant | Commission Share |
|--|--------------------|-----------------|-------------|---------------------|
| Cost share (city projects) | \$100,000 | \$50,000 | 0 | \$50,000 |
| Partnership Cost Share | 100,000 | 0 | 0 | 100,000 |
| Subtotal | \$150,000 | \$50,000 | \$ 0 | \$150,000 |
| 5% additional for legal/admin costs | | | | 7,500 |
| Subtotal | | | | 157,500 |
| TOTAL LEVY (101% for uncollectable) | | | | \$159,075 |

Table 2b. Levy by project.

| Project | Total Levy |
|----------------------------|------------------|
| Cost share (city projects) | \$53,025 |
| Partnership Cost Share | 106,050 |
| Total | \$159,075 |



To: Shingle Creek/West Mississippi WMO TAC/Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 4, 2021

Subject: Fourth Generation Plan Scoping

| | |
|---------------------------|--------------------------------|
| Recommended Action | Discuss and provide direction. |
|---------------------------|--------------------------------|

This will be a brainstorming session to start thinking about what to include in the Fourth Generation Watershed Management Plan and how to proceed. We will use the outcome of the brainstorming to put together a scope of work and budget for consideration at the July TAC/Commission meetings. For more information about Metro-area watershed planning, see: <http://www.bwsr.state.mn.us/metro-update>.

The Third Generation Plan was approved by the Board of Water and Soil Resources (BWSR) March 2013 and adopted in April 2013. The Plan covers the period 2013-2022, meaning the Commissions should plan on achieving a BWSR-approved plan by the end of 2022 so it can be in place to cover the period 2023-2032. To allow six months for the review and approval process, we should plan on having a draft Fourth Generation Plan complete by mid-2022, or one year from now.

Under State Statutes and Minnesota Rules 8410, which govern what must be included in the watershed management plan, much of the background information that was developed over the course of the first three plans does not need to be repeated except to reflect any changed conditions, such as updated land use information, or newly-identified Impaired Waters. Most of the focus will be on updating goals and policies and the Implementation Plan. However, as long as you meet the regulatory minimums for what must be in the Plan, the rest is up to you.

As you brainstorm process and topics you may want to cover, here are a few that have come up in previous discussions or by staff brainstorming. These are a starting point; please feel free to suggest other topics to be considered. Again, the purpose of this discussion is not to solve or debate these questions but for staff to get a better understanding of the level of effort to address them and to complete the Plan update.

1. Do the Commissions wish to revisit merging into a single Joint Powers Organization or remain separate but jointly administered? The current JPA terminates January 1, 2025 so at a minimum it must be renewed during the life of the Fourth Generation Plan.
2. Presumably the existing TAC will serve as the TAC for the Plan. Do you wish to recruit and involve a Citizens Advisory Committee (CAC)? If so, how?
3. How do you want to involve elected officials or City Managers? In past planning we have had a single meeting for City Managers to get them up to speed and hear their needs and thoughts.
4. What type of public participation process should be undertaken for this Plan? What should be the role of the lake associations? Since much of the watershed falls into the MPCA's Areas of Environmental Justice Concern, should be plan on making a special effort to reach out to underserved communities or non-English speakers?
- 5.



now
part of



Stantec

6. Do you want the Plan to be a simple update that consists mainly of Implementation Plan, or do you want a stand alone plan that also incorporates all the inventory data and TMDL 5 Year Review findings that serves as a more comprehensive volume?
7. One big policy question is: as implementation expands from solely “bricks and mortar” type capital projects to include other ongoing or maintenance type activities such as rough fish management, aquatic invasive species management, maintenance of installed projects, etc., who should be responsible for each and how should they be financed? Where is the line between city responsibility and Commission responsibility?
8. Another big policy question is addressing sustainability and resiliency and addressing the impacts of climate change on water and natural resources. What are your thoughts about level of focus?
9. Are there updates to the current Rules and Standards that need to be considered? At a minimum there are some modifications that are necessary to reflect the most recent General Stormwater permit, but are there others?
10. Are there other policy topics that need to be covered during the plan process?

now
part of

Stantec

To: Shingle Creek WMO TAC/Commissioners

From: Ed Matthiesen, P.E.
Todd Shoemaker, P.E.

Date: June 4, 2021

Subject: Ryan Lake Subwatershed Assessment Presentation

| | |
|---------------------------|---------------------------------|
| Recommended Action | For information and discussion. |
|---------------------------|---------------------------------|

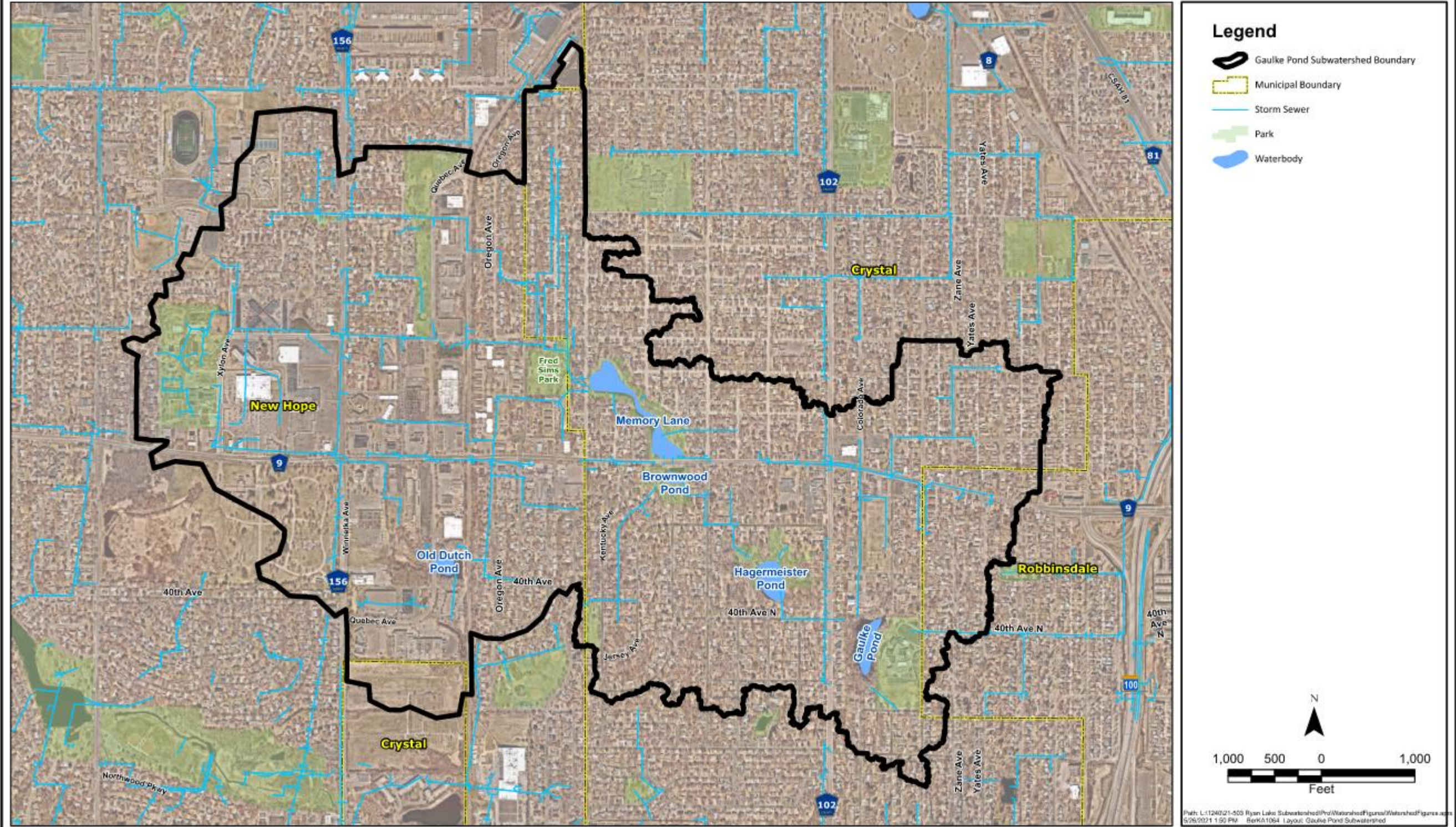
Earlier this year the Commission authorized development of a subwatershed assessment for Ryan Lake to assess the potential impacts of pumping discharge from two landlocked systems into Ryan: the Gaulke Pond chain in the city of Crystal, and Crystal Lake in Robbinsdale. Each is landlocked and depends on permanent pumps to manage water levels and minimize flooding. Over the six years from 2014 to 2019, the Twin Cities received what was effectively an extra year of precipitation. This required each City to actively manage pumping more than ever before and motivated this study to determine potential downstream effects of increasing the discharge from and changing the timing of pumping from Gaulke Pond and Crystal Lake.

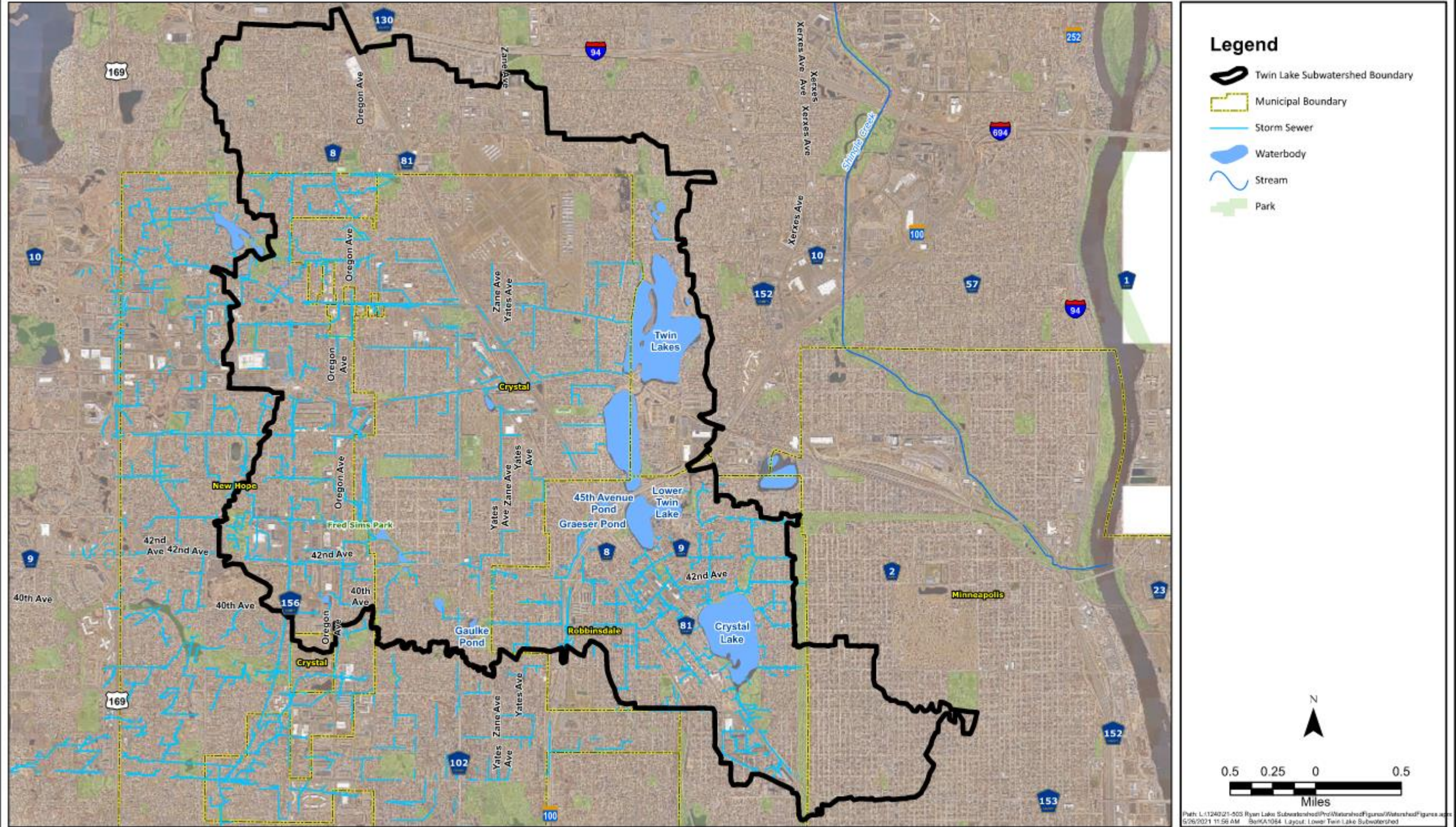
At the June 10 TAC and Commission meetings, we will present the results of this study, which was based on a model created by merging two existing PCSWMM hydrologic and hydraulic models: the Shingle Creek Watershed Management Commission preliminary HUC-8 model ("Commission Model") and the Gaulke Pond watershed model developed for the City of Crystal *Central Core Stormwater Project*.

We established two baseline or existing conditions based on existing Minnesota Department of Natural Resources permits for pumping from Crystal Lake. We then used the baseline models to evaluate eleven different alternatives or modifications to Gaulke Pond, Crystal Lake and other watershed features. These alternatives include modifying storm sewer, adding storage in the upper watershed, and various pumping scenarios.

General conclusions from the alternatives analysis included:

- Crystal Lake – slight reductions to the maximum water surface elevations but significant reductions to the duration of high-water on Crystal Lake for the 10-, 50-, and 100-year events.
- Gaulke Pond – maximum water levels were reduced by 0.1 to 0.3 feet and the durations of high-water reduced by up to one-third.
- Twin Lake and Ryan Lake
 - o Some alternatives may increase the duration of high-water on Twin Lake with a simultaneous reduction of high-water duration on Ryan Lake.
 - o Some alternatives will increase the 100-year flood elevation of Ryan Lake by up to 0.1 feet compared to the Baseline 1 Model. However, there is no change to the 100-year flood elevation when compared to Baseline 2 as a result of proposed pumping on Crystal Lake and Gaulke Pond, which also reflects an existing permitted operating condition.
- Permanent pumping from Ryan Lake to Crystal Lake may increase total phosphorus loading to Ryan Lake by up to four percent. This is not significant, so we do not expect pumping from Crystal Lake to Ryan Lake to negatively impact the water quality of Ryan Lake.





SHINGLE CREEK

Lower Twin Lake Subwatershed



MAY 2021

Figure 2



To: Shingle Creek WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 4, 2021

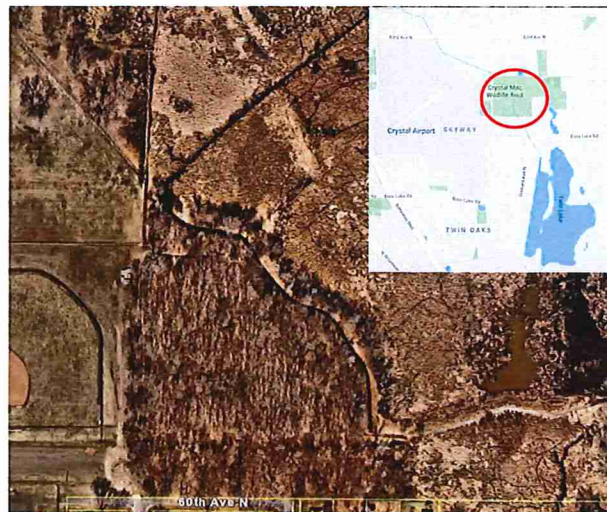
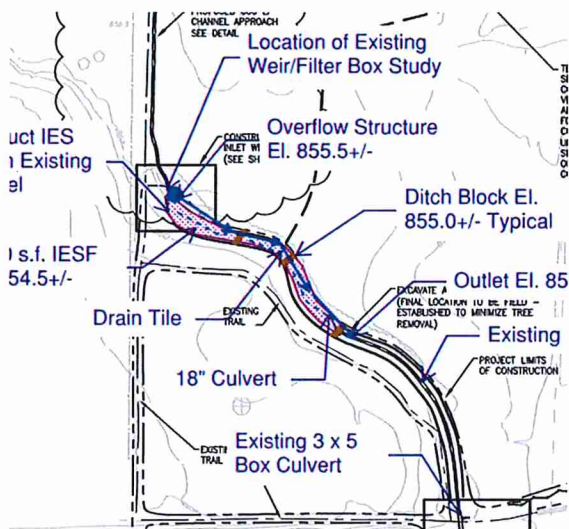
Subject: SRP Channel Filter Project

**Recommended
Commission Action**

1. Approve the Wenck/Stantec scope of work for professional services for the SRP Channel Filter Project; and 2. Authorize entering into a cooperative agreement with the City of Crystal to construct the project.

The Commission has several times previously discussed the proposed project to extend an iron-enhanced sand filter down the Wetland 639W overflow channel. This is the follow up to the SRP Reduction Project study that evaluated different types of filter material to see which was best at removing soluble reactive phosphorus (SRP) from wetland discharge. The SRP Channel Filter Project will line about 400 feet of the channel downstream of the wetland's overflow weir with iron-enhanced sand. Hennepin County has awarded the Commission a \$75,000 Opportunity Grant for the project, matched by \$50,000 from the Commission's Closed Projects Account. The estimated cost of construction is \$100,000, with design, construction oversight, and follow up monitoring estimated at \$25,000.

Attached is a Scope of Work between the Commission and Wenck/Stantec to design the project and perform construction observation. It is presented to you today for your review and approval. The City of Crystal has agreed to serve as the contracting agent for the project. Staff recommends that you authorize the Commission's attorney to work with the city to prepare a cooperative agreement specifying terms, similar to those developed for other projects where the city constructs the project at the Commission's request and then is reimbursed for its costs.



(Left) A conceptual diagram of the channel filter. (Right) The overflow channel adjacent to Wetland 639W.



Stantec Consulting Services Inc.
7500 Olson Memorial Hwy #300
Golden Valley, MN 55427

June 2, 2021

Attention: Andy Polzin, Chair
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane N
Plymouth, MN 55447

Dear Mr. Polzin,

Reference: Scope of Services for SRP Channel Filter Project in Crystal, Minnesota

We appreciate the opportunity to present this scope of services and budget estimate for the Wetland 639 SRP Channel Filter project. This letter includes a scope of work and budget to prepare plans, obtain quotes, and assist with project bidding and construction oversight to construct an iron enhanced sand filter (IESF) at the wetland outlet site in Crystal, Minnesota. We will coordinate the work with the City of Crystal and the Metropolitan Airport Commission (MAC) and other interested stakeholders. The project is situated on land owned by the MAC but leased to the City of Crystal for environmental preserve purposes. An updated access agreement with MAC is currently under discussion.

The project design, construction and monitoring are being funded through a Hennepin County Opportunity Grant and with matching funds provided by the SCWMC. The City of Crystal will be a partner to administer the project but will not provide any funding for the work.

Scope of Work

The scope of work will include coordination, design, permitting and construction oversight for the IESF project. The site is located adjacent to the Crystal Airport in Crystal, MN. The overall objective of the project is to provide treatment for soluble reactive phosphorous (SRP) that discharges from the wetland under some conditions. The aspects of the project include all work needed to design and oversee construction for an IESF in the existing channel from the Wetland 639 overflow weir, discharging downstream of the outlet weir.

The project is divided into 5 tasks. These individual tasks and the scope of work associated with them are described in the following sections.

Task 1: Project Coordination. Stantec will coordinate a project kick-off meeting with the City of Crystal, SCWMC, and MAC. The key outcomes from the meeting will be established project roles and responsibilities, project schedules, permit requirements, and project deliverables. We will continue to keep the Technical Advisory Committee (TAC) informed of the project progress at the regular monthly meetings.

Task 2: 60% Plans and Specifications. Stantec will prepare a set of 60% draft plans and specifications for the project for stakeholder review and discussion. The 60% plans will provide adequate information for the TAC to envision the finished project and provide feedback. The plans will include a project layout, plan and profile, construction details and an engineer's opinion of probable cost.

Task 3: Final Plans and RFQ. Stantec will incorporate feedback from the City and TAC into the plans to prepare a final plan set and a request for construction quotes. The City of Crystal will solicit quotes to complete the work. The deliverables for the final plans and RFQ task will include:

- Final construction plans.
- Final RFQ with list of selected contractors vetted to bid on the work.
- Bid form with itemized construction items, quantities, and unit costs for both the base bid and for the base bid with alternate bid items.
- Engineers Opinion of Probable Cost.

June 2, 2021
Name, SCWMC
Page 2 of 5

Reference: Scope of Services, SRP Filter Channel, Crystal, MN

Stantec will prepare a bid tabulation upon receipt of contractor bids and work with the City to evaluate the bids and select a contractor to perform the work.

Task 4: Construction Administration. Stantec will assist the City in administering the awarded contract. The following are subtasks included in the construction administration task:

- **Subtask 4a: Pre-construction Meeting.** Stantec will attend a preconstruction meeting attended by the awarded contractor, City, and other project partners.
- **Subtask 4b: Construction Observation.** Stantec will provide construction observation throughout the construction of the project. For estimating purposes, we anticipate that a project representative will be on site for approximately 40 hours during construction.
- **Subtask 4c: Contract Administration.** The contract administration subtask includes tracking the project progress and providing updates to the TAC and City, reviewing any change orders, and processing up to two progress pay requests and one final payment application for the work.

Task 5: Project Closeout. Stantec will prepare final project closeout documents for the project. The following are subtasks included in the project closeout task:

- **Subtask 5a: Punch List.** Stantec will work with the contractor to complete a final punch list for the project prior to final payment. We anticipate one site meeting and one follow-up site inspection to finalize the project.
- **Subtask 5b: Final O&M Plan.** Stantec will prepare a final Operation and Maintenance plan for the BMP long term operation and maintenance.
- **Subtask 5c: Record Plans.** Stantec will prepare record plans for the project using survey data provided by the contractor.

Fee Estimate

Stantec will perform the scope of work described above for \$21,200. We will perform the work on a time and materials basis and will not exceed this cost without prior written authorization. We will provide a written budget estimate to be approved for any out-of-scope work that is identified as the project progresses. The estimated budget is summarized by task in Table 1.

June 2, 2021
 Name, SCWMC
 Page 3 of 5

Reference: Scope of Services, SRP Filter Channel, Crystal, MN

Table 1. Estimated Budget

| Task # | Task Name | Labor | Expenses | Task Total |
|--------|-----------------------------|-----------------|--------------|-----------------|
| 1 | Project Coordination | \$1,400 | \$- | \$1,400 |
| 2 | 60% Plans | \$4,900 | \$- | \$4,900 |
| 3 | Final Plans and RFQ | \$6,200 | \$- | \$6,200 |
| 4 | Construction Administration | \$6,300 | \$200 | \$6,500 |
| 5 | Project Closeout | \$2,200 | \$- | \$2,200 |
| | Project Total | \$21,000 | \$200 | \$21,200 |

Schedule

Stantec will provide a project summary at the June 2021 TAC meeting as a kick-off to the project. The work will be primarily completed in summer and fall 2021. As an addendum to this Scope we will provide an add-on scope of work for monitoring to determine the filter efficiency when the design is in progress and the sampling methods and protocols can be better defined.

Project Team

The following Stantec staff have been selected to lead the various tasks in the Scope of Work. Other Stantec staff will be identified to complete the various aspects of the project.

- **Project Lead:** Ed Matthiesen, PE
- **Project Manager:** Brian Kallio, PE
- **Engineering Design:** Erik Megow, PE
- **Grant Administration:** Diane Spector

Proposal Terms & Acceptance

- We will execute the project according to the agreement with the SCWMC.
- Stantec will provide these services on a time and materials basis and will not exceed the stated amount without prior authorization.
- Stantec will invoice the work monthly in proportion to the amount of work completed.

As you consider our scope of services, please note that effective January 1, 2021, Wenck has joined Stantec, a community that unites approximately 22,000 employees working in more than 350 locations across 6 continents. Stantec is designers, engineers, scientists, and project managers, innovating together at the intersection of community, creativity, and client relationships.

Thank you for this opportunity to work on this project. Should you have any questions or need clarification of anything presented in the attached proposal, please do not hesitate to call Brian at 651-260-6809.

June 2, 2021
Name, SCWMC
Page 4 of 5

Reference: Scope of Services, SRP Filter Channel, Crystal, MN

This scope of work shall remain valid for a period of not less than 120 days from the date of submittal.
Please sign in the area provided to authorize this scope of work.

Regards,

Stantec Consulting Services Inc.



Ed Matthiesen, PE

Senior Associate

Phone: (763) 252-6851

Cell: (612) 325-6442

ematthiesen@wenck.com



Brian F. Kallio, PE (MN)

Project Manager, Sr. Water Resources
Engineer

Phone: (763) 252-6985

Cell: 651-260-6809

bkallio@wenck.com

Attachment: Standard Terms and Conditions

Cc: Mark Ray, City of Crystal, MN

June 2, 2021
Name, SCWMC
Page 5 of 5

Reference: Scope of Services, SRP Filter Channel, Crystal, MN

Authorization

By signing this proposal, the Shingle Creek Watershed Management Commission authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the ____ day of _____, 2021.

Per: Shingle Creek Watershed Management Commission

Print Name & Title

Signature



To: Shingle Creek/West Mississippi WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: June 4, 2021

Subject: June 2021 Staff Report

**Recommended
Commission Action**

For discussion and information.

Grant Updates

Watershed-Based Implementation Funding. The Board of Water and Soil Resources (BWSR) earlier this year conducted an online survey of the county/city/Watershed Management Organization (WMO)/Soil and Water Conservation District (SWCD) representatives who participated in the Watershed-Based Implementation Funding (WBIF) process last year. As a reminder, the WBIF funding is grant funds that BWSR makes available to entities in the Metro area to undertake TMDL and management plan priority implementation projects. The Metro area is divided into ten Allocation Areas representing the major basins. Shingle Creek and West Mississippi are in the Metro Twin Cities Mississippi-West basin. This basin was allocated just under \$875,000 for FY20-21, and the eligible entities devised a process to solicit project applications from the eligible entities. Shingle Creek as awarded \$70,000 for the Bass Creek Stabilization project and \$40,000 for the Meadow Lake Drawdown project.

Additional funds will become available July 1, 2022, and the survey's purpose was to gain feedback on the allocation process and whether changes should be considered for the next round of funding. In general, the feedback included the extent to which the projects being funded were the highest priority in the basin or whether the eligible entities were simply trying to equitably distribute funds across the partners, and also the lengthy process used to develop criteria and make project selections. There seemed to be agreement that distributing the funds to the 10 Allocation Areas rather than by County was the preference. BWSR will take the feedback under consideration and make any adjustments to the process by the end of 2021. The project identification and selection process will occur in early 2022.

Project Updates

Crystal Lake Management Plan. The first alum treatment is scheduled for application on Thursday, June 10, 2021. We will be flying a drone to video the application. We are gearing up with WSB to get the carp nets up and running earlier in the week prior to the alum application.

Bass and Pomerleau Lakes Management Plan. The third curly-leaf pondweed treatment occurred on June 1, 2021. We will continue to monitor water quality this year and take one final round of sediment cores to document project effectiveness. The grant expires at the end of 2021.

Meadow Lake Management Plan. This has been on pause, but we will get back to it in June with the expectation we will submit the water appropriation permit in July for drawdown in late fall 2021. Katie has been in contact with the DNR turtle expert and they will be helping refine the wildlife protection plan.

SRP Channel Extension. In a separate agenda item, the Commission is asked to approve a scope of work for final design and construction observation and authorize entering into a cooperative agreement with the City of Crystal to construct the improvements. The target is to get a contract awarded at the July 20 Crystal City Council meeting for construction in August/September.

Connections II and Bass Creek Restoration Projects. Staff are finalizing scopes of work for each stream project and will take them to the cities of Brooklyn Center (Connections II) and Brooklyn Park (Bass Creek) for approval.

Becker Park. The City of Crystal held a dedication ceremony for the new park on May 22.

SHINGLE CREEK / WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
MONTHLY COMMUNICATION LOG
 May 2021

| Date | From | To | SC | WM | Description |
|-----------|--|--|----|----|---|
| 5-5-2021 | Ben Johnson @ Kimley Horn | Ed Matthiesen. | | X | WM2021-002 NorthPark Business Center V & VII project review responses |
| 5-6-2021 | Chris Ghormley @ Anderson-Johnson | Ed M. | | X | WM2020-002 Champlin/Brooklyn Park Academy CBPAMES infiltration basin construction modifications |
| 5-7-2021 | Heather Albrecht @ Hennepin County GIS | Ed M. | X | X | High resolution Lidar grant application |
| 5-7-2021 | Drew McGovern @ Hennepin County | Ed M. | X | X | Twin and Ryan Lake TMDL as relates to Hennepin County |
| 5-7-2021 | Leslie Roering @ AEON | Ed M, Judie Anderson | X | | W-9 for Crest Renovation project review application in Brooklyn Center |
| 5-7-2021 | Jennifer Gora @ Metropolitan Airports Commission | Ed M. | X | | MAC agreement with Crystal and Brooklyn Center for stormwater projects on MAC property |
| 5-10-2021 | Mitch Robinson @ Brooklyn Park | Ed M. | | X | Building addition for 610 Commerce Center, Brooklyn Park |
| 5-10-2021 | Drew McGovern @ Hennepin County | Diane Spector., Ed M. | X | X | Hennepin County Highway Projects environmental possibilities |
| 5-10-2021 | Mark Ray, Crystal | Ed M, Diane S, Rena Weis, Todd Shoemaker | X | | Notice of upcoming Becker Park Dedication and grand opening |
| 5-12-2021 | Resident, Upper Twin Lk Assn | Diane S Katie Kemmitt | X | | Request for update regarding Upper Twin curlyleaf pondweed delineation and possible treatment. No treatment planned for 2021. Sent map of current delineation and asked to let us know if CLP is observed elsewhere in the lake |
| 5-12-2021 | Erica Hoagland, DNR | Katie K, Diane S | X | | Update on Meadow Lake turtle management plans |
| 5-18-2021 | Marcey Westrick, BWSR | Diane S | X | X | Results of Metro Watershed-Based Funding survey |
| 5-20-2021 | Resident, Eagle Lake Assn | Katie K | X | | Request for more information about Eagle and Pike Lakes water quality data |
| 5-24-2021 | MPARS, DNR | SC WMC | X | | Approved permit for curlyleaf pondweed treatment on Bass Lake |
| 5-27-2021 | Charles Butterworth @ Alliant Engineering | Ed M. | | X | Project review question |
| 5-28-2021 | Zach Webber @ Loucks Inc. | Ed M. | | X | Twin City Twisters project review in Champlin. |
| | | | | | |
| | | | | | |
| | | | | | |