



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 (SC) and West Mississippi (WM) Watershed Management Commissions will be convened Thursday, January 8, 2026, 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.*

A G E N D A | January 8, 2026 REVISED

1. Call to Order.
 - ✓✓ SCWM a. Roll Call.
 - ✓✓ SCWM b. Approve Agenda.*
 - ✓✓ SCWM c. Approve Minutes of Last Meeting.*
2. Reports.
 - ✓✓ SCWM a. Treasurer’s Report and Claims** - voice vote.
 - SCWM
3. Open forum.
4. Old Business.
 - ✓ WM a. Mississippi Gateway – Cooperative Agreement.*
 - 1) Exhibit A.*
5. Project Reviews.
 - ✓ SC a. SC2025-08 Joyful Way AG Church, Brooklyn Park.*
 - ✓ SC b. SC2025-010 Crest View Community School, Brooklyn Park.*
6. New Business.
 - a. 2026 Work Plans.
 - ✓ SC 1) Shingle Creek.*
 - ✓ WM 2) West Mississippi.*
 - ✓ WM b. Mississippi Riverbank Stabilization Study.
 - 1) Two-page option.*
 - 2) Four-page option.*
7. Grant Opportunities.
- SCWM 8. Education and Public Outreach.
 - a. Update.**
 - b. Grace Barcelow January Update.*
 - c. WMWA – next meeting – 8:30 a.m., via Zoom, on January 13, 2026.
- SCWM 9. Communications.
 - a. Communications Log.*
 - b. Staff Report.*
- SCWM 10. Other Business.
 - SC a. FAIR School, Crystal Campus.*
 - b. Reminder of appointments due by the cities of Osseo, Plymouth, and Robbinsdale for Shingle Creek and by the city of Osseo for West Mississippi. Terms are three years. Plymouth appointments have been received.
 - c. Officers will be elected at the February meeting.
- SCWM 11. Adjournment.

Z:\Shingle Creek\Meetings\Meetings 2026 SCWM\Jan Agenda Regular meeting .docx

* In meeting packet or emailed ** Supplemental email / Available at meeting
 Previously transmitted * Available on website ✓ Item requires action

Shingle Creek Watershed Management Commission Treasurer's Report

	2025 Budget	December	January 2026	%age YTD	2025 YTD
REVENUE					
Application Fees	15,000	2,500.00		129.33	19,400.00
Member Assessments	372,000			100.00	372,000.00
Interest and Dividends	20,000	15,336.97		895.70	179,139.25
Miscellaneous Income					16,666.28
TOTAL OPERATING REVENUE	407,000	17,836.97	-		587,205.53
EXPENSE					
			2025 Activity		
ADMINISTRATION					
Administrative Services	70,000	5,500.72	4,559.21	95.82	67,072.01
Engineering Support	15,000	379.75	543.90	66.09	9,913.70
Project Reviews	1,200	183.10	232.20	116.97	1,403.64
ENGINEERING					
General Engineering	87,000	10,392.49	2,809.00	100.36	87,315.62
Grant Application Writing	12,000			61.26	7,351.50
Project Reviews/WCA	37,500	7,666.25	2,708.25	101.30	37,987.30
Blue Line Extension			365.00		8,874.40
TMDL 5 Year Reviews	5,000	1,752.25		157.88	7,893.75
LEGAL - Legal Services	6,500	363.00	568.63	85.38	5,549.88
JPA Update					94.00
MISCELLANEOUS					
Bookkeeping	10,500	450.25	560.50	119.96	12,595.90
Audit	7,500			86.67	6,500.00
Insurance & Bonding	3,400			96.68	3,287.00
Meeting Expense 2026			2,730.00		
Meeting Expense	6,500	294.41	278.40	99.02	6,436.31
PROGRAMS					
Stream Monitoring	36,000	1,257.83		105.87	38,114.16
Stream Monitoring (USGS)	4,200			90.48	3,800.00
Lake Monitoring	28,000	563.99		96.00	26,880.99
Citizen Assisted Lake Monitoring (CAMP)	6,500	684.25		55.79	3,626.25
Annual Monitoring Report	18,100	151.60	112.95	90.11	16,310.36
Water Quality Education					
Education Program 2026			500.00		
Education Program	24,000	967.00	142.12	46.50	11,160.44
WMWA (SC Share)	17,000			88.24	15,000.00
Management Plan/Amendments	500			-	-
Subwatershed BMP Assessment	0			-	-
Contribution to 5th Generation Plan	10,000			-	-
To/From Reserves	600			-	-
TOTAL OPERATING EXPENSE	407,000	30,606.89	16,110.16	92.67	377,167.21
OPERATING SURPLUS OR (DEFICIT)					210,038.32

Shingle Creek Watershed Management Commission Treasurer's Report

	2025 Budget	December	January 2026	%age YTD	2025 YTD
GRANTS AND CAPITAL PROJECTS			2025 Activity		
REVENUE					
Transfer to (from) Grants					167,687.19
Transfer to (from) CIPs		595,893.70			1,266,481.54
Transfer to (from) Closed Projects Account					-
TOTAL GRANT & CIP REVENUE		595,893.70	-		1,434,168.73
EXPENSE					
					-
					-
					-
					-
Transfer to (from) Grants		9,938.25	384.25		475,082.03
Transfer to (from) CIPs		870.00	407.50		91,591.14
Transfer to (from) City Cost Share Fund					-
Transfer to (from) Partnership BMP Cost Share Fund					-
Transfer to (from) Closed Projects Account		3,409.00	185,576.95		318,533.90
TOTAL GRANT & CIP EXPENSE		14,217.25	186,368.70		885,207.07
WMWA					
REVENUE					
WMWA Education - Partners					60,000.00
EXPENSE					
WMWA General Admin - Tech		1,369.39	297.82		14,771.41
WMWA Implementation		44.66	8,652.50		9,578.73
WMWA Educators		3,060.36			19,381.92
TOTAL WMWA EXPENSE		4,474.41	8,950.32		43,732.06
CASH SUMMARY					
4M Fund Balance at 12/31/24					3,991,208.16
Plus Revenue Received to date					2,085,531.80
Minus Claims Approved to Date					(1,700,350.24)
Minus Claims Presented Current Month					214,659.18
4M Fund Balance		4,799,248.08			4,591,048.90

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	January 2026	Total
Avallo Web Development - WMWA website	57010	8,300.00	8,300.00
City of Maple Grove-Eagle/Pike Lakes Interr	58035	159,912.70	159,912.70
Plymouth Comm Ctr-2026 Mtg Room Renta	54001	2,730.00	2,730.00
Watershed Partners - 2026 Membership	57008	500.00	500.00
WSB - 2025 Crystal Lake Carp Mgt...	70743	36.75	36.75
Joanna Sorenson - WMWA Educator			-
WMWA Ed Services	57011		
WMWA Ed Reimbursement	57012		
WMWA Special Projects	57010		-
Stantec			32,414.45
General Engineering	51001	2,809.00	
Grant Writing	51005		
Project Reviews	51002	2,708.25	
Blue Line Extension	51009	365.00	
TMDL 5-Year Reviews	56011		
Stream Monitoring	56004		
Lake Monitoring	56010		
CAMP	56002		
Education	57008		
Education - WMWA	57009		
Annual Water Monitoring Report	58002	112.95	
Meadow Lake Mgt Plan Phase 2 Grant	70739		
Crystal Lake Management Plan Grant	70732		
Eagle and Pike Lakes Internal Load	58035		
Joint Chloride Mgmt Plan (BWSR AIG)	70744	347.50	
Twin Lakes CLP Mgmt (25 Prop Maint Fund)	70844	407.50	
Ryan Creek Carp Barrier Maint (25 Prop M	70844		
Twin Lakes SWA	58023	25,664.25	
Bass Creek Feasibility Study	58028		
Town Law Center			921.13
Legal - General	52001	480.50	
Legal - SC Website	52001	88.13	
Legal - WMWA Website	57010	352.50	
Legal - JPA Update	52001		
Judie Anderson's Secretarial Service			297.82
WMWA General Expense	57009	297.82	
Judie Anderson's Secretarial Service			6,316.33
Administration	53001	4,559.21	
Project Review Support	53002	232.20	
Bookkeeping / Audit Prep	54002	560.50	
Meeting Expense	54001	278.40	
Education Programs	57008	142.12	
Engineering Support	53004	543.90	
Engineering Support - CIP General	53004		
Total Claims			211,429.18

INVOICE

Avallo Web Development
8627 Vagabond Lane North
Maple Grove, MN 55311

info@avallo.com
+1 (763) 488-1630
www.avallo.com



Bill to

Grace Neumiller
West Metro Water Alliance (WMWA)

Ship to

Grace Neumiller
West Metro Water Alliance (WMWA)

Invoice details

Invoice no.: 16120
Terms: Due on receipt
Invoice date: 12/28/2025
Due date: 12/28/2025

#	Date	Product or service	Description	Amount
1.		Web Development	1/2 Down	\$8,300.00
			Total	\$8,300.00

Ways to pay



[View and pay](#)



12800 Arbor Lakes Parkway, Maple Grove, MN 55369-7064

763-494-6000

December 17, 2025

Ms. Judie Anderson
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane North
Plymouth, MN, 55447

SUBJECT: EAGLE AND PIKE LAKES INTERNAL LOAD PROJECT
CITY PROJECT NO. 24-15

Dear Judie,

The City of Maple Grove is requesting reimbursement for work completed as of December 17, 2025 on the Eagle and Pike Lakes Internal Load Project. Enclosed is the invoice from Solitude Lake Management and pay request for \$159,912.70. **The City of Maple Grove is requesting reimbursement of \$159,912.70** per the terms of the Cooperative Agreement for the Eagle and Pike Lakes Internal Load Project. Below is a summary of the invoices:

Solitude Lake Management Pay App #1	\$159,912.70
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Please let me know if you have any questions. Thank you for funding this important project.

Sincerely,

Derek Asche
Water Resources Engineer
City of Maple Grove

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Rental Agreement:

Date of Rental: once monthly 2025

Time of Rental: 10:00

Applicant Name: Shingle Creek WMC

Phone number: 763 553-1144

Email: judie @ jass. biz

@ \$ 325.00 each

TOTAL = \$3,900.00

70% SC - \$2,730.00

30% WM - \$1,170.00

Upon application approval, the City of Plymouth shall make available to the holder of the permit the Plymouth Community Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Community Center, including cancellations procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy for Use of the Plymouth Community Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend, and hold harmless the City for any damages to City personnel, facilities, equipment, or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City is not liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant:  Date: 1-12-2025

FACILITY SALES RECEIPT

Receipt # 1217986
Payment Date: 12/12/2025
Household: 3649

Household Balance Information
Overall Household Balance Due

3,900.00

TOTAL DUE FOR YEAR 2026

METRO WATERSHED PARTNERS



WATERSHED
PARTNERS

INVOICE

Attention: Amy Juntunen
Shingle Creek WMC
3235 Fernbrook Lane N.
Plymouth, MN 55447
Date: 12/22/2025

651-523-2371
swicklund02@hamline.edu

Metro Watershed Partners
Hamline University CGEE
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Metro Watershed Partners

Description	Cost
2026 Membership: Watershed Partners and Adopt-a-Drain	\$500.00
TOTAL	\$500.00

Benefits of membership:

- You and your colleagues are invited to attend our **monthly meetings**, both in person and virtual, to network and share information with other watershed education professionals and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, message with other partners, and send announcements. To be added to Mobilize, please email Sofie Wicklund (swicklund02@hamline.edu) and request to be added.
- Portable **educational exhibits** are available for free checkout. More information available [here](#).
- Your organization is **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a-drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Clean Water MN is now the host of the [Low Salt, No Salt Minnesota Toolbox](#) and LSNS is an annual partner of [Winter Salt Week](#).
- Access to the [CWMN photo gallery](#) with hundreds of high-quality photographs. A new and improved digital resource library will be launched in early 2026.
- Access to an **Adopt-a-Drain administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in at mn.adopt-a-drain.org/nova. Contact us if you do not already have admin access and would like to be added.
- A customized MS4-ready **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the most current marketing guide [here](#). Download promotional materials from the [Google Drive folder](#).
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail.

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



Shingle Creek and West Mississippi Management
 Commissions
 Attn: Katie Kemmitt
 3235 Fernbrook Lane North
 Plymouth, MN 55447

December 18, 2025
 Project/Invoice: R-030878-000 - 5
 Reviewed by: Anthony Havranek
 Project Manager: Mary Newman

2025 Crystal Lake Carp Management Population Estimate and Box Net Removal
Professional Services from November 01, 2025 to November 30, 2025

Phase 001 Project Management
 Project Management

	Hours	Rate	Amount	
Newman, Mary	.25	147.00	36.75	
Totals	.25		36.75	
Total Labor				36.75
		Total this Task		\$36.75
		Total this Phase		\$36.75

Billing Limits	Current	Prior	To-Date	
Total Billings	36.75	49,615.91	49,652.66	
Limit			53,471.00	
Remaining			3,818.34	
		Total this Invoice		\$36.75



INVOICE

Invoice Number 2495677
Invoice Date December 9, 2025
Purchase Order 227707772
Customer Number 165842
Project Number 227707772

Bill To Shingle Creek Watershed Management Commission Judie Anderson 3235 Fernbrook Lane Plymouth MN 55447 United States	<u>EFT/ACH Remit To (Preferred)</u> Stantec Consulting Services Inc. (SCSI) Bank of America ABA No. : 111000012 Account No: 3752096026 Email Remittance: eft@stantec.com	Alternative Remit To Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States
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Project	2025 Engineering Services- Shingle Creek		
	Project Manager	Osterdyk, Eric J	Contract Upset 282,025.58
	Current Invoice Total (USD)	6,125.50	Amount Billed to Date 255,971.33
			For Period Ending December 5, 2025

Top Task	101	General Engineering			
Low Task	101	General Engineering			
<u>Professional Services</u>					
Category/Employee			Current Hours	Rate	Current Amount
		Trosper, Sophie A	0.50	139.00	69.50
		Clapp, Lucas W	0.50	146.00	73.00
		Neumiller, Grace Catherine	8.00	146.00	1,168.00
		Kemmitt, Kathrine Lee (Katie)	3.50	163.00	570.50
		Osterdyk, Eric J	3.00	176.00	528.00
		Spector, Diane F	2.00	200.00	400.00
		Subtotal Professional Services	17.50		2,809.00

Low Task Subtotal	General Engineering			2,809.00
Top Task Subtotal	General Engineering			2,809.00

Top Task	103A	Project Reviews/WCA			
Low Task	103A.01	WCA			
<u>Professional Services</u>					
Category/Employee			Current Hours	Rate	Current Amount
		Kaster, Anthony R (Tony)	4.25	189.00	803.25
		Subtotal Professional Services	4.25		803.25

Low Task Subtotal	WCA			803.25
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Low Task	103A.02	General Project Review			
<u>Professional Services</u>					
Category/Employee			Current Hours	Rate	Current Amount

Invoice Number 2495677
Invoice Date December 9, 2025
Purchase Order 227707772
Customer Number 165842
Project Number 227707772

Osterdyk, Eric J	1.00	176.00	176.00
Subtotal Professional Services	<u>1.00</u>		<u>176.00</u>

Low Task Subtotal **General Project Review** 176.00

Low Task 2025.10 Crest View Community School

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hershley, Lily A	0.50	139.00	69.50
Clapp, Lucas W	7.75	146.00	1,131.50
Osterdyk, Eric J	3.00	176.00	528.00
Subtotal Professional Services	<u>11.25</u>		<u>1,729.00</u>

Low Task Subtotal **Crest View Community School** 1,729.00

Top Task Subtotal **Project Reviews/WCA** 2,708.25

Top Task 104 Blue Line Extension

Low Task 104 Blue Line Extension

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Doerr, Sylvia M	2.50	146.00	365.00
Subtotal Professional Services	<u>2.50</u>		<u>365.00</u>

Low Task Subtotal **Blue Line Extension** 365.00

Top Task Subtotal **Blue Line Extension** 365.00

Top Task 109 Annual Monitoring Report

Low Task 109 Annual Monitoring Report

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	1.75	139.00	243.25
Subtotal Professional Services	<u>1.75</u>		<u>243.25</u>

SC - 162.98
 Less Wm Nov share - 50.03
SC TOTAL 112.95
 Wm - 80.27
 + Wm Nov share 50.03
Wm TOTAL 130.30

Low Task Subtotal **Annual Monitoring Report** 243.25

Top Task Subtotal **Annual Monitoring Report** 243.25



INVOICE

Invoice Number	2495677
Invoice Date	December 9, 2025
Purchase Order	227707772
Customer Number	165842
Project Number	227707772

Total Fees & Disbursements	6,125.50
INVOICE TOTAL (USD)	6,125.50

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager



INVOICE

Invoice Number 2495639
Invoice Date December 9, 2025
Purchase Order 227707837
Customer Number 165842
Project Number 227707837

Bill To

Shingle Creek Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project 2025 Proposed Maintenance Fund Activities

Project Manager	Kemmitt, Katie	Contract Upset	9,933.00
Current Invoice Total (USD)	407.50	Amount Billed to Date	8,440.90
		For Period Ending	December 5, 2025

Top Task 100 Twin Lakes CLP Management

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Kemmitt, Kathrine Lee (Katie)	2.50	163.00	407.50
	Subtotal Professional Services	<u>2.50</u>		<u>407.50</u>

Top Task Subtotal Twin Lakes CLP Management 407.50

Total Fees & Disbursements 407.50
INVOICE TOTAL (USD) 407.50

Net Due in 30 Days or in accordance with terms of the contract

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,
 please contact your Stantec Project Manager**



INVOICE

Invoice Number 2495640
Invoice Date December 9, 2025
Purchase Order 227707838
Customer Number 165842
Project Number 227707838

Bill To

Shingle Creek Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project Shingle Creek: Joint Chloride Management Plan_WO 25-01

Project Manager	Kemmitt, Katie	Contract Upset	52,200.00
Current Invoice Total (USD)	347.50	Amount Billed to Date	23,749.75
		For Period Ending	December 5, 2025

Top Task 100 Joint Chloride Management Plan

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hyams, Aaron Robert	0.50	155.00	77.50
Kemmitt, Kathrine Lee (Katie)	1.00	163.00	163.00
Spector, Diane F	0.50	214.00	107.00
Subtotal Professional Services	<u>2.00</u>		<u>347.50</u>

Top Task Subtotal Joint Chloride Management Plan 347.50

Total Fees & Disbursements 347.50
INVOICE TOTAL (USD) **347.50**

Net Due in 30 Days or in accordance with terms of the contract

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,
 please contact your Stantec Project Manager**



Invoice Number 2497384
Invoice Date December 10, 2025
Purchase Order ~
Customer Number 165842
Project Number 227708089

Bill To

Shingle Creek Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project Shingle Creek : Twin Lakes Subwatershed Assessment

Project Manager	Beneke, Tom	Contract Upset	114,600.00
Current Invoice Total (USD)	25,664.25	Amount Billed to Date For Period Ending	76,759.55 December 5, 2025

Top Task 100 Project Management and Coordination
Low Task 100 Project Management and Coordination

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	0.50	146.00	73.00
Beneke, Thomas S (Tom)	5.75	176.00	1,012.00
Tilman, Elizabeth (Lisa)	1.00	189.00	189.00
Subtotal Professional Services	<u>7.25</u>		<u>1,274.00</u>

Low Task Subtotal	Project Management and Coordination	1,274.00
Top Task Subtotal	Project Management and Coordination	1,274.00

Top Task 300 External Load Update
Low Task 300.1 Existing Conditions

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	0.75	146.00	109.50
Osterdyk, Eric J	0.50	176.00	88.00
Tilman, Elizabeth (Lisa)	1.75	189.00	330.75
Subtotal Professional Services	<u>3.00</u>		<u>528.25</u>

Low Task Subtotal	Existing Conditions	528.25
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Low Task 300.2 Project Identification

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	6.00	146.00	876.00

Invoice Number	2497384
Invoice Date	December 10, 2025
Purchase Order	-
Customer Number	165842
Project Number	227708089

Subtotal Professional Services	6.00	876.00
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Low Task Subtotal	Project Identification	876.00
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Low Task	300.3	Concept Design & Cost Estimates
<u>Professional Services</u>		

Category/Employee	Current Hours	Rate	Current Amount
Wochenske, Jordan	8.00	155.00	1,240.00
Subtotal Professional Services	8.00		1,240.00

Low Task Subtotal	Concept Design & Cost Estimates	1,240.00
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Low Task	300.5	Wetland 639W Feasibility Study
<u>Professional Services</u>		

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	32.25	146.00	4,708.50
Subtotal Professional Services	32.25		4,708.50

Low Task Subtotal	Wetland 639W Feasibility Study	4,708.50
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Top Task Subtotal	External Load Update	7,352.75
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Top Task	400	Internal Load Evaluation & Management
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Low Task	400.1	Collection & Analysis of sediment cores
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Disbursements

Direct - Other Direct Expenses	15,280.00
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Subtotal Disbursements	15,280.00
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Low Task Subtotal	Collection & Analysis of sediment cores	15,280.00
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Low Task	400.2	Update existing lake response models
<u>Professional Services</u>		

Category/Employee	Current Hours	Rate	Current Amount
Frett, Michael W	1.75	146.00	255.50
Beneke, Thomas S (Tom)	2.50	176.00	440.00
Lofton, Dendy D	2.00	189.00	378.00
Subtotal Professional Services	6.25		1,073.50

Invoice Number	2497384
Invoice Date	December 10, 2025
Purchase Order	-
Customer Number	165842
Project Number	227708089

Low Task Subtotal	Update existing lake response models	1,073.50
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Low Task	400.3	Internal P load mgmt feasibility + memo
Professional Services		

Category/Employee		Current Hours	Rate	Current Amount
	Frett, Michael W	1.50	146.00	219.00
	Subtotal Professional Services	<u>1.50</u>		<u>219.00</u>

Low Task Subtotal	Internal P load mgmt feasibility + memo	219.00
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Top Task Subtotal	Internal Load Evaluation & Management	16,572.50
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Top Task	500	Fish Community Survey
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Low Task	500	Fish Community Survey
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Varian, Anna	3.00	155.00	465.00
	Subtotal Professional Services	<u>3.00</u>		<u>465.00</u>

Low Task Subtotal	Fish Community Survey	465.00
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Top Task Subtotal	Fish Community Survey	465.00
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Total Fees & Disbursements	25,664.25
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INVOICE TOTAL (USD)	25,664.25
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Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager



January 01, 2026

JASS Watershed Administrators

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Bill Period: 12-01-2025 - 12-31-2025

General Matters
WMWA

Fees	1,175.00
Expenses	10.50
Total for this Bill	1,185.50
Previous Balance	0.00
Total Amount to Pay as of 01-01-2026	1,185.50

Town Law Center PLLP
1250 Wayzata Blvd E
Unit 1065
Wayzata, MN 55391

January 01, 2026

Bill Number: 1067

Bill Period: 12-01-2025 - 12-31-2025

RE: Multiple Matters

General Matters
WMWA

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-01-2025	Troy Gilchrist	Review and respond to email from Judie regarding reporting requirements; review law regarding same	0.30	235.00	70.50
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00/4
12-11-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.70	235.00	399.50
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50/4
Total					822.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	3.50	235.00	822.50
Total			822.50

Expenses

Date	Professional	Description	Amount
12-11-2025	Troy Gilchrist	Mileage to attend meeting	10.50
Total Expenses			10.50

WMWA

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50

Date	Professional	Description	Hours	Rate	Amount
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WMWA Total 352.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	1.50	235.00	352.50
Total			352.50

Total for this Bill 1,185.50
 Previous Balance 0.00
 Total Amount to Pay as of 01-01-2026 1,185.50

Outstanding Balance as of 01-01-2026

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
1,185.50	0.00	0.00	0.00	0.00	0.00	1,185.50

SHINGLE CREEK LEGAL
 TOTAL \$ 480.50

Web Design Agreement for Watershed Commissions
 TOTAL \$ 352.50

ELM CREEK — \$ 88.13
 SHINGLE CREEK — \$ 88.13
 WEST MISS. — \$ 88.12
 PIONEER-SARAH CREEK — \$ 88.12

WMWA Web Design work
 TOTAL \$ 352.50



Shingle Creek / West Mississippi Watershed Management Commissions
3235 Fernbrook Lane
Plymouth, MN 55447

January 5, 2026

	Share	G/L	Shingle Creek			West Mississippi		Total Project Area		
								SC	WM	
Administrative	53001		11.17	87.50	977.38	6.19	87.50	541.63		
Admin - Offsite	50-50	53001		102.50	-		102.50	-		
Administrative	70-30	53001	25.84	87.50	1,582.70		87.50	678.30		
Admin - offsite	70-30	53001	2.20	102.50	157.85		102.50	67.65		
<i>Office Support</i>	<i>70-30</i>	<i>53001</i>	<i>25.00</i>	<i>75.00</i>	<i>1,312.50</i>		<i>75.00</i>	<i>562.50</i>		
Data Processing/File Mgmt	53001			87.50		0.32	87.50	28.00		
Data Processing/File Mgmt	70-30	53001		87.50	-		87.50	-		
<i>Data E-Storage</i>	<i>53001</i>		<i>1.00</i>	<i>69.42</i>	<i>69.42</i>	<i>1.00</i>	<i>19.27</i>	<i>19.27</i>		
Administration Reimbursables	53001		459.360	1.00	459.36	#####	1.00	220.75	4,559.205	2,118.095
<i>Annual Storage Rental -.14/.11</i>	<i>53001</i>		<i>1.00</i>	<i>54.74</i>	<i>54.74</i>	<i>1.00</i>	<i>43.01</i>	<i>43.01</i>		
Bookkeeping	54022		5.72	87.50	500.50	3.06	87.50	267.75		
<i>Bookkeeping Subscription</i>	<i>54022</i>		<i>1.00</i>	<i>60.00</i>	<i>60.00</i>	<i>1.00</i>	<i>60.00</i>	<i>60.00</i>		
<i>Sage Subscription</i>	<i>54022</i>		<i>-</i>	<i>784.40</i>	<i>-</i>	<i>-</i>	<i>784.40</i>	<i>-</i>		
Audit Prep	54022			87.50	-		87.50	-	560.500	327.750
Meal Expense	70-30	54001	397.71	1.00	278.40		1.00	119.31	278.397	119.313
Project / WCA Reviews - Secre	53002			70.00	-		70.00	-		
Project / WCA Reviews - Admin	53002		1.68	87.50	147.00		87.50	-		
Project Reviews - File Mgmt	53002			70.00	-		70.00	-		
<i>Drop Box Subscription</i>	<i>53002</i>		<i>1.00</i>	<i>120.00</i>	<i>60.00</i>	<i>1.00</i>	<i>120.00</i>	<i>60.00</i>		
Project / WCA Reviews -Reimburse	53002		25.20	1.00	25.20		1.00	-	232.200	60.000
Website	50-50	57008	2.06	87.50	90.13		87.50	90.13		
<i>Renew website domain 2 yrs</i>	<i>50-50</i>	<i>57008</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>		
Education - Reimbursables	50-50	57007	2.00	1.00	2.00	2.00	1.00	2.00	142.125	142.125
Engineering Support - Admin	70-30	53004	5.21	87.50	319.11		87.50	136.76		
Engineering Support - Data M	70-30	53004		87.50	-		87.50	-		
Engineering Support -offsite	70-30	53004	2.85	102.50	204.49		102.50	87.64		
Engineering Support - Reimbursabl	53004		20.30	1.00	20.30	8.70	1.00	8.70	543.900	233.100
									6,316.327	3,000.383

**West Mississippi Watershed Management Commission
Treasurer's Report**

	2025 Budget	December	Jan 2026	%age YTD	2025 YTD
REVENUE					
Application Fees	20,000			36.00	7,200.00
Member Assessments	160,000			100.00	160,000.00
Interest & Dividend Income	5,000	4,578.48		1,192.33	59,616.30
Miscellaneous Income					-
Transfer to (from) CIPs		49,716.52			104,072.60
Transfer to (from) Grants					-
To (From) Reserve	18,950				-
TOTAL REVENUE	203,950	54,295.00	-		330,888.90
EXPENSES					
			2025 Activity		
ADMINISTRATION					
Administrative Services	32,000	2,626.94	2,118.10	94.41	30,211.02
Engineering Support	4,500	162.75	233.10	94.43	4,249.51
Project Reviews	1,000	60.00	60.00	71.70	717.01
ENGINEERING					
General Engineering	37,000	2,260.92	1,224.25	98.92	36,599.26
Grant Application Writing	0				-
Project Review	32,000	440.00	884.50	53.44	17,101.80
LEGAL					
Legal Services	5,500	339.50	568.62	84.57	4,651.37
JPA Update					157.50
MISCELLANEOUS					
Bookkeeping	4,700	224.50	327.75	128.74	6,050.91
Audit	6,500			75.38	4,900.00
Insurance & Bonding	3,100			93.10	2,886.00
Meeting Expense 2026			1,170.00		
Meeting Expense	3,250	126.18	119.31	84.87	2,758.42
PROJECTS					
Outfall and Stream Monitoring	24,000	267.25		70.42	16,901.41
Annual Monitoring Report	8,900		130.30	90.26	8,033.42
Water Quality Education					
Education 2026			500.00		
Education	24,000	967.00	142.12	46.50	11,160.42
WMWA	17,000			88.24	15,000.00
Management Plan/Amendments	500				-
Transfer to (from) CIPs					50,108.00
Transfer to (from) Grants		2,391.25	930.00		33,362.50
From SWA Assigned Funds			393.00		24,728.75
To (from) Reserves					-
TOTAL OPERATING EXPENSE	203,950	9,866.29	8,801.05		269,577.30
CASH SUMMARY					
4M Fund Balance at 12/31/24					1,386,586.36
Plus Revenue Received to Date					330,980.89
Minus Claims Approved to Date					(300,056.51)
Minus Claims Presented Current Month					10,471.05
4M Fund Balance		1,435,112.84			1,427,981.79

**West Mississippi Watershed Management Commission
Treasurer's Report**

Claims Presented	General Ledger Acct No.	January 2026	Total
			Total
Plymouth Comm Ctr -2026 Mtg Room Rental	54001	1,170.00	1,170.00
Watershed Partners - Membership 2026	57008	500.00	500.00
Stantec			3,562.05
General Engineering	51001	1,224.25	
Project Reviews	51002	884.50	
Stream and Outfall Monitoring	58011		
Education Program	57008		
Annual Water Monitoring Report	58002	130.30	
Intensive BMPs	57011		
Miss Riverbank Stabilization Feasibility Study	70602	930.00	
TH 252 Area SWA	70501	393.00	
Town Law Center			568.62
Legal - General	52001	480.50	
Legal - Website Update Share	52001	88.12	
Legal - JPA Update	52001		
Judie Anderson's Secretarial Service			3,000.38
Administration	53001	2,118.10	
Bookkeeping / Audit Prep	54002	327.75	
Project Review Support	53002	60.00	
Meeting Expense - Previous Mo. Meal	54001	119.31	
Education Programs	57008	142.12	
Engineering Support	53004	233.10	
Engineering Support - CIPs	53004		
Total Claims			8,801.05



Rental Agreement:

Date of Rental: once monthly 2025

Time of Rental: 10:00

Applicant Name: Shingle Creek WMC

Phone number: 763 553-1144

Email: judie @ jass. biz

@ \$ 325.00 each

TOTAL = \$3,900.00

70% SC - \$2,730.00

30% WM - \$1,170.00

Upon application approval, the City of Plymouth shall make available to the holder of the permit the Plymouth Community Center's facilities for use on the date specified, and shall provide custodial services, building supervision, and police services (if required). The City reserves the right to exercise supervisory authority and to prevent unauthorized or illegal activities on City property. The City shall not be responsible for interruptions of the use of the described facilities for reasons beyond its control and reserves the right to cancel this permit for reasons of public safety or convenience.

I (We) represent and agree that I (we) have read and understand the information regarding the use of the Plymouth Community Center, including cancellations procedures, liabilities and responsibilities assumed, times and curfews, and maximum room capacities. I (We) further understand that this is only an application for use which provides me (us) with no assumed or implied rights for use until written approval is received. I (We) further understand that fees paid are non-refundable in accordance with City policies recited in the Policy for Use of the Plymouth Community Center.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend, and hold harmless the City for any damages to City personnel, facilities, equipment, or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City is not liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant:  Date: 1-12-2025

FACILITY SALES RECEIPT

Receipt # 1217986
Payment Date: 12/12/2025
Household: 3649

- SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION Plymouth Community Center
 3235 FERNBROOK LN N 14800 34th Avenue N
 PLYMOUTH MN 55447 Plymouth MN 55447
 Phone: (763)509-5280

Reservation Details: Plymouth Community Center-Event Wing, Aspen Room

Reserv. Contact: - Shingle Creek Watershed Management Commission
Phone Number: (763)553-1144
Reserv. Number: 49090
Status: Firm
Purpose: Shingle Creek Watershed Management Commission
Anticipated Count: 30

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Thu 12/10/2026 10:00A to 3:00P	325.00	325.00	0.00	0.00	325.00

<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
Hourly Rate Non-Profit	65.00	5.00	0.00	0.00	325.00

Special Questions: Link to existing reservation? 49090
 Event Function:
 Reservation Comment Code:
 How many people will be attending?
 Arrival time for set up:
 Event Start and End Time:
 Room set up needs:
 Will you be bringing in food? yes
 Catering? Name of Catering and will it be buffet or plated. Are they serving alcohol?
 AV Needs: screen/projector
 Rental contact name and phone number: Judie 763-553-1144

Processed on 12/12/25 @ 3:07 pm by nwarolin

Total New Fees	DER MONTH	325.00
Total Due		325.00
Total Fees Paid		0.00
Total Paid		0.00
Balance From Receipt		325.00

FACILITY SALES RECEIPT

Receipt # 1217986
Payment Date: 12/12/2025
Household: 3649

Household Balance Information
Overall Household Balance Due

3,900.00

TOTAL DUE FOR YEAR 2026

METRO WATERSHED PARTNERS



INVOICE

Attention: Amy Juntunen
West Mississippi WMC
3235 Fernbrook Lane N.
Plymouth, MN 55447
Date: 12/22/2025

WATERSHED
PARTNERS

651-523-2371
swicklund02@hamline.edu

Metro Watershed Partners
Hamline University CGEE
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Metro Watershed Partners

Description	Cost
2026 Membership: Watershed Partners and Adopt-a-Drain	\$500.00
TOTAL	\$500.00

Benefits of membership:

- You and your colleagues are invited to attend our **monthly meetings**, both in person and virtual, to network and share information with other watershed education professionals and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, message with other partners, and send announcements. To be added to Mobilize, please email Sofie Wicklund (swicklund02@hamline.edu) and request to be added.
- Portable **educational exhibits** are available for free checkout. More information available [here](#).
- Your organization is **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a-drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Clean Water MN is now the host of the [Low Salt, No Salt Minnesota Toolbox](#) and LSNS is an annual partner of [Winter Salt Week](#).
- Access to the [CWMN photo gallery](#) with hundreds of high-quality photographs. A new and improved digital resource library will be launched in early 2026.
- Access to an **Adopt-a-Drain administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in at mn.adopt-a-drain.org/nova. Contact us if you do not already have admin access and would like to be added.
- A customized MS4-ready **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the most current marketing guide [here](#). Download promotional materials from the [Google Drive folder](#).
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail.

Duration of service: January 1 - December 31st, 2026. Unspent funds will rollover to support program activities in 2027.



Invoice Number	2495676
Invoice Date	December 9, 2025
Purchase Order	227707771
Customer Number	165866
Project Number	227707771

Bill To

West Mississippi Watershed
 Management Commission
 Judie Anderson
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project 2025 Engineering Service- West Mississippi

Project Manager	Osterdyk, Eric J	Contract Upset	72,484.12
Current Invoice Total (USD)	2,108.75	Amount Billed to Date For Period Ending	58,396.14 December 5, 2025

judie@jass.biz

Top Task	101	General Engineering
Low Task	101	General Engineering

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Trosper, Sophie A	0.50	139.00	69.50
Neumiller, Grace Catherine	3.50	146.00	511.00
Kemmitt, Kathrine Lee (Katie)	1.25	163.00	203.75
Osterdyk, Eric J	2.50	176.00	440.00
Subtotal Professional Services	<u>7.75</u>		<u>1,224.25</u>

Low Task Subtotal	General Engineering	1,224.25
Top Task Subtotal	General Engineering	1,224.25

Top Task	102A	Project Reviews / WCA
Low Task	102A.01	General Project Review

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	4.25	146.00	620.50
Osterdyk, Eric J	1.50	176.00	264.00
Subtotal Professional Services	<u>5.75</u>		<u>884.50</u>

Low Task Subtotal	General Project Review	884.50
Top Task Subtotal	Project Reviews / WCA	884.50

Total Fees & Disbursements	2,108.75
INVOICE TOTAL (USD)	<u>2,108.75</u>



INVOICE

Invoice Number 2495674
Invoice Date December 9, 2025
Purchase Order --
Customer Number 165866
Project Number 227706216

Bill To

West Mississippi Watershed
 Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project	Mississippi Riverbank Stabilization Feasibility Study		
Project Manager	Osterdyk, Eric J	Contract Upset	60,000.00
Current Invoice Total (USD)	930.00	Amount Billed to Date For Period Ending	49,132.80 December 5, 2025

Top Task 100 **Mississippi Riverbank Stabilization Feasibility Study**
Low Task 100.003 **30% Preliminary Design of Selected Option**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Wochenske, Jordan	6.00	155.00	930.00
Subtotal Professional Services	<u>6.00</u>		<u>930.00</u>

Low Task Subtotal	30% Preliminary Design of Selected Option	930.00
Top Task Subtotal	Mississippi Riverbank Stabilization Feasibility Study	930.00
Total Fees & Disbursements		930.00
INVOICE TOTAL (USD)		930.00

Net Due in 30 Days or in accordance with terms of the contract

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,
 please contact your Stantec Project Manager**

Invoice Number 2495677
Invoice Date December 9, 2025
Purchase Order 227707772
Customer Number 165842
Project Number 227707772

Osterdyk, Eric J	1.00	176.00	176.00
Subtotal Professional Services	1.00		176.00

Low Task Subtotal **General Project Review** 176.00

Low Task 2025.10 **Crest View Community School**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hershley, Lily A	0.50	139.00	69.50
Clapp, Lucas W	7.75	146.00	1,131.50
Osterdyk, Eric J	3.00	176.00	528.00
Subtotal Professional Services	11.25		1,729.00

Low Task Subtotal **Crest View Community School** 1,729.00

Top Task Subtotal Project Reviews/WCA 2,708.25

Top Task 104 **Blue Line Extension**

Low Task 104 **Blue Line Extension**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Doerr, Sylvia M	2.50	146.00	365.00
Subtotal Professional Services	2.50		365.00

Low Task Subtotal **Blue Line Extension** 365.00

Top Task Subtotal Blue Line Extension 365.00

Top Task 109 **Annual Monitoring Report**

Low Task 109 **Annual Monitoring Report**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	1.75	139.00	243.25
Subtotal Professional Services	1.75		243.25

SC - 162.98
 Less WM Nov share - 50.03
SC TOTAL 112.95
 WM - 80.27
 + WM Nov share 50.03
WM TOTAL 130.30

Low Task Subtotal **Annual Monitoring Report** 243.25

Top Task Subtotal Annual Monitoring Report 243.25



INVOICE

Invoice Number 2495675
Invoice Date December 9, 2025
Purchase Order ~
Customer Number 165866
Project Number 227707394

Bill To

West Mississippi Watershed
 Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
 Bank of America
 ABA No. : 111000012
 Account No: 3752096026
 Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
 Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project TH 252 Area Subwatershed Assessments

Project Manager	Osterdyk, Eric J	Contract Upset	45,900.00
Current Invoice Total (USD)	393.00	Amount Billed to Date	28,820.58
		For Period Ending	December 5, 2025

Top Task 200 **Area 2 - BP Meadowwood**
Low Task 200.1 **Meetings/PM**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Tilman, Elizabeth (Lisa)	1.00	204.00	204.00
Subtotal Professional Services	<u>1.00</u>		<u>204.00</u>

Low Task Subtotal **Meetings/PM** 204.00

Low Task 200.4 **Conceptual Design**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Johnson, Benjamin R (Ben)	1.00	189.00	189.00
Subtotal Professional Services	<u>1.00</u>		<u>189.00</u>

Low Task Subtotal **Conceptual Design** 189.00

Top Task Subtotal **Area 2 - BP Meadowwood** 393.00

Total Fees & Disbursements 393.00
INVOICE TOTAL (USD) **393.00**

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager



January 01, 2026

JASS Watershed Administrators
West Mississippi Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Bill Period: 12-01-2025 - 12-31-2025

General Matters

Fees	470.00
Expenses	10.50
Total for this Bill	480.50
Previous Balance	0.00
Total Amount to Pay as of 01-01-2026	480.50

Town Law Center PLLP
1250 Wayzata Blvd E
Unit 1065
Wayzata, MN 55391

January 01, 2026

Bill Number: 1079

Bill Period: 12-01-2025 - 12-31-2025

RE: General Matters

General Matters

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-01-2025	Troy Gilchrist	Review and respond to email from Judie regarding reporting requirements; review law regarding same	0.30	235.00	70.50
12-11-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.70	235.00	399.50
Total					470.00

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	2.00	235.00	470.00
Total			470.00

Expenses

Date	Professional	Description	Amount
12-11-2025	Troy Gilchrist	Mileage to attend meeting	10.50
Total Expenses			10.50

Total for this Bill 480.50

Previous Balance 0.00

Total Amount to Pay as of 01-01-2026 480.50

Outstanding Balance as of 01-01-2026

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
480.50	0.00	0.00	0.00	0.00	0.00	480.50



January 01, 2026

JASS Watershed Administrators
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Bill Period: 12-01-2025 - 12-31-2025

General Matters
WMWA

Fees	1,175.00
Expenses	10.50
Total for this Bill	1,185.50
Previous Balance	0.00
Total Amount to Pay as of 01-01-2026	1,185.50

Town Law Center PLLP
1250 Wayzata Blvd E
Unit 1065
Wayzata, MN 55391

January 01, 2026

Bill Number: 1067

Bill Period: 12-01-2025 - 12-31-2025

RE: Multiple Matters

General Matters
WMWA

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-01-2025	Troy Gilchrist	Review and respond to email from Judie regarding reporting requirements; review law regarding same	0.30	235.00	70.50
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00 ^{1/4}
12-11-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.70	235.00	399.50
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50 ^{1/4}
Total					822.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	3.50	235.00	822.50
Total			822.50

Expenses

Date	Professional	Description	Amount
12-11-2025	Troy Gilchrist	Mileage to attend meeting	10.50
Total Expenses			10.50

WMWA

Time Details

Date	Professional	Description	Hours	Rate	Amount
12-09-2025	Troy Gilchrist	Work on professional services agreement for web work; email exchange with Grace N regarding same	0.40	235.00	94.00
12-15-2025	Troy Gilchrist	Continue to work on agreement for web design project; email same to Grace for review	1.10	235.00	258.50

Date	Professional	Description	Hours	Rate	Amount
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WMWA Total 352.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	1.50	235.00	352.50
Total			352.50

Total for this Bill 1,185.50
 Previous Balance 0.00
Total Amount to Pay as of 01-01-2026 1,185.50

Outstanding Balance as of 01-01-2026

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
1,185.50	0.00	0.00	0.00	0.00	0.00	1,185.50

SHINGLE CREEK LEGAL
 TOTAL \$ 480.50

Web Design Agreement for Watershed Commissions
 TOTAL \$ 352.50

ELM CREEK — \$ 88.13
 SHINGLE CREEK — \$ 88.13
 ⇒ WEST MISS. — \$ 88.12
 PIONEER-SARAH CREEK — \$ 88.12

WMWA Web Design work
 TOTAL \$ 352.50



Shingle Creek / West Mississippi Watershed Management Commissions
3235 Fernbrook Lane
Plymouth, MN 55447

January 5, 2026

	Share	G/L	Shingle Creek			West Mississippi		Total Project Area		
								SC	WM	
Administrative	53001		11.17	87.50	977.38	6.19	87.50	541.63		
Admin - Offsite	50-50	53001		102.50	-		102.50	-		
Administrative	70-30	53001	25.84	87.50	1,582.70		87.50	678.30		
Admin - offsite	70-30	53001	2.20	102.50	157.85		102.50	67.65		
<i>Office Support</i>	<i>70-30</i>	<i>53001</i>	<i>25.00</i>	<i>75.00</i>	<i>1,312.50</i>		<i>75.00</i>	<i>562.50</i>		
Data Processing/File Mgmt		53001		87.50		0.32	87.50	28.00		
Data Processing/File Mgmt	70-30	53001		87.50	-		87.50	-		
<i>Data E-Storage</i>		<i>53001</i>	<i>1.00</i>	<i>69.42</i>	<i>69.42</i>	<i>1.00</i>	<i>19.27</i>	<i>19.27</i>		
Administration Reimbursables		53001	459.360	1.00	459.36	#####	1.00	220.75	4,559.205	2,118.095
<i>Annual Storage Rental -.14/.11</i>		<i>53001</i>	<i>1.00</i>	<i>54.74</i>	<i>54.74</i>	<i>1.00</i>	<i>43.01</i>	<i>43.01</i>		
Bookkeeping		54022	5.72	87.50	500.50	3.06	87.50	267.75		
<i>Bookkeeping Subscription</i>		<i>54022</i>	<i>1.00</i>	<i>60.00</i>	<i>60.00</i>	<i>1.00</i>	<i>60.00</i>	<i>60.00</i>		
<i>Sage Subscription</i>		<i>54022</i>	<i>-</i>	<i>784.40</i>	<i>-</i>	<i>-</i>	<i>784.40</i>	<i>-</i>		
Audit Prep		54022		87.50	-		87.50	-	560.500	327.750
Meal Expense	70-30	54001	397.71	1.00	278.40		1.00	119.31	278.397	119.313
Project / WCA Reviews - Secre		53002		70.00	-		70.00	-		
Project / WCA Reviews - Admin		53002	1.68	87.50	147.00		87.50	-		
Project Reviews - File Mgmt		53002		70.00	-		70.00	-		
<i>Drop Box Subscription</i>		<i>53002</i>	<i>1.00</i>	<i>120.00</i>	<i>60.00</i>	<i>1.00</i>	<i>120.00</i>	<i>60.00</i>		
Project / WCA Reviews -Reimburse		53002	25.20	1.00	25.20		1.00	-	232.200	60.000
Website	50-50	57008	2.06	87.50	90.13		87.50	90.13		
<i>Renew website domain 2 yrs</i>	<i>50-50</i>	<i>57008</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>	<i>2.00</i>	<i>25.00</i>	<i>50.00</i>		
Education - Reimbursables	50-50	57007	2.00	1.00	2.00	2.00	1.00	2.00	142.125	142.125
Engineering Support - Admin	70-30	53004	5.21	87.50	319.11		87.50	136.76		
Engineering Support - Data M	70-30	53004		87.50	-		87.50	-		
Engineering Support -offsite	70-30	53004	2.85	102.50	204.49		102.50	87.64		
Engineering Support - Reimbursabl		53004	20.30	1.00	20.30	8.70	1.00	8.70	543.900	233.100
									6,316.327	3,000.383

January 7, 2026

I will pass this information along to the Commissioners and we will wait to hear more from you as it occurs. Thanks, Kayla.

- *Judie*

Judie A. Anderson

Watershed Administrator | JASS | 3235 Fernbrook Lane Plymouth MN 55447

judie@jass.biz | D 763.553.1144 | F 763.553.9326

Representing Elm Creek, Shingle Creek, West Mississippi, and Pioneer-Sarah Creek WMOs and Clearwater River WD

(Please consider the environment before printing this email.

From: Kayla Westerlund <Kayla.Westerlund@tpl.org>

Sent: Wednesday, January 7, 2026 12:55 PM

To: Judie Anderson <Judie@jass.biz>

Subject: RE: [External] FW: The FAIR School, Crystal Campus · Crystal, MN

Hi Judie,

Thank you for reaching out and pleas let me know if I can help at all during this situation. It is developing and we do not know everything right now. I will be meeting with the Robbinsdale School District in the coming weeks and will share more information when I have it.

The rain garden was installed last fall and we are waiting on the final invoice from the landscaper so we can pay them and then seek reimbursement from Shingle Creek for the grant.

All I know for sure right now is that the middle school will no longer operate at the FAIR School Crystal Campus and a different academic program will take over the building, likely the Highview/RVA programming which to my understanding is an alternative learning high school program.

The District will still own and operate the building and maintain and steward the schoolyard and rain garden that was installed with help from Shingle Creek. Trust for Public Land will assist with this process.

Let me know if you have any other questions and I will follow up with a plan of action once I have more information.

Kayla Westerlund (she/her)

Program Manager, Minnesota Community Schoolyards® Program



Trust for Public Land

2610 University Ave W, Suite 300

Saint Paul, MN 55114

P: 651.968.3503

Dear West Metro Water Alliance partners,

January 7, 2026

Happy 2026! We continue to make steady progress on WMWA projects and to advance our shared education and outreach efforts. Below is an update on current initiatives, next steps, and recent activity.

Chloride Reduction Campaign. Outreach has begun to the facilities already recommended by partners. As a reminder, I first requested facility recommendations in October, and I am still waiting to receive lists from several watersheds (Bassett, Elm, Shingle, and West Mississippi). Because capacity is limited this year, watershed and/or city staff recommendations are essential for ensuring consultations occur in the areas where they are most needed. Winter is moving quickly, so please send your recommendations as soon as you are able. Your support in identifying priority sites is greatly appreciated and helps ensure we can offer this service where it will have the most impact.

Youth Stormwater Education Work. No major updates at this time. Classrooms will begin Watershed Connections programming this spring.

Communications Work. The January [media kit](#) was shared with partners yesterday. This media kit offers information on the water quality and additional environmental benefits of preserving and protecting terrestrial and aquatic habitats, using beavers as an example. It also includes recommendations to reduce damage related to beaver activities. On Tuesday, I will share the draft 2026 communications plan and take questions. After that, partners will have two weeks to review and comment, with the goal of finalizing the plan following the February WMWA meeting.

Parkers Lake Chloride Reduction Project. We continue working with Bolton & Menk to implement recommended practices at four target properties. Consultations have been completed at all facilities in the northern subwatershed with on-site salt storage. This winter, our focus will be to implement site and equipment upgrades and host Smart Salting trainings.

Eagle Lake and Fish Lake Shoreline/Yard Restoration Projects. No major updates. Metro Blooms and Blue Thumb have completed and distributed restoration designs to participating residents. Letters of intent have been shared, and I continue to encourage implementation. For residents who attended last year's workshops, stipend contracts are being sent out, with one already fully signed. For a larger project identified on Fish Lake, ECWMC is interested in partial funding. We are working with the property owner, watershed staff, and Hennepin County to finalize cost-share agreements and plan for spring 2026 implementation.

RBWMO and BCWMC Multi-Family Housing Project Planning (2026–2027). We have met with RBWMO and BCWMC staff to discuss potential project sites and engagement strategies for 2026. Staff will be re-engaged in January to continue planning.

Please let me know if you have any questions or comments. I look forward to connecting at the WMWA meeting next week!

Thank you,

Grace Barcelow
Hennepin County Environment and Energy
Conservation Specialist
612-910-3914 (mobile)
612-543-9295 (office)
grace.barcelow@hennepin.us
Pronouns: she/her

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