

Shingle Creek Watershed Management Commission Treasurer's Report

	2024 Budget	February	March	%age YTD	2024 YTD
REVENUE					
Application Fees	15,000			-	-
Member Assessments	370,000	345,322.00		93.33	345,322.00
Interest and Dividends	20,000	12,313.50		122.13	24,425.41
Miscellaneous Income					-
TOTAL OPERATING REVENUE	405,000	357,635.50	-		369,747.41
EXPENSE					
		2023 Activity			
ADMINISTRATION					
Administrative Services	70,000	4,784.05	5,352.07	14.48	10,136.12
Engineering Support	15,000	677.08	1,412.78	13.93	2,089.86
Project Reviews	1,500	23.12	24.75	3.19	47.87
ENGINEERING					
General Engineering	80,000		14,660.51	18.33	14,660.51
General Engineering 2023			55.00		
Grant Application Writing	12,000		1,640.00	13.67	1,640.00
Grant Application Writing 2023			1,639.50		
Project Reviews/WCA	35,000		894.25	2.56	894.25
Project Reviews/WCA 2023			63.50		
Highway 252/94 EIS Review					-
Blue Line Extension			2,987.00		2,987.00
TMDL 5 Year Reviews	5,000			-	-
TMDL 5 Year Reviews 2023			390.00		
LEGAL - Legal Services	6,000	374.02	503.71	8.40	503.71
MnDOT Scoping Project					-
Blue Line Extension					-
JPA Update		408.50			-
MISCELLANEOUS					
Bookkeeping	8,000	231.75	554.25	9.83	786.00
Audit	7,500			-	-
Insurance & Bonding	3,200			-	-
Meeting Expense	6,000	3,043.57	323.37	56.12	3,366.94
PROGRAMS					
Stream Monitoring	36,000		1,615.82	4.49	1,615.82
Stream Monitoring 2023			498.75		
Stream Monitoring (USGS)	4,200			-	-
Lake Monitoring	30,000			-	-
Lake Monitoring 2023			55.68		
Citizen Assisted Lake Monitoring (CAMP)	5,000			-	-
Volunteer Stream Monitoring (River Watch)	2,000			-	-
Annual Monitoring Report	16,500		4,676.43	28.34	4,676.43
Annual Monitoring Report 2023			2,105.98		
Water Quality Education					
Education Program	24,000	339.50	2,532.74	11.97	2,872.24
Education Program 2023			999.37		
WMWA General (SC Share)	3,000		3,000.00	100.00	3,000.00
WMWA Impl/WS Prep (SC Share)	8,500		8,000.00	94.12	8,000.00
Management Plan/Amendments	1,000				-
Subwatershed BMP Assessment	0				-
Contribution to 5th Generation Plan	0				-
To/From Reserves	25,600				
TOTAL OPERATING EXPENSE	405,000	9,881.59	53,985.46		57,276.75
OPERATING SURPLUS OR (DEFICIT)					312,470.66

Shingle Creek Watershed Management Commission Treasurer's Report

	2024 Budget	February	March	%age YTD	2024 YTD
GRANTS AND CAPITAL PROJECTS					
REVENUE					
Transfer to (from) Grants		-	-		-
Transfer to (from) CIPs					-
Transfer to (from) Closed Projects Account					-
TOTAL GRANT & CIP REVENUE		-	-		-
EXPENSE					
SC Trail Feasibility Study			1,473.25		1,473.25
Brookdale Pk SC Remeander Feasibility Stud		2,323.61	2,660.75		2,660.75
Gauke Pond SWA Amendment					-
Eagle Lake SWA					-
Transfer to (from) Grants		15,235.70			-
Transfer to (from) CIPs		681.96			-
Transfer to (from) City Cost Share Fund					-
Transfer to (from) Partnership BMP Cost Share Fund					-
Transfer to (from) Closed Projects Account					-
TOTAL GRANT & CIP EXPENSE		18,241.27	4,134.00		4,134.00
WMWA					
REVENUE					
WMWA Education - Partners					-
EXPENSE					
WMWA General Admin - Tech		231.49	1,194.15		1,425.64
WMWA 2023			409.75		
WMWA Implementation					-
WMWA Educators			1,898.26		1,898.26
WMWA Rain Garden Workshops					-
TOTAL WMWA EXPENSE		231.49	3,502.16		3,323.90
CASH SUMMARY					
4M Fund Balance at 12/31/23					2,728,740.53
Plus Revenue Received to date					391,977.41
Minus Claims Approved to Date					(148,017.72)
Minus Claims Presented Current Month					53,985.46
4M Fund Balance		3,074,863.36			3,026,685.68

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	March 2024	Total
Kennedy & Graven			503.71
Legal - General	52001	503.71	
WMWA			11,000.00
WMWA General Expense		3,000.00	
WMWA Educators/WS Prep		4,000.00	
WMWA Special Projects		4,000.00	
Jessica Sahu Teli - WMWA Educator			1,723.51
WMWA Ed Services	57011	1,575.00	
WMWA Ed Reimbursement	57012	148.51	
Stantec 2023			6,217.53
General Engineering 2023	51001	55.00	
Grant Writing 2023	51005	1,639.50	
Project Reviews 2023	51002	63.50	
TMDL 5-Year Reviews 2023	56011	390.00	
Stream Monitoring 2023	56004	498.75	
Lake Monitoring 2023	56010	55.68	
Annual Water Monitoring Report 2023	58002	2,105.98	
Education 2023	57008	999.37	
Education - WMWA 2023	57009	409.75	
Stantec			33,097.64
General Engineering	51001	14,660.51	
Grant Writing	51005	1,640.00	
Project Reviews	51002	894.25	
Blue Line Extension	51009	2,987.00	
Stream Monitoring	56004	1,615.82	
Education	57008	2,489.63	
Annual Water Monitoring Report	58002	4,676.43	
SC Trail Stabil.& Fishery Imp Feas.Study	58030	1,473.25	
Brookdale Park SC Remeander Feas.Study	58031	2,660.75	
Judie Anderson's Secretarial Service			1,368.90
WMWA General Expense	57009	1,194.15	
WMWA Educators/WS Prep	57011	174.75	
Judie Anderson's Secretarial Service			7,710.33
Administration	53001	5,352.07	
Project Review Support	53002	24.75	
Bookkeeping / Audit Prep	54002	554.25	
Meeting Expense	54001	323.37	
Education Programs	57008	43.11	
Engineering Support	53004	1,412.78	
Total Claims			61,621.62

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

February 21, 2024

Statement No. 179958

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

Through January 31, 2024

SH220-00001 General

503.71

Total Current Billing: 503.71

I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.

DocuSigned by:

Troy Gilchrist

07F83C8F0F28444

Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Shingle Creek Watershed
Judie Anderson

January 31, 2024

SH220-00001 General

Through January 31, 2024

For All Legal Services As Follows:

			Hours	Amount
1/11/2024	TJG	Review the closed project account policy; draft and send email to Andy P regarding same and use for a future CIP project; prepare for, travel to, and attend meeting	2.20	495.00
Total Services:			\$	495.00

For All Disbursements As Follows:

1/11/2024	Troy J. Gilchrist;	Mileage expense		8.71
Total Disbursements:			\$	8.71

Total Services and Disbursements: \$ 503.71

INVOICE FROM

Jessica Sahu Teli
 11021 135th Circle N
 Champlin, MN 55316

INVOICE TO

West Metro Water Alliance
 3235 Fernbrook Lane
 Plymouth, MN 55447

Invoice Date: 1/31/2024**Log of Services**

Date	Description	Hours	Extended (\$45/hr)	Mileage	Extended (0.67/mi)	Supplies/ Fees
1/9/2024	WMWA Meeting	1.00	45.00		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total - WMWA Meetings			\$ 45.00	\$ -	\$ -	\$ -
1/3 - 1/31	Email correspondence, scheduling, lesson prep	2.00	90.00		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total - Program Development/Communication			\$ 90.00	\$ -	\$ -	\$ -
1/10/2024	Jackson Middle School	4.00	180.00	12.00	8.04	
1/11/2024	Jackson Middle School	4.00	180.00	12.00	8.04	
1/12/2024	Ramsey Elementary N/A		-		-	
1/16/2024	Ramsey Elementary N/A		-		-	
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			-		-	
			-		-	
			-		-	
Total - Classroom/Community Events			\$ 360.00	\$ 16.08	\$ -	\$ -
Total:		11.00	\$ 495.00	24.00	\$ 16.08	\$ -

Invoice Total \$ 511.08

495.00	57011	WMWA Ed Regular Services
16.08	57012	WMWA Ed Reimbursed Expense
511.08		TOTAL

INVOICE FROM

Jessica Sahu Teli
11021 135th Circle N
Champlin, MN 55316

INVOICE TO

West Metro Water Alliance
3235 Fernbrook Lane
Plymouth, MN 55447

Invoice Date: 2/29/2024

Log of Services

Date	Description	Hours	Extended (\$45/hr)	Mileage	Extended (0.67/mi)	Supplies/ Fees
2/13/2024	WMWA Meeting	1.00	45.00		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total - WMWA Meetings			\$ 45.00		\$ -	\$ -
2/1 - 2/29	Email correspondence	2.00	90.00		-	
2/23/2024	Clay for seed bombs	1.00	45.00		-	30.00
2/26/2024	Drop off materials at JASS for Discover Plymouth		-	34.00	22.78	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total - Program Development/Communication			\$ 135.00		\$ 22.78	\$ 30.00
2/12/2024	Weaver Lake		-		-	
2/17/2024	Community Connections Fair	2.00	90.00	47.00	31.49	
2/17/2024	Community Connections Fair parking		-		-	16.00
2/26/2024	Jackson Middle School	4.50	202.50	12.00	8.04	
2/27/2024	Jackson Middle School	4.50	202.50	12.00	8.04	
2/28/2024	Jackson Middle School	4.50	202.50	12.00	8.04	
2/29/2024	Jackson Middle School	4.50	202.50	12.00	8.04	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total - Classroom/Community Events			\$ 900.00		\$ 63.65	\$ 16.00
Total:		24.00	\$ 1,080.00	129.00	\$ 86.43	\$ 46.00

Invoice Total \$ 1,212.43

1,080.00	57011	WMWA Ed Regular Services
132.43	57012	WMWA Ed Reimbursed Expense
1,212.43	TOTAL	

Invoice Number 2197985
Invoice Date February 23, 2024
Purchase Order —
Customer Number 165842
Project Number 227705633

Bill To

Shingle Creek Watershed Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

Please Remit To

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

Project	Shingle Creek WMC Services		
Project Manager	Shoemaker, Todd E	Contract Upset	261,887.25
Current Invoice Total (USD)	8,254.18	Amount Billed to Date	271,602.29
		For Period Ending	January 26, 2024

Top Task	2023	2023 Technical Services			
Low Task	2023.001	General Engineering			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Matthiesen, Edward Armin (Ed)	0.25	220.00	55.00
		Subtotal Professional Services	<u>0.25</u>		<u>55.00</u>
Low Task Subtotal	General Engineering				55.00

Low Task	2023.002.10	SC2023-08 Zane Culverts Twin Crk.			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Clapp, Lucas W	0.50	127.00	63.50
		Subtotal Professional Services	<u>0.50</u>		<u>63.50</u>
Low Task Subtotal	SC2023-08 Zane Culverts Twin Crk.				63.50

Low Task	2023.003	Routine Stream Monitoring			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Stone, Alicia L (Ali)	3.75	133.00	498.75
		Subtotal Professional Services	<u>3.75</u>		<u>498.75</u>
Low Task Subtotal	Routine Stream Monitoring				498.75

Low Task	2023.004	Routine Lake Monitoring			
Disbursements					

Invoice Number 2197985
Invoice Date February 23, 2024
Purchase Order -
Customer Number 165842
Project Number 227705633

Usage - Vehicle 55.68

Subtotal Disbursements 55.68

Low Task Subtotal **Routine Lake Monitoring** 55.68

Low Task 2023.006 TMDL 5-Year Reviews

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	2.00	195.00	390.00
Subtotal Professional Services	<u>2.00</u>		<u>390.00</u>

Low Task Subtotal **TMDL 5-Year Reviews** 390.00

Low Task 2023.007 Grant Writing

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	6.75	149.00	1,005.75
Spector, Diane F	3.25	195.00	633.75
Subtotal Professional Services	<u>10.00</u>		<u>1,639.50</u>

Low Task Subtotal **Grant Writing** 1,639.50

Low Task 2023.008 Annual Monitoring Report

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	24.75	127.00	3,143.25
Subtotal Professional Services	<u>24.75</u>		<u>3,143.25</u>

SC - 2,105.98
 WIM - 1,037.27

Low Task Subtotal **Annual Monitoring Report** 3,143.25

Low Task 2023.009.01 General Education Program

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	10.25	195.00	1,998.75
Subtotal Professional Services	<u>10.25</u>		<u>1,998.75</u>

SC - 999.37
 WIM - 999.38

Low Task Subtotal **General Education Program** 1,998.75



INVOICE

Invoice Number 2197985
Invoice Date February 23, 2024
Purchase Order --
Customer Number 165842
Project Number 227705633

Low Task 2023.009.02 **WMWA**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	2.75	149.00	409.75
Subtotal Professional Services	2.75		409.75

Low Task Subtotal **WMWA** 409.75

Top Task Subtotal 2023 Technical Services 8,254.18

Total Fees & Disbursements 8,254.18
INVOICE TOTAL (USD) **8,254.18**

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



INVOICE

Invoice Number 2197989
Invoice Date February 23, 2024
Purchase Order -
Customer Number 165842
Project Number 227706654

Bill To

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

Please Remit To

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

Project Shingle Creek WMC 2024 Engineering Services

Project Manager	Shoemaker, Todd E	Contract Upset	297,012.75
Current Invoice Total (USD)	17,551.58	Amount Billed to Date	17,551.58
		For Period Ending	January 26, 2024

Top Task 101 General Engineering
Low Task 101 General Engineering

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	7.25	140.00	1,015.00
Kemmitt, Kathrine Lee (Katie)	13.00	156.00	2,028.00
Spector, Diane F	9.25	205.00	1,896.25
Matthiesen, Edward Armin (Ed)	2.00	231.00	462.00
Shoemaker, Todd E	10.00	231.00	2,310.00
Subtotal Professional Services	41.50		7,711.25

Disbursements

Direct - Vehicle (mileage)	52.26
Subtotal Disbursements	52.26

Low Task Subtotal **General Engineering** 7,763.51

Top Task Subtotal General Engineering 7,763.51

Top Task 102 Project Reviews/WCA
Low Task 102.001 General Project Reviews

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Campbell, Patricia A (Patty)	2.50	140.00	350.00
Wochenske, Jordan	1.00	140.00	140.00
Shoemaker, Todd E	1.75	231.00	404.25
Subtotal Professional Services	5.25		894.25

Invoice Number 2197989
Invoice Date February 23, 2024
Purchase Order —
Customer Number 165842
Project Number 227706654

Low Task Subtotal **General Project Reviews** 894.25

Top Task Subtotal Project Reviews/WCA 894.25

Top Task 103 **Stream Monitoring**
Low Task 103 **Stream Monitoring**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	2.50	133.00	332.50
Stone, Alicia L (Ali)	1.50	140.00	210.00
Kemmitt, Kathrine Lee (Katie)	4.75	156.00	741.00
Subtotal Professional Services	8.75		1,283.50

Disbursements

Direct - Vehicle (mileage)	23.92
Direct - Testing & Lab Charges	98.40
Subtotal Disbursements	122.32

Low Task Subtotal **Stream Monitoring** 1,405.82

Top Task Subtotal Stream Monitoring 1,405.82

Top Task 106 **Annual Monitoring Report**
Low Task 106 **Annual Monitoring Report**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	12.00	133.00	1,596.00
Kemmitt, Kathrine Lee (Katie)	2.75	156.00	429.00
Subtotal Professional Services	14.75		2,025.00

SC - 1,356.75
WM - 668.25

Low Task Subtotal **Annual Monitoring Report** 2,025.00

Top Task Subtotal Annual Monitoring Report 2,025.00

Top Task 108 **Grant Writing**
Low Task 108 **Grant Writing**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	8.00	205.00	1,640.00
Subtotal Professional Services	8.00		1,640.00

Invoice Number	2197989
Invoice Date	February 23, 2024
Purchase Order	—
Customer Number	165842
Project Number	227706654

Low Task Subtotal **Grant Writing** 1,640.00

Top Task Subtotal Grant Writing 1,640.00

Top Task 109 Education & Outreach

Low Task 109 Education & Outreach

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Kemmitt, Kathrine Lee (Katie)	1.75	156.00	273.00
	Spector, Diane F	5.00	205.00	1,025.00
	Subtotal Professional Services	<u>6.75</u>		<u>1,298.00</u>

SC - 649.00

WM - 649.00

Low Task Subtotal **Education & Outreach** 1,298.00

Top Task Subtotal Education & Outreach 1,298.00

Top Task 110 Blue Line LRT Review

Low Task 110 Blue Line LRT Review

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Doerr, Sylvia M	8.00	133.00	1,064.00
	Wochenske, Jordan	1.50	133.00	199.50
	Doerr, Sylvia M	2.50	140.00	350.00
	Weis, Rena D	2.50	149.00	372.50
	Weis, Rena D	2.75	156.00	429.00
	Shoemaker, Todd E	0.50	220.00	110.00
	Subtotal Professional Services	<u>17.75</u>		<u>2,525.00</u>

Low Task Subtotal **Blue Line LRT Review** 2,525.00

Top Task Subtotal Blue Line LRT Review 2,525.00

Total Fees & Disbursements 17,551.58
INVOICE TOTAL (USD) 17,551.58

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

Invoice Number	2201610
Invoice Date	March 1, 2024
Purchase Order	--
Customer Number	165842
Project Number	227706654

Bill To

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

Please Remit To

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

Project	Shingle Creek WMC 2024 Engineering Services		
Project Manager	Shoemaker, Todd E	Contract Upset	297,012.75
Current Invoice Total (USD)	16,205.00	Amount Billed to Date For Period Ending	33,756.58 February 23, 2024

Top Task	101	General Engineering
Low Task	101	General Engineering

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Clapp, Lucas W	9.25	140.00	1,295.00
	Stone, Alicia L (Ali)	0.25	140.00	35.00
	Kemmitt, Kathrine Lee (Katie)	18.50	156.00	2,886.00
	Spector, Diane F	3.50	205.00	717.50
	Shoemaker, Todd E	8.50	231.00	1,963.50
	Subtotal Professional Services	<u>40.00</u>		<u>6,897.00</u>

Low Task Subtotal	General Engineering	6,897.00
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Top Task Subtotal	General Engineering	6,897.00
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Top Task	103	Stream Monitoring
Low Task	103	Stream Monitoring

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Doerr, Sylvia M	1.50	140.00	210.00
	Subtotal Professional Services	<u>1.50</u>		<u>210.00</u>

Low Task Subtotal	Stream Monitoring	210.00
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Top Task Subtotal	Stream Monitoring	210.00
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Top Task	106	Annual Monitoring Report
Low Task	106	Annual Monitoring Report

Professional Services

Invoice Number 2201610
Invoice Date March 1, 2024
Purchase Order -
Customer Number 165842
Project Number 227706654

Category/Employee		Current Hours	Rate	Current Amount
	Neumiller, Grace Catherine	17.75	133.00	2,360.75
	Schafermeyer, Benjamin L (Ben)	4.00	133.00	532.00
	Stone, Alicia L (Ali)	12.50	140.00	1,750.00
	Kemmitt, Kathrine Lee (Katie)	2.00	156.00	312.00
	Subtotal Professional Services	<u>36.25</u>		<u>4,954.75</u>

SC - 3,319.68
 WM - 1,635.07

Low Task Subtotal **Annual Monitoring Report** 4,954.75

Top Task Subtotal Annual Monitoring Report 4,954.75

Top Task 109 Education & Outreach
Low Task 109 Education & Outreach

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Kemmitt, Kathrine Lee, (Katie)	7.50	156.00	1,170.00
	Spector, Diane F	12.25	205.00	2,511.25
	Subtotal Professional Services	<u>19.75</u>		<u>3,681.25</u>

SC - 1,840.63
 WM - 1,840.62

Low Task Subtotal **Education & Outreach** 3,681.25

Top Task Subtotal Education & Outreach 3,681.25

Top Task 110 Blue Line LRT Review
Low Task 110 Blue Line LRT Review

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Shoemaker, Todd E	2.00	231.00	462.00
	Subtotal Professional Services	<u>2.00</u>		<u>462.00</u>

Low Task Subtotal **Blue Line LRT Review** 462.00

Top Task Subtotal Blue Line LRT Review 462.00

Total Fees & Disbursements 16,205.00
INVOICE TOTAL (USD) 16,205.00

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

Invoice Number	2201615
Invoice Date	March 1, 2024
Purchase Order	-
Customer Number	165842
Project Number	227705747

Bill To

Shingle Creek Watershed Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

Please Remit To

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

Project	Brookdale Park Shingle Creek Remeander Feasibility Study		
Project Manager	Harding, Sarah Ellen	Contract Upset	48,650.00
Current Invoice Total (USD)	2,660.75	Amount Billed to Date	40,857.84
		For Period Ending	February 23, 2024

Top Task	200	Professional Services		
Low Task	200.002	Alternatives Evaluation and Basis of Design Memorandum		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
		Monk, Robert V (Rob)	3.00	165.00
		Harding, Sarah Ellen	0.75	169.00
		Subtotal Professional Services	<u>3.75</u>	<u>621.75</u>
Low Task Subtotal	Alternatives Evaluation and Basis of Design Memorandum			621.75

Low Task	200.003	Preliminary Drawings of Selected Alternative		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
		Pesik, Joseph Richard (Joey)	0.50	140.00
		Monk, Robert V (Rob)	3.50	165.00
		Harding, Sarah Ellen	5.50	169.00
		Matthiesen, Edward Armin (Ed)	1.50	231.00
		Shoemaker, Todd E	0.50	231.00
		Subtotal Professional Services	<u>11.50</u>	<u>2,039.00</u>
Low Task Subtotal	Preliminary Drawings of Selected Alternative			2,039.00

Top Task Subtotal	Professional Services	2,660.75
	Total Fees & Disbursements	<u>2,660.75</u>
	INVOICE TOTAL (USD)	2,660.75

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

Invoice Number	2201616
Invoice Date	March 1, 2024
Purchase Order	--
Customer Number	165842
Project Number	227705748

Bill To

Shingle Creek Watershed Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

Please Remit To

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

Project	Shingle Creek Regional Trail Bank Stabilization & Fishery Improvement Feasibility Study		
Project Manager	Harding, Sarah Ellen	Contract Upset	25,000.00
Current Invoice Total (USD)	1,473.25	Amount Billed to Date	22,099.23
		For Period Ending	February 23, 2024

Top Task	200	Professional Services		
Low Task	200.002	Alternatives Evaluation and Technical Memorandum		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
		Monk, Robert V (Rob)	3.00	165.00
				495.00
		Subtotal Professional Services	<u>3.00</u>	<u>495.00</u>
Low Task Subtotal	Alternatives Evaluation and Technical Memorandum			495.00

Low Task	200.003	Preliminary Drawings of Selected Alternative		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
		Pesik, Joseph Richard (Joey)	0.75	140.00
		Monk, Robert V (Rob)	3.50	165.00
		Harding, Sarah Ellen	1.75	169.00
				295.75
		Subtotal Professional Services	<u>6.00</u>	<u>978.25</u>

Low Task Subtotal	Preliminary Drawings of Selected Alternative			978.25
Top Task Subtotal	Professional Services			1,473.25
	Total Fees & Disbursements			<u>1,473.25</u>
	INVOICE TOTAL (USD)			1,473.25

Due upon receipt or in accordance with terms of the contract



**3235 Fernbrook Lane Plymouth MN
55447**

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth MN 55447

11-Mar-24

Re: 2024 WMWA General Expense and Watershed PREP

Description	Rate	Hours/ No.	Amount	Total
General Expense				
Administrative	75.00	12.51	938.25	
Administrative - website, Facebook, Twitter	75.00	0.42	31.50	
Offsite, WMWA meetings, Blue Thumb, Watershed Partners, Home Expo, Henn County, city events	80.00	2.75	220.00	
Website hosting, Godaddy renewal	1.00		-	
Reimbursables	1.00	4.40	4.40	
Total General Expense				1,194.15
Watershed PREP				
Administrative	75.00	2.33	174.75	
Offsite	80.00		-	
Reimbursables	1.00		-	
Total Watershed PREP			-	174.75
			-	
Total this invoice				1,368.90
Partner Share				342.23



3235 Fernbrook Lane
Plymouth MN 55447

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

March 11, 2024

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM	SC	WM	
Administrative		53001	11.91	75.00	893.25	5.75	75.00	431.25		
Administrative	70-30	53001	36.54	75.00	1,918.35		75.00	822.15		
Administrative - Convene	50-50	53001	5.53	75.00	207.37			207.37		
Admin - offsite	70-30	53001	1.83	80.00	102.48		80.00	43.92		
Admin - offsite - Convene	50-50	53001	1.58	80.00	63.20			63.20		
Office Support	70-30	53001	24.50	75.00	1,286.25		75.00	551.25		
Data Processing/File Mgmt		53001		75.00	-		75.00	-		
Data Processing/File Mgmt	70-30	53001	0.42	75.00	22.05		75.00	9.45		
Admin - Annual Reporting		53001	4.85	75.00	363.75	0.35	75.00	26.25		
Annual Storage Rental -.14/.11		53001	1.00	54.74	54.74	1.00	43.01	43.01		
Administration Reimbursables		53001	440.63	1.00	440.63	194.34	1.00	194.34	5,352.070	2,392.190
Bookkeeping		54022	6.59	75.00	494.25	4.42	75.00	331.50		
Bookkeeping Subscription		54022	1.00	60.00	60.00	1.00	60.00	60.00		
Audit Prep		54022		75.00	-		75.00	-	554.250	391.500
Meal Expense	70-30	54001	461.95	1.00	323.37		1.00	138.59	323.365	138.585
Project / WCA Reviews - Admin		53002	0.33	75.00	24.75		75.00	-		
Project / WCA Reviews -Reimbursables		53002		1.00	-		1.00	-	24.750	-
Website	50-50	57008	0.67	75.00	25.13		75.00	25.13		
Renew website domain, zoom	50-50	57008	35.98	1.00	17.99		1.00	17.99		
Education - Reimbursables	50-50	57007		1.00	-		1.00	-	43.115	43.115
Engineering Support - Admin	70-30	53004	23.35	75.00	1,225.88		75.00	525.38		
Engineering Support - offsite	70-30	53004	2.45	80.00	137.20		80.00	58.80		
Engineering Support - Reimbursables		53004	49.70	1.00	49.70		1.00	21.30	1,412.775	605.48
									7,710.33	3,570.865

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

	2024 Budget	February	March	%age YTD	2024 YTD
REVENUE					
Application Fees	20,000			0.00	-
Member Assessments	160,000	160,000.00		100.00	160,000.00
Interest & Dividend Income	5,000	5,411.38		224.29	11,214.36
Miscellaneous Income					-
Transfer to (from) CIPs					-
Transfer to (from) Grants					-
To (From) Reserve	8,000				-
TOTAL REVENUE	193,000	165,411.38	-		171,214.36
EXPENSES					
		2023 Activity	2023 Activity		
ADMINISTRATION					
Administrative Services	32,000	2,164.61	2,392.19	14.24	4,556.80
Engineering Support	4,000	290.18	605.48	22.39	895.66
Project Reviews	1,500			0.00	-
ENGINEERING					
General Engineering	35,000		7,214.33	20.61	7,214.33
General Engineering 2023			854.00		
Grant Application Writing	500				-
Project Review	30,000		1,531.25	5.10	1,531.25
Project Review 2023			1,642.82		
Highway 252/94 EIS Review					-
LEGAL					
Legal Services	5,000	352.52	436.21	8.72	436.21
JPA Update		408.50			-
MISCELLANEOUS					
Bookkeeping	4,000	169.50	391.50	14.03	561.00
Audit	6,500			0.00	-
Insurance & Bonding	3,000			0.00	-
Meeting Expense	3,000	1,304.39	138.58	48.10	1,442.97
PROJECTS					
Outfall and Stream Monitoring	24,000		78.00	0.33	78.00
Outfall and Stream Monitoring 2023			142.15		
Annual Monitoring Report	8,000		2,303.32	28.79	2,303.32
Annual Monitoring Report 2023			1,037.27		
Water Quality Education					
Education	24,000	339.50	2,532.74	11.97	2,872.24
Education 2023			999.38		
WMWA General Programs	3,000		3,000.00	100.00	3,000.00
WMWA Implementation/Watershed Prep	8,500		8,000.00	94.12	8,000.00
Management Plan/Amendments	1,000				-
Transfer to (from) CIPs					-
Transfer to (from) Grants					-
To (from) Reserves					-
TOTAL OPERATING EXPENSE	193,000	5,029.20	33,299.22		32,891.78
CASH SUMMARY					
4M Fund Balance at 12/31/23					1,314,028.04
Plus Revenue Received to Date					171,731.24
Minus Claims Approved to Date					(218,783.13)
Minus Claims Presented Current Month					33,299.22
4M Fund Balance		1,334,348.43			1,300,275.37

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

Claims Presented	General Ledger Acct No.	March 2024		
				Total
Kennedy & Graven				436.21
Legal - General	52001	436.21		
Shingle Creek WMWA				11,000.00
SC - WMWA General	57009	3,000.00		
SC - WMWA Eds/WS PREP	57009	4,000.00		
SC - WMWA Special Projects	57009	4,000.00		
Stantec 2023				4,675.62
General Engineering 2023	51001	854.00		
Project Reviews 2023	51002	1,642.82		
Education Program 2023	57008	999.38		
Stream and Outfall Monitoring 2023	58011	142.15		
Annual Water Monitoring Report 2023	58002	1,037.27		
Stantec				13,616.52
General Engineering	51001	7,214.33		
Project Reviews	51002	1,531.25		
Education Program	57008	2,489.62		
Stream and Outfall Monitoring	58011	78.00		
Annual Water Monitoring Report	58002	2,303.32		
Judie Anderson's Secretarial Service				3,570.87
Administration	53001	2,392.19		
Bookkeeping / Audit Prep	54002	391.50		
Meeting Expense - Previous Mo. Meal	54001	138.58		
Education Programs	57008	43.12		
Engineering Support	53004	605.48		
Total Claims				33,299.22

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

February 21, 2024

Statement No. 179970

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

Through January 31, 2024

WE405-00001	General		436.21
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Total Current Billing:	436.21
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I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.

DocuSigned by:

Troy Gilchrist

67F85C8F0F29444

Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

West Mississippi Watershed

January 31, 2024

WE405-00001 General

Through January 31, 2024

For All Legal Services As Follows:

			Hours	Amount
1/11/2024	TJG	Prepare for, travel to, and attend meeting	1.90	427.50

Total Services: \$ 427.50

For All Disbursements As Follows:

1/11/2024		Troy J. Gilchrist; Mileage expense		8.71
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Total Disbursements: \$ 8.71

Total Services and Disbursements: \$ 436.21

Invoice Number	2197986
Invoice Date	February 23, 2024
Purchase Order	—
Customer Number	165866
Project Number	227705634

Bill To

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

Please Remit To

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

Project	West Mississippi WMC Services		
Project Manager	Shoemaker, Todd E	Contract Upset	96,900.00
Current Invoice Total (USD)	2,638.97	Amount Billed to Date	96,028.00
		For Period Ending	January 26, 2024

Top Task	2023	2023 Technical Services			
Low Task	2023.001	General Engineering			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Kemmitt, Kathrine Lee (Katie)	4.75	149.00	707.75
		Spector, Diane F	0.75	195.00	146.25
		Subtotal Professional Services	<u>5.50</u>		<u>854.00</u>
Low Task Subtotal	General Engineering				854.00

Low Task	2023.002.98	General Project Reviews			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Shoemaker, Todd E	7.25	220.00	1,595.00
		Subtotal Professional Services	<u>7.25</u>		<u>1,595.00</u>

Disbursements					
		Direct - Vehicle (mileage)			47.82
		Subtotal Disbursements			<u>47.82</u>

Low Task Subtotal	General Project Reviews				1,642.82
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Low Task	2023.003	Stream and Outfall Monitoring			
Disbursements					
		Usage - Vehicle			142.15
		Subtotal Disbursements			<u>142.15</u>

Invoice Number	2197986
Invoice Date	February 23, 2024
Purchase Order	—
Customer Number	165866
Project Number	227705634

Low Task Subtotal	Stream and Outfall Monitoring	142.15
Top Task Subtotal	2023 Technical Services	2,638.97
	Total Fees & Disbursements	<u>2,638.97</u>
	INVOICE TOTAL (USD)	2,638.97

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

Invoice Number 2197985
Invoice Date February 23, 2024
Purchase Order -
Customer Number 165842
Project Number 227705633

Usage - Vehicle 55.68

Subtotal Disbursements 55.68

Low Task Subtotal **Routine Lake Monitoring** 55.68

Low Task 2023.006 **TMDL 5-Year Reviews**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	2.00	195.00	390.00
Subtotal Professional Services	<u>2.00</u>		<u>390.00</u>

Low Task Subtotal **TMDL 5-Year Reviews** 390.00

Low Task 2023.007 **Grant Writing**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	6.75	149.00	1,005.75
Spector, Diane F	3.25	195.00	633.75
Subtotal Professional Services	<u>10.00</u>		<u>1,639.50</u>

Low Task Subtotal **Grant Writing** 1,639.50

Low Task 2023.008 **Annual Monitoring Report**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	24.75	127.00	3,143.25
Subtotal Professional Services	<u>24.75</u>		<u>3,143.25</u>

SC - 2,105.98

WIN - 1,037.27

Low Task Subtotal **Annual Monitoring Report** 3,143.25

Low Task 2023.009.01 **General Education Program**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	10.25	195.00	1,998.75
Subtotal Professional Services	<u>10.25</u>		<u>1,998.75</u>

SC - 999.37

WM - 999.38

Low Task Subtotal **General Education Program** 1,998.75

Invoice Number 2197988
Invoice Date February 23, 2024
Purchase Order -
Customer Number 165866
Project Number 227706622

Bill To

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

Please Remit To

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

Project	West Mississippi WMC 2024 Engineering Services		
Project Manager	Shoemaker, Todd E	Contract Upset	89,000.00
Current Invoice Total (USD)	4,270.33	Amount Billed to Date	4,270.33
		For Period Ending	January 26, 2024

Top Task 1000 **General Engineering**
Low Task 1000 **General Engineering**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Campbell, Patricia A (Patty)	1.00	140.00	140.00
Kemmitt, Kathrine Lee (Katie)	5.25	156.00	819.00
Spector, Diane F	2.50	205.00	512.50
Shoemaker, Todd E	10.75	231.00	2,483.25
Subtotal Professional Services	<u>19.50</u>		<u>3,954.75</u>

Disbursements

Direct - Vehicle (mileage)	49.58
Subtotal Disbursements	<u>49.58</u>

Low Task Subtotal **General Engineering** 4,004.33

Top Task Subtotal General Engineering 4,004.33

Top Task 2024 **Project Reviews/WCA**
Low Task 2024.001 **General Project Reviews**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	0.50	140.00	70.00
Subtotal Professional Services	<u>0.50</u>		<u>70.00</u>

Low Task Subtotal **General Project Reviews** 70.00

Low Task 2024.002 **WCA**

Invoice Number	2197988
Invoice Date	February 23, 2024
Purchase Order	--
Customer Number	165866
Project Number	227706622

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kaster, Anthony R (Tony)	1.00	196.00	196.00
Subtotal Professional Services	1.00		196.00

Low Task Subtotal	WCA		196.00
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Top Task Subtotal	Project Reviews/WCA		266.00
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Total Fees & Disbursements		4,270.33
INVOICE TOTAL (USD)		4,270.33

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

Invoice Number	2197989
Invoice Date	February 23, 2024
Purchase Order	-
Customer Number	165842
Project Number	227706654

Low Task Subtotal	General Project Reviews	894.25
Top Task Subtotal	Project Reviews/WCA	894.25

Top Task 103 Stream Monitoring
Low Task 103 Stream Monitoring

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	2.50	133.00	332.50
Stone, Alicia L (Ali)	1.50	140.00	210.00
Kemmitt, Kathrine Lee (Katie)	4.75	156.00	741.00
Subtotal Professional Services	<u>8.75</u>		<u>1,283.50</u>

Disbursements

Direct - Vehicle (mileage)	23.92
Direct - Testing & Lab Charges	98.40
Subtotal Disbursements	<u>122.32</u>

Low Task Subtotal	Stream Monitoring	1,405.82
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Top Task Subtotal	Stream Monitoring	1,405.82
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Top Task 106 Annual Monitoring Report
Low Task 106 Annual Monitoring Report

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	12.00	133.00	1,596.00
Kemmitt, Kathrine Lee (Katie)	2.75	156.00	429.00
Subtotal Professional Services	<u>14.75</u>		<u>2,025.00</u>

2024

SC - 1,356.75
 WM - 668.25

Low Task Subtotal	Annual Monitoring Report	2,025.00
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Top Task Subtotal	Annual Monitoring Report	2,025.00
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Top Task 108 Grant Writing
Low Task 108 Grant Writing

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	8.00	205.00	1,640.00
Subtotal Professional Services	<u>8.00</u>		<u>1,640.00</u>

Invoice Number 2197989
Invoice Date February 23, 2024
Purchase Order -
Customer Number 165842
Project Number 227706654

Low Task Subtotal **Grant Writing** 1,640.00

Top Task Subtotal Grant Writing 1,640.00

Top Task 109 **Education & Outreach**
Low Task 109 **Education & Outreach**

Professional Services

2024

Category/Employee		Current Hours	Rate	Current Amount
SC - 649.00	Kemmitt, Kathrine Lee (Katie)	1.75	156.00	273.00
WM - 649.00	Spector, Diane F	5.00	205.00	1,025.00
	Subtotal Professional Services	<u>6.75</u>		<u>1,298.00</u>

Low Task Subtotal **Education & Outreach** 1,298.00

Top Task Subtotal Education & Outreach 1,298.00

Top Task 110 **Blue Line LRT Review**
Low Task 110 **Blue Line LRT Review**

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Doerr, Sylvia M	8.00	133.00	1,064.00
	Wochenske, Jordan	1.50	133.00	199.50
	Doerr, Sylvia M	2.50	140.00	350.00
	Weis, Rena D	2.50	149.00	372.50
	Weis, Rena D	2.75	156.00	429.00
	Shoemaker, Todd E	0.50	220.00	110.00
	Subtotal Professional Services	<u>17.75</u>		<u>2,525.00</u>

Low Task Subtotal **Blue Line LRT Review** 2,525.00

Top Task Subtotal Blue Line LRT Review 2,525.00

Total Fees & Disbursements 17,551.58
INVOICE TOTAL (USD) 17,551.58

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

Invoice Number 2201609
Invoice Date March 1, 2024
Purchase Order -
Customer Number 165866
Project Number 227706622

Bill To

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

Please Remit To

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

Project	West Mississippi WMC 2024 Engineering Services		
Project Manager	Shoemaker, Todd E	Contract Upset	89,000.00
Current Invoice Total (USD)	4,553.25	Amount Billed to Date	8,823.58
		For Period Ending	February 23, 2024

Top Task	1000	General Engineering
Low Task	1000	General Engineering

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	7.75	156.00	1,209.00
Spector, Diane F	3.00	205.00	615.00
Shoemaker, Todd E	6.00	231.00	1,386.00
Subtotal Professional Services	16.75		3,210.00

Low Task Subtotal	General Engineering	3,210.00
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Top Task Subtotal	General Engineering	3,210.00
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Top Task	2000	Stream & Outfall Monitoring
Low Task	2000	Stream & Outfall Monitoring

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	0.50	156.00	78.00
Subtotal Professional Services	0.50		78.00

Low Task Subtotal	Stream & Outfall Monitoring	78.00
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Top Task Subtotal	Stream & Outfall Monitoring	78.00
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Top Task	2024	Project Reviews/WCA
Low Task	2024.001	General Project Reviews

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	4.50	140.00	630.00

Invoice Number	2201609
Invoice Date	March 1, 2024
Purchase Order	—
Customer Number	165866
Project Number	227706622

Shoemaker, Todd E	2.75	231.00	635.25
Subtotal Professional Services	<u>7.25</u>		<u>1,265.25</u>

Low Task Subtotal	General Project Reviews	1,265.25
Top Task Subtotal	Project Reviews/WCA	1,265.25
	Total Fees & Disbursements	<u>4,553.25</u>
	INVOICE TOTAL (USD)	4,553.25

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

Invoice Number 2201610
Invoice Date March 1, 2024
Purchase Order -
Customer Number 165842
Project Number 227706654

Category/Employee		Current Hours	Rate	Current Amount
	Neumiller, Grace Catherine	17.75	133.00	2,360.75
	Schafermeyer, Benjamin L (Ben)	4.00	133.00	532.00
	Stone, Alicia L (Ali)	12.50	140.00	1,750.00
	Kemmitt, Kathrine Lee (Katie)	2.00	156.00	312.00
	Subtotal Professional Services	36.25		4,954.75

SC - 3,319.68
 WM - 1,635.07

Low Task Subtotal **Annual Monitoring Report** 4,954.75

Top Task Subtotal Annual Monitoring Report 4,954.75

Top Task 109 **Education & Outreach**
Low Task 109 **Education & Outreach**

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Kemmitt, Kathrine Lee (Katie)	7.50	156.00	1,170.00
	Spector, Diane F	12.25	205.00	2,511.25
	Subtotal Professional Services	19.75		3,681.25

SC - 1,840.63
 WM - 1,840.62

Low Task Subtotal **Education & Outreach** 3,681.25

Top Task Subtotal Education & Outreach 3,681.25

Top Task 110 **Blue Line LRT Review**
Low Task 110 **Blue Line LRT Review**

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Shoemaker, Todd E	2.00	231.00	462.00
	Subtotal Professional Services	2.00		462.00

Low Task Subtotal **Blue Line LRT Review** 462.00

Top Task Subtotal Blue Line LRT Review 462.00

Total Fees & Disbursements 16,205.00
INVOICE TOTAL (USD) 16,205.00

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



3235 Fernbrook Lane
Plymouth MN 55447

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

March 11, 2024

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
									SC	WM
Administrative		53001	11.91	75.00	893.25	5.75	75.00	431.25		
Administrative	70-30	53001	36.54	75.00	1,918.35		75.00	822.15		
Administrative - Convene	50-50	53001	5.53	75.00	207.37			207.37		
Admin - offsite	70-30	53001	1.83	80.00	102.48		80.00	43.92		
Admin - offsite - Convene	50-50	53001	1.58	80.00	63.20			63.20		
Office Support	70-30	53001	24.50	75.00	1,286.25		75.00	551.25		
Data Processing/File Mgmt		53001		75.00	-		75.00	-		
Data Processing/File Mgmt	70-30	53001	0.42	75.00	22.05		75.00	9.45		
Admin - Annual Reporting		53001	4.85	75.00	363.75	0.35	75.00	26.25		
Annual Storage Rental -.14/.11		53001	1.00	54.74	54.74	1.00	43.01	43.01		
Administration Reimbursables		53001	440.63	1.00	440.63	194.34	1.00	194.34	5,352.070	2,392.190
Bookkeeping		54022	6.59	75.00	494.25	4.42	75.00	331.50		
Bookkeeping Subscription		54022	1.00	60.00	60.00	1.00	60.00	60.00		
Audit Prep		54022		75.00	-		75.00	-	554.250	391.500
Meal Expense	70-30	54001	461.95	1.00	323.37		1.00	138.59	323.365	138.585
Project / WCA Reviews - Admin		53002	0.33	75.00	24.75		75.00	-		
Project / WCA Reviews -Reimbursables		53002		1.00	-		1.00	-	24.750	-
Website	50-50	57008	0.67	75.00	25.13		75.00	25.13		
Renew website domain, zoom	50-50	57008	35.98	1.00	17.99		1.00	17.99		
Education - Reimbursables	50-50	57007		1.00	-		1.00	-	43.115	43.115
Engineering Support - Admin	70-30	53004	23.35	75.00	1,225.88		75.00	525.38		
Engineering Support - offsite	70-30	53004	2.45	80.00	137.20		80.00	58.80		
Engineering Support - Reimbursables		53004	49.70	1.00	49.70		1.00	21.30	1,412.775	605.48
									7,710.33	3,570.865

To: Shingle Creek Watershed Management Commission
From: Katie Kemmitt
Date: March 12, 2024
Subject: MPCA Community Resilience Grant agreement

**Recommended
Commission Action**

For notification and ratification of signature.

MPCA Community Resilience Grant

The Shingle Creek Watershed Management Commission (SCWMC) completed the Gaulke Pond Subwatershed Assessment in 2023. That study identified the Colorado Avenue infiltration trench as the highest ranked practice to reduce flooding and improve water quality within the Gaulke Pond Watershed. The study also recommended the SCWMC study the trench location and design in more detail before final design because of its potential proximity to the adjacent drinking water reservoir. The SCWMC subsequently applied for and received a grant from the MPCA to study the trench feasibility. The grant application requested \$18,309 in grant funding, with \$1,831 Commission match. A work order to complete this work is a separate action item on the agenda.

Attached is the draft grant agreement between the MPCA and the SCWMC. MPCA will send the final agreement for digital signature after taking care of any requested edits. Staff recommends the Commission review the agreement and authorize the WMC's administrator, Judie Anderson, to sign the agreement pending any edits and receipt of the final agreement.

This grant contract is between the state of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155-4194 ("MPCA" or "State") and **Shingle Creek Watershed Commission**, 3235 Fernbrook Lane North, Plymouth, MN 55447 ("Grantee").

Recitals

1. Under Minn. Stat. § 116.03, subd.2, the State is empowered to enter into this grant.
2. The State is in need of the **Gaulke Pond Flood Mitigation Feasibility Study Project (project)**.
3. Grantee will comply with required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), subd. 4 (a) (1).
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1. Term of Grant Contract

- 1.1 Effective Date.** April 1, 2024, Per [Minn. Stat.§16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.
- 1.2 Expiration Date.** June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will perform the duties specified in **Attachment A** which is attached and incorporated into this grant contract.

3. Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4. Consideration and Payment

- 4.1 Consideration.** The State will pay for all services performed by the Grantee under this grant contract as follows:
 - (a) Compensation.** The Grantee will be paid according to the breakdown of costs contained in **Attachment A**, which is attached and incorporated into this grant contract. Grantee certifies they will provide no less than 10% (ten percent) of the total grant amount as cash match or in-kind services.

- (b) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed the total amount set forth in the travel expense items of the detailed budget section of **Attachment A**, which is attached and incorporated into this grant contract; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- (c) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$18,309.00 (Eighteen Thousand Three Hundred and Nine Dollars and Zero Cents)**.

4.2 Payment

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Invoices for expenses incurred to-date may be submitted as frequently as monthly. First invoice is required no later than 6 (six) months or midway through the project, whichever comes first. Email updates about the status of the project are required to be provided to the State's Authorized Representative whenever an invoice is submitted to MPCA Accounts Payable. The State's Authorized Representative will not approve an invoice through the state system without this project update. A final invoice for payment of remaining grant funds expended by the project is required to be submitted at the completion of the project after a Grant Project Final Report, in a format provided to the Grantee by the MPCA, has been submitted to the State's Authorized Representative and approved. Payment of the final 10% (ten percent) of grant funds will be held back until the project is completed satisfactorily and all deliverables have been submitted and approved.

Invoices must be emailed to mpca.ap@state.mn.us, cc'd to the State's Authorized Representative, and contain the following information:

- Name of Grantee
- Grantee's Authorized Representative
- State's Authorized Representative
- SWIFT Contract No.
- Total amount requested for this invoicing period
- Invoice number
- Invoice date
- Invoicing period (actual working period covered by the invoice)
- Cumulative amount of grant expended to date
- Amount of match expended this invoicing period
- Cumulative amount of match expended to date
- Time and material breakdown for invoicing period:
 - Itemization **by each task worked on that period and for each position that worked on it** showing actual hourly rates, hours worked and total dollar amounts (divided into grant-funded and match); consultant invoices may be requested

- Receipts for supplies and any other itemized materials costs to be reimbursed with grant funds or counted as match
- Itemized per diem expenses, stipends or similar; receipts may be requested to be submitted with invoice
- Other items as requested

If there is a problem with submitting an invoice electronically, please contact the Accounts Payable Unit at 651-757-2491.

The Grantee shall submit an invoice for the final payment within 15 (fifteen) days of the original or amended end date of this grant contract. The State reserves the right to review submitted invoices after 15 (fifteen) days and make a determination as to payment.

(b) Unexpended Funds. The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work and have a total project cost of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred/>.

5. Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Authorized Representative

The State's Authorized Representative is **Liz Wiese**, 7678 College Road, Ste 105, Baxter, MN 56425, 651-757-5072, liz.wiese@state.mn.us or successor and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance of each invoice submitted for payment.

The Grantee's Authorized Representative is **Judie Anderson**, 3235 Fernbrook Lane North, Plymouth, MN 55447, 763-553-1144, judie@jass.biz, or successor. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7. Assignment, Amendments, Change Orders, Waiver, and Grant Contract Complete

7.1 Assignment. The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments. Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Change Orders. If the State's Authorized Representative or the Grantee's Authorized Representative identifies a change needed in the workplan and/or budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Contract, or cause an extension of the term of this Contract. Major changes require an Amendment rather than a Change Order. A Change Order also is required to name a successor if the State's Authorized Representative or the Grantee's Authorized Representative is no longer available to fulfill that role.

The Change Order Form must be approved and signed by the State's Authorized Representative and the Grantee's Authorized Representative in advance of doing the work included in the Change Order. Documented changes will then become an integral and enforceable part of the Contract. The MPCA has the sole discretion on the determination of whether a requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.

7.4 Waiver. If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.5 Grant Contract Complete. This grant contract contains all negotiations and contracts between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9. State Audits

Under Minn. Stat. § 16B.98, subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data

referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 Intellectual property rights

(a) Intellectual property rights. The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this grant agreement. To the extent possible, those Works eligible for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(b) Obligations.

- (1) Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.
- (2) Representation.** The Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

11. Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 Termination by the State. The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the

refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under [Minn. Stat. § 270C.65](#), subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

To protect Grantee's personal data, Grantee is strongly encouraged to obtain and use a Minnesota tax identification number.

16. Reporting Requirements

Final Report. By the date specified in the project workplan and in a format provided by the MPCA, the Grantee shall submit a final report to the MPCA, plus all project deliverables identified in the workplan.

If the States Authorized Representative determines that the information submitted in the Final Report and/or Project Deliverables is inadequate, the Grantee shall prepare and submit additional / corrected information reasonably requested by the State's Authorized Representative. The Final Report and Project Deliverables shall not be approved by the State's Authorized Representative and final payment shall not be disbursed unless the Report and Deliverables contains the specified information to the satisfaction of the State's Authorized Representative.

Signatures

Title	Name	Signature	Date
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DRAFT

Admin ID

To: Shingle Creek Watershed Management Commission

From: Katie Kemmitt
Todd Shoemaker, PE

Date: March 12, 2024

Subject: Eagle and Pike Lakes Internal Load Project

Recommended Commission Action	<ol style="list-style-type: none"> 1) Approve the project (professional services + construction contract) from the Closed projects account. 2) Authorize the work order for the professional services. 3) Authorize a cooperative agreement with the City of Maple Grove to serve as the contracting agent for the alum project.
Proposed Budget	Stantec services –\$123,304; Contractor fees – \$352,000 (est) Total project cost – \$475,304
Funding	Authorize the project to be funded from the Commission’s closed projects account.

The Commission has previously discussed a potential Lake Management Plan for Eagle and Pike Lakes, similar to those recently completed on Bass, Pomerleau, Meadow, and Crystal Lakes. These plans typically have included alum treatments to reduce internal phosphorus load; aquatic vegetation and fish management; and intensive monitoring over three to four years to comprehensively and systematically improve lake water quality. Eagle and Pike Lakes are slated to begin this process in 2024. The purpose of this item is to initiate that Lake Management Plan process so that monitoring and project preparation can be completed this spring/summer and alum treatments can be applied as soon as this Fall.

Introduction

SCWMC has previously studied the Eagle Lake subwatershed through the Cedar Island, Pike, and Eagle Lakes Nutrient TMDL completed in 2010 and in the TMDL 5-year review. The TMDL concluded that internal load management, biological management, and reduction of nonpoint sources of phosphorus in the watershed by retrofitting Best Management Practices (BMPs) would have the most impact on reducing phosphorus load and improving water quality. The TMDL 5-Year review identified a 39% reduction in TP for Pike Lake, and a 29% TP reduction for Eagle Lake. Pike Lake Subwatershed Assessments were completed in 2017 and 2019. These past studies identified general practices to reduce the watershed load to the lake.

In 2023, the Commission authorized Stantec to complete the Eagle Lake Subwatershed Assessment that built on the previous studies to identify specific locations for BMPs in the Eagle Lake subwatershed and evaluate internal loading of Eagle and Pike Lakes. The Eagle Lake Subwatershed Assessment is still being finalized, but sediment core data collected in Summer 2023 and presented to the Commission in August indicated a need for internal load management in both Eagle and Pike. The Commission’s Fourth Generation Plan includes a 2024 project to complete Lake Management Plans for Eagle and Pike Lakes similar to those recently completed in Bass, Pomerleau, Crysall, and Meadow lakes. This would include targeted monitoring; alum treatments to control internal phosphorus load; aquatic vegetation monitoring and treatment; and if necessary rough fish management.

The Commission submitted a Clean Water Fund Projects & Practices grant to BWSR in August 2023 for \$527,500 (\$337,500 grant and \$190,000 match) to fund the Eagle and Pike Lakes internal load project; however, the Commission did not receive an award. Based on the findings of the internal load assessment for the lakes and discussions with the City of Maple Grove and the Commission, we recommend proceeding in 2024 with the Lake Management Plan for these lakes using Commission funding.

Recommended Actions

Similar to previous projects, we recommend that the Commission consider ordering the overall project, which would proceed in three actions at the March 14 meeting. The actions are:

- 1) Approve the project (professional services + construction contract) from the Closed projects account.
- 2) Authorize the work order for the professional services.
- 3) Authorize a cooperative agreement with the City of Maple Grove to serve as the contracting agent for the alum project.

Future aquatic vegetation management would be completed under separate contract with a specialized contractor.

Funding

This project is listed on the Shingle Creek Capital Improvement Program for 2024, and typically the Commission would consider levying for it in Fall 2024. However, as you know the Commission maintains the Closed Projects account in which to deposit levy funds that are “left over” when CIP projects are completed for less than the amount levied. The Commission has designated that those funds are to be used for limited purposes: to cover overages when CIP projects exceed the budget; to fund additional projects; or to complete special studies such as feasibility studies to help define and scope future CIP projects and to prepare them for grant applications. The Commission currently holds a large balance in the Closed Projects Account (estimated at around \$850,000) after several past projects came in well under budget. Based on the Commission's desire to not hold a large balance in their closed projects account, we recommend this project be funded through the Closed Projects Account rather than being levied for in 2024.

Statement of Project Purpose(s)

The primary objective of the project is to reduce internal load and therefore improve water quality in Eagle and Pike Lakes in Maple Grove, MN. This project will take a holistic lake management approach and incorporate aluminum sulfate (alum) treatments for water phosphorus (P) reduction, lake vegetation surveying and management, and water quality and sediment monitoring. Alum treatments and lake vegetation management contract fees shown herein are subject to change based on actual applicator rates and the public bidding process and are estimated in this scope using the best available information (previous applications, material estimates from applicators, etc.).

Professional Services Scope of Work

Task 1 – Engineering Support for Alum Treatments

- **Brief description of activities involved:** This task will include alum contracting support to the City of Maple Grove, coordination and scheduling of alum treatments in partnership with the City, and Stantec oversight of alum applications on the lakes. The City of Maple Grove will act as the contracting agent for the alum treatments. Stantec will support by drafting the Request for Quote/Bid documents, reviewing quotes/bids received, and providing a recommendation to the City for contracting. Stantec will work with the City to schedule alum treatments and help identify any barriers to application, as well as providing oversight throughout the application process to ensure lake pH levels are stable and applicators are applying appropriately.
- **Proposed Timeframe:** Fall 2024 – Fall 2026
- **Name and Title of person(s) responsible:** Dendy Lofton, Senior Associate

Estimated cost to complete task: \$11,424

Task 2 – Phosphorus Monitoring

- **Brief description of activities involved:** A key component of lake management is monitoring to assess the lake's response to management and inform what actions are taken next. Under the Commission's Fourth Generation Management Plan, Eagle and Pike Lakes are considered Tier 1 lakes and are scheduled for Commission monitoring twice from 2023-2032. This task includes additional monitoring outside of what is regularly scheduled:
 - **Collection of sediment cores following alum treatments.** Sediment cores will be used to assess the success of the alum applications. Sediment cores will be collected from the lake by Stantec staff and then be sent to the University of Wisconsin-Stout for phosphorus analysis. Cores will be analysed for aluminium-bound phosphorus and phosphorus release rates.
 - **Water quality monitoring.** Water quality samples will be collected to assess the impact of the alum treatments on water quality. We expect a noticeable reduction in bottom and surface total phosphorus concentrations following alum treatments, an increase in water clarity, and a decrease in total suspended solids in the lake water. Outside of the Commission's regular lake monitoring schedule and the City's monitoring program, Stantec will provide two additional years of water quality monitoring, including surface and deep-water samples, depth profiles, and Secchi depth readings. Water samples will be analysed for the following parameters:

- Total phosphorus
- Ortho-phosphorus
- Total suspended solids
- Chlorophyll content

Water quality results will be presented annually in the Commission's Annual Monitoring Report.

- **Proposed Timeframe:** Summer 2025 and 2027
- **Name and Title of person(s) responsible:** Katie Kemmitt, Environmental Scientist

Estimated cost to complete task: \$31,850

Task 3 – SAV Monitoring

- **Brief description of activities involved:** This task includes submersed aquatic vegetation (SAV) point-intercept surveys. An early (May/June) and late summer (August) SAV survey will be conducted on each lake for 2 years (2025 and 2027) following alum treatments to assess the response of the aquatic plant community following water quality improvements. Results, including data summaries and species diversity maps, invasive species abundance maps, and biovolume maps from each survey will be presented annually in the Commission's Annual Monitoring Report.
- **Proposed Timeframe:** Summer 2025 and 2027
- **Name and Title of person(s) responsible:** Katie Kemmitt, Environmental Scientist

Estimated cost to complete task: \$32,140

Task 4 – AIS Delineations & Permitting

- **Brief description of activities involved:** This task includes aquatic invasive species (AIS) delineations and permitting required for AIS management, including herbicide treatment and hand-pulling. Curly-leaf pondweed (CLP) and Eurasian watermilfoil (EWM) are both present in Eagle and Pike and may exhibit a growth response with increased water clarity from alum treatments. Stantec will complete AIS delineations in early spring/summer as necessary to delineate areas of management for up to 5 years following alum treatments. CLP and EWM delineations must be done separately due to differences in peak growth and optimal treatment times. Stantec will work with the Minnesota Department of Natural Resources to permit herbicide treatments or hand-pulling as necessary.
- **Proposed Timeframe:** Spring/Summer 2025-2030
- **Name and Title of person(s) responsible:** Katie Kemmitt, Environmental Scientist

Estimated cost to complete task: \$47,890

Assumptions

- Project timeline is subject to contractor schedules and availability.

- Laboratory expenses are subject to change from year to year.

Fee Estimate

The table below includes a summary of the proposed tasks and associated Stantec fees and expenses.

No.	Description	HRS	LABOR	EXPENSES	STANTEC FEE
1	Engineering Support for Alum Treatments	80	\$11,424	-	\$11,424
2	Phosphorus Monitoring	151	\$20,730	\$11,120	\$31,850
3	SAV Monitoring	184	\$25,500	\$6,640	\$32,140
4	AIS Delineations & Permitting	345	\$47,890	-	\$47,890
TOTALS			\$105,544	\$17,760	\$123,304

Contractor Fee Estimates

A component of the Eagle and Pike Lakes Management Plan will be working with contractors for alum treatments and vegetation management (i.e., herbicide application and/or hand-pulling). These components will require publishing Request for Bids/Quotes and the associated costs change from year to year. Stantec has provided an estimate of costs based on current unit prices for alum and herbicide.

Task 1 – Alum Application

This task will include the alum applicator contract fees and will be reimbursable to the City of Maple Grove by the Commission. The planned alum dose for each lake was presented to the Commission as part of the Eagle Lake Subwatershed Assessment as follows:

Table 1. Recommended alum treatment scenario for Pike Lake with estimated load reduction and treatment volumes.

Scenario	Depth Contour	Treatment Area (ac)	P Load by Treatment Area (lbs/yr)	P Load Reduction from Alum (lbs/yr)*	Alum (gal)	Cost for Material + Applicator	Cost per pound P removed	Aluminum Dose	
								mg/L	g Al/m ²
1	10 – 22 ft	23	54	46	34,754	\$127,896	\$2,802	27.3	81.8

*Assumes 85% reduction in sediment loading from alum treatment.

Table 2. Recommended alum treatment scenario for Eagle Lake with estimated load reduction and treatment volumes.

Scenario	Depth Contour	Treatment Area (ac)	P Load by Treatment Area (lbs/yr)	P Load Reduction from Alum (lbs/yr)	Alum (gal)	Cost for Material + Applicator	Cost per pound P removed	Aluminum Dose	
								mg/L	g Al/m ²
2	20 – 35 ft	47	73	62	65,769	\$211,775	\$3,436	34.5	76.4

The Draft Eagle Lake Subwatershed Assessment recommend a split application where half of the alum is applied in year 1 (i.e., 2024) and then the remaining half dose is applied two years later (i.e., 2026). Alum estimates are based on best available information for 2023 costs per unit volume and area scaled according to treatment area, volume of alum and volumetric alum dose. The cost per unit fluctuates with volume of alum ordered such that higher volumes typically corresponds to lower per unit costs. Unit costs for alum used in our analyses ranged from \$2.66/gal to \$3.43/gal.

Estimated cost to complete task: \$340,000

Task 2 – AIS Treatment

This task includes contracts for AIS herbicide treatments (CLP, EWM) or hand-pulling (EWM) for up to 5 years on Eagle and Pike following alum treatments. Delineations done under Task 4 above will inform whether or not treatment/removal is necessary each year. The cost to complete this task assumes a similar area of treatment with diquat herbicide from year to year. If hand-pulling of EWM is recommended by the DNR, Stantec will work with contractors get fee estimates.

Estimated cost to complete task: \$12,000

Contractor Fee Estimate

No.	Description	ESTIMATED CONTRACTOR FEES
1	Alum Application	\$340,000
2	AIS Treatment	\$12,000
TOTALS		\$352,000

From: Vlach, Brian <Brian.Vlach@threeriversparks.org>
Sent: Tuesday, March 12, 2024 3:33 PM
To: Judie Anderson <Judie@jass.biz>
Subject: Mississippi Gateway Shoreline Stabilization-Letter of support

Hi Judie,

I wanted to let you know that we did not receive funding for the Mississippi Gateway Shoreline Stabilization Conservation Partner's Legacy (CPL) grant that we applied for last year. However, I am in the process of submitting a grant application for the Legislative Citizen Commission on Minnesota Resources (LCCMR) – Environment and Natural Resources Trust Fund. I was wondering if the West Mississippi Watershed Management Commission would provide a letter of support for the project for the LCCMR grant application. The letter of support would be similar to the previous letter (attached) for the CPL grant. I would make this request at your next meeting this coming Thursday, but I am unable to attend due to another meeting conflict. Can you please make this request to the Commission on behalf of the Three Rivers Park District?

The application deadline is March 27th so it would be great to receive the letter of support sometime next week.

Thanks.

Brian Vlach
Senior Water Resources Manager
Three Rivers Park District
Brian.Vlach@ThreeRiversParks.org
763-694-7846





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September 18, 2023

Re: Mississippi Gateway Shoreline Habitat Restoration

To whom it may concern:

At their meeting of September 14, 2023, the West Mississippi Watershed Management Commission discussed the Mississippi Gateway Shoreline Habitat Restoration project. The members of the Commission voted to fund this project in the amount of \$75,000 from its Partnership Cost-Share Program. These funds are currently available.

The Commission is a joint powers watershed management organization under Minnesota Statutes 1992, Section 103B.201. Three Rivers Park District is the owner of this proposed project and is seeking funding from the Commission, the City of Brooklyn Park (which is a member of the Commission), and the National Park Service, and from a Conservation Partners Legacy Grant.

The West Mississippi Watershed Management Commission strongly supports this project for a number of reasons. The project will:

- > reduce excessive sediment and nutrient loading to the Mississippi River from approximately 1650 linear feet of Mississippi River shoreline by stabilizing areas of bank and gully erosion.
- > reduce nutrient and sediment loading of Lake Pepin and help protect water quality in the river immediately downstream as well as help support nearshore habitat negatively impacted by the accumulation of sediment in spawning and emergent vegetation areas.
- > protect drinking water by reducing sediment and nutrient load to the Mississippi River.
- > improve water-based recreational opportunities for the public on the river.
- > add fishing access platforms to improve shoreline fishing opportunities along the river.
- > add additional amenities for outdoor recreation and nature-based education to the existing Nature Center including picnic areas, scenic overlooks, and hiking trails.

Upon completion of the park reconstruction, visitation is expected to increase by at least 50 percent for an estimated 725,000 visitors a year.



The West Mississippi Watershed Management Commission thanks you for your consideration of this very worthwhile project and urges you to fund it at the requested \$735,000. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Gerald Butcher". The signature is written in a cursive, flowing style.

Gerald Butcher
Chairman

GB:ja