


Shingle Creek Watershed Management Commission Treasurer's Report

	2020 Budget	April	May	%age YTD	2020 YTD
REVENUE					
	%age				
Application Fees	23,000			13.04	3,000.00
Member Assessments	363,590			100.00	363,590.00
Blue Line Extension	1,000			-	-
Interest and Dividends	15,000	490.14		20.36	3,053.81
Education Reimbursement	33,000			54.55	18,000.00
Rain Garden Workshops	8,000			-	-
<i>Transfer to (from) Grants (see following pages)</i>		-	-		106,816.00
<i>Transfer to (from) CIPs</i>					-
<i>Transfer to (from) Closed Projects Account</i>					-
TOTAL REVENUE	443,590	490.14	-		494,459.81
EXPENSES					
ADMINISTRATION					
Administrative Services	71,000	6,279.05	5,622.50	36.27	25,750.70
Engineering Support	17,000	718.94	1,167.55	20.07	3,412.16
Project Reviews	1,500	42.38		5.14	77.11
Blue Line Extension	500				-
ENGINEERING					
Administration	62,000	6,577.80	8,136.20	45.46	28,184.60
Grant Application Writing	11,500		49.50	4.76	546.90
Project Reviews/WCA	45,000	3,044.10	2,152.10	16.93	7,618.70
Blue Line Extension	500				-
TMDL 5 Year Reviews	12,000	3,743.20	1,277.80	72.25	8,670.20
LEGAL - Legal Services	6,000	407.75	341.70	17.28	1,036.60
MISCELLANEOUS					
Bookkeeping	7,000	520.00	260.00	26.28	1,839.50
Audit	6,500			-	-
Insurance & Bonding	3,100			-	-
Meeting Expense	5,000			23.14	1,157.01
PROGRAMS					
Stream Monitoring	35,000	560.83	3,647.11	24.83	8,691.77
Stream Monitoring (USGS)	4,500			-	-
Lake Monitoring	24,000	987.30	998.00	19.07	4,576.80
Citizen Assisted Lake Monitoring (CAMP)	3,800	760.30	208.80	26.13	992.90
Volunteer Wetland Monitoring (WHEP)	2,000			-	-
Volunteer Stream Monitoring (River Watch)	1,000			-	-
Annual Monitoring Report	16,000	8,147.65	3,822.56	100.37	16,058.49
Water Quality Education					
Education Program	15,000	758.93	1,135.80	44.37	6,654.83
Education Grants	500			-	-
WMWA General Programs	20,000	749.61	1,106.30	17.90	3,579.81
WMWA Special Projects	6,500			-	-
WMWA Ed/Watershed Prep	18,000	832.88	2,701.17	22.35	4,022.85
Rain Garden Workshops	8,000			-	-
Management Plan/Amendments	1,000		194.18	19.42	194.18
Subwatershed BMP Assessment	20,000				-
Flood Modeling and Mapping	0	2,905.60	4,345.50		7,439.60
<i>Transfer to (from) Grants (see following pages)</i>		3,353.82	13,119.32		21,018.56
<i>Transfer to (from) CIPs</i>					-
<i>Transfer to (from) Partnership BMP Retrofits Fund</i>					-
<i>Transfer to (from) Closed Projects Account</i>		10,004.08	2,936.18		13,655.99
<i>To/From Reserves</i>	19,690				
TOTAL OPERATING EXPENSE	443,590	50,394.22	53,222.27		165,179.26
CASH SUMMARY					
4M Fund Balance at 12/31/19					463,980.58
Plus Revenue Received 2020 to date					679,297.62
Minus Claims Approved to Date					(142,947.19)
Minus Claims Presented Current Month					(53,222.27)
Fund Balance		1,000,331.01			947,108.74

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	April	May		Total
Kennedy & Graven					341.70
Legal - General	52001		341.70		
KORT Sign Design - WMWA Roots Display	57011		2,481.92		2,481.92
Mary Amsden - WMWA Ed Services	57011				-
Mary Amsden - WMWA Ed Reimbursement	57012				
Sharon Meister - WMWA Ed Services	57011		200.00		200.00
Sharon Meister - WMWA Ed Reimbursement	57012				
Wenck Associates					42,237.25
General Engineering	51001		8,136.20		
Grant Writing	51005		49.50		
Project Reviews	51002		2,152.10		
Flood Modeling and Mapping	51015		4,345.50		
Plan Amendment	51007		194.18		
CAMP	56002		208.80		
Stream Monitoring	56004		3,647.11		
Lake Monitoring	56010		998.00		
TMDL 5-Year Reviews	56011		1,277.80		
Education	57008		1,050.00		
Education - WMWA	57009		300.00		
Annual Water Quality Report	58002		3,822.56		
Bass/Pomerleau Alum Trmt Grant	70727		8,515.61		
SRP Reduction Grant	70729		2,637.08		
Crystal Lake Management Plan Grant	70732		1,966.63		
Twin Lake Carp Management Follow-up			1,941.18		
Bass Creek Stream Restoration Feasibility Study			995.00		
Judie Anderson's Secretarial Service					825.55
WMWA General Expense	57009		806.30		
WMWA Educators/WS Prep	57011		19.25		
Judie Anderson's Secretarial Service					7,135.85
Administration	53001		5,622.50		
Project and WCA Review Support	53002				
Bookkeeping / Audit Prep	54002		260.00		
Education Programs	57008		85.80		
Engineering Support	53004		1,167.55		
Total Claims					53,222.27
					
Judie A Anderson, Deputy Treasurer					

Shingle Creek Watershed Management Commission Treasurer's Report

	Total Grant	April	May	%age YTD	YTD
GRANTS					
Bass/Pomerleau Lakes Internal Load Reduction (BWSR C18)	267,040				
Revenue					106,816.00
Expense		1,642.00	8,515.61		11,846.91
Balance		(1,642.00)	(8,515.61)		94,969.09
BWSR Watershed Based Funding	103,571				
Revenue					-
Expense					-
Balance		-	-		-
SRP Reduction Project	72,170				
Revenue					15,229.01
Expense		255.02	2,637.08		4,941.14
Balance		(255.02)	(2,637.08)		10,287.87
Becker Park Grant Met Council SG-10335	150,000				
Revenue					150,000.00
Expense					-
Balance		-	-		150,000.00
Crystal Lake Management Plan (MPCA)					
Revenue					-
Expense		1,456.80	1,966.63		4,230.51
Balance		(1,456.80)	(1,966.63)		(4,230.51)
MN DNR Floodplain Modeling & Mapping	50,000				
Revenue					17,164.10
Expense					-
Balance		-	-		17,164.10
TOTAL GRANTS					
Revenue		-	-		106,816.00
Expense		3,353.82	13,119.32		21,018.56
Balance		(3,353.82)	(13,119.32)		85,797.44

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

April 21, 2020

Statement No. 154432

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

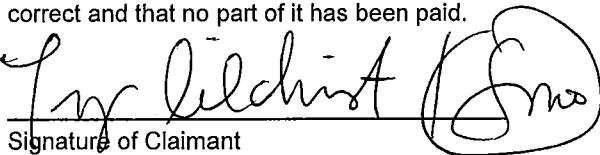
Through March 31, 2020

SH220-00001 General

341.70

Total Current Billing: 341.70

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.


Signature of Claimant

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

Shingle Creek Watershed
Judie Anderson

March 31, 2020

SH220-00001 General

Through March 31, 2020

For All Legal Services As Follows:

			Hours	Amount
3/12/2020	TJG	Prepare for, travel to, and attend meeting	1.70	341.70
			Total Services:	\$ 341.70
			Total Services and Disbursements:	\$ 341.70



KORT Sign Design

701 Decatur Ave. N., #204
Golden Valley, MN 55427
Ph: (763) 432-7630
FAX: (763) 432-7829
Email: steve@kortsigns.com
Web: <http://www.kortsigns.com>

Estimate #: 5106

Created Date:	5/13/2020 11:34:24AM	Prepared For:	West Metro Water Alliance
Salesperson:	Steve Bunnell	Contact:	Amy Juntunen
Email:	steve@kortsigns.com	Office Phone:	(763) 553-1144
Business 2:	(763) 432-7630	Email:	info@jass.biz
Business Fax 2:	(763) 432-7829	Address:	3235 Fernbrook Lane
Entered by:	Steve Bunnell		Plymouth, MN 55447

Description: Roots Display

		Quantity	Price	Unit Price	Subtotal
1	Product: Misc Description: Roots Display	1	\$2,481.92	\$2,481.92	\$2,481.92

Constructed out of aluminum
Includes 9 retractors for the 'roots'
Includes graphics on front panel

* price is when ordering 4 at a time.

Sharon Meister
 8540 Cain Rd
 Corcoran, MN 55340

West Metro Water Alliance
 3235 Fernbrook Lane
 Plymouth, MN 55447

Invoice Date: April 30, 2020

Log of Services

Date	Description	Hours	Extended (\$40/hr)	Mileage	Extended (0.575/mi)	Supplies/Fees
4/14/2020	WMWA Meeting	1.00	40.00		-	
			-		-	
			-		-	
Total - WMWA Meetings			\$ 40.00		\$ -	\$ -
4/16/2020	Distance teaching training	1.00	40.00		-	
4/22 - 4/29	Convert watershed presentation for home use	3.00	120.00		-	
			-		-	
Total - Program Development/Communication			\$ 160.00		\$ -	\$ -
Total-Classroom/Community Events			\$ -		\$ -	\$ -
Total:			5.00 \$ 200.00	-	\$ -	\$ -

Invoice Total \$ 200.00

200.00	57011	WMWA Ed Regular Services
-	57012	WMWA Ed Reimbursed Expense
200.00	TOTAL	

Invoice

May 8, 2020
 Invoice No: 12002986



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

Responsive partner.
 Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001240-20-220 2020 General Engineering - Shingle Creek

Professional Services Through April 30, 2020

Phase 01 2020 General Engineering
 2020 General Engineering

Professional Personnel

	Hours	Rate	Amount	
Claus, Aaron	.50	123.00	61.50	
Kemmitt, Katie	.50	99.00	49.50	
Matthiesen, Edward	20.50	200.00	4,100.00	
Megow, Erik	2.00	148.00	296.00	
Spector, Diane	18.10	200.00	3,620.00	
Totals	41.60		8,127.00	
Total Labor				8,127.00

Reimbursable Expenses

Mileage - Reimbursable	9.20			
Total Reimbursables			9.20	9.20

Phase Total \$8,136.20

Total Invoice Amount \$8,136.20

	Current	Prior	Total
Billing Summary	8,136.20	20,048.40	28,184.60

Invoice

May 7, 2020

Invoice No: 12002848



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-221 2020 Grant Writing - Shingle Creek

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Omodt, Nicholas	.50	99.00	49.50	
Totals	.50		49.50	
Total Labor				49.50
		Total Invoice Amount		\$49.50

Billing Summary	Current	Prior	Total
	49.50	497.40	546.90

Invoice

May 8, 2020
Invoice No: 12002987



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

Responsive partner.
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001240-20-224 2020 Project Reviews - Shingle Creek

Professional Services Through April 30, 2020

Phase 01 General Project Reviews

General Project Reviews

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	3.70	99.00	366.30	
Matthiesen, Edward	4.30	200.00	860.00	
Megow, Erik	.30	148.00	44.40	
Spector, Diane	3.30	200.00	660.00	
Totals	11.60		1,930.70	
Total Labor				1,930.70
				Phase Total
				\$1,930.70

Phase 02 WCA

WCA

Professional Personnel

	Hours	Rate	Amount	
Dietrich, Meaghan	1.80	123.00	221.40	
Totals	1.80		221.40	
Total Labor				221.40
				Phase Total
				\$221.40

Total Invoice Amount \$2,152.10

	Current	Prior	Total
Billing Summary	2,152.10	5,466.60	7,618.70

Invoice

May 7, 2020

Invoice No: 12002881



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

Responsive partner.
Exceptional outcomes.

Project Manager Eileen Weigel

Project B001240-18-201 Shingle Creek HUC 8 Model Update

Professional Services Through April 30, 2020

Phase 03 Hydrologic Analysis

Hydrologic Analysis

Professional Personnel

	Hours	Rate	Amount	
Kaczmarek, Hagen	1.20	130.00	156.00	
Megow, Erik	8.50	145.00	1,232.50	
Weigel, Eileen	7.30	158.00	1,153.40	
Weis, Rena	16.70	108.00	1,803.60	
Totals	33.70		4,345.50	
Total Labor				4,345.50
		Phase Total		\$4,345.50
		Total Invoice Amount		\$4,345.50

	Current	Prior	Total
Billing Summary	4,345.50	39,033.20	43,378.70

Invoice

May 7, 2020
Invoice No: 12002849



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-223 2020 Plan Amendments - Shingle Creek

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	1.30	200.00	260.00	
Walden, Brittany	.20	87.00	17.40	
Totals	1.50		277.40	
Total Labor				277.40
				Total Invoice Amount \$277.40

	Current	Prior	Total
Billing Summary	277.40	0.00	277.40

SC - 194.18
wm - 83.22

Invoice

May 7, 2020
Invoice No: 12002845



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-218 2020 CAMP

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Stone, Alicia	2.40	87.00	208.80	
Totals	2.40		208.80	
Total Labor				208.80
		Total Invoice Amount		\$208.80

Billing Summary	Current	Prior	Total
	208.80	784.10	992.90

Invoice

May 7, 2020
Invoice No: 12002838



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-225 2020 Stream Monitoring
Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Johnson, Thomas	1.00	123.00	123.00	
Kemmitt, Katie	18.20	99.00	1,801.80	
Matthiesen, Edward	.20	200.00	40.00	
Stone, Alicia	17.00	87.00	1,479.00	
Totals	36.40		3,443.80	
Total Labor				3,443.80

Outside Services

RMB Environmental Laboratories, Inc.			71.00	
Outside Services Total			71.00	71.00

Reimbursable Expenses

Tools & Equipment			19.06	
Total Reimbursables			19.06	19.06

Unit Billing

00-WAI Vehicle Golden Valley				
01-Hydrolab Data Sonde				
				113.25
			Total Invoice Amount	\$3,647.11

	Current	Prior	Total
Billing Summary	3,647.11	5,044.66	8,691.77

Invoice

May 7, 2020
Invoice No: 12002840



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-222 2020 Lake Monitoring

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	6.10	99.00	603.90	
Matthiesen, Edward	.10	200.00	20.00	
Stone, Alicia	4.30	87.00	374.10	
Totals	10.50		998.00	
Total Labor				998.00
		Total Invoice Amount		\$998.00

Billing Summary	Current	Prior	Total
	998.00	3,578.80	4,576.80

Invoice

May 7, 2020
Invoice No: 12002850



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-226 2020 TMDL 5 Year Reviews

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	8.60	99.00	851.40	
Spector, Diane	.80	200.00	160.00	
Strom, Jeffrey	1.80	148.00	266.40	
Totals	11.20		1,277.80	
Total Labor				1,277.80
		Total Invoice Amount		\$1,277.80

	Current	Prior	Total
Billing Summary	1,277.80	7,392.40	8,670.20

Invoice

May 7, 2020
 Invoice No: 12002847



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

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-219 2020 Education and Outreach

Professional Services Through April 30, 2020

Phase 01 General Education
 General Education

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	10.50	200.00	2,100.00	
Totals	10.50		2,100.00	
Total Labor				2,100.00
				Phase Total
				\$2,100.00

Phase 02 WMWA
 WMWA

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	1.50	200.00	300.00	
Totals	1.50		300.00	
Total Labor				300.00
				Phase Total
				\$300.00

Total Invoice Amount \$2,400.00

Billing Summary	Current	Prior	Total
	2,400.00	9,509.40	11,909.40

SC Education - 1,050
 WmWA 300

 1,350

Wm Education - 1,050

Invoice

May 7, 2020
Invoice No: 12002844



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-217 2020 Annual WQ Report
Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Erickson, Mindy	1.00	87.00	87.00	
Kemmitt, Katie	24.40	99.00	2,415.60	
Niday, Jenna	1.00	99.00	99.00	
Spector, Diane	14.00	200.00	2,800.00	
Strom, Jeffrey	.40	148.00	59.20	
Totals	40.80		5,460.80	
Total Labor				5,460.80
		Total Invoice Amount		\$5,460.80

	Current	Prior	Total
Billing Summary	5,460.80	17,479.90	22,940.70

SC - 3,822.56
WM - 1,638.24

Invoice

May 7, 2020

Invoice No: 12002853



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

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B001240-18-200 Bass and Pomerleau Lakes Alum Treatment

Professional Services Through April 30, 2020

Phase 03 Follow-up Coring

Follow-up Coring

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	14.40	97.00	1,396.80	
Omodt, Nicholas	8.80	97.00	853.60	
Totals	23.20		2,250.40	
Total Labor				2,250.40

Unit Billing

Boat and Motor (100)
 Hydrolab Data Sonde
 Jon Boat (40)
 Sediment Core Equipment
 00-WAI Vehicle Golden Valley

Phase Total \$3,030.48

Phase 04 SAV Surveys and Permitting

SAV Surveys and Permitting

Professional Personnel

	Hours	Rate	Amount	
Claus, Aaron	22.00	120.00	2,640.00	
Mueller, Kevin	2.90	145.00	420.50	
Omodt, Nicholas	16.60	97.00	1,610.20	
Spector, Diane	1.90	198.00	376.20	
Totals	43.40		5,046.90	
Total Labor				5,046.90

Unit Billing

00-WAI Vehicle Maple Plain
 01-Boat and Motor
 01-Ice Auger
 01-Sediment Core Equipment
 Trimble GeoXT

Phase Total \$5,485.13

Total Invoice Amount \$8,515.61

	Current	Prior	Total
Billing Summary	8,515.61	47,748.16	56,263.77

Invoice

May 7, 2020
 Invoice No: 12002842



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

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B001240-19-212 Shingle Creek SRP Reduction Project

Professional Services Through April 30, 2020

Phase 03 Monitoring
 Monitoring

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Spector, Diane	.30	137.52	41.26	
Scientist I				
Dix, Alec	4.70	78.09	367.02	
Kemmitt, Katie	6.00	78.09	468.54	
Scientist III				
Kallio, Brian	10.30	137.52	1,416.46	
Totals	21.30		2,293.28	
Total Labor				2,293.28
				Phase Total
				\$2,293.28

Phase 06 Semiannual/Annual Reports
 Semiannual/Annual Reports

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Spector, Diane	2.50	137.52	343.80	
Totals	2.50		343.80	
Total Labor				343.80
				Phase Total
				\$343.80

Total Invoice Amount \$2,637.08

	Current	Prior	Total
Billing Summary	2,637.08	92,806.38	95,443.46

Invoice

May 7, 2020

Invoice No: 12002839



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

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-216 Crystal Lake Management Plan

Professional Services Through April 30, 2020

Phase 01A Dosing

Dosing

Professional Personnel

	Hours	Rate	Amount	
Hyams, Aaron	3.50	64.00	224.00	
Kemmitt, Katie	10.90	99.00	1,079.10	
Totals	14.40		1,303.10	
Total Labor				1,303.10

Unit Billing

00-WAI Vehicle Golden Valley
 Boat and Motor (100)
 Hydrolab Data Sonde
 Sediment Core Equipment

235.83

Phase Total \$1,538.93

Phase 04 Semi-annual & Final Report

Semi-annual & Final Report

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	2.30	99.00	227.70	
Spector, Diane	1.00	200.00	200.00	
Totals	3.30		427.70	
Total Labor				427.70

Phase Total \$427.70

Total Invoice Amount \$1,966.63

Billing Summary	Current	Prior	Total
	1,966.63	2,263.88	4,230.51

Invoice

May 7, 2020
Invoice No: 12002854



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

Responsive partner.
Exceptional outcomes.

Project Manager Erik Megow

Project B001240-20-227 2020 Bass Creek Stream Restoration Feasibility Study

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Bossert, Seth	7.00	123.00	861.00	
Matthiesen, Edward	.30	200.00	60.00	
Megow, Erik	.50	148.00	74.00	
Totals	7.80		995.00	
Total Labor				995.00
		Total Invoice Amount		\$995.00

	Current	Prior	Total
Billing Summary	995.00	9,479.68	10,474.68

Invoice

May 7, 2020
Invoice No: 12002843



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-19-214 2019 Twin Lake Carp Management

Professional Services Through April 30, 2020

Phase 01 Carp & SAV Management

Carp & SAV Management

Professional Personnel

	Hours	Rate	Amount	
Claus, Aaron	.60	120.00	72.00	
Hyams, Aaron	6.50	63.00	409.50	
Kemmitt, Katie	.50	97.00	48.50	
Mueller, Kevin	1.70	145.00	246.50	
Omodt, Nicholas	8.30	97.00	805.10	
Spector, Diane	.80	198.00	158.40	
Totals	18.40		1,740.00	
Total Labor				1,740.00

Unit Billing

00-WAI Vehicle Golden Valley				
01-Boat and Motor				
01-Trimble GeoXT				201.18

Phase Total \$1,941.18

Total Invoice Amount \$1,941.18

Billing Summary	Current	Prior	Total
	1,941.18	6,544.93	8,486.11



Your Virtual Administrator

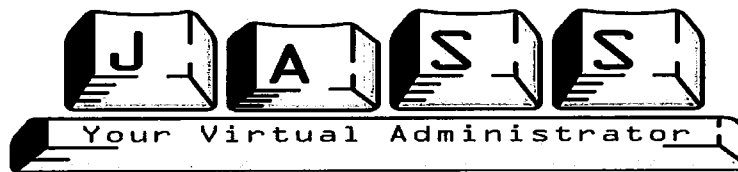
3235 Fernbrook Lane Plymouth MN
55447

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth MN 55447

12-May-20

Re: 2020 WMWA General Expense and Watershed PREP

Description	Rate	Hours/ No.	Amount	Total
General Expense				
Secretarial			-	
Secretarial	60.00	0.17	10.20	
Administrative	65.00	9.27	602.55	
Administrative - website, Facebook, Twitter	65.00	0.34	22.10	
Offsite, WMWA meetings, Blue Thumb, Watershed Partners, Home Expo, Henn County, city events	70.00	2.25	157.50	
Website hosting, domain registration two year			-	
Reimbursables	1.00	13.95	13.95	
Total General Expense				806.30
Watershed PREP				
Secretarial			-	
Administrative	65.00	0.25	16.25	
Offsite				
Reimbursables	1.00	3.00	3.00	
Total Watershed PREP				19.25
Total this invoice				825.55
Partner Share				206.39



3235 Fernbrook Lane
Plymouth MN 55447

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


May 12, 2020

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM		SC	WM
Administrative		53001	1.26	60.00	75.60	0.34	60.00	20.40		
Administrative	70-30	53001	1.42	60.00	59.64		60.00	25.56		
Administrative		53001	27.31	65.00	1,775.15	18.01	65.00	1,170.65		
Administrative	70-30	53001	25.19	65.00	1,146.15		65.00	491.21		
Admin - Offsite		53001		70.00	-		70.00	-		
Admin - Offsite	70-30	53001		70.00	-		70.00	-		
Office Support	70-30	53001	12.00	200.00	1,680.00		200.00	720.00		
Data Processing/File Mgmt		53001		55.00	-		55.00	-		
Data Processing/File Mgmt		53001		60.00	-		60.00	-		
Data Processing/File Mgmt	70-30	53001	0.58	60.00	24.36		60.00	10.44		
Archiving		53001		60.00	-		55.00	-		
Admin Reimbursables		53001	861.61	1.00	861.61	427.93	1.00	427.93	5,622.505	2,866.185
Bookkeeping		54022		60.00	-		60.00	-		
Bookkeeping		54022	2.00	65.00	130.00	0.92	65.00	59.80		
Audit Prep		54022	2.00	65.00	130.00	1.25	65.00	81.25	260.000	141.050
Project / WCA Reviews - Admin		53002		65.00	-	0.40	65.00	26.00		
Project Reviews - File Mgmt		53002		55.00	-		55.00	-		
Reimbursable Expenses		53002		1.00	-	36.44	1.00	36.44	0.000	62.440
Education - Admin	50-50	57008	0.46	65.00	14.95		60.00	14.95		
Education - Admin - Offsite	50-50	57008		70.00	-		70.00	-		
Website	50-50	57008		60.00	-		55.00	-		
Website	50-50	57008	1.50	65.00	48.75		60.00	48.75		
Renew website domain	50-50	57008	44.20	1.00	22.10		1.00	22.10		
Education Reimbursables	50-50	57008		1.00	-		1.00	-	85.800	85.800
Engineering Support - Admin		53004	3.25	65.00	211.25		60.00	-		
Engineering Support - Admin	70-30	53004	19.23	65.00	874.97		60.00	374.99		
Engineering Support - Offsite	70-30	53004		70.00	-		70.00	-		
Engineering Support Reimbursables		53004	81.33	1.00	81.33	34.86	1.00	34.86	1,167.545	409.845
									7,135.850	3,565.320

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

	2020 Budget	April	May	%age YTD	2020 YTD
REVENUE					
Application Fees	18,000	2,200.00		46.11	8,300.00
Member Assessments	153,600			100.00	153,600.00
Blue Line Extension	1,000				-
Interest & Dividend Income	5,000	311.85		45.59	2,279.34
Miscellaneous Income					-
<i>Transfer to (from) CIPs (see CIP Tracker page)</i>					-
<i>To (From) Reserve</i>					-
TOTAL REVENUE	177,600	2,511.85	-		164,179.34
EXPENSES					
ADMINISTRATION					
Administrative Services	31,000	3,632.55	2,866.18	41.83	12,967.00
Engineering Support	4,500	308.12	409.85	30.48	1,371.82
Project Reviews	1,500	139.71	62.44	34.40	516.07
Blue Line Extension	500				
ENGINEERING					
Administration	31,000	5,526.50	3,847.70	52.38	16,238.20
Grant Application Writing	1,000			0.00	-
Project Review	27,600	4,187.55	939.40	30.09	8,305.95
Blue Line Extension	500			0.00	-
LEGAL					
Legal Services	5,000	407.75	341.70	20.73	1,036.60
MISCELLANEOUS					
Bookkeeping	3,000	254.80	141.05	36.01	1,080.30
Audit	5,500			0.00	-
Insurance & Bonding	2,800			0.00	-
Meeting Expense 2019 (Dec ck lost-reissued)					
Meeting Expense	2,700			18.37	495.86
PROJECTS					
Volunteer Wetland Monitoring (WHEP)	2,000			0.00	-
Macroinvertebrate Monitoring (River Watch)	1,000			0.00	-
Outfall and Stream Monitoring	20,000	308.50	979.03	18.93	3,786.03
Annual Water Quality Report	8,000	3,491.85	1,638.24	86.03	6,882.21
Water Quality Education					
Education	15,000	758.93	1,135.80	44.37	6,654.83
Education Grants	500			0.00	-
WMWA General Programs	5,000			60.00	3,000.00
WMWA Special Projects	2,000			50.00	1,000.00
WMWA Educators/Watershed Prep	4,500			44.44	2,000.00
Rain Garden Workshops	2,000			31.25	625.00
Management Plan/Amendments	1,000		83.22	8.32	83.22
Flood modeling and mapping	0				-
<i>Transfer to (from)CIPs</i>					-
<i>To (from) Reserves</i>					-
TOTAL OPERATING EXPENSE	177,600	19,016.26	12,444.61		66,043.09
CASH SUMMARY					
4M Fund Balance at 12/31/19					543,439.02
Plus Revenue Received to Date					164,296.86
Minus Claims Approved to Date					(63,953.05)
Minus Claims Presented Current Month					(12,444.61)
Fund Balance		643,782.83			631,338.22

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

Claims Presented	General Ledger Acct No	April	May		
					Total
Kennedy & Graven					341.70
Legal - General	52001		341.70		
Wenck Associates					8,537.59
General Engineering	51001		3,847.70		
Project Reviews	51002		939.40		
Plan Amendment	51007		83.22		
Education Program	57008		1,050.00		
Water Monitoring Program	58011		979.03		
Annual Water Quality Report	58002		1,638.24		
Judie Anderson's Secretarial Service					3,565.32
Administration	53001		2,866.18		
Bookkeeping / Audit Prep	54002		141.05		
Project and WCA Review Support	53002		62.44		
Education Programs	57008		85.80		
Engineering Support	53004		409.85		
Total Claims					12,444.61
					
Judie A Anderson, Deputy Treasurer					

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

April 21, 2020

Statement No. 154439

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

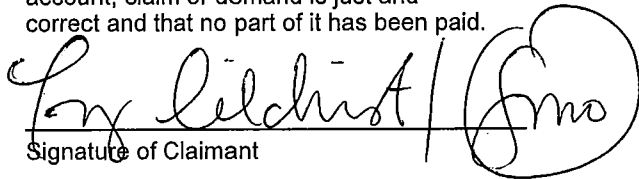
Through March 31, 2020

WE405-00001 General

341.70

Total Current Billing: 341.70

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.


Signature of Claimant

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

West Mississippi Watershed

March 31, 2020

WE405-00001 General

Through March 31, 2020

For All Legal Services As Follows:

Hours

Amount

3/12/2020	TJG	Prepare for, travel to, and attend meeting.(ADD TIME)	1.70	341.70
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Total Services: \$ 341.70

Total Services and Disbursements: \$ 341.70

Invoice

May 8, 2020
Invoice No: 12002988



Ms. Judie Anderson
West Mississippi Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001241-20-078 2020 General Engineering - West Mississippi

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	7.20	99.00	712.80	
Matthiesen, Edward	2.40	200.00	480.00	
Spector, Diane	12.10	200.00	2,420.00	
Stone, Alicia	2.70	87.00	234.90	
Totals	24.40		3,847.70	
Total Labor				3,847.70

Total Invoice Amount \$3,847.70

Billing Summary	Current	Prior	Total
	3,847.70	12,390.50	16,238.20

Invoice

May 8, 2020

Invoice No: 12002989



Ms. Judie Anderson
 West Mississippi Watershed Management Commission
 3235 Fernbrook Lane
 Plymouth, MN 55447

Responsive partner.
 Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001241-20-082 2020 Project Reviews

Professional Services Through April 30, 2020

Phase 01 General Project Reviews

General Project Reviews

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	1.10	200.00	220.00	
Spector, Diane	1.00	200.00	200.00	
Totals	2.10		420.00	
Total Labor				420.00
				Phase Total \$420.00

Phase 02 WCA

WCA

Professional Personnel

	Hours	Rate	Amount	
Dietrich, Meaghan	2.60	123.00	319.80	
Totals	2.60		319.80	
Total Labor				319.80
				Phase Total \$319.80

Phase 06 610 Junction - Building 2A

610 Junction - Building 2A

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	.40	99.00	39.60	
Matthiesen, Edward	.80	200.00	160.00	
Totals	1.20		199.60	
Total Labor				199.60
				Phase Total \$199.60

Total Invoice Amount \$939.40

Billing Summary	Current	Prior	Total
	939.40	7,366.55	8,305.95

Invoice

May 7, 2020
Invoice No: 12002849



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-223 2020 Plan Amendments - Shingle Creek

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	1.30	200.00	260.00	
Walden, Brittany	.20	87.00	17.40	
Totals	1.50		277.40	
Total Labor				277.40
		Total Invoice Amount		\$277.40

Billing Summary	Current	Prior	Total
	277.40	0.00	277.40

SC - 194.18

Wm - 83.22

Invoice

May 7, 2020
 Invoice No: 12002847



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

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-219 2020 Education and Outreach

Professional Services Through April 30, 2020

Phase 01 General Education
 General Education

Professional Personnel

	Hours	Rate	Amount
Spector, Diane	10.50	200.00	2,100.00
Totals	10.50		2,100.00
Total Labor			2,100.00
Phase Total			\$2,100.00

Phase 02 WMWA
 WMWA

Professional Personnel

	Hours	Rate	Amount
Spector, Diane	1.50	200.00	300.00
Totals	1.50		300.00
Total Labor			300.00
Phase Total			\$300.00

Total Invoice Amount \$2,400.00

Billing Summary	Current	Prior	Total
	2,400.00	9,509.40	11,909.40

SC Education - 1,050
 WmWA 300

 1,350

Wm Education - 1,050

Invoice

May 7, 2020
Invoice No: 12002837



Ms. Judie Anderson
West Mississippi Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001241-20-080 2020 Outfall and Stream Monitoring

Professional Services Through April 30, 2020

Professional Personnel

	Hours	Rate	Amount	
Kemmitt, Katie	6.40	99.00	633.60	
Omodt, Nicholas	1.00	99.00	99.00	
Stone, Alicia	2.00	87.00	174.00	
Totals	9.40		906.60	
Total Labor				906.60

Unit Billing

00-WAI Vehicle Golden Valley				
01-Hydrolab Data Sonde				72.43

Total Invoice Amount \$979.03

	Current	Prior	Total
Billing Summary	979.03	2,807.00	3,786.03

Invoice

May 7, 2020
Invoice No: 12002844



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-217 2020 Annual WQ Report

Professional Services Through April 30, 2020

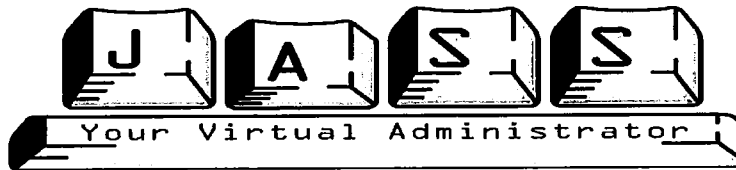
Professional Personnel

	Hours	Rate	Amount	
Erickson, Mindy	1.00	87.00	87.00	
Kemmitt, Katie	24.40	99.00	2,415.60	
Niday, Jenna	1.00	99.00	99.00	
Spector, Diane	14.00	200.00	2,800.00	
Strom, Jeffrey	.40	148.00	59.20	
Totals	40.80		5,460.80	
Total Labor				5,460.80
				Total Invoice Amount \$5,460.80

	Current	Prior	Total
Billing Summary	5,460.80	17,479.90	22,940.70

SC - 3,822.56

WM - 1,638.24



3235 Fernbrook Lane
Plymouth MN 55447

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

May 12, 2020

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
									SC	WM
Administrative		53001	1.26	60.00	75.60	0.34	60.00	20.40		
Administrative	70-30	53001	1.42	60.00	59.64		60.00	25.56		
Administrative		53001	27.31	65.00	1,775.15	18.01	65.00	1,170.65		
Administrative	70-30	53001	25.19	65.00	1,146.15		65.00	491.21		
Admin - Offsite		53001		70.00	-		70.00	-		
Admin - Offsite	70-30	53001		70.00	-		70.00	-		
Office Support	70-30	53001	12.00	200.00	1,680.00		200.00	720.00		
Data Processing/File Mgmt		53001		55.00	-		55.00	-		
Data Processing/File Mgmt		53001		60.00	-		60.00	-		
Data Processing/File Mgmt	70-30	53001	0.58	60.00	24.36		60.00	10.44		
Archiving		53001		60.00	-		55.00	-		
Admin Reimbursables		53001	861.61	1.00	861.61	427.93	1.00	427.93	5,622.505	2,866.185
Bookkeeping		54022		60.00	-		60.00	-		
Bookkeeping		54022	2.00	65.00	130.00	0.92	65.00	59.80		
Audit Prep		54022	2.00	65.00	130.00	1.25	65.00	81.25	260.000	141.050
Project / WCA Reviews - Admin		53002		65.00	-	0.40	65.00	26.00		
Project Reviews - File Mgmt		53002		55.00	-		55.00	-		
Reimbursable Expenses		53002		1.00	-	36.44	1.00	36.44	0.000	62.440
Education - Admin	50-50	57008	0.46	65.00	14.95		60.00	14.95		
Education - Admin - Offsite	50-50	57008		70.00	-		70.00	-		
Website	50-50	57008		60.00	-		55.00	-		
Website	50-50	57008	1.50	65.00	48.75		60.00	48.75		
Renew website domain	50-50	57008	44.20	1.00	22.10		1.00	22.10		
Education Reimbursables	50-50	57008		1.00	-		1.00	-	85.800	85.800
Engineering Support - Admin		53004	3.25	65.00	211.25		60.00	-		
Engineering Support - Admin	70-30	53004	19.23	65.00	874.97		60.00	374.99		
Engineering Support - Offsite	70-30	53004		70.00	-		70.00	-		
Engineering Support Reimbursables		53004	81.33	1.00	81.33	34.86	1.00	34.86	1,167.545	409.845
									7,135.850	3,565.320

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek WMO Commissioners
From: Ed Matthiesen, P.E.
Nick Omodt
Date: May 13, 2020
Subject: Accepting Quotes and Authorizing CLP Treatment

Recommended Commission Action Accept the quotes from Limnopro for treatment of curly-leaf pondweed in Bass and Upper Twin Lakes.

Staff have been working with the DNR to delineate curly-leaf pondweed in Bass, Pomerleau, and Upper Twin Lakes. Pomerleau does not require treatment. We have secured permits to treat 21.3 acres of Bass Lake and 9.15 areas of Upper Twin Lake.

We currently have a balance of about \$5,500 in the Twin Lake project account, and a balance of about \$40,000 in the vegetation management budget for the Bass and Pomerleau project. We have received the following treatment quotes from vendors.

Bass Lake

Vendor	Quote
Lake Restoration	Declined-too busy
Limnopro	\$4,448.23
Lake Management	\$7,043.68
PLM	No response

Upper Twin lake

Vendor	Quote
Lake Restoration	Declined-too busy
Limnopro	\$1,338.95
Lake Management	\$3,028.65
PLM	No response

Lake Management completed the treatment on Bass Lake last year. Staff have not previously worked with Limnopro, but after checking references, staff recommends that the quote(s) of Limnopro be accepted and work to proceed.

Date	5/14/2020
Valid Until	5/21/2020
Contract #	235

Customer

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

Project Description

Chemical treatment of curlyleaf pondweed on Bass Lake (27-098-00) to treat 21.3 acres split between three separate treatment zones as specified below. Price includes all time and materials, including the use of diquat at the labeled maximum rate over the area of treatment. Treatment will comport with MN DNR Permit 2017-1784.

Qty	Description	Line Total
21.3	Herbicide Treatment (AIS via IAPM Permit) at \$175.3629 per acre	\$3,735.23
1	Field (Half Day) at \$600 per event	\$600.00
1	Mobilization at \$113 per day	\$113.00

Special Notes and Instructions

Once signed (Page 1) and initialed (Page 2), please mail or email both pages to the provided addresses.

Non-taxable	\$4,448.23
Taxable	\$0.00
Sales Tax Rate	0.000%
Sales Tax	\$0.00
Total	\$4,448.23

Above information is not an invoice and only an estimate of services/goods described

Please confirm your acceptance of this contract by signing this document.

Signature

Print Name

Date

Thank you for your business!

Should you have any inquiries concerning this contract, please contact Dan McEwen at 1-320-342-2210

TERMS AND CONDITIONS

Please read the following terms and conditions for service by Limnopro Aquatic Science, Inc (hereafter "Limnopro"). Having read, and in agreement to the terms, initial at the end. Limnopro Aquatic Science, Inc. keeps both general and professional liability insurance policies available upon request.

FEES. Included in the fee estimation is charges for all time spent working on your project including, without limitation, time incurred for analysis of issues and solutions; conferences regarding the project; document review; telephone calls; research; and preparation of report documents and written communications, including emails. We reserve the right to adjust these rates, but generally will do so only if our work is affected by factors such as additional agreed upon tasks requested from the client, unusual time constraints, use of prior work product, fees payable to third parties, and overall value of the services. We generally do not bill our clients for incidentals such as long distance, fax charges, or copies. In the event that unusually large incidental charges are required, we reserve the right to charge a reasonable fee for such services and if appropriate may send out items for copying to a copying center, which fees will be billed to you. Additional fees will not require a new contract but must be agreed upon in writing before being administered either through regular or email.

BILLING AND PAYMENT FOR SERVICES. Payments will be due 30 days from receipt of any invoice. Statements will be delivered via e-mail unless otherwise agreed (please be sure to check your junk mail folder if you have not received a statement). Limnopro expects to complete services to the client's satisfaction; however, we will withdraw from performing the agreed upon service upon client request at any time and for any reason. Any termination does not absolve the client of responsibility to pay for services or costs and disbursements incurred prior to termination. At the conclusion of service, a client may have on request a copy of any files or papers to which the client is entitled, for which we may charge a reasonable fee for the cost of copying all documents and the cost of gathering and/or producing electronic documents. Limnopro reserves the right to charge interest on any unpaid balance that remains unpaid for more than 30 days at the rate of 1.5% per month (18% per year). If it is necessary to initiate actions to collect our fees, you agree to pay the collection costs we incur, including reasonable attorney's fees. If you have any issues receiving the emails containing the statements, please contact us for assistance.

INDEMNIFICATION. Client agrees to jointly and severally indemnify, defend and hold harmless Limnopro and their employees and agents from and against all liability, loss, damage, or expense, including attorney's fees which may be incurred or sustained by reason by Limnopro performing and complying with the terms and obligations of this Contract. Furthermore, in the event we and/or you are assessed penalties or any other costs due to our reliance on inaccurate, incomplete, or misleading information you supplied us (with or without your knowledge or intent), you will indemnify us, defend us and hold us harmless to those penalties and/or costs. In the event of any dispute, the parties agree that the laws of the State of Minnesota shall apply without regard to conflicts of laws and that any action shall be venued solely in the State of Minnesota.

CONFIDENTIALITY. Clients may desire to keep work done by Limnopro and the relationship confidential to third parties. The privacy and confidentiality of client identification and data is important to the company should client's wish and confidentiality will be honored upon written request. Unless or until such a request is made by the client to Limnopro, Limnopro may use information obtained through services provided to clients for promotional purposes.

MISCELLANEOUS

Electronic/email communications. We utilize electronic/e-mail communications on a regular basis to communicate with clients, as well as to deliver documents, bills and other confidential items related to your file. We do not encrypt our email communications.

Materials Retention and Destruction. Materials, including preserved biological samples, documents, or any other product or information associated with this project will be kept a period of 6 months after the final invoice date for a project. After 6 months, all materials associated with a project will be destroyed without additional notice. Upon request, Limnopro will deliver to clients during or promptly following the completion of our service all original documents and materials the client may have provided to us, and all materials prepared as a part of the service that are necessary for the client to have only upon request. Extra copies of documents or other duplicative materials are likely to be discarded when the file is closed.

****Please initial here to agree to the terms and conditions as outlined _____ (client initials)

Date	5/14/2020
Valid Until	5/21/2020
Contract #	234

Customer

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

Project Description

Chemical treatment of curlyleaf pondweed on Upper Twin Lake (27-0042-01) to treat 9.15 acres at an average depth 2.34 ft (21.4 AF). Price includes all time and materials, including the use of diquat at the labeled maximum rate over the area of treatment. Treatment will comport with MN DNR Permit 2018-0294.

Qty	Description	Line Total
9.15	Herbicide Treatment (AIS via IAPM Permit) at \$68.41 per acre	\$625.95
1	Field (Half Day) at \$600 per event	\$600.00
1	Mobilization at \$113 per day	\$113.00

Special Notes and Instructions

Once signed (Page 1) and initialed (Page 2), please mail or email both pages to the provided addresses.

Non-taxable	\$1,338.95
Taxable	\$0.00
Sales Tax Rate	0.000%
Sales Tax	\$0.00
Total	\$1,338.95

Above information is not an invoice and only an estimate of services/goods described

Please confirm your acceptance of this contract by signing this document.

Signature

Print Name

Date

Thank you for your business!

Should you have any inquiries concerning this contract, please contact Dan McEwen at 1-320-342-2210

TERMS AND CONDITIONS

Please read the following terms and conditions for service by Limnopro Aquatic Science, Inc (hereafter "Limnopro"). Having read, and in agreement to the terms, initial at the end. Limnopro Aquatic Science, Inc. keeps both general and professional liability insurance policies available upon request.

FEES. Included in the fee estimation is charges for all time spent working on your project including, without limitation, time incurred for analysis of issues and solutions; conferences regarding the project; document review; telephone calls; research; and preparation of report documents and written communications, including emails. We reserve the right to adjust these rates, but generally will do so only if our work is affected by factors such as additional agreed upon tasks requested from the client, unusual time constraints, use of prior work product, fees payable to third parties, and overall value of the services. We generally do not bill our clients for incidentals such as long distance, fax charges, or copies. In the event that unusually large incidental charges are required, we reserve the right to charge a reasonable fee for such services and if appropriate may send out items for copying to a copying center, which fees will be billed to you. Additional fees will not require a new contract but must be agreed upon in writing before being administered either through regular or email.

BILLING AND PAYMENT FOR SERVICES. Payments will be due 30 days from receipt of any invoice. Statements will be delivered via e-mail unless otherwise agreed (please be sure to check your junk mail folder if you have not received a statement). Limnopro expects to complete services to the client's satisfaction; however, we will withdraw from performing the agreed upon service upon client request at any time and for any reason. Any termination does not absolve the client of responsibility to pay for services or costs and disbursements incurred prior to termination. At the conclusion of service, a client may have on request a copy of any files or papers to which the client is entitled, for which we may charge a reasonable fee for the cost of copying all documents and the cost of gathering and/or producing electronic documents. Limnopro reserves the right to charge interest on any unpaid balance that remains unpaid for more than 30 days at the rate of 1.5% per month (18% per year). If it is necessary to initiate actions to collect our fees, you agree to pay the collection costs we incur, including reasonable attorney's fees. If you have any issues receiving the emails containing the statements, please contact us for assistance.

INDEMNIFICATION. Client agrees to jointly and severally indemnify, defend and hold harmless Limnopro and their employees and agents from and against all liability, loss, damage, or expense, including attorney's fees which may be incurred or sustained by reason by Limnopro performing and complying with the terms and obligations of this Contract. Furthermore, in the event we and/or you are assessed penalties or any other costs due to our reliance on inaccurate, incomplete, or misleading information you supplied us (with or without your knowledge or intent), you will indemnify us, defend us and hold us harmless to those penalties and/or costs. In the event of any dispute, the parties agree that the laws of the State of Minnesota shall apply without regard to conflicts of laws and that any action shall be venued solely in the State of Minnesota.

CONFIDENTIALITY. Clients may desire to keep work done by Limnopro and the relationship confidential to third parties. The privacy and confidentiality of client identification and data is important to the company should client's wish and confidentiality will be honored upon written request. Unless or until such a request is made by the client to Limnopro, Limnopro may use information obtained through services provided to clients for promotional purposes.

MISCELLANEOUS

Electronic/email communications. We utilize electronic/e-mail communications on a regular basis to communicate with clients, as well as to deliver documents, bills and other confidential items related to your file. We do not encrypt our email communications.

Materials Retention and Destruction. Materials, including preserved biological samples, documents, or any other product or information associated with this project will be kept a period of 6 months after the final invoice date for a project. After 6 months, all materials associated with a project will be destroyed without additional notice. Upon request, Limnopro will deliver to clients during or promptly following the completion of our service all original documents and materials the client may have provided to us, and all materials prepared as a part of the service that are necessary for the client to have only upon request. Extra copies of documents or other duplicative materials are likely to be discarded when the file is closed.

****Please initial here to agree to the terms and conditions as outlined _____ (client initials)