

Shingle Creek Watershed Management Commission Treasurer's Report

	2023 Budget	May	June	%age YTD	2023 YTD
REVENUE					
Application Fees	15,000	6,900.00		104.00	15,600.00
Member Assessments	370,000			100.00	370,000.00
Interest and Dividends	250	14,665.89		26,085.71	65,214.28
Education Reimbursement	33,000			81.82	27,000.00
Miscellaneous Income					-
<i>Transfer to (from) Grants (see following pages)</i>		1,529.25	-		47,529.25
<i>Transfer to (from) CIPs</i>					-
<i>Transfer to (from) Closed Projects Account</i>					-
TOTAL REVENUE	418,250	23,095.14	-		525,343.53
EXPENSES					
ADMINISTRATION					
Administrative Services	70,000	5,826.63	5,854.42	42.62	29,836.34
Engineering Support	15,000	3,030.12	1,251.29	38.78	5,816.27
Project Reviews	1,500	277.03	60.05	28.91	433.65
ENGINEERING					
Administration	77,000	29,544.69	41,379.82	139.25	107,223.31
Grant Application Writing	11,000			27.39	3,012.50
Project Reviews/WCA	30,000	3,754.50	4,124.11	73.46	22,037.73
Highway 252/94 EIS Review		3,522.50	2,548.75		6,071.25
TMDL 5 Year Reviews	5,000		780.00	76.51	3,825.25
LEGAL - Legal Services					
MnDOT Scoping Project	6,000	955.17	482.17	39.68	2,380.84
					537.50
MISCELLANEOUS					
Bookkeeping	8,000	804.00	2,047.50	63.94	5,115.00
Audit	7,500			-	-
Insurance & Bonding	3,200		3,339.00	104.34	3,339.00
Meeting Expense	5,000	385.00	288.40	72.76	3,638.03
PROGRAMS					
Stream Monitoring	34,000	4,863.38	5,748.12	56.05	19,058.42
Stream Monitoring (USGS)	4,200			16.30	684.75
Lake Monitoring	28,000	728.50	2,726.25	13.35	3,738.75
Citizen Assisted Lake Monitoring (CAMP)	5,200	532.00	1,479.50	38.68	2,011.50
Volunteer Stream Monitoring (River Watch)	2,000			-	-
Annual Monitoring Report	17,500	4,824.34	222.77	96.93	16,962.52
Water Quality Education					
Education Program	17,000	1,230.30	1,962.38	60.01	10,201.25
WMWA General Programs	20,000	1,373.01	482.46	27.60	5,519.14
WMWA Implementation/Watershed Prep	24,500			5.60	1,372.00
4th Generation Plan		1,032.00	119.67		1,600.20
Subwatershed BMP Assessment	5,000			-	-
Flood Modeling and Mapping	0				-
Contribution to 4th Generation Plan	0				-
<i>Transfer to (from) Grants (see following pages)</i>		4,100.85	8,132.22		26,592.38
<i>Transfer to (from) CIPs</i>		171.75	7,330.35		7,502.10
<i>Transfer to (from) City Cost Share Fund</i>					-
<i>Transfer to (from) Partnership BMP Cost Share Fund</i>					-
<i>Transfer to (from) Closed Projects Account</i>					-
<i>To/From Reserves</i>	21,650				
TOTAL OPERATING EXPENSE	418,250	66,955.77	90,359.23		288,509.68
CASH SUMMARY					
4M Fund Balance at 12/31/22					3,103,648.04
Plus Revenue Received 2023 to date					597,894.63
Minus Claims Approved to Date					(445,952.01)
Minus Claims Presented Current Month					90,359.23
Fund Balance		3,436,309.12			3,345,949.89

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	May	June		Total
Kennedy & Graven					482.17
Legal - General	52001		482.17		
League of MN Cities Ins Trust	54004		3,339.00		3,339.00
PLM Lake & Land Mgt - Bass Lake CLP from	70836		3,740.00		3,740.00
WSB - Crystal Lake Carp Mgt fr '22 Maint C	70836		637.75		637.75
Stantec					72,239.14
General Engineering	51001		9,285.48		
Grant Writing	51005				
Project Reviews	51002		4,124.11		
Highway 252/94 EIS Review	51001		2,548.75		
TMDL 5-Year Reviews	56011		780.00		
Stream Monitoring	56004		5,748.12		
Lake Monitoring	56010		2,726.25		
CAMP	56002		1,479.50		
Education	57008		1,950.00		
Education - WMWA	57009		195.00		
Annual Water Monitoring Report	58002		222.77		
Meadow Lake Mgt Plan Phase 2 Grant	70739		7,574.77		
Crystal Lake Management Plan Grant	70732		557.45		
Bass Lake Vegetation Impv CPL Grant	70741				
SC Trail Stabil.& Fishery Imp Feas.Study	51001		7,264.75		
Brookdale Park SC Remeander Feas.Study	51001		11,747.25		
Gaulke Pond SWA Amendment	51001		7,823.39		
Eagle Lake SWA	51001		5,258.95		
Maintenance Fund CIP	70836		2,952.60		
Judie Anderson's Secretarial Service					287.46
WMWA General Expense	57009		287.46		
WMWA Educators/WS Prep	57011				
Judie Anderson's Secretarial Service					9,633.71
Administration	53001		5,854.42		
Project Review Support	53002		60.05		
Bookkeeping / Audit Prep	54002		2,047.50		
Meeting Expense	54001		288.40		
Education Programs	57008		12.38		
Engineering Support	53004		1,248.54		
Engineering Support - 4th Gen Plan	53010		119.67		
Engineering Support - CIP General	53004		2.75		
Total Claims					90,359.23

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

May 23, 2023

Statement No. 174631

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

Through April 30, 2023

SH220-00001 General

482.17

Total Current Billing: 482.17

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 J. Gilchrist

07P83C8F0P29444...

Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Shingle Creek Watershed
Judie Anderson

April 30, 2023

SH220-00001 General

Through April 30, 2023

For All Legal Services As Follows:

			Hours	Amount
4/12/2023	TJG	Review the revised education agreement with the county; email exchange regarding same	0.30	64.50
4/13/2023	TJG	Convert WMWA agreement to final form and email to Andy P, Judy and Diane; prepare for, travel to, and attend meeting	1.90	408.50
Total Services:			\$	473.00

For All Disbursements As Follows:

4/13/2023	Troy J. Gilchrist - Mileage			9.17
Total Disbursements:			\$	9.17

Total Services and Disbursements: \$ 482.17



PLM Lake and Land Management Corp.
Midwest Region
P.O. Box 438
Howard City, MI 49329

INVOICE

Date: 5/24/2023
Invoice #: 2002062

PHONE: 218-270-3338
 FAX: 866-527-6399

EMAIL: servicemw@plmcorp.net
 WEBSITE: www.plmcorp.net

Bill To Address

Shingle Creek Watershed Management Commis
 Judie Anderson
 3235 Fernbrook Lane N
 Plymouth, MN 55447

Quantity	Description	Rate	Amount
37.32	Diquat Treatment for CLP on Bass Lake	100.00	3,732.00
1	Fuel Surcharge	8.00	8.00
		TOTAL	\$3,740.00

There will be a \$25.00 fee charged for NSF checks.

PLEASE DETACH AND RETURN BOTTOM PORTION WITH PAYMENT

REMITTANCE

Bill To Address

Lake Address

Shingle Creek Watershed
 Management Commis
 Judie Anderson
 3235 Fernbrook Lane N
 Plymouth, MN 55447

Date:	5/24/2023
Invoice #:	2002062
Terms:	
Due Date:	5/24/2023
Balance Due:	\$3,740.00
AMT ENCLOSED:	

Please check box if address is incorrect or has changed and correct necessary changes.

To pay your invoice online please visit www.plmcorp.com/payinvoiceonline, or you may call 218-270-3338 to pay by phone. There will be a 4% card processing fee.



Midwest Region (S)



Invoice

Member Name and Address

Shingle Creek Watershed
Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447-5325

Invoice Date

05/24/2023

Agent

Arthur J Gallagher Risk Management Services LLC
3600 American Blvd W Ste 500
Bloomington, MN 55431-4502
(952)358-7500

Account Number: 40000001
Account Type: Property/Casualty Coverage Premium
Current Balance: \$ 3,339.00
Minimum Due: \$ 3,339.00
Due Date: 06/21/2023

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
See reverse side and attachments for additional information		Previous Invoice Balance	3,335.00	
		Payments Received	-3,335.00	
		Total of Transactions and Fees shown on reverse or attached	3,339.00	
		Current Balance	\$ 3,339.00	\$ 3,339.00

Detach and return this Payment Coupon with your payment

Account Number
40000001

Invoice Date
05/24/2023

Due Date
06/21/2023

Current Balance
\$ 3,339.00

Minimum Due
3,339.00

Amount Enclosed
\$ _____

Member Name Shingle Creek Watershed Management Commission

BILLING INVOICE - Return stub with payment - make checks payable to:

Mail payment 7 days before Due Date to ensure timely receipt

League of MN Cities Insurance Trust P&C
c/o Berkley Risk Administrators Company
222 South Ninth Street, Suite 2700
P.O. Box 581517
Minneapolis, MN 55458-1517

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



Shingle Creek and West Mississippi Management
 Comm
 3235 Fernbrook Lane North
 Plymouth, MN 55447

May 31, 2023
 Project/Invoice: R-022512-000 - 1
 Reviewed by: Anthony Havranek
 Project Manager: Jordan Wein

2023 Carp Management in Crystal Lake
Professional Services from April 1, 2023 to April 30, 2023

Phase 001 2023 Carp Management in Crystal Lake
 Permitting & Project Management

			Hours	Rate	Amount	
Reh, Taylor	3/28/2023		.25	111.00	27.75	
Project Management						
Wein, Jordan	4/3/2023		4.00	122.00	488.00	
DNR permit application						
Wein, Jordan	4/4/2023		1.00	122.00	122.00	
Meeting with DNR and Commission about Crystal Lake management						
Totals			5.25		637.75	
Total Labor						637.75
				Total this Task		\$637.75
				Total this Phase		\$637.75

Billing Limits	Current	Prior	To-Date
Total Billings	637.75	0.00	637.75
Limit			17,084.00
Remaining			16,446.25
		Total this Invoice	\$637.75



INVOICE

Invoice Number 2088223
Invoice Date June 7, 2023
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	238,920.00
Current Invoice Total (USD)	31,119.71	Amount Billed to Date	145,171.71
		For Period Ending	May 26, 2023

Top Task 2023 **2023 Technical Services**
Low Task 2023.001 **General Engineering**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Stone, Alicia L (Ali)	4.75	133.00	631.75
Kemmitt, Kathrine Lee (Katie)	6.25	142.00	887.50
Megow, Erik Robert	1.25	172.00	215.00
Spector, Diane F	25.00	195.00	4,875.00
Matthiesen, Edward Armin (Ed)	2.25	220.00	495.00
Shoemaker, Todd E	9.50	220.00	2,090.00
Subtotal Professional Services	49.00		9,194.25

Disbursements

Direct - Printing	4.11
Usage - Vehicle	78.60
Direct - Vehicle (mileage)	8.52
Subtotal Disbursements	91.23

Low Task Subtotal **General Engineering** 9,285.48

Low Task 2023.002.03 **SC2023-02 Bass Lk Rd**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	4.75	127.00	603.25
Osterdyk, Eric J	2.00	149.00	298.00
Shoemaker, Todd E	1.00	220.00	220.00
Subtotal Professional Services	7.75		1,121.25

Invoice Number	2088223
Invoice Date	June 7, 2023
Purchase Order	—
Customer Number	165842
Project Number	227705633

Disbursements

Direct - Printing	2.36
Subtotal Disbursements	2.36

Low Task Subtotal	SC2023-02 Bass Lk Rd	1,123.61
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Low Task	2023.002.04	SC2022-04 Arbor Lakes Ph3
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	0.50	127.00	63.50
Subtotal Professional Services	0.50		63.50

Low Task Subtotal	SC2022-04 Arbor Lakes Ph3	63.50
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Low Task	2023.002.05	SC2023-03 Silver Creek Twn Hms
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	2.75	127.00	349.25
Subtotal Professional Services	2.75		349.25

Low Task Subtotal	SC2023-03 Silver Creek Twn Hms	349.25
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Low Task	2023.002.06	SC2023-04 Nathan Ln
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	3.50	127.00	444.50
Shoemaker, Todd E	0.75	220.00	165.00
Subtotal Professional Services	4.25		609.50

Low Task Subtotal	SC2023-04 Nathan Ln	609.50
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Low Task	2023.002.07	SC2023-05 Arbor Lakes Bldg 8
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	2.25	127.00	285.75
Shoemaker, Todd E	1.25	220.00	275.00
Subtotal Professional Services	3.50		560.75



INVOICE

Invoice Number 2088223
Invoice Date June 7, 2023
Purchase Order -
Customer Number 165842
Project Number 227705633

Low Task Subtotal **SC2023-05 Arbor Lakes Bldg 8** 560.75

Low Task 2023.002.97 **Highway 252/94 EIS Review**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Thompson, Kathleen Anne (Katy)	10.25	195.00	1,998.75
Shoemaker, Todd E	2.50	220.00	550.00
Subtotal Professional Services	12.75		2,548.75

Low Task Subtotal **Highway 252/94 EIS Review** 2,548.75

Low Task 2023.002.98 **General Project Reviews**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	2.50	127.00	317.50
Shoemaker, Todd E	5.00	220.00	1,100.00
Subtotal Professional Services	7.50		1,417.50

Low Task Subtotal **General Project Reviews** 1,417.50

Low Task 2023.003 **Routine Stream Monitoring**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Ramsey, Ellen J	8.75	115.00	1,006.25
Clapp, Lucas W	1.75	127.00	222.25
Krautmann, Kurt Thompson	4.50	127.00	571.50
Stone, Alicia L (Ali)	24.25	133.00	3,225.25
Subtotal Professional Services	39.25		5,025.25

Disbursements

Direct - Testing & Lab Charges	591.90
Usage - Vehicle	49.78
Direct - Postage & Courier	81.19
Subtotal Disbursements	722.87

Low Task Subtotal **Routine Stream Monitoring** 5,748.12

Low Task 2023.004 **Routine Lake Monitoring**

Professional Services



INVOICE

Invoice Number 2088223
Invoice Date June 7, 2023
Purchase Order -
Customer Number 165842
Project Number 227705633

Category/Employee		Current Hours	Rate	Current Amount
	Ramsey, Ellen J	9.25	115.00	1,063.75
	Stone, Alicia L (Ali)	12.50	133.00	1,662.50
	Subtotal Professional Services	<u>21.75</u>		<u>2,726.25</u>

Low Task Subtotal **Routine Lake Monitoring** 2,726.25

Low Task 2023.005 **CAMP Monitoring**
Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Ramsey, Ellen J	5.00	115.00	575.00
	Stone, Alicia L (Ali)	6.00	133.00	798.00
	Kemmitt, Kathrine Lee (Katie)	0.75	142.00	106.50
	Subtotal Professional Services	<u>11.75</u>		<u>1,479.50</u>

Low Task Subtotal **CAMP Monitoring** 1,479.50

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

Category/Employee		Current Hours	Rate	Current Amount
	Spector, Diane F	4.00	195.00	780.00
	Subtotal Professional Services	<u>4.00</u>		<u>780.00</u>

Low Task Subtotal **TMDL 5-Year Reviews** 780.00

Low Task 2023.008 **Annual Monitoring Report**
Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Stone, Alicia L (Ali)	2.50	133.00	332.50
	Subtotal Professional Services	<u>2.50</u>		<u>332.50</u>

SC - 222.77
 WM - 109.73

Low Task Subtotal **Annual Monitoring Report** 332.50

Low Task 2023.009.01 **General Education Program**
Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Spector, Diane F	20.00	195.00	3,900.00

SC - 1,950.00
 WM - 1,950.00



INVOICE

Invoice Number	2088223
Invoice Date	June 7, 2023
Purchase Order	-
Customer Number	165842
Project Number	227705633

Subtotal Professional Services	20.00	3,900.00
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Low Task Subtotal	General Education Program	3,900.00
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Low Task	2023.009.02	WMWA
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Spector, Diane F	1.00	195.00	195.00
	Subtotal Professional Services	<u>1.00</u>		<u>195.00</u>

Low Task Subtotal	WMWA	195.00
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Top Task Subtotal	2023 Technical Services	31,119.71
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Total Fees & Disbursements	<u>31,119.71</u>
INVOICE TOTAL (USD)	31,119.71

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2086944
Invoice Date June 2, 2023
Purchase Order —
Customer Number 165842
Project Number 227701416

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	B001240-20-216: Crystal Lake Management Plan		
Project Manager	Spector, Diane F	Contract Upset	140,830.00
Current Invoice Total (USD)	557.45	Amount Billed to Date	127,728.88
		For Period Ending	May 26, 2023

Top Task	103A	SAV Surveys
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Paquin, Timothy Joel (Tim)	2.55	119.00	303.45
	Clapp, Lucas W	2.00	127.00	254.00
	Subtotal Professional Services	<u>4.55</u>		<u>557.45</u>

Top Task Subtotal	SAV Surveys	557.45
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Total Fees & Disbursements	557.45
INVOICE TOTAL (USD)	557.45

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2086947
Invoice Date June 2, 2023
Purchase Order --
Customer Number 165842
Project Number 227705219

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	Meadow Lake Management Plan Phase 2		
Project Manager	Spector, Diane F	Contract Upset	102,810.00
Current Invoice Total (USD)	7,574.77	Amount Billed to Date	46,391.04
		For Period Ending	May 26, 2023

Top Task 100 **Professional Services**
Low Task 100.102 **Monitoring and Data Gathering**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Paquin, Timothy Joel (Tim)	13.55	119.00	1,612.45
Clapp, Lucas W	11.25	127.00	1,428.75
Schafermeyer, Benjamin L (Ben)	2.50	127.00	317.50
Hyams, Aaron Robert	4.25	133.00	565.25
Kemmitt, Kathrine Lee (Katie)	14.25	142.00	2,023.50
Mueller, Kevin James	0.50	157.00	78.50
Subtotal Professional Services	46.30		6,025.95

Disbursements

Usage - Vehicle	19.65
Direct - Postage & Courier	11.67
Subtotal Disbursements	31.32

Low Task Subtotal **Monitoring and Data Gathering** 6,057.27

Low Task 100.103 **Management of Alum, SAV, and Fish Treatments**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Wilkinson, Anne A	10.00	142.00	1,420.00
Spector, Diane F	0.50	195.00	97.50
Subtotal Professional Services	10.50		1,517.50

Low Task Subtotal **Management of Alum, SAV, and Fish Treatments** 1,517.50



INVOICE

Invoice Number	2086947
Invoice Date	June 2, 2023
Purchase Order	—
Customer Number	165842
Project Number	227705219

Top Task Subtotal	Professional Services	7,574.77
Total Fees & Disbursements		7,574.77
INVOICE TOTAL (USD)		7,574.77

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2088461
Invoice Date June 7, 2023
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)	7,264.75	Amount Billed to Date	11,084.23
		For Period Ending	May 26, 2023

Top Task	200	Professional Services		
Low Task	200.001	Data Collection & Review (desktop, field visit, topo survey)		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
		Hyams, Aaron Robert	0.25 133.00	33.25
		Ness, Ryan Wayne	9.50 142.00	1,349.00
		Monk, Robert V (Rob)	9.50 157.00	1,491.50
		Harding, Sarah Ellen	10.25 172.00	1,763.00
		Nelson, Jason	1.00 195.00	195.00
		Usage - 2-Person Survey Crew	5.00 240.00	1,200.00
		Subtotal Professional Services	35.50	6,031.75
Low Task Subtotal	Data Collection & Review (desktop, field visit, topo survey)			6,031.75

Low Task	200.002	Alternatives Evaluation and Technical Memorandum		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
		Wochenske, Jordan	5.00 133.00	665.00
		Subtotal Professional Services	5.00	665.00

Low Task Subtotal	Alternatives Evaluation and Technical Memorandum			665.00
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Low Task	200.003	Preliminary Drawings of Selected Alternative		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
		Himmerich, Michael David	4.00 142.00	568.00
		Subtotal Professional Services	4.00	568.00



INVOICE

Invoice Number	2088461
Invoice Date	June 7, 2023
Purchase Order	-
Customer Number	165842
Project Number	227705748

Low Task Subtotal	Preliminary Drawings of Selected Alternative	568.00
Top Task Subtotal	Professional Services	7,264.75
Total Fees & Disbursements		7,264.75
INVOICE TOTAL (USD)		7,264.75

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2088460
Invoice Date June 7, 2023
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	39,000.00
Current Invoice Total (USD)	11,747.25	Amount Billed to Date	16,061.23
		For Period Ending	May 26, 2023

Top Task 200 **Professional Services**
Low Task 200.001 **Data Collection & Review (desktop, site visit, sediment investigation, topo survey)**

Professional Services

Category/Employee	Current		Current Amount
	Hours	Rate	
Hyams, Aaron Robert	6.25	133.00	831.25
Stone, Alicia L (Ali)	6.00	133.00	798.00
Kemmitt, Kathrine Lee (Katie)	0.50	142.00	71.00
Ness, Ryan Wayne	7.00	142.00	994.00
Monk, Robert V (Rob)	11.50	157.00	1,805.50
Harding, Sarah Ellen	8.00	172.00	1,376.00
Nelson, Jason	1.00	195.00	195.00
Shoemaker, Todd E	0.50	220.00	110.00
Usage - 2-Person Survey Crew	8.00	240.00	1,920.00
Subtotal Professional Services	48.75		8,100.75

Disbursements

Direct - Vehicle (mileage)	19.00
Direct - Testing & Lab Charges	1,061.00
Subtotal Disbursements	1,080.00

Low Task Subtotal **Data Collection & Review (desktop, site visit, sediment investigation, topo survey)** 9,180.75

Low Task 200.002 **Alternatives Evaluation and Basis of Design Memorandum**

Professional Services

Category/Employee	Current		Current Amount
	Hours	Rate	
Wochenske, Jordan	6.50	133.00	864.50
Subtotal Professional Services	6.50		864.50



INVOICE

Invoice Number	2088460
Invoice Date	June 7, 2023
Purchase Order	-
Customer Number	165842
Project Number	227705747

Low Task Subtotal	Alternatives Evaluation and Basis of Design Memorandum	864.50
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Low Task	200.003	Preliminary Drawings of Selected Alternative
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Himmerich, Michael David	8.50	142.00	1,207.00
	Matthiesen, Edward Armin (Ed)	2.25	220.00	495.00
	Subtotal Professional Services	<u>10.75</u>		<u>1,702.00</u>

Low Task Subtotal	Preliminary Drawings of Selected Alternative	1,702.00
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Top Task Subtotal	Professional Services	11,747.25
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Total Fees & Disbursements	<u>11,747.25</u>
INVOICE TOTAL (USD)	11,747.25

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2088191
Invoice Date June 7, 2023
Purchase Order --
Customer Number 165842
Project Number 227705751

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	Gaulke Pond Subwatershed Assessment Amendment		
Project Manager	Shoemaker, Todd E	Contract Upset	29,900.00
Current Invoice Total (USD)	7,823.39	Amount Billed to Date	22,532.14
		For Period Ending	May 26, 2023

Invoice ATTN: Andy Polzin

Top Task 100 **Professional Services**
Low Task 100.1 **Project Management**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hyams, Aaron Robert	1.25	133.00	166.25
Subtotal Professional Services	<u>1.25</u>		<u>166.25</u>

Disbursements

Direct - Vehicle (mileage)	80.83
Subtotal Disbursements	<u>80.83</u>

Low Task Subtotal **Project Management** 247.08

Low Task 100.4 **ID Projects**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Weis, Rena D	2.50	149.00	372.50
Thompson, Kathleen Anne (Katy)	14.00	195.00	2,730.00
Subtotal Professional Services	<u>16.50</u>		<u>3,102.50</u>

Disbursements

Usage - Vehicle	20.31
Subtotal Disbursements	<u>20.31</u>

Low Task Subtotal **ID Projects** 3,122.81



INVOICE

Invoice Number	2088191
Invoice Date	June 7, 2023
Purchase Order	—
Customer Number	165842
Project Number	227705751

Low Task 100.5 Prioritization
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Thompson, Kathleen Anne (Katy)	3.00	195.00	585.00
Subtotal Professional Services	<u>3.00</u>		<u>585.00</u>

Low Task Subtotal **Prioritization** 585.00

Low Task 100.6 Conceptual Design
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Weis, Rena D	23.50	149.00	3,501.50
Abrahams, Mark B	1.00	172.00	172.00
Thompson, Kathleen Anne (Katy)	1.00	195.00	195.00
Subtotal Professional Services	<u>25.50</u>		<u>3,868.50</u>

Low Task Subtotal **Conceptual Design** 3,868.50

Top Task Subtotal Professional Services 7,823.39

Total Fees & Disbursements 7,823.39
INVOICE TOTAL (USD) 7,823.39

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2088190
Invoice Date June 7, 2023
Purchase Order -
Customer Number 165842
Project Number 227705750

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	Eagle Lake Subwatershed Assessment		
Project Manager	Shoemaker, Todd E	Contract Upset	55,000.00
Current Invoice Total (USD)	5,258.95	Amount Billed to Date	17,786.35
		For Period Ending	May 26, 2023

Top Task	100	Professional Services			
Low Task	100.1	PM & Coordination			
<u>Professional Services</u>					
Category/Employee			Current Hours	Rate	Current Amount
		Tilman, Elizabeth (Lisa)	1.25	187.00	233.75
		Subtotal Professional Services	<u>1.25</u>		<u>233.75</u>
Low Task Subtotal	PM & Coordination				233.75

Low Task	100.4	Internal Load & Aquatic Vegetation Evaluation			
<u>Professional Services</u>					
Category/Employee			Current Hours	Rate	Current Amount
		Bauer, Mia Anne	9.75	119.00	1,160.25
		Kemmitt, Kathrine Lee (Katie)	6.50	142.00	923.00
		Subtotal Professional Services	<u>16.25</u>		<u>2,083.25</u>

Disbursements					
		Direct - Vehicle (mileage)			106.11
		Usage - Vehicle			18.34
		Subtotal Disbursements			<u>124.45</u>

Low Task Subtotal	Internal Load & Aquatic Vegetation Evaluation				2,207.70
Low Task	100.6	Prioritization			
<u>Professional Services</u>					
Category/Employee			Current Hours	Rate	Current Amount
		Clapp, Lucas W	3.00	127.00	381.00



INVOICE

Invoice Number 2088190
Invoice Date June 7, 2023
Purchase Order -
Customer Number 165842
Project Number 227705750

Tilman, Elizabeth (Lisa)	9.50	187.00	1,776.50
Shoemaker, Todd E	3.00	220.00	660.00
Subtotal Professional Services	<u>15.50</u>		<u>2,817.50</u>

Low Task Subtotal	Prioritization		2,817.50
Top Task Subtotal	Professional Services		5,258.95
Total Fees & Disbursements			<u>5,258.95</u>
INVOICE TOTAL (USD)			5,258.95

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2086949
Invoice Date June 2, 2023
Purchase Order --
Customer Number 165842
Project Number 227705898

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	2023 Maintenance Fund		
Project Manager	Spector, Diane F	Contract Upset	11,867.00
Current Invoice Total (USD)	2,952.60	Amount Billed to Date	3,124.35
		For Period Ending	May 26, 2023

Top Task 200 Bass Lake CLP Management

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Paquin, Timothy Joel (Tim)	9.90	119.00	1,178.10
Schafermeyer, Benjamin L (Ben)	9.50	127.00	1,206.50
Kemmitt, Kathrine Lee (Katie)	4.00	142.00	568.00
Subtotal Professional Services	23.40		2,952.60

Top Task Subtotal Bass Lake CLP Management 2,952.60

Total Fees & Disbursements 2,952.60
INVOICE TOTAL (USD) **2,952.60**

Due upon receipt or in accordance with terms of the contract



Your Virtual Administrator

3235 Fernbrook Lane Plymouth MN
55447

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth MN 55447

6-Jun-23

Re: **2023 WMWA General Expense and Watershed PREP**

Description	Rate	Hours/ No.	Amount	Total
General Expense				
Secretarial	70.00		-	
Administrative	75.00	1.94	145.50	
Administrative - website, Facebook, Twitter	75.00	-	-	
Offsite, WMWA meetings, Blue Thumb, Watershed Partners, Home Expo, Henn County, city events	80.00	1.42	113.60	
Website hosting, Godaddy renewal	1.00		-	
Reimbursables	1.00	28.36	28.36	
Total General Expense				287.46
Watershed PREP				
Secretarial	70.00		-	
Administrative	75.00		-	
Offsite	80.00		-	
Reimbursables	1.00		-	
Total Watershed PREP				-
Total this invoice				287.46
Partner Share				71.87



3235 Fernbrook Lane
Plymouth MN 55447

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

June 6, 2023

	Share	G/L	Shingle Creek		West Mississippi		Total Project Area			
			SC	WM	SC	WM	SC	WM		
Administrative		53001	70.00	-	70.00	-				
Administrative		53001	26.05	75.00	1,953.75	9.35	75.00	701.25		
Admin - Offsite		53001	80.00	-	80.00	-				
Administrative	70-30	53001	70.00	-	70.00	-				
Administrative	70-30	53001	37.45	75.00	1,966.13	75.00	842.63			
Admin - offsite	70-30	53001	2.72	80.00	152.32	80.00	65.28			
Office Support	70-30	53001	18.00	75.00	945.00	75.00	405.00			
Data Processing/File Mgmt		53001	65.00	-	65.00	-				
Data Processing/File Mgmt		53001	75.00	-	75.00	-				
Data Processing/File Mgmt	70-30	53001	75.00	-	75.00	-				
Archiving		53001	1.160	70.00	81.20	1.160	70.00	81.20		
Admin - Annual Reporting		53001	70.00	-	70.00	-				
Admin - Annual Reporting		53001	75.00	-	75.00	-				
Annual Storage Rental -.14/.11		53001	1.00	54.74	54.74	1.00	43.01	43.01		
Administration Reimbursables		53001	701.28	1.00	701.28	345.99	1.00	345.99	5,854.415	2,484.355
Bookkeeping		54022	70.00	-	70.00	-				
Bookkeeping		54022	2.34	75.00	175.50	2.00	75.00	150.00		
Audit Prep		54022	24.96	75.00	1,872.00	4.25	75.00	318.75	2,047.500	468.750
Meal Expense	70-30	54001	412.00	1.00	288.40	1.00	123.60	288.400	123.600	
Project / WCA Reviews - Admin		53002	0.47	75.00	35.25	75.00	-			
Project / WCA Reviews -Reimbursables		53002	24.80	1.00	24.80	1.00	-	60.050	-	
Website	50-50	57008	0.33	75.00	12.38	75.00	12.38	-	-	
Education - Reimbursables	50-50	57007	1.00	-	-	1.00	-	12.375	12.375	
Engrg Support 4G Plan - Secre	70-30	53004	70.00	-	70.00	-				
Engrg Support 4G Plan - Admin	70-30	53004	2.25	75.00	118.13	75.00	50.63	-	-	
Engrg Support 4G Plan - Offiste	70-30	53004	80.00	-	80.00	-				
Engrg Support 4G Plan - reimbursa	70-30	53004	1.55	1.00	1.55	0.67	1.00	0.67	119.675	51.30
Engineering Support - Admin		53004	8.25	75.00	618.75	75.00	-			
Engineering Support - Admin	70-30	53004	9.36	75.00	491.40	75.00	210.60	-	-	
Engineering Support - offsite	70-30	53004	1.20	80.00	67.20	80.00	28.80	-	-	
Engineering Support - Reimbursables		53004	71.19	1.00	71.19	30.51	1.00	30.51	1,248.540	269.91
Engineering Support - CIP Admin	50-50	53004	75.00	-	75.00	-				
Engineering Support - CIP Reimbur	50-50	53004	2.75	1.00	2.75	2.75	1.00	2.75	2.75	2.75
								9,633.71	3,413.035	

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

	2023 Budget	May	June	%age YTD	2023 YTD
REVENUE					
Application Fees	20,000			22.50	4,500.00
Member Assessments	156,200			100.00	156,200.00
Interest & Dividend Income	100	5,154.97		23,146.30	23,146.30
Miscellaneous Income					-
<i>Transfer to (from) CIPs (see CIP Tracker page)</i>					-
<i>Transfer to (from) Grants</i>					27,500.00
<i>To (From) Reserve</i>					-
TOTAL REVENUE	176,300	5,154.97	-		211,346.30
EXPENSES					
ADMINISTRATION					
Administrative Services	32,000	2,771.93	2,484.35	43.40	13,889.30
Engineering Support	4,000	182.52	272.66	25.52	1,020.96
Project Reviews	1,500	44.46		12.81	192.11
ENGINEERING					
Administration	32,300	3,573.58	5,600.16	65.17	21,049.30
Grant Application Writing	0				-
Project Review	25,000	1,374.62	1,210.00	76.89	19,222.39
Highway 252/94 EIS Review		3,753.75	2,286.25		6,040.00
LEGAL					
Legal Services	5,000	503.63	374.67	29.13	1,456.30
MN DOT Scoping Project					537.50
MISCELLANEOUS					
Bookkeeping	3,400	942.75	468.75	74.78	2,542.50
Audit	6,500			0.00	-
Insurance & Bonding	3,000		2,902.00	96.73	2,902.00
Meeting Expense	3,000	165.00	123.60	51.97	1,559.16
PROJECTS					
Outfall and Stream Monitoring	24,600		1,694.95	9.31	2,289.95
Annual Monitoring Report	7,500	2,376.16	109.73	111.40	8,354.68
Water Quality Education					
Education	17,000	1,230.30	1,962.38	60.01	10,201.24
WMWA General Programs	5,000			60.00	3,000.00
WMWA Implementation/Watershed Prep	6,500			92.31	6,000.00
Rain Garden Workshops	0				-
Education Grants	0				-
Management Plan/Amendments	0				-
4th Generation Plan 2023		21.50	51.30		265.03
<i>Transfer to (from) CIPs</i>					-
<i>Transfer to (from) Grants</i>					-
<i>To (from) Reserves</i>					-
TOTAL OPERATING EXPENSE	176,300	16,940.20	19,540.80		100,522.42
CASH SUMMARY					
4M Fund Balance at 12/31/22					1,064,477.43
Plus Revenue Received to Date					250,261.25
Minus Claims Approved to Date					(143,794.92)
Minus Claims Presented Current Month					19,540.80
Fund Balance		1,210,025.36			1,190,484.56

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

Claims Presented	General Ledger Acct No.	May	June		
					Total
Kennedy & Graven					374.67
Legal - General	52001		374.67		
League of MN Cities Ins Trust - Insurance	54004		2,902.00		2,902.00
Stantec					12,851.09
General Engineering	51001		5,600.16		
Project Reviews	51002		1,210.00		
Highway 252/94 EIS Review	51001		2,286.25		
4th Generation Plan	51008				
Legal Boundary Update (4th Gen Plan)	51008				
Education Program	57008		1,950.00		
Stream and Outfall Monitoring	58011		1,694.95		
Annual Water Monitoring Report	58002		109.73		
Intensive BMPs	57011				
Judie Anderson's Secretarial Service					3,413.04
Administration	53001		2,484.35		
Bookkeeping / Audit Prep	54002		468.75		
Project Review Support	53002				
Meeting Expense - Previous Mo. Meal	54001		123.60		
Education Programs	57008		12.38		
Engineering Support	53004		269.91		
Engineering Support - 4th Gen Plan	53008		51.30		
Engineering Support - CIPs	53004		2.75		
Total Claims					19,540.80

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

May 23, 2023

Statement No. 174644

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

Through April 30, 2023

WE405-00001 General

374.67

Total Current Billing: 374.67

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 J. Gilchrist

Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

West Mississippi Watershed

April 30, 2023

WE405-00001 General

Through April 30, 2023

For All Legal Services As Follows:

			Hours	Amount
4/13/2023	TJG	Prepare for, travel to, and attend meeting	1.70	365.50
Total Services:			\$	365.50

For All Disbursements As Follows:

4/13/2023	Troy J. Gilchrist - Mileage			9.17
Total Disbursements:			\$	9.17

Total Services and Disbursements: \$ 374.67



Invoice

Member Name and Address
West Mississippi Watershed
Management Commission
C/O Judie Anderson
3235 Fernbook Lane
Plymouth, MN 55447-5325

Invoice Date
05/24/2023

Agent
Arthur J Gallagher Risk Management Services LLC
3600 American Blvd W Ste 500
Bloomington, MN 55431-4502
(952)358-7500

Account Number: 40000002
Account Type: Property/Casualty Coverage Premium
Current Balance: \$ 2,902.00
Minimum Due: \$ 2,902.00
Due Date: 06/21/2023

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
		Previous Invoice Balance	2,898.00	
		Payments Received	-2,898.00	
		Total of Transactions and Fees shown on reverse or attached	2,902.00	
See reverse side and attachments for additional information		Current Balance	\$ 2,902.00	\$ 2,902.00

Detach and return this Payment Coupon with your payment	Account Number	Invoice Date	Due Date	Current Balance	Minimum Due
	40000002	05/24/2023	06/21/2023	\$ 2,902.00	2,902.00
					Amount Enclosed
					\$ _____

Member Name West Mississippi Watershed Management Commission

BILLING INVOICE - Return stub with payment - make checks payable to:

Mail payment
7 days before
Due Date to
ensure timely
receipt

League of MN Cities Insurance Trust P&C
c/o Berkley Risk Administrators Company
222 South Ninth Street, Suite 2700
P.O. Box 581517
Minneapolis, MN 55458-1517



INVOICE

Invoice Number 2088187
Invoice Date June 7, 2023
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	81,900.00
	Current Invoice Total (USD)	10,791.36	Amount Billed to Date	48,601.64
			For Period Ending	May 26, 2023

Top Task 2023 **2023 Technical Services**
Low Task 2023.001 **General Engineering**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	20.00	195.00	3,900.00
Shoemaker, Todd E	7.50	220.00	1,650.00
Subtotal Professional Services	27.50		5,550.00

Disbursements

Direct - Vehicle (mileage)	48.47
Direct - Printing	1.69
Subtotal Disbursements	50.16

Low Task Subtotal **General Engineering** 5,600.16

Low Task 2023.002.05 **WM2023-03 Decatur Dr**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Shoemaker, Todd E	1.00	220.00	220.00
Subtotal Professional Services	1.00		220.00

Low Task Subtotal **WM2023-03 Decatur Dr** 220.00

Low Task 2023.002.97 **Highway 252/94 EIS Review**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Thompson, Kathleen Anne (Katy)	9.75	195.00	1,901.25



INVOICE

Invoice Number 2088187
Invoice Date June 7, 2023
Purchase Order —
Customer Number 165866
Project Number 227705634

Shoemaker, Todd E	1.75	220.00	385.00
Subtotal Professional Services	<u>11.50</u>		<u>2,286.25</u>

Low Task Subtotal **Highway 252/94 EIS Review** 2,286.25

Low Task 2023.002.98 **General Project Reviews**
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Shoemaker, Todd E	4.50	220.00	990.00
Subtotal Professional Services	<u>4.50</u>		<u>990.00</u>

Low Task Subtotal **General Project Reviews** 990.00

Low Task 2023.003 **Stream and Outfall Monitoring**
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Ramsey, Ellen J	3.50	115.00	402.50
Clapp, Lucas W	2.00	127.00	254.00
Stone, Alicia L (Ali)	6.25	133.00	831.25
Subtotal Professional Services	<u>11.75</u>		<u>1,487.75</u>

Disbursements

Direct - Testing & Lab Charges	207.20
Subtotal Disbursements	<u>207.20</u>

Low Task Subtotal **Stream and Outfall Monitoring** 1,694.95

Top Task Subtotal 2023 Technical Services 10,791.36

Total Fees & Disbursements 10,791.36
INVOICE TOTAL (USD) 10,791.36

Due upon receipt or in accordance with terms of the contract

Invoice Number 2088223
Invoice Date June 7, 2023
Purchase Order —
Customer Number 165842
Project Number 227705633

Category/Employee	Current Hours	Rate	Current Amount
Ramsey, Ellen J	9.25	115.00	1,063.75
Stone, Alicia L (Ali)	12.50	133.00	1,662.50
Subtotal Professional Services	<u>21.75</u>		<u>2,726.25</u>

Low Task Subtotal **Routine Lake Monitoring** 2,726.25

Low Task 2023.005 **CAMP Monitoring**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Ramsey, Ellen J	5.00	115.00	575.00
Stone, Alicia L (Ali)	6.00	133.00	798.00
Kemmitt, Kathrine Lee (Katie)	0.75	142.00	106.50
Subtotal Professional Services	<u>11.75</u>		<u>1,479.50</u>

Low Task Subtotal **CAMP Monitoring** 1,479.50

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

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	4.00	195.00	780.00
Subtotal Professional Services	<u>4.00</u>		<u>780.00</u>

Low Task Subtotal **TMDL 5-Year Reviews** 780.00

Low Task 2023.008 **Annual Monitoring Report**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Stone, Alicia L (Ali)	2.50	133.00	332.50
Subtotal Professional Services	<u>2.50</u>		<u>332.50</u>

SC - 222.77
 WM - 109.73

Low Task Subtotal **Annual Monitoring Report** 332.50

Low Task 2023.009.01 **General Education Program**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	20.00	195.00	3,900.00

SC - 1,950.00
 WM - 1,950.00



3235 Fernbrook Lane
Plymouth MN 55447

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

June 6, 2023

	Share	G/L	Shingle Creek		West Mississippi		Total Project Area			
			SC	WM	SC	WM	SC	WM		
Administrative		53001	70.00	-	70.00	-				
Administrative		53001	26.05	75.00	1,953.75	9.35	75.00	701.25		
Admin - Offsite		53001	80.00	-	80.00	-				
Administrative	70-30	53001	70.00	-	70.00	-				
Administrative	70-30	53001	37.45	75.00	1,966.13	75.00	842.63			
Admin - offsite	70-30	53001	2.72	80.00	152.32	80.00	65.28			
Office Support	70-30	53001	18.00	75.00	945.00	75.00	405.00			
Data Processing/File Mgmt		53001	65.00	-	65.00	-				
Data Processing/File Mgmt		53001	75.00	-	75.00	-				
Data Processing/File Mgmt	70-30	53001	75.00	-	75.00	-				
Archiving		53001	1.160	70.00	81.20	1.160	70.00	81.20		
Admin - Annual Reporting		53001	70.00	-	70.00	-				
Admin - Annual Reporting		53001	75.00	-	75.00	-				
Annual Storage Rental -.14/.11		53001	1.00	54.74	54.74	1.00	43.01	43.01		
Administration Reimbursables		53001	701.28	1.00	701.28	345.99	1.00	345.99	5,854.415	2,484.355
Bookkeeping		54022	70.00	-	70.00	-				
Bookkeeping		54022	2.34	75.00	175.50	2.00	75.00	150.00		
Audit Prep		54022	24.96	75.00	1,872.00	4.25	75.00	318.75	2,047.500	468.750
Meal Expense	70-30	54001	412.00	1.00	288.40	1.00	123.60	288.400	123.600	
Project / WCA Reviews - Admin		53002	0.47	75.00	35.25	75.00	-			
Project / WCA Reviews -Reimbursables		53002	24.80	1.00	24.80	1.00	60.050	-		
Website	50-50	57008	0.33	75.00	12.38	75.00	12.38			
Education - Reimbursables	50-50	57007	1.00	-	1.00	1.00	12.375	12.375		
Engrg Support 4G Plan - Secre	70-30	53004	70.00	-	70.00	-				
Engrg Support 4G Plan - Admin	70-30	53004	2.25	75.00	118.13	75.00	50.63			
Engrg Support 4G Plan - Offiste	70-30	53004	80.00	-	80.00	-				
Engrg Support 4G Plan - reimbursa	70-30	53004	1.55	1.00	1.55	0.67	1.00	0.67	119.675	51.30
Engineering Support - Admin		53004	8.25	75.00	618.75	75.00	-			
Engineering Support - Admin	70-30	53004	9.36	75.00	491.40	75.00	210.60			
Engineering Support - offsite	70-30	53004	1.20	80.00	67.20	80.00	28.80			
Engineering Support - Reimbursables		53004	71.19	1.00	71.19	30.51	1.00	30.51	1,248.540	269.91
Engineering Support - CIP Admin	50-50	53004	75.00	-	75.00	-				
Engineering Support - CIP Reimbur	50-50	53004	2.75	1.00	2.75	2.75	1.00	2.75	2.75	2.75
							9,633.71	3,413.035		

SHINGLE CREEK WATERSHED
MANAGEMENT COMMISSION

Financial Statements and
Supplemental Information
For the Year Ended
December 31, 2022

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

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INDEPENDENT AUDITORS' REPORT

Commissioners
Shingle Creek Watershed Management Commission
Plymouth, Minnesota

Opinion

We have audited the accompanying financial statements of the governmental activities and major fund of the Shingle Creek Watershed Management Commission (the Commission), which comprise the statement of net position and governmental fund balance sheet as of December 31, 2022, and the related statement of activities and governmental fund revenues, expenditures and changes in fund balances/net position for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Commission as of December 31, 2022, the respective changes in the financial position thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

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

Prior Year Comparative Information

We have previously audited the Commission's financial statements for the year ended December 31, 2021 and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated June 10, 2021. In our opinion, the partial comparative information presented herein as of and for the year ended December 31, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting

We have also issued our report dated June 20, 2022, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

**PRELIMINARY DRAFT
For Review and Discussion
Subject to Change**

, 2023

BASIC FINANCIAL STATEMENTS

Shingle Creek Watershed Management Commission

Statement of Net Position and
Governmental Fund Balance Sheet
As of December 31, 2022
(with Comparative Actual Amounts as of December 31, 2021)

	Governmental Activities	
	2022	2021
Assets		
Cash and temporary investments	\$ 2,694,184	\$ 1,942,616
Restricted cash	409,464	253,658
Due from other governments	110,210	90,799
Total assets	\$ 3,213,858	\$ 2,287,073
Liabilities and Fund Balances/Net Position		
Liabilities		
Accounts payable	\$ 67,083	\$ 135,139
Unearned revenue	409,464	253,658
Total liabilities	476,547	388,797
Fund balances/net position		
Restricted fund balances/net position		
Restricted for capital improvements	1,989,740	1,287,161
Restricted for cost share projects	434,198	329,210
Restricted for partnership BMP retrofit projects	106,281	54,433
Restricted closed project funds	40,155	108,172
Restricted for West Metro Water Alliance	32,708	35,607
Total restricted fund balance/net position	2,603,082	1,814,583
Assigned fund balances/net position		
Assigned for fourth generation plan	41,733	41,733
Assigned for Bass/Pomerleau curly leaf treatment	23,236	31,310
Unrestricted/unassigned fund balances/net position	69,260	10,650
Total assigned and unrestricted fund balances/net position	134,229	83,693
Total fund balance/net position	2,737,311	1,898,276
Total liabilities and fund balances/net position	\$ 3,213,858	\$ 2,287,073

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

Shingle Creek Watershed Management Commission

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

Year Ended December 31, 2022

(with Comparative Actual Amounts for the Year Ended December 31, 2021)

	Governmental Activities			2021 (Audited)
	Original and Final Budget	2022 (Audited)	Over (Under)	
Revenue				
General				
Member assessments	\$ 363,590	\$ 363,590	\$ -	\$ 363,590
Property taxes (ad valorem)	-	922,178	922,178	1,391,196
Charges for services - project and wetland review fees	20,000	16,000	(4,000)	13,100
Grants	-	164,617	164,617	203,533
Reimbursements	44,500	21,000	(23,500)	15,000
Interest income	5,000	41,436	36,436	164
Total revenue	<u>433,090</u>	<u>1,528,821</u>	<u>1,095,731</u>	<u>1,986,583</u>
Expenditures				
Current				
Administration	102,500	75,224	(27,276)	76,229
Education	72,500	44,879	(27,621)	23,645
Insurance	3,200	2,671	(529)	2,241
Professional fees	12,000	11,693	(307)	11,893
Technical support	130,000	132,061	2,061	105,990
Water monitoring	96,000	95,011	(989)	84,162
Watershed programs	-	-	-	22,985
Watershed plan	1,000	56,087	55,087	21,266
Capital outlay				
Improvement projects - levies	-	58,433	58,433	204,263
Improvement projects - grants	-	213,727	213,727	206,859
Total expenditures	<u>417,200</u>	<u>689,786</u>	<u>272,586</u>	<u>759,533</u>
Net change in fund balances/net position	<u>\$ 15,890</u>	<u>839,035</u>	<u>\$ 823,145</u>	<u>1,227,050</u>
Net fund balances/net position				
Beginning of year		1,898,276		671,226
End of year		<u>\$ 2,737,311</u>		<u>\$ 1,898,276</u>

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

Shingle Creek Watershed Management Commission
Notes to Financial Statements
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Organization

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

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

Reporting Entity

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

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

Government-Wide and Fund Financial Statement Presentation

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

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

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Financial Statement Presentation

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

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

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets, current liabilities, and deferred inflows/outflows of resources generally are included on the statement of net position and governmental funds balance sheet. Operating statements of this fund present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in fund balances. Under this basis of accounting, transactions are recorded in the following manner:

1. **Revenue Recognition** – Revenue is recognized when it becomes measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if collected 60 days after year-end. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider have been met. Grant advances received for which not all eligibility requirements have been met are reported as unearned revenue at year-end. All significant revenue sources are considered susceptible to accrual.
2. **Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred; however, expenditures are recorded as prepaid for approved disbursements or liabilities incurred in advance of the year in which the item is to be used.

Budgets

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

Use of Estimates

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

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Members' Contributions

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

Capital Assets

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

Risk Management

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended December 31, 2022.

Due from other governments

The Commission utilizes an allowance for uncollectible accounts to value its receivables; however, it considers all of its receivables to be collectible as of December 31, 2022 and 2021.

Net Position

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

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

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

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

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

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prior Period Comparative Financial Information/Reclassification

The basic financial statements include certain prior year partial comparative information in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2021, from which the summarized information was derived. Also, certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

Unearned Revenue

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

In 2021, the Commission was awarded a grant of \$110,000 for the Meadow Lake Management Plan and the Bass Creek Stabilization projects. As of December 31, 2022 and 2021, the Commission held \$29,768 and \$43,750 of unearned grant revenue.

In 2021, the Commission was awarded a grant of \$481,510 for the Meadow Lake Management Plan and the Shingle Creek Connections II Stream Restoration. As of December 31, 2022 and 2021, the Commission held \$187,696 and \$209,908 of unearned grant revenue.

In 2022, the Commission was awarded a grant of \$384,000 for the Palmer Creek Stream Stabilization. As of December 31, 2022, the Commission received \$192,000 and held as unearned grant revenue.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 2 – ASSETS, LIABILITIES AND NET POSITION

A. Deposits

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

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

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

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

At year-end, the Commission had no funds held in its bank account. All funds were transferred to their Minnesota 4M investment account. (see below)

B. Investments

At December 31, 2022 and 2021, the Commission held \$3,103,648 and \$2,196,274 (approximate cost and fair value), respectively, in investments with PMA Financial Network in Minnesota 4M Funds Holdings.

The Minnesota Municipal Money Market (4M) Fund is an external investment pool regulated by Minnesota Statutes that are not registered with the Securities Exchange Commission (SEC), but follow the regulatory rules of the SEC. The Commission’s investment in these funds is measured at the value per share provided by the pool, which are based on an amortized cost method that approximates fair value. There are no restrictions or limitations on withdrawals from the 4M Fund.

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

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

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

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

B. Investments (continued)

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

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

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

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 3 – FUND BALANCE CLASSIFICATION

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. The classifications are as follows:

- **Nonspendable** – Consists of amounts that are not in spendable form, such as prepaid items, inventory and other long-term assets.
- **Restricted** – Consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by the state statutory provisions.
- **Committed** – Consists of internally imposed constraints that are established by resolution of the Board of Commissioners. Those committed amounts cannot be used for any other purpose unless the Board of Commissioners removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.
- **Assigned** – Consists of internally imposed constraints consisting of amounts intended to be used by the Commission for specific purposes that do not meet the criteria to be classified as restricted or committed. In governmental funds, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority.
- **Unassigned** – The residual classification for the General Fund; amounts that are available for any purpose.

When both restricted and unrestricted resources are available for use, it is the Commission’s policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned or unassigned resources are available for use, it is the Commission’s policy to use resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

NOTE 4 – COMMITMENTS AND CONTRACTS

Restricted fund balance - capital improvement projects

During 2016, the Commission assessed \$125,000, but received \$125,184 from tax levies that is to be used for the Twin Lake Carp Management project. As of December 31, 2022, the commission has yet to complete the project. The Commission will hold the funds of \$125,184 less costs to-date of \$122,035 until completion.

During 2017, the Commission assessed \$212,100, but received \$210,003 from tax levies that is to be used for the Iron and Biochar-Enhanced Sand Filter Retrofits project. As of December 31, 2022, the cities have yet to complete the project. The Commission will hold the funds of \$210,003 less costs to-date of \$206,100 until completion.

During 2020, the Commission assessed \$163,785, but received \$163,187 from tax levies that is to be used for the Crystal Lake Management Plan. As of December 31, 2022, the City of Robbinsdale has yet to complete the project. The Commission will hold the funds of \$163,187 less costs to-date of \$81,586 until completion.

During 2021, the Commission assessed \$424,200, but received \$420,002 from tax levies that is to be used for the Connections II Stream Restoration project. As of December 31, 2022, the cities have yet to complete the project. The Commission will hold the funds of \$420,800 less costs to-date of \$96 until completion.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 4 – COMMITMENTS AND CONTRACTS (CONTINUED)

Restricted fund balance - capital improvement projects (continued)

During 2021, the Commission assessed \$318,150, but received \$314,967 from tax levies that is to be used for the Meadow Lake Management Plan. As of December 31, 2022, the City of New Hope has yet to complete the project. The Commission will hold the funds of \$315,565 less costs to-date of \$17,713 until completion.

During 2021, the Commission assessed \$424,200, but received \$420,002 from tax levies that is to be used for the Bass Creek Restoration project. As of December 31, 2022, the City of Brooklyn Park has yet to complete the project. The Commission will hold the funds of \$420,800 less costs to-date of \$96 until completion.

During 2022, the Commission assessed \$636,300 but received \$630,731 from tax levies that is to be used for the Palmer Lake Estates Bass Creek Restoration. As of December 31, 2022, the cities has yet to complete the project. The Commission will hold the funds of \$630,731 less costs to-date of \$100 until completion.

During 2022, the Commission assessed \$132,565, but received \$131,444 from tax levies that is to be used for the Bass Creek Restoration project. As of December 31, 2022, the cities has yet to complete the project. The Commission will hold the funds of \$131,444 less costs to-date of \$100 until completion.

Restricted fund balance - cost share projects

At December 31, 2022 and 2021, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$434,198 and \$329,210, respectively. The use of those funds is restricted for other cost share projects.

Restricted fund balance - partnership BMP retrofits fund

At December 31, 2022 and 2021, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$106,281 and \$54,433, respectively. The use of those funds is restricted for partnership BMP retrofit projects.

Restricted fund balance - closed project funds

At December 31, 2022 and 2021, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$40,155 and \$108,172, respectively. The use of those funds is restricted for other capital improvement projects.

Restricted fund balance - West Metro Water Alliance

The Commission serves as the fiscal agent for the West Metro Water Alliance (WMWA), a partnership between watersheds, county and park agencies in Hennepin County. It collects funds from its partners and makes disbursements for approved expenditures. As of December 31, 2022 and 2021, the Commission held \$42,607 and \$35,607, respectively, of funds from its partners for WMWA projects.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 4 – COMMITMENTS AND CONTRACTS (CONTINUED)

Restricted fund balance - capital improvement projects (continued)

During 2021, the Commission assessed \$318,150, but received \$314,967 from tax levies that is to be used for the Meadow Lake Management Plan. As of December 31, 2022, the City of New Hope has yet to complete the project. The Commission will hold the funds of \$315,565 less costs to-date of \$17,713 until completion.

During 2021, the Commission assessed \$424,200, but received \$420,002 from tax levies that is to be used for the Bass Creek Restoration project. As of December 31, 2022, the City of Brooklyn Park has yet to complete the project. The Commission will hold the funds of \$420,800 less costs to-date of \$96 until completion.

During 2022, the Commission assessed \$636,300 but received \$630,731 from tax levies that is to be used for the Palmer Lake Estates Bass Creek Restoration. As of December 31, 2022, the cities has yet to complete the project. The Commission will hold the funds of \$630,731 less costs to-date of \$100 until completion.

During 2022, the Commission assessed \$132,565, but received \$131,444 from tax levies that is to be used for the Bass Creek Restoration project. As of December 31, 2022, the cities has yet to complete the project. The Commission will hold the funds of \$131,444 less costs to-date of \$100 until completion.

Restricted fund balance - cost share projects

At December 31, 2022 and 2021, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$434,198 and \$329,210, respectively. The use of those funds is restricted for other cost share projects.

Restricted fund balance - partnership BMP retrofits fund

At December 31, 2022 and 2021, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$106,281 and \$54,433, respectively. The use of those funds is restricted for partnership BMP retrofit projects.

Restricted fund balance - closed project funds

At December 31, 2022 and 2021, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$40,155 and \$108,172, respectively. The use of those funds is restricted for other capital improvement projects.

Restricted fund balance - West Metro Water Alliance

The Commission serves as the fiscal agent for the West Metro Water Alliance (WMWA), a partnership between watersheds, county and park agencies in Hennepin County. It collects funds from its partners and makes disbursements for approved expenditures. As of December 31, 2022 and 2021, the Commission held \$32,708 and \$35,607, respectively, of funds from its partners for WMWA projects.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 5 – MEMBERS’ ASSESSMENTS

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

Dues received from members were as follows:

	For the year ended December 31			
	2022		2021	
	Amount	Percentage	Amount	Percentage
Brooklyn Center	\$ 42,993	11.82 %	\$ 42,937	11.81 %
Brooklyn Park	86,743	23.86	86,713	23.85
Crystal	29,192	8.03	29,362	8.08
Maple Grove	68,535	18.85	68,143	18.74
Minneapolis	24,871	6.84	24,816	6.83
New Hope	29,787	8.19	29,533	8.12
Osseo	4,121	1.13	4,129	1.14
Plymouth	57,574	15.83	58,271	16.03
Robbinsdale	19,774	5.44	19,686	5.41
	\$ 363,590	100.00 %	\$ 363,590	100.00 %

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

WEST MISSISSIPPI WATERSHED
MANAGEMENT COMMISSION

Financial Statements and
Supplemental Information
For the Year Ended
December 31, 2022

WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION

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INDEPENDENT AUDITORS' REPORT

Commissioners
West Mississippi Watershed Management Commission
Plymouth, Minnesota

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

Opinion

We have audited the accompanying financial statements of the governmental activities and major fund of the West Mississippi Watershed (the Commission), which comprise the statement of net position and governmental fund balance sheet as of December 31, 2022, and the related statement of activities and governmental fund revenues, expenditures and changes in fund balances/net position for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Commission as of December 31, 2022, the respective changes in the financial position thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that,

individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

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

Prior Year Comparative Information

We have previously audited the Commission's financial statements for the year ended December 31, 2021 and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated June 10, 2021. In our opinion, the partial comparative information presented herein as of and for the year ended December 31, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting

We have also issued our report dated June 20, 2023, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

June 20, 2023

BASIC FINANCIAL STATEMENTS

West Mississippi Watershed Management Commission

Statement of Net Position and
Governmental Fund Balance Sheet

As of December 31, 2022

(with Partial Comparative Actual Amounts as of December 31, 2021)

	Governmental Activities	
	2022	2021
Assets		
Cash and temporary investments	\$ 1,064,477	\$ 893,000
Due from other governments	38,915	37,486
Total assets	\$ 1,103,392	\$ 930,486
Liabilities and Fund Balances/Net Position		
Liabilities		
Accounts payable	\$ 23,732	\$ 11,972
Fund balances/net position		
Restricted fund balances/net position		
Restricted for capital improvement projects	288,147	287,995
Restricted for cost share projects	516,291	357,848
Total restricted fund balance/net position	804,438	645,843
Assigned fund balances/net position		
Assigned for subwatershed assessments	40,000	40,000
Assigned for construction/grant match funds	89,320	89,320
Assigned for floodplain mapping	25,000	25,000
Unrestricted/unassigned fund balances/net position	120,902	118,351
Total assigned and unrestricted fund balances/net position	275,222	272,671
Total fund balances/net position	1,079,660	918,514
Total liabilities and fund balances/net position	\$ 1,103,392	\$ 930,486

**PRELIMINARY DRAFT
For Review and Discussion
Subject to Change**

West Mississippi Watershed Management Commission

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

Year Ended December 31, 2022

(with Partial Comparative Actual Amounts for the Year Ended December 31, 2021)

	Governmental Activities			
	Original and Final Budget	2022		2021
		(Audited)	Over (Under)	(Audited)
Revenue				
General				
Member assessments	\$ 156,200	\$ 156,200	\$ -	\$ 153,600
Property taxes (ad valorem)	-	158,889	158,889	286,363
Charges for services - project and wetland review fees	18,000	17,800	(200)	23,200
Reserve - General	5,000	-		
Grants	-	-		35,442
Investment income	2,500	15,029	12,529	94
Total revenue	<u>181,700</u>	<u>347,918</u>	<u>171,218</u>	<u>498,699</u>
Expenditures				
Current				
Administration	43,500	34,387	(9,113)	35,084
Education	28,000	20,957	(7,043)	19,030
Insurance	3,100	2,245	(855)	2,258
Professional fees	9,500	8,799	(701)	7,612
Technical support	72,000	63,560	(8,440)	48,115
Water monitoring	24,600	21,966	(2,634)	19,576
Watershed plan	1,000	34,564	33,564	9,114
Capital outlay				
Improvement projects - levies	-	294	294	201
Improvement projects - grants	-	-	-	35,442
Total expenditures	<u>181,700</u>	<u>186,772</u>	<u>5,072</u>	<u>176,432</u>
Net change in fund balances/net position	<u>\$ -</u>	<u>161,146</u>	<u>\$ 166,146</u>	<u>322,267</u>
Net fund balances/net position				
Beginning of year		918,514		596,247
End of year		<u>\$ 1,079,660</u>		<u>\$ 918,514</u>

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

West Mississippi Watershed Management Commission
Notes to Financial Statements
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Organization

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

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

Reporting Entity

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

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

Government-Wide and Fund Financial Statement Presentation

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

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

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Financial Statement Presentation

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

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

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets, current liabilities, and deferred inflows/outflows of resources generally are included on the statement of net position and governmental funds balance sheet. Operating statements of this fund present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in fund balances. Under this basis of accounting, transactions are recorded in the following manner:

1. **Revenue Recognition** – Revenue is recognized when it becomes measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if collected 60 days after year-end. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider have been met. Grant advances received for which not all eligibility requirements have been met are reported as unearned revenue at year-end. All significant revenue sources are considered susceptible to accrual.
2. **Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred; however, expenditures are recorded as prepaid for approved disbursements or liabilities incurred in advance of the year in which the item is to be used.

Budgets

The amounts shown in the financial statements as "budget" represent the budget amounts based on the modified accrual basis of accounting. A budget for the General Fund is adopted annually by the Commission. Appropriations lapse at year-end. Budgetary control is at the fund level.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

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

Members' Contributions

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

Capital Assets

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

Risk Management

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended December 31, 2022.

Due from other governments

The Commission utilizes an allowance for uncollectible accounts to value its receivables; however, it considers all of its receivables to be collectible as of December 31, 2022 and 2021.

Net Position

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

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

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

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

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

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prior Period Comparative Financial Information/Reclassification

The basic financial statements include certain prior year partial comparative information in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2021, from which the summarized information was derived. Also, certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

NOTE 2 – DEPOSITS AND INVESTMENTS

Deposits

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

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

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

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

At year-end, the Commission had no funds held in its bank account. All funds were transferred to their Minnesota 4M investment account. (see below)

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

Investments

The Commission held \$1,064,477 and \$893,000 (approximate cost and fair value) in investments with PMA Financial Network in Minnesota 4M Funds Holdings on December 31, 2022 and 2021, respectively.

The Minnesota Municipal Money Market (4M) Fund is an external investment pool regulated by Minnesota Statutes that are not registered with the Securities Exchange Commission (SEC), but follow the regulatory rules of the SEC. The Commission's investment in these funds is measured at the value per share provided by the pool, which are based on an amortized cost method that approximates fair value. There are no restrictions or limitations on withdrawals from the 4M Fund.

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

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

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

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

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

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 3 – FUND BALANCE CLASSIFICATION

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. The classifications are as follows:

- **Nonspendable** – Consists of amounts that are not in spendable form, such as prepaid items, inventory and other long-term assets.
- **Restricted** – Consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by the state statutory provisions.
- **Committed** – Consists of internally imposed constraints that are established by resolution of the Board of Commissioners. Those committed amounts cannot be used for any other purpose unless the Board of Commissioners removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.
- **Assigned** – Consists of internally imposed constraints consisting of amounts intended to be used by the Commission for specific purposes that do not meet the criteria to be classified as restricted or committed. In governmental funds, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority.
- **Unassigned** – The residual classification for the General Fund; amounts that are available for any purpose.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned or unassigned resources are available for use, it is the Commission's policy to use resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

NOTE 4 – COMMITMENTS AND CONTRACTS

Restricted fund balance - capital improvement projects

During 2018, the Commission assessed \$54,750, but received \$54,800 from tax levies that is to be used by the City of Champlin for the Mississippi Crossings Rain Garden project. As of December 31, 2022, the Commission has yet to complete the project. The Commission will hold the funds of \$54,800 less administrative costs to-date of \$128 until completion.

During 2021, the Commission assessed \$106,050, but received \$105,619 from tax levies that is to be used by the City of Champlin for the Mississippi Crossings Phase B Infiltration Vault. As of December 31, 2022, the city has yet to complete the project. The Commission will hold the funds less administrative costs to-date of \$96 until completion.

During 2021, the Commission assessed \$128,585, but received \$128,048 from tax levies that is to be used by the City of Brooklyn Park for the River Park Stormwater Improvements project. As of December 31, 2022, the city has yet to complete the project. The Commission will hold the funds less administrative costs to-date of \$96 until completion.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2022

NOTE 4 – COMMITMENTS AND CONTRACTS (CONTINUED)

Restricted fund balance - cost share projects

At December 31, 2022 and 2021, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$516,291 and \$357,848, respectively. The use of those funds is restricted for other cost share projects.

NOTE 5 – MEMBERS' ASSESSMENTS

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

Dues received from members were as follows:

	For the year ended December 31			
	2022		2021	
	Amount	Percentage	Amount	Percentage
Brooklyn Center	\$ 16,835	10.78 %	\$ 16,420	10.69 %
Brooklyn Park	94,842	60.72	93,248	60.71
Champlin	36,891	23.62	36,537	23.79
Maple Grove	5,446	3.49	5,232	3.41
Osseo	2,186	1.40	2,163	1.41
	\$ 156,200	100.00 %	\$ 153,600	100.00 %