


Shingle Creek Watershed Management Commission Treasurer's Report

	2021 Budget	July	August	%age YTD	2021 YTD
REVENUE					
Application Fees	20,000			25.50	5,100.00
Member Assessments	363,590			100.00	363,590.00
Interest and Dividends	20,000	14.96		0.44	87.45
Education Reimbursement	33,000			-	-
Rain Garden Workshops	6,000			-	-
<i>Transfer to (from) Grants (see following pages)</i>		-	-		300,284.94
<i>2020 Transfer to (from) Grants (see following pages)</i>					
<i>Transfer to (from) CIPs</i>		720,939.17			720,939.17
<i>Transfer to (from) Closed Projects Account</i>					-
TOTAL REVENUE	442,590	720,954.13	-		1,390,001.56
EXPENSES					
ADMINISTRATION					
Administrative Services	71,000	4,804.36	4,509.75	54.10	38,412.34
Engineering Support	17,000	527.31	1,105.42	33.84	5,752.58
Project Reviews	1,500	197.58	103.79	61.74	926.17
ENGINEERING					
Administration	75,000	9,197.25	5,702.50	68.22	51,162.25
Grant Application Writing	11,000	800.00	2,550.00	75.42	8,296.25
Project Reviews/WCA	44,000	1,952.75	1,798.58	24.60	10,822.33
TMDL 5 Year Reviews	10,000	143.75	680.00	17.19	1,718.75
LEGAL - Legal Services	5,500	466.90	446.60	52.41	2,882.60
MISCELLANEOUS					
Bookkeeping	7,000	520.00	237.90	68.38	4,786.30
Audit	6,500		6,000.00	92.31	6,000.00
Insurance & Bonding	3,100			100.23	3,107.00
Meeting Expense	5,000		209.37	4.19	209.37
PROGRAMS					
Stream Monitoring	36,000	2,096.13	3,765.45	48.29	17,384.70
Stream Monitoring (USGS)	4,200			-	-
Lake Monitoring	24,000	3,623.13	6,979.13	61.53	14,767.51
Citizen Assisted Lake Monitoring (CAMP)	3,800	154.50		31.68	1,203.75
Volunteer Wetland Monitoring (WHEP)	2,000			-	-
Volunteer Stream Monitoring (River Watch)	1,000			-	-
Annual Monitoring Report	16,000	60.37		96.05	15,368.33
Water Quality Education					
Education Program	15,000	1,045.73	532.07	68.26	10,239.51
Education Grants	500			-	-
WMWA General Programs	20,000	1,402.83	1,414.36	29.22	5,844.26
WMWA Implementation/Watershed Prep	24,500			-	-
Rain Garden Workshops	8,000			-	-
Management Plan/Amendments	0	11.20	266.63		1,011.02
Subwatershed BMP Assessment	10,000				17,980.00
Flood Modeling and Mapping	0				553.00
<i>Transfer to (from) Grants (see following pages)</i>		15,469.61	46,882.93		109,285.27
<i>Transfer to (from) CIPs</i>					587.50
<i>Transfer to (from) City Cost Share Fund</i>			24,066.50		49,066.50
<i>Transfer to (from) Partnership BMP Cost Share Fund</i>					33,200.00
<i>Transfer to (from) Closed Projects Account</i>					-
<i>To/From Reserves</i>	20,990				
TOTAL OPERATING EXPENSE	442,590	42,473.40	107,250.98		410,567.29
CASH SUMMARY					
4M Fund Balance at 12/31/20					767,512.27
Plus Revenue Received 2021 to date					1,431,045.54
Minus Claims Approved to Date					(355,305.03)
Minus Claims Presented Current Month					(107,250.98)
Fund Balance		1,843,252.78			1,736,001.80

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	July	August	Total
Kennedy & Graven				446.60
Legal - General	52001		446.60	
City of New Hope - Civic Center Park				49,066.50
from Watershed-Based Funding Grant	70728		25,000.00	
from Cost Share fund	70816		24,066.50	
Johnson & Company, Ltd. - Audit	54003		6,000.00	6,000.00
Metro Blooms-Blue Thumb 2021 Partner Co	57008		250.00	250.00
WSB - Crystal Lake Mgt Plan Grant	70732		8,686.00	8,686.00
Stantec (formerly Wenck)				35,747.59
General Engineering	51001		5,702.50	
Grant Writing	51005		2,550.00	
Project Reviews	51002		1,798.58	
TMDL 5-Year Reviews	56011		680.00	
CAMP	56002			
Stream Monitoring	56004		3,765.45	
Lake Monitoring	56010		6,979.13	
Education	57008		175.00	
Education - WMWA	57009		900.00	
Bass/Pomerleau Alum Trmt Grant	70727		2,887.91	
Crystal Lake Management Plan Grant	70732		10,309.02	
Judie Anderson's Secretarial Service				514.36
WMWA General Expense	57009		514.36	
WMWA Educators/WS Prep	57011			
Judie Anderson's Secretarial Service				6,330.56
Administration	53001		4,509.75	
Project Review Support	53002		103.79	
Bookkeeping / Audit Prep	54002		237.90	
Education Programs	57008		107.07	
Engineering Support	53004		986.95	
Engineering Support - CIP General	53004		118.47	
Engineering Support - Plan Amendment	53007		266.63	
Judie Anderson's Secretarial Service				209.37
Meeting Expense	54001		209.37	
Total Claims				107,250.98
				
Judie A Anderson, Deputy Treasurer				

Shingle Creek Watershed Management Commission Treasurer's Report

	Total Grant	July	August	%age YTD	YTD
GRANTS					
Bass/Pomerleau Lakes Internal Load Reduction (267,040				
Revenue					-
Expense		4,037.95	2,887.91		16,860.56
Balance		(4,037.95)	(2,887.91)		(16,860.56)
2018 BWSR Watershed-Based Funding	103,571				
Revenue					-
Expense			25,000.00		50,000.00
Balance		-	(25,000.00)		(50,000.00)
SRP Reduction Project (MPCA)	72,170				
Revenue					1,203.99
Expense					3,326.58
Balance		-	-		(2,122.59)
Crystal Lake Management Plan (MPCA)					
Revenue					3,325.95
Expense		11,431.66	18,995.02		41,424.73
Balance		(11,431.66)	(18,995.02)		(38,098.78)
MN DNR Floodplain Modeling & Mapping	50,000				
Revenue					26,913.00
Expense					-
Balance		-	-		26,913.00
2021 BWSR Watershed-Based Funding	110,000				
Revenue					55,000.00
Expense					-
Balance		-	-		55,000.00
2021 CWF Meadow Lake Mgt Plan	153,510				
Revenue					77,042.00
Expense					-
Balance		-	-		77,042.00
2021 CWF Connections II	328,000				
Revenue					163,713.00
Expense					-
Balance		-	-		163,713.00
TOTAL GRANTS					
Revenue		-	-		327,197.94
Expense		15,469.61	46,882.93		109,285.27
Balance		(15,469.61)	(46,882.93)		217,912.67

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

July 14, 2021

Statement No. 162078

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

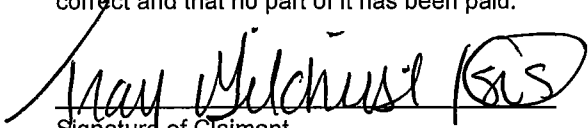
Through June 30, 2021

SH220-00001 General

446.60

Total Current Billing: 446.60

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


Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Shingle Creek Watershed
Judie Anderson

June 30, 2021

SH220-00001 General

Through June 30, 2021

For All Legal Services As Follows:

				Hours	Amount
6/10/2021	TJG	Prepare for and participate in meeting		1.40	284.20
6/16/2021	TJG	Call from chair regarding conflict question		0.20	40.60
6/23/2021	TJG	Review management representation letter issue; legal research regarding same; work on drafting survey; review response and email regarding same		0.60	121.80
Total Services:				\$	446.60
Total Services and Disbursements:				\$	446.60



WENCK

now
part of



Stantec

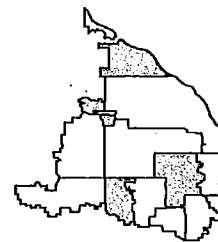
To: Shingle Creek WMO Commissioners
From: Ed Matthiesen, P.E.
Diane Spector
Date: July 2, 2021
Subject: Approve New Hope Cost Share Reimbursement

**Recommended
Commission Action**

Approve the New Hope request for reimbursement.

In 2019 the Commission approved a cost share request from the City of New Hope for \$50,000 to help fund an underground stormwater retention and treatment tank on the west side of Civic Center Park, which was undergoing a complete renovation at the time. This would take advantage of the grading and other work being completed in the park to add stormwater treatment for a 7.4-acre adjacent area comprised of Zealand Ave and surrounding residential areas that drained to the project site untreated. It was estimated the project would remove 4.7 pounds of TP and 1,106 pounds of TSS annually and remove 8.309 acre-ft of runoff in an average year.

The work has been completed and the City has submitted the required documentation. They are requesting \$49,066.50, or 50% of the total project cost. Staff recommends that you approve this request for reimbursement with \$25,000 from the Watershed Based Implementation Funding grant dedicated to cost share projects and \$24,066.50 from the Cost Share Account.



Motion by Jaeger, second by Johnson to set the date of the **kickoff meeting** as September 9, 2021, concurrent with the Commission's regular meeting. *Motion carried unanimously.*

VII. Water Quality.

A. New Hope Cost Share Reimbursement.*

In 2019 the Commission approved a cost share request from the City of New Hope for \$50,000 to help fund an underground stormwater retention and treatment tank on the west side of Civic Center Park, which was undergoing a complete renovation at the time. This would take advantage of the grading and other work being completed in the park to add stormwater treatment for a 7.4-acre adjacent area comprised of Zealand Avenue and surrounding residential areas that drained to the project site untreated. It was estimated the project would remove 4.7 pounds of TP and 1,106 pounds of TSS annually and remove 8.309 acre-ft of runoff in an average year.

The work has been completed and the City has submitted the required documentation. They are requesting \$49,066.50, or 50% of the total project cost. Staff recommends approval of this request for reimbursement with \$25,000 from the Watershed Based Implementation Funding grant dedicated to cost share projects and \$24,066.50 from the Cost Share Account.

Motion by Grant, second by Johnson to approve this request. *Motion carried unanimously.*

B. Gaulke Pond and Crystal Lake Pump Operating Plan.*

Motion by Prash, second by Sicora to accept the report, which was presented at the June meeting. *Motion carried unanimously.*

VIII. Grant Opportunities.

Clean Water Fund Grant Applications. The Board of Water and Soil Resources (BWSR) has opened the annual Clean Water Fund (CWF) application period, which runs from June 30 to August 17, 2021 (<http://www.bwsr.state.mn.us/apply>). The CWF is comprised of several pots of money that are available to fund state priorities. The largest pot is the Projects and Practices grant program, this year funded at \$12 million. Grant funding will be released to successful applicants in about April 2022 and funds must be expended by December 31, 2024. The grants require a 25% non-state match.

According to Staff's July 2, 2021, memo,* eligible projects must be identified in an approved watershed plan or a TMDL or WRAPS. The following three high-level state priorities have been established for Clean Water Fund nonpoint implementation:

1. Restore those waters that are closest to meeting state water quality standards
2. Protect those high-quality unimpaired waters at greatest risk of becoming impaired
3. Restore and protect water resources for public use and public health, including drinking water.

At this time the only project on either CIP that would be a good candidate for a CWF grant is the upcoming Palmer Lake Estates Bass Creek Restoration. The City of Plymouth is currently working on a feasibility study to refine the design concepts and cost estimate which should be complete by the time the CWF applications are due. Under the Commission's CIP cost share policy, the stabilization, water quality, and habitat enhancement portions of this project are eligible for 100% Commission funding, so obtaining a grant would reduce the cost to the Commission.

Johnson & Company, Ltd.
3255 Fernbrook Lane North
Minneapolis , MN 55447
(952) 525-9500

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION
3235 FERNBROOK LANE N
PLYMOUTH, MN 55447

Client # : 4283

Invoice Number : 44028

Invoice Date : Wednesday, June 30, 2021

For Professional Services Rendered :

Preparation of report on audited financial statements for the year ended December 31,
2020.

6,000.00

Total Invoice Amount

\$6,000.00

Metro Blooms

PO Box 17099
Minneapolis, MN 55417
6516992426
www.metroblooms.org

Invoice

INVOICE # 1396
DATE 5/24/2021
DUE DATE 6/23/2021
TERMS Net 30

BILL TO

Shingle Creek Watershed Mgmt Comm
Attn: Amy Juntunen

PO NO:

DESCRIPTION	AMOUNT
2021 Blue Thumb Partner fees: 50% due	250.00

Please remit by check or credit card to:

Metro Blooms
PO Box 17099
Minneapolis, MN 55417

Questions or payments? (651) 699-2426

Total	\$250.00
Payments/Credits	\$0.00
Total Due	\$250.00

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



Shingle Creek and West Mississippi Management
 Comm
 Attn: Judie Anderson
 3235 Fernbrook Lane North
 Plymouth, MN 55447

July 29, 2021
 Project/Invoice: R-018216-000 - 2
 Reviewed by: Anthony Havranek
 Project Manager: Jordan Wein

Crystal Lake Carp Management
Professional Services from June 1, 2021 to June 30, 2021

Phase 001 Crystal Lake Box Netting and Seining 202
 Permitting and Project Management

		Hours	Rate	Amount	
Odegard, Erica	6/10/2021	.25	117.00	29.25	
Project Management					
Wein, Jordan	6/4/2021	.50	91.00	45.50	
Coordination with Katie					
Wein, Jordan	6/11/2021	1.50	91.00	136.50	
Morning meeting with PM and crew, and baiting training					
Wein, Jordan	6/22/2021	1.00	91.00	91.00	
Arranging schedules for box netting. Coordinating baiting results					
Wein, Jordan	6/23/2021	1.00	91.00	91.00	
Project Management					
Totals		4.25		393.25	
Total Labor					393.25
			Total this Task		\$393.25

Installation of Box Nets and Scanning fo

		Hours	Rate	Amount
Newman, Mary	6/11/2021	8.00	98.00	784.00
installation box nets				
Schuette, Bo	6/11/2021	7.50	78.00	585.00
Carp removal				
Schuette, Bo	6/14/2021	7.50	78.00	585.00
Carp removal				
Schuette, Bo	6/17/2021	1.00	78.00	78.00
Carp removal				
Schuette, Bo	6/18/2021	9.75	78.00	760.50
Carp removal				
Wein, Jordan	6/7/2021	1.00	91.00	91.00
Recon on potential box net and trap locations on site				
Wein, Jordan	6/8/2021	.50	91.00	45.50
Prepping equipment for installations				

Project	R-018216-000	SHING - Crystal Lake Carp Management	Invoice	2
Wein, Jordan	6/11/2021	7.00	91.00	637.00
Installing box nets and other carp trap device				
Wein, Jordan	6/14/2021	8.00	91.00	728.00
Installation of box nets and carp trap.				
Wein, Jordan	6/17/2021	2.00	91.00	182.00
Making last adjustments to installed traps				
Totals		52.25		4,476.00
Total Labor				4,476.00
Total this Task				\$4,476.00

Carp Capture Efforts, Removal from Lake,

		Hours	Rate	Amount	
Blazek, Kyle	6/30/2021	3.75	77.00	288.75	
Carp removal and resetting nets.					
Newman, Mary	6/18/2021	10.00	98.00	980.00	
box net pull & carp removal					
Schuette, Bo	6/30/2021	7.00	78.00	546.00	
Carp removals					
Wein, Jordan	6/17/2021	2.00	91.00	182.00	
Prepping for removal					
Wein, Jordan	6/18/2021	11.00	91.00	1,001.00	
First removal event and disposal					
Wein, Jordan	6/29/2021	2.00	91.00	182.00	
Prepping traps for night removal					
Wein, Jordan	6/30/2021	7.00	91.00	637.00	
Carp removal and Kare 11 interview and disposal of carcasses.					
Totals		42.75		3,816.75	
Total Labor				3,816.75	
Total this Task				\$3,816.75	
Total this Phase				\$8,686.00	
Total this Invoice				\$8,686.00	

Billings to Date

	Current	Prior	Total
Labor	8,686.00	575.50	9,261.50
Totals	8,686.00	575.50	9,261.50



INVOICE

Invoice Number 1817577
Invoice Date August 4, 2021
Purchase Order 227702278
Customer Number 165842
Project Number 227702278

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	B001240-21-501: 2021 General Engineering - Shingle Creek		
Project Manager	Matthiesen, Ed	Contract Upset	75,000.00
Current Invoice Total (USD)	5,702.50	Amount Billed to Date	51,162.25
		For Period Ending	July 23, 2021

Top Task 101 2021 General Engineering

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	0.50	115.00	57.50
Mullen, Ross S	1.00	165.00	165.00
Spector, Diane F	11.00	200.00	2,200.00
Matthiesen, Edward Armin (Ed)	11.50	205.00	2,357.50
Shoemaker, Todd E	4.50	205.00	922.50
Subtotal Professional Services	<u>28.50</u>		<u>5,702.50</u>

Top Task Subtotal	2021 General Engineering	5,702.50
	Total Fees & Disbursements	<u>5,702.50</u>
	INVOICE TOTAL (USD)	5,702.50

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817569
Invoice Date August 4, 2021
Purchase Order 227702301
Customer Number 165842
Project Number 227702301

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	B001240-21-507: 2021 Grant Writing - Shingle Creek		
Project Manager	Spector, Diane F	Contract Upset	11,000.00
Current Invoice Total (USD)	2,550.00	Amount Billed to Date	8,296.25
		For Period Ending	July 23, 2021

Top Task	100	Professional Services		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
	Spector, Diane F	12.75	200.00	2,550.00
	Subtotal Professional Services	<u>12.75</u>		<u>2,550.00</u>
Top Task Subtotal	Professional Services			2,550.00
	Total Fees & Disbursements			<u>2,550.00</u>
	INVOICE TOTAL (USD)			2,550.00

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817575
Invoice Date August 4, 2021
Purchase Order 227702279
Customer Number 165842
Project Number 227702279

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	B001240-21-502: 2021 Project Reviews - Shingle Creek		
Project Manager	Matthiesen, Ed	Contract Upset	44,000.00
Current Invoice Total (USD)	1,798.58	Amount Billed to Date	10,822.33
		For Period Ending	July 23, 2021

Top Task	101	General Project Reviews		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
	Stone, Alicia L	0.75	103.00	77.25
	Matthiesen, Edward Armin (Ed)	6.00	205.00	1,230.00
	Subtotal Professional Services	<u>6.75</u>		<u>1,307.25</u>
Disbursements				
	Usage - Vehicle			10.08
	Subtotal Disbursements			<u>10.08</u>
Top Task Subtotal	General Project Reviews			1,317.33

Top Task	102	WCA		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
	Kaster, Anthony R (Tony)	2.75	175.00	481.25
	Subtotal Professional Services	<u>2.75</u>		<u>481.25</u>
Top Task Subtotal	WCA			481.25

Total Fees & Disbursements			<u>1,798.58</u>
INVOICE TOTAL (USD)			1,798.58

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817571
Invoice Date August 4, 2021
Purchase Order 227702304
Customer Number 165842
Project Number 227702304

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	B001240-21-510: 2021 TMDL 5 Year Reviews		
Project Manager	Spector, Diane F	Contract Upset	10,000.00
Current Invoice Total (USD)	680.00	Amount Billed to Date	1,718.75
		For Period Ending	July 23, 2021

Top Task	100	Professional Services		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
	Stone, Alicia L	5.00	103.00	515.00
	Kemmitt, Kathrine Lee (Katie)	1.00	115.00	115.00
	Subtotal Professional Services	<u>6.00</u>		<u>630.00</u>
Disbursements				
	Usage - Equipment Charges			50.00
	Subtotal Disbursements			<u>50.00</u>
Top Task Subtotal	Professional Services			<u>680.00</u>
	Total Fees & Disbursements			<u>680.00</u>
	INVOICE TOTAL (USD)			680.00

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817572
Invoice Date August 4, 2021
Purchase Order 227702302
Customer Number 165842
Project Number 227702302

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	B001240-21-508: 2021 Stream Monitoring		
Project Manager	Kemmitt, Katie	Contract Upset	36,000.00
Current Invoice Total (USD)	3,765.45	Amount Billed to Date	17,384.70
		For Period Ending	July 23, 2021

Top Task	100	Professional Services			
<u>Professional Services</u>					
Category/Employee		Current Hours	Rate	Current Amount	
		Healy, Anna Rae	22.25	65.00	1,446.25
		Omodt, Nicholas D (Nick)	1.25	103.00	128.75
		Kemmitt, Kathrine Lee (Katie)	10.75	115.00	1,236.25
		Subtotal Professional Services	<u>34.25</u>		<u>2,811.25</u>

Disbursements					
		Usage - Equipment Charges			150.00
		Usage - Vehicle			81.20
		Direct - Testing & Lab Charges			723.00
		Subtotal Disbursements			<u>954.20</u>

Top Task Subtotal	Professional Services			3,765.45
		Total Fees & Disbursements		<u>3,765.45</u>
		INVOICE TOTAL (USD)		3,765.45

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817573
Invoice Date August 4, 2021
Purchase Order 227702303
Customer Number 165842
Project Number 227702303

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	B001240-21-509: 2021 Lake Monitoring		
Project Manager	Kemmitt, Katie	Contract Upset	36,000.00
Current Invoice Total (USD)	6,979.13	Amount Billed to Date	14,767.51
		For Period Ending	July 23, 2021

Top Task	100	Professional Services
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Healy, Anna Rae	3.25	65.00	211.25
Berner, Bradley Michael (Brad)	15.50	103.00	1,596.50
Omodt, Nicholas D (Nick)	22.75	103.00	2,343.25
Stone, Alicia L	3.25	103.00	334.75
Kemmitt, Kathrine Lee (Katie)	8.00	115.00	920.00
Zea, Jacob Thomas	2.50	128.00	320.00
Wilkinson, Anne A	2.00	141.00	282.00
Subtotal Professional Services	<u>57.25</u>		<u>6,007.75</u>

Disbursements

Direct - Testing & Lab Charges	337.00
Usage - Equipment Charges	537.50
Usage - Vehicle	96.88
Subtotal Disbursements	<u>971.38</u>

Top Task Subtotal	Professional Services	6,979.13
Total Fees & Disbursements		<u>6,979.13</u>
INVOICE TOTAL (USD)		6,979.13

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817567
 Invoice Date August 4, 2021
 Purchase Order 227702300
 Customer Number 165842
 Project Number 227702300

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	B001240-21-506: 2021 Education and Outreach		
Project Manager	Spector, Diane F	Contract Upset	24,000.00
Current Invoice Total (USD)	900.00	Amount Billed to Date	19,693.75
		For Period Ending	July 23, 2021

Top Task	101	General Education		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
		Spector, Diane F	1.75	200.00
		Subtotal Professional Services	<u>1.75</u>	<u>350.00</u>
Top Task Subtotal	General Education			350.00

Top Task	102	WMWA		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
		Spector, Diane F	2.75	200.00
		Subtotal Professional Services	<u>2.75</u>	<u>550.00</u>
Top Task Subtotal	WMWA			550.00

	Total Fees & Disbursements	900.00
	INVOICE TOTAL (USD)	900.00

Due upon receipt or in accordance with terms of the contract

SC Education - 175.00 WM Education - \$ 175.00
 WMWA - 900.00

 \$ 1,075.00



INVOICE

Invoice Number 1817566
Invoice Date August 4, 2021
Purchase Order 227701160
Customer Number 165842
Project Number 227701160

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	B001240-18-200: Bass and Pomerleau Lakes Alum Treatment		
Project Manager	Spector, Diane F	Contract Upset	114,000.00
Current Invoice Total (USD)	2,887.91	Amount Billed to Date	104,439.41
		For Period Ending	July 23, 2021

Top Task 102 Lake WQ Monitoring

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Healy, Anna Rae	2.00	63.00	126.00
Kemmitt, Kathrine Lee (Katie)	6.75	108.00	729.00
Wilkinson, Anne A	2.00	130.00	260.00
Subtotal Professional Services	<u>10.75</u>		<u>1,115.00</u>

Disbursements

Usage - Vehicle	66.08
Direct - Testing & Lab Charges	181.00
Usage - Equipment Charges	150.00
Subtotal Disbursements	<u>397.08</u>

Top Task Subtotal Lake WQ Monitoring 1,512.08

Top Task 103 Follow-up Coring

Disbursements

Direct - Testing & Lab Charges	156.00
Subtotal Disbursements	<u>156.00</u>

Top Task Subtotal Follow-up Coring 156.00

Top Task 104 SAV Surveys and Permitting

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Krautmann, Kurt Thompson	7.00	63.00	441.00
Omodt, Nicholas D (Nick)	6.75	97.00	654.75



INVOICE

Invoice Number	1817566
Invoice Date	August 4, 2021
Purchase Order	227701160
Customer Number	165842
Project Number	227701160

Subtotal Professional Services	<u>13.75</u>	<u>1,095.75</u>
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Disbursements

Usage - Vehicle	24.08
Usage - Equipment Charges	100.00
Subtotal Disbursements	<u>124.08</u>

Top Task Subtotal	SAV Surveys and Permitting	1,219.83
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Total Fees & Disbursements	<u>2,887.91</u>
INVOICE TOTAL (USD)	2,887.91

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817893
Invoice Date August 5, 2021
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)	10,309.02	Amount Billed to Date For Period Ending	65,620.33 July 23, 2021

Top Task	101A	Dosing		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
		Spector, Diane F	0.75	200.00
		Subtotal Professional Services	<u>0.75</u>	<u>150.00</u>
Disbursements				
		Direct - Testing & Lab Charges		78.00
		Subtotal Disbursements		<u>78.00</u>
Top Task Subtotal	Dosing			228.00

Top Task	101B	Alum Application		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
		Wilkinson, Anne A	1.75	135.00
		Subtotal Professional Services	<u>1.75</u>	<u>236.25</u>
Top Task Subtotal	Alum Application			236.25

Top Task	101C	Water Quality Monitoring		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
		Healy, Anna Rae	2.00	65.00
		Stone, Alicia L	1.75	99.00
		Kemmitt, Kathrine Lee (Katie)	1.50	110.00
		Wilkinson, Anne A	1.00	135.00

Invoice Number	1817893
Invoice Date	August 5, 2021
Purchase Order	--
Customer Number	165842
Project Number	227701416

Subtotal Professional Services	<u>6.25</u>	<u>603.25</u>
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Disbursements

Usage - Equipment Charges	100.00
Usage - Vehicle	67.20
Direct - Testing & Lab Charges	78.00
Subtotal Disbursements	<u>245.20</u>

Top Task Subtotal	Water Quality Monitoring	848.45
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Top Task	102A	Carp Assessment & Tracking
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Omodt, Nicholas D (Nick)	2.50	99.00	247.50
Subtotal Professional Services	<u>2.50</u>		<u>247.50</u>

Disbursements

Direct - Equipment Charges	723.76
Subtotal Disbursements	<u>723.76</u>

Top Task Subtotal	Carp Assessment & Tracking	971.26
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Top Task	102B	Carp Removal
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Krautmann, Kurt Thompson	42.00	64.00	2,688.00
Healy, Anna Rae	9.50	65.00	617.50
Fesenmaier, Mark Gregory	3.75	99.00	371.25
Omodt, Nicholas D (Nick)	5.50	99.00	544.50
Kemmitt, Kathrine Lee (Katie)	8.25	110.00	907.50
Spector, Diane F	0.75	200.00	150.00
Subtotal Professional Services	<u>69.75</u>		<u>5,278.75</u>

Disbursements

Usage - Vehicle	87.92
Direct - Equipment Charges	107.42
Direct - Field Supplies	225.63
Direct - Vehicle (mileage)	6.72
Subtotal Disbursements	<u>427.69</u>

Invoice Number	1817893
Invoice Date	August 5, 2021
Purchase Order	--
Customer Number	165842
Project Number	227701416

Top Task Subtotal Carp Removal 5,706.44

Top Task 103A SAV Surveys

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Krautmann, Kurt Thompson	6.25	64.00	400.00
Omodt, Nicholas D (Nick)	6.50	99.00	643.50
Subtotal Professional Services	12.75		1,043.50

Disbursements

Usage - Equipment Charges	600.00
Usage - Vehicle	15.12
Subtotal Disbursements	615.12

Top Task Subtotal SAV Surveys 1,658.62

Top Task 104 Semi-annual & Final Report

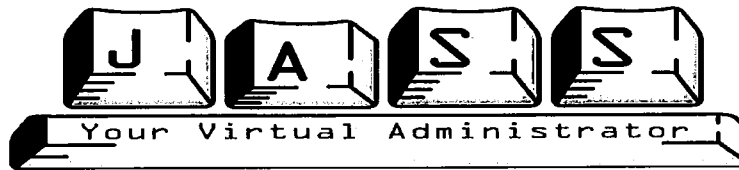
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	6.00	110.00	660.00
Subtotal Professional Services	6.00		660.00

Top Task Subtotal Semi-annual & Final Report 660.00

Total Fees & Disbursements	10,309.02
INVOICE TOTAL (USD)	10,309.02

Due upon receipt or in accordance with terms of the contract



3235 Fernbrook Lane
Plymouth MN 55447

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

August 10, 2021

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM	Total	SC	WM	Total	SC	WM
Administrative		53001	60.00	-	0.250	60.00	15.00			
Administrative	70-30	53001	0.17	60.00	7.14	60.00	3.06			
Administrative	70-30	53001	33.64	65.00	1,530.62	65.00	655.98			
Administrative		53001	8.77	65.00	570.05	5.10	65.00	331.50		
Admin - virtual meeting	70-30	53001	4.30	70.00	210.70	70.00	90.30			
Office Support	70-30	53001	12.00	200.00	1,680.00	200.00	720.00			
Admin Reimbursables		53001	511.24	1.00	511.24	159.05	1.00	159.05	4,509.750	1,974.890
Bookkeeping		54022	3.66	65.00	237.90	3.58	65.00	232.70		
Audit Prep		54022	65.00	-	-	65.00	-	237.900	232.700	
Project / WCA Reviews - Secre		53002	65.00	-	-	65.00	-			
Project / WCA Reviews - Admin		53002	1.16	65.00	75.40	0.66	65.00	42.90		
Reimbursable Expenses		53002	28.39	1.00	28.39	44.72	1.00	44.72	103.790	87.620
Education - Admin	50-50	57008	65.00	-	-	65.00	-			
Education - Admin - virtual	50-50	57008	1.96	70.00	68.60	70.00	68.60			
Website	50-50	57008	0.58	65.00	18.85	60.00	18.85			
Renew website domain	50-50	57008	9.46	1.00	4.73	1.00	4.73			
Education Reimbursables	50-50	57008	14.89	1.00	14.89	14.89	1.00	14.89	107.070	107.070
Engrg Support 4G Plan - Secre	70-30	53004	55.00	-	-	55.00	-			
Engrg Support 4G Plan - Admin	70-30	53004	4.21	65.00	191.56	60.00	82.10			
Engrg Support 4G Plan - Offsite	70-30	53004	70.00	-	-	65.00	-			
Engrg Support 4G Plan Rembursab	70-31	53004	75.08	1.00	75.08	32.18	1.00	32.18	266.635	114.275
Engineering Support - Admin		53004	60.00	-	-	60.00	-			
Engineering Support - Admin		53004	6.51	65.00	423.15	65.00	-			
Engineering Support - Admin	70-30	53004	8.53	65.00	388.12	60.00	166.34			
Engineering Support - virtual	70-30	53004	70.00	-	-	70.00	-			
Engineering Support Rembursable	70-30	53004	175.68	1.00	175.68	15.82	1.00	15.82	986.945	182.155
Engineering Support - CIP -Secre	50-50	53004	50.00	-	-	50.00	-			
Engineering Support - CIP Admin		53004	1.62	65.00	105.30	2.48	65.00	161.20		
Engineering Support - CIP Admin	50-50	53004	65.00	-	-	60.00	-			
Engineering Support - CIP Offsite	50-50	53004	70.00	-	-	70.00	-			
Engineering Support - CIP Rembursables		53004	13.17	1.00	13.17	13.17	1.00	13.17	118.470	174.370
					6,330.56		2,873.08	6,330.560	2,873.080	

Judie Anderson

From: Lunds & Byerlys Catering <noreply2@iverticle.com>
Sent: Monday, August 9, 2021 5:13 PM
To: Judie Anderson
Subject: Receipt for Catering Order

Judie Anderson,

Thank you for your order. We look forward to serving you again in the future.

123117

CREDIT CARD RECEIPT INFO

Amount: \$273.28
MasterCard
Card ending in: 0059
Time: 2021-08-09 12:12:00
Transaction ID: 216546
APPROVED 609661

273.28
25.82

299.10

SC - 209.37

Wm - 89.73

Judie Anderson

From: Lunds & Byerlys Catering <noreply2@iverticle.com>
Sent: Tuesday, August 10, 2021 1:12 PM
To: Judie Anderson
Subject: Receipt for Catering Order

Judie Anderson,

Thank you for your order. We look forward to serving you again in the future.

123117

CREDIT CARD RECEIPT INFO

Amount: \$25.82
MasterCard
Card ending in: 0059
Time: 2021-08-10 08:11:00
Transaction ID: 216583
APPROVED 396728

LUNDS&BYERLYS CATERING

3

CONTRACT

1 - Catering Sales Office
3777 Park Center Blvd.
St. Louis Park MN 55416
952-897-9800
catering.lundsandbyerlys.com

Order #123117
Box Lunch Delivery
Date: 08/12/2021
Delivery Window: 11:00 AM - 11:30 AM
Catering Specialist: Mandy German
Email: mandy.german@lfhi.com

Client: Judie Anderson
Phone: 763-553-1144
Email: judie@jass.biz

Bill To: #187041
Judie Anderson
763-553-1144
judie@jass.biz

Deliver To:
Judie Anderson
Crystal City Hall
4141 Douglas Dr. N.
Crystal MN 55422

*Mandy
952-253-3411*

Revisions

8.10 MG: Added missing box for Marta R. and corrected quantity of labeling charges.
8.9 MG: May be cancelling due to Delta variant. Will confirm today.
8.5.21 LU - Judie has 18 guests confirmed (one of 18 is gluten-free). Mandy is going to get back to Judie about gluten-free option.
Could have total of 21 guests. I gave Judie Mandy's email so she can email the list of what all guests have ordered.

Products/Services

Name	Qty	Price	Total
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: ALEX P. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Vegetarian x 1 Notes: WITH CHEDDAR <i>Tom Mathisen</i>	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: AMY R. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: ANDREW H. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: BEN S. * Bottle of Water x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: ED M. * Bottle of Water x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1 * Tuna Salad x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: JOHN R. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99

Name	Qty	Price	Total
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: JUDIE A. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: KAREN J. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: LIZ S. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: MEGAN H * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: MELISSA C. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: MITCH R. * Bottle of Water x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: RAY S. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: RICHARD M. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: TROY G. * Bottle of Water x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: WAYNE S. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Tuna Salad x 1	1	11.99	11.99

Name	Qty	Price	Total
Custom Bistro Box (FT)(SF) Notes: LABEL: ANDY P. Gluten Free Bread: - Choose White or Wheat Sandwich Filling: TBD Side: Cole Slaw OR Potato Salad Side: Potato Chips Dessert: Bowled Strawberries Bottled Water	1	11.99	11.99
Box Lunch Upcharge for Labeling With Names Notes: (18) current names	18	1.00	18.00
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: MARTA R. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Tuna Salad x 1	1	11.99	11.99
		Subtotal	\$233.82
Service Fee (SF)		8.500%	18.34
Delivery Fee		12.00	12.00
Sales Tax		7.525%	3.64
Food Tax (FT)		7.525%	16.24
Alcohol Tax (AT)		10.025%	0.00
		Total	\$284.04

Payments

Date	Type	Status	Amount
08/09/2021	1. Master Card	Completed	\$273.28
		Balance	\$10.76

*Todd S
whole wheat
turkey / Swiss
fresh fruit*

Terms and Conditions

Terms and Conditions

By remitting full or partial payments, customers implicitly enter into this contract with Lund Food Holdings, Inc. (dba Lunds & Byerlys Catering), and agree to the following terms and conditions.

Taxes, Fees and Gratuity:

Whether or not they are set forth above in this contract, you are responsible for:

- All applicable state and local sales taxes (which may vary by municipality); and
- A service fee on all products and services of 8.5% or 17%, if your order includes service staff (servers, bartenders, etc.)

The service fee is not a gratuity. It may be distributed among staff and/or used to offset operating expenses and cost increases. You may add a gratuity with your payment, if you'd like.

Delivery Terms:

You or the recipient of the order must sign for the order upon delivery. Anyone at the event address who receives the order is presumed conclusively to be authorized to receive the order on your behalf. For inquiries regarding your delivery status during non-office hours, please contact our dispatch team at 612-369-0510.

Product:

Lunds & Byerlys Catering and its staff will not leave products such as insulated containers or heating devices for the service of food unless specified and paid for on the order. If customer requests Lunds & Byerlys Catering to make an extra trip(s) for additional products or equipment not on the order, customer may be subject to pay additional fees.

Equipment Rental:

It is the duty of the customer to inspect any rental equipment upon delivery and promptly notify Lunds & Byerlys Catering if equipment is not in operational condition. Customer agrees to return equipment to the Lunds & Byerlys Catering office during regular hours by the end of the contracted rental period. Rental returns that do not fall within this timeframe are subject to additional fees. Customer agrees to pay for any damage to or loss of rental equipment while it is out of the possession of Lunds & Byerlys Catering. If customer requests for Lunds & Byerlys Catering to make an extra trip(s) for pick-ups of equipment, customer may be subject to pay additional fees.

Proposals & Estimates:

Proposals and estimates convey anticipated order costs of products and services based on standard fees at the time of creation; they are not a guarantee of pricing, services or product availability.

Reservations, Guarantees & Payment:

For order requests with more than 7 days of notice:

- Orders over \$1000 require a minimum 25% deposit to reserve services, as well as full payment 7 days before the event.
- Until deposit is paid, order is considered an estimate and not a contract.
- Orders that are unpaid 7 days out will be subject to cancellation.
- Orders under \$1000 do not require any payment or deposit until 7 days before the event, at which point full payment is due.
- Orders that are unpaid 7 days out will be subject to cancellation.

For order requests with 7 days or less of notice:

- Full payment is required to guarantee services and create a contract.

Revisions and Final Guest Counts:

Final menu and numbers are due by 9:00AM, three days prior to the date of the event. Overages must be built into final counts and are not included unless otherwise stated. Changes thereafter must be approved and may be subject to additional charges or product substitutions.

Cancellations:

If you need to cancel the order, you must notify our catering sales office during normal business hours, at the number set forth on the front of the contract, and receive written confirmation of cancellation by email.

- Cancellations that take place before 9am, 3 to 7 days before delivery or pick-up are subject to a 25% cancellation fee
- Cancellations taking place after 9am, 3 days before delivery or pick-up are subject to a 50% cancellation fee
- Cancellations taking place after 9am, the day prior to your delivery or pick-up are non-refundable.

If you fail to pick up the order or do not accept delivery, you will not receive a refund and you will still be responsible for all unpaid amounts, if any.

Notwithstanding these cancellation terms, all amounts paid toward a wedding cake are nonrefundable.

We reserve the right to terminate the order for any reason.

Payment Terms:

The anticipated total on the order must be prepaid in full with a credit card seven business days prior to the event date or pick-up date. Wedding cakes, however, must be paid for in full a minimum of two weeks prior to the event date or pick-up date. If you do not prepay us in full, the order will not be produced, delivered or available for pick-up, unless prior arrangements have been made with us in writing.

Damages; Limitation on Liability:

You acknowledge and agree that neither we nor our employees, affiliates, representatives or agents will be responsible for any special, consequential, incidental or punitive damages to you or a third party, and that you absolve us from any third party claims, except for claims caused solely by our willful gross negligence. Furthermore, you acknowledge and agree that our liability to you will never exceed the amounts paid to us for this order, and that you will indemnify and hold us harmless for any damages we suffer as a result of your acts or omissions.

Representative of Lund Food Holdings, Inc. _____ Date: _____

Client: _____ Date: _____

Optional Gratuity: _____

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

	2021 Budget	July	August	%age YTD	2021 YTD
REVENUE					
Application Fees	18,000	3,600.00		128.89	23,200.00
Member Assessments	153,600			100.00	153,600.00
Interest & Dividend Income	7,000	6.96		0.84	58.81
Miscellaneous Income					-
<i>Transfer to (from) CIPs (see CIP Tracker page)</i>		148,219.26			148,219.26
<i>To (From) Reserve</i>					-
TOTAL REVENUE	178,600	151,826.22	-		325,078.07
EXPENSES					
ADMINISTRATION					
Administrative Services	30,000	1,979.20	1,974.89	62.59	18,778.43
Engineering Support	5,000	226.56	356.52	30.93	1,546.33
Project Reviews	1,500	331.04	87.62	79.26	1,188.92
ENGINEERING					
Administration	31,500	2,525.00	1,755.00	54.29	17,102.50
Grant Application Writing	1,000			0.00	-
Project Review	30,000	2,890.75	4,137.50	55.59	16,677.00
LEGAL					
Legal Services	4,000	203.00	406.00	44.66	1,786.40
MISCELLANEOUS					
Bookkeeping	3,000	438.75	232.70	68.76	2,062.70
Audit	5,500		4,500.00	81.82	4,500.00
Insurance & Bonding	2,800			110.96	3,107.00
Meeting Expense	2,700		89.73	3.32	89.73
PROJECTS					
Volunteer Wetland Monitoring (WHEP)	2,000			0.00	-
Macroinvertebrate Monitoring (River Watch)	0				-
Outfall and Stream Monitoring	22,600	589.89	562.80	12.51	2,826.94
Annual Water Quality Report	8,000	25.88		82.33	6,586.42
Water Quality Education					
Education	15,000	1,045.73	532.07	68.26	10,239.51
Education Grants	500			0.00	-
WMWA General Programs	5,000		3,000.00	60.00	3,000.00
WMWA Implementation/Watershed Prep	6,500		2,000.00	30.77	2,000.00
Rain Garden Workshops	2,000			0.00	-
Management Plan/Amendments	0	4.80	114.28		433.29
<i>Transfer to (from) CIPs</i>					-
<i>To (from) Reserves</i>					-
TOTAL OPERATING EXPENSE	178,600	10,260.60	19,749.11		91,925.17
CASH SUMMARY					
4M Fund Balance at 12/31/20					602,468.51
Plus Revenue Received to Date					325,405.68
Minus Claims Approved to Date					(119,564.67)
Minus Claims Presented Current Month					19,749.11
Fund Balance		847,807.74			828,058.63

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

July 14, 2021

Statement No. 162088

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

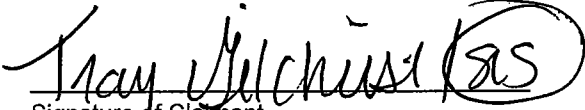
Through June 30, 2021

WE405-00001 General

406.00

Total Current Billing: 406.00

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


Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

West Mississippi Watershed

June 30, 2021

WE405-00001 General

Through June 30, 2021

For All Legal Services As Follows:

			Hours	Amount
6/10/2021	TJG	Prepare for and participate in meeting	1.40	284.20
6/23/2021	TJG	Review management representation letter issue; legal research regarding same; work on drafting survey; review response and email regarding same	0.60	121.80
Total Services:			\$	406.00
Total Services and Disbursements:			\$	406.00

Metro Blooms

PO Box 17099
Minneapolis, MN 55417
6516992426
www.metroblooms.org

Invoice

INVOICE # 1401
DATE 5/24/2021
DUE DATE 6/23/2021
TERMS Net 30

BILL TO

West Mississippi Watershed Mgmt Comm
Attn: Amy Juntunen

PO NO:

DESCRIPTION	AMOUNT
2021 Blue Thumb Partner Fees: 100% due	250.00

Please remit by check or credit card to:

Metro Blooms
PO Box 17099
Minneapolis, MN 55417

Questions or payments? (651) 699-2426

Total	\$250.00
Payments/Credits	\$0.00
Total Due	\$250.00

Johnson & Company, Ltd.
3255 Fernbrook Lane North
Minneapolis , MN 55447
(952) 525-9500

WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION
3235 FERNBROOK LANE N
PLYMOUTH, MN 55447

Client # : 4284

Invoice Number : 44029

Invoice Date : Wednesday, June 30, 2021

For Professional Services Rendered :

Preparation of report on audited financial statements for the year ended December 31,
2020.

4,500.00

Total Invoice Amount

\$4,500.00



INVOICE

Invoice Number 1817559
Invoice Date August 4, 2021
Purchase Order 227702280
Customer Number 165866
Project Number 227702280

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	B001241-21-500: 2021 General Engineering - West Mississippi		
Project Manager	Matthiesen, Ed	Contract Upset	31,500.00
Current Invoice Total (USD)	1,755.00	Amount Billed to Date	17,102.50
		For Period Ending	July 23, 2021

Top Task	100	Professional Services			
<u>Professional Services</u>					
Category/Employee		Current Hours	Rate	Current Amount	
		Spector, Diane F	7.75	200.00	1,550.00
		Matthiesen, Edward Armin (Ed)	1.00	205.00	205.00
		Subtotal Professional Services	<u>8.75</u>		<u>1,755.00</u>
Top Task Subtotal	Professional Services				1,755.00
		Total Fees & Disbursements			<u>1,755.00</u>
		INVOICE TOTAL (USD)			1,755.00

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817558
Invoice Date August 4, 2021
Purchase Order 227702281
Customer Number 165866
Project Number 227702281

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	B001241-21-501: 2021 Project Reviews - West Mississippi		
Project Manager	Matthiesen, Ed	Contract Upset	30,000.00
Current Invoice Total (USD)	4,137.50	Amount Billed to Date	16,677.00
		For Period Ending	July 23, 2021

Top Task 101 General Project Reviews

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Stone, Alicia L	1.75	103.00	180.25
Matthiesen, Edward Armin (Ed)	3.25	205.00	666.25
Subtotal Professional Services	<u>5.00</u>		<u>846.50</u>

Top Task Subtotal General Project Reviews 846.50

Top Task 102 WCA

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Keller-Miller, Kathryn	6.00	128.00	768.00
Kaster, Anthony R (Tony)	4.50	175.00	787.50
Subtotal Professional Services	<u>10.50</u>		<u>1,555.50</u>

Top Task Subtotal WCA 1,555.50

Top Task 106 Twin City Twisters

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Matthiesen, Edward Armin (Ed)	0.25	205.00	51.25
Subtotal Professional Services	<u>0.25</u>		<u>51.25</u>

Top Task Subtotal Twin City Twisters 51.25

Top Task 108 Norbella Senior Living

Invoice Number	1817558
Invoice Date	August 4, 2021
Purchase Order	227702281
Customer Number	165866
Project Number	227702281

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Matthiesen, Edward Armin (Ed)	0.25	205.00	51.25
Subtotal Professional Services		<u>0.25</u>		<u>51.25</u>

Top Task Subtotal Norbella Senior Living 51.25

Top Task 111 WM2021-09 Center Point – Wyoming Ave

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Matthiesen, Edward Armin (Ed)	0.25	205.00	51.25
Subtotal Professional Services		<u>0.25</u>		<u>51.25</u>

Top Task Subtotal WM2021-09 Center Point – Wyoming Ave 51.25

Top Task 112 Xylon Avenue Extention

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Stone, Alicia L	1.50	103.00	154.50
	Zea, Jacob Thomas	2.00	128.00	256.00
	Matthiesen, Edward Armin (Ed)	2.25	205.00	461.25
Subtotal Professional Services		<u>5.75</u>		<u>871.75</u>

Top Task Subtotal Xylon Avenue Extention 871.75

Top Task 113 WM2021-011 Zachary Distribution Center

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Healy, Anna Rae	3.50	65.00	227.50
	Kemmitt, Kathrine Lee (Katie)	3.75	115.00	431.25
	Matthiesen, Edward Armin (Ed)	0.25	205.00	51.25
Subtotal Professional Services		<u>7.50</u>		<u>710.00</u>

Top Task Subtotal WM2021-011 Zachary Distribution Center 710.00

Total Fees & Disbursements	<u>4,137.50</u>
INVOICE TOTAL (USD)	4,137.50



INVOICE

Invoice Number 1817560
Invoice Date August 4, 2021
Purchase Order 227702305
Customer Number 165866
Project Number 227702305

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	B001241-21-502: 2021 Monitoring - West Mississippi		
Project Manager	Kemmitt, Katie	Contract Upset	10,600.00
Current Invoice Total (USD)	562.80	Amount Billed to Date For Period Ending	3,013.19 July 23, 2021

Top Task	100	Professional Services		
<u>Professional Services</u>				
Category/Employee		Current Hours	Rate	Current Amount
	Healy, Anna Rae	5.75	65.00	373.75
	Subtotal Professional Services	<u>5.75</u>		<u>373.75</u>
Disbursements				
	Usage - Equipment Charges			75.00
	Usage - Vehicle			29.12
	Direct - Testing & Lab Charges			63.00
	Direct - Field Supplies			21.93
	Subtotal Disbursements			<u>189.05</u>
Top Task Subtotal	Professional Services			562.80
	Total Fees & Disbursements			<u>562.80</u>
	INVOICE TOTAL (USD)			562.80

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 1817567
Invoice Date August 4, 2021
Purchase Order 227702300
Customer Number 165842
Project Number 227702300

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	B001240-21-506: 2021 Education and Outreach		
Project Manager	Spector, Diane F	Contract Upset	24,000.00
Current Invoice Total (USD)	900.00	Amount Billed to Date	19,693.75
		For Period Ending	July 23, 2021

Top Task	101	General Education		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
		Spector, Diane F	1.75	200.00
		Subtotal Professional Services	<u>1.75</u>	<u>350.00</u>
Top Task Subtotal	General Education			350.00

Top Task	102	WMWA		
<u>Professional Services</u>				
Category/Employee			Current Hours	Rate
		Spector, Diane F	2.75	200.00
		Subtotal Professional Services	<u>2.75</u>	<u>550.00</u>
Top Task Subtotal	WMWA			550.00

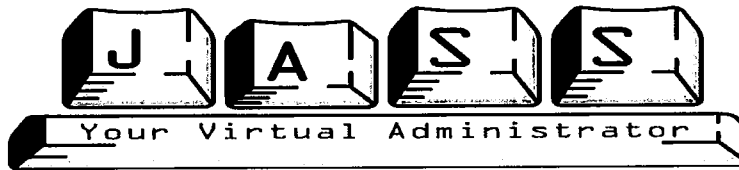
Total Fees & Disbursements	900.00
INVOICE TOTAL (USD)	<u>900.00</u>

Due upon receipt or in accordance with terms of the contract

SC Education - 175.00
 WMWA - 900.00

 \$ 1,075.00

WM Education - \$ 175.00



3235 Fernbrook Lane
Plymouth MN 55447

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

August 10, 2021

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM	SC	WM	
Administrative		53001	60.00	-		0.250	60.00	15.00		
Administrative	70-30	53001	0.17	60.00	7.14		60.00	3.06		
Administrative	70-30	53001	33.64	65.00	1,530.62		65.00	655.98		
Administrative		53001	8.77	65.00	570.05	5.10	65.00	331.50		
Admin - virtual meeting	70-30	53001	4.30	70.00	210.70		70.00	90.30		
Office Support	70-30	53001	12.00	200.00	1,680.00		200.00	720.00		
Admin Reimbursables		53001	511.24	1.00	511.24	159.05	1.00	159.05	4,509.750	1,974.890
Bookkeeping		54022	3.66	65.00	237.90	3.58	65.00	232.70		
Audit Prep		54022		65.00	-		65.00	-	237.900	232.700
Project / WCA Reviews - Secre		53002		65.00	-		65.00	-		
Project / WCA Reviews - Admin		53002	1.16	65.00	75.40	0.66	65.00	42.90		
Reimbursable Expenses		53002	28.39	1.00	28.39	44.72	1.00	44.72	103.790	87.620
Education - Admin	50-50	57008		65.00	-		65.00	-		
Education - Admin - virtual	50-50	57008	1.96	70.00	68.60		70.00	68.60		
Website	50-50	57008	0.58	65.00	18.85		60.00	18.85		
Renew website domain	50-50	57008	9.46	1.00	4.73		1.00	4.73		
Education Reimbursables	50-50	57008	14.89	1.00	14.89	14.89	1.00	14.89	107.070	107.070
Engrg Support 4G Plan - Secre	70-30	53004		55.00	-		55.00	-		
Engrg Support 4G Plan - Admin	70-30	53004	4.21	65.00	191.56		60.00	82.10		
Engrg Support 4G Plan - Offsite	70-30	53004		70.00	-		65.00	-		
Engrg Support 4G Plan Rembursab	70-31	53004	75.08	1.00	75.08	32.18	1.00	32.18	266.635	114.275
Engineering Support - Admin		53004		60.00	-		60.00	-		
Engineering Support - Admin		53004	6.51	65.00	423.15		65.00	-		
Engineering Support - Admin	70-30	53004	8.53	65.00	388.12		60.00	166.34		
Engineering Support - virtual	70-30	53004		70.00	-		70.00	-		
Engineering Support Rembursable	70-30	53004	175.68	1.00	175.68	15.82	1.00	15.82	986.945	182.155
Engineering Support - CIP -Secre	50-50	53004		50.00	-		50.00	-		
Engineering Support - CIP Admin		53004	1.62	65.00	105.30	2.48	65.00	161.20		
Engineering Support - CIP Admin	50-50	53004		65.00	-		60.00	-		
Engineering Support - CIP Offsite	50-50	53004		70.00	-		70.00	-		
Engineering Support - CIP Rembursables		53004	13.17	1.00	13.17	13.17	1.00	13.17	118.470	174.370
					6,330.56			2,873.08	6,330.560	2,873.080

Judie Anderson

From: Lunds & Byerlys Catering <noreply2@iverticle.com>
Sent: Monday, August 9, 2021 5:13 PM
To: Judie Anderson
Subject: Receipt for Catering Order

Judie Anderson,

Thank you for your order. We look forward to serving you again in the future.

123117

CREDIT CARD RECEIPT INFO

Amount: \$273.28
MasterCard
Card ending in: 0059
Time: 2021-08-09 12:12:00
Transaction ID: 216546
APPROVED 609661

273.28
25.82

299.10

SC - 209.37

Wm - 89.73

Judie Anderson

From: Lunds & Byerlys Catering <noreply2@iverticle.com>
Sent: Tuesday, August 10, 2021 1:12 PM
To: Judie Anderson
Subject: Receipt for Catering Order

Judie Anderson,

Thank you for your order. We look forward to serving you again in the future.

123117

CREDIT CARD RECEIPT INFO

Amount: \$25.82
MasterCard
Card ending in: 0059
Time: 2021-08-10 08:11:00
Transaction ID: 216583
APPROVED 396728

LUNDS&BYERLYS CATERING

3

CONTRACT

1 - Catering Sales Office
3777 Park Center Blvd.
St. Louis Park MN 55416
952-897-9800
catering.lundsandbyerlys.com

Order #123117
Box Lunch Delivery
Date: 08/12/2021
Delivery Window: 11:00 AM - 11:30 AM
Catering Specialist: Mandy German
Email: mandy.german@lfhi.com

Client: Judie Anderson
Phone: 763-553-1144
Email: judie@jass.biz

Bill To: #187041
Judie Anderson
763-553-1144
judie@jass.biz

Deliver To:
Judie Anderson
Crystal City Hall
4141 Douglas Dr. N.
Crystal MN 55422

*Mandy
952-253-3411*

Revisions

8.10 MG: Added missing box for Marta R. and corrected quantity of labeling charges.
8.9 MG: May be cancelling due to Delta variant. Will confirm today.
8.5.21 LU - Judie has 18 guests confirmed (one of 18 is gluten-free). Mandy is going to get back to Judie about gluten-free option.
Could have total of 21 guests. I gave Judie Mandy's email so she can email the list of what all guests have ordered.

Products/Services

Name	Qty	Price	Total
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: ALEX P. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Vegetarian x 1 Notes: WITH CHEDDAR <i>Tom Mathisen</i>	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: AMY R. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: ANDREW H. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: BEN S. * Bottle of Water x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: ED M. * Bottle of Water x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1 * Tuna Salad x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: JOHN R. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99

Name	Qty	Price	Total
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: JUDIE A. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: KAREN J. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: LIZ S. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: MEGAN H * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: MELISSA C. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Turkey x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: MITCH R. * Bottle of Water x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: RAY S. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: RICHARD M. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Roast Beef x 1	1	11.99	11.99
Bistro Box with Croissant (FT)(SF) Notes: LABEL: TROY G. * Bottle of Water x 1 * Full Sized Cookies x 1 * Ham x 1 * Individual Bag of Potato Chips x 1 * Potato Salad x 1	1	11.99	11.99
Bistro Box with Whole Grain Bun (FT)(SF) Notes: LABEL: WAYNE S. * Bottle of Water x 1 * Fresh Cut Fruit x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Tuna Salad x 1	1	11.99	11.99

Name	Qty	Price	Total
Custom Bistro Box (FT)(SF) Notes: LABEL: ANDY P. Gluten Free Bread: - Choose White or Wheat Sandwich Filling: TBD Side: Cole Slaw OR Potato Salad Side: Potato Chips Dessert: Bowled Strawberries Bottled Water	1	11.99	11.99
Box Lunch Upcharge for Labeling With Names Notes: (18) current names	18	1.00	18.00
Bistro Box with Focaccia Bread (FT)(SF) Notes: LABEL: MARTA R. * Bottle of Water x 1 * Cole Slaw x 1 * Full Sized Cookies x 1 * Individual Bag of Potato Chips x 1 * Tuna Salad x 1	1	11.99	11.99
		Subtotal	\$233.82
Service Fee (SF)		8.500%	18.34
Delivery Fee		12.00	12.00
Sales Tax		7.525%	3.64
Food Tax (FT)		7.525%	16.24
Alcohol Tax (AT)		10.025%	0.00
		Total	\$284.04

Payments

Date	Type	Status	Amount
08/09/2021	1. Master Card	Completed	\$273.28
		Balance	\$10.76

*Todd S
whole wheat
turkey / Swiss
fresh fruit*

Terms and Conditions

Terms and Conditions

By remitting full or partial payments, customers implicitly enter into this contract with Lund Food Holdings, Inc. (dba Lunds & Byerlys Catering), and agree to the following terms and conditions.

Taxes, Fees and Gratuity:

Whether or not they are set forth above in this contract, you are responsible for:

- All applicable state and local sales taxes (which may vary by municipality); and
- A service fee on all products and services of 8.5% or 17%, if your order includes service staff (servers, bartenders, etc.)

The service fee is not a gratuity. It may be distributed among staff and/or used to offset operating expenses and cost increases. You may add a gratuity with your payment, if you'd like.

Delivery Terms:

You or the recipient of the order must sign for the order upon delivery. Anyone at the event address who receives the order is presumed conclusively to be authorized to receive the order on your behalf. For inquiries regarding your delivery status during non-office hours, please contact our dispatch team at 612-369-0510.

Product:

Lunds & Byerlys Catering and its staff will not leave products such as insulated containers or heating devices for the service of food unless specified and paid for on the order. If customer requests Lunds & Byerlys Catering to make an extra trip(s) for additional products or equipment not on the order, customer may be subject to pay additional fees.

Equipment Rental:

It is the duty of the customer to inspect any rental equipment upon delivery and promptly notify Lunds & Byerlys Catering if equipment is not in operational condition. Customer agrees to return equipment to the Lunds & Byerlys Catering office during regular hours by the end of the contracted rental period. Rental returns that do not fall within this timeframe are subject to additional fees. Customer agrees to pay for any damage to or loss of rental equipment while it is out of the possession of Lunds & Byerlys Catering. If customer requests for Lunds & Byerlys Catering to make an extra trip(s) for pick-ups of equipment, customer may be subject to pay additional fees.

Proposals & Estimates:

Proposals and estimates convey anticipated order costs of products and services based on standard fees at the time of creation; they are not a guarantee of pricing, services or product availability.

Reservations, Guarantees & Payment:

For order requests with more than 7 days of notice:

- Orders over \$1000 require a minimum 25% deposit to reserve services, as well as full payment 7 days before the event.
- Until deposit is paid, order is considered an estimate and not a contract.
- Orders that are unpaid 7 days out will be subject to cancellation.
- Orders under \$1000 do not require any payment or deposit until 7 days before the event, at which point full payment is due.
- Orders that are unpaid 7 days out will be subject to cancellation.

For order requests with 7 days or less of notice:

- Full payment is required to guarantee services and create a contract.

Revisions and Final Guest Counts:

Final menu and numbers are due by 9:00AM, three days prior to the date of the event. Overages must be built into final counts and are not included unless otherwise stated. Changes thereafter must be approved and may be subject to additional charges or product substitutions.

Cancellations:

If you need to cancel the order, you must notify our catering sales office during normal business hours, at the number set forth on the front of the contract, and receive written confirmation of cancellation by email.

- Cancellations that take place before 9am, 3 to 7 days before delivery or pick-up are subject to a 25% cancellation fee
- Cancellations taking place after 9am, 3 days before delivery or pick-up are subject to a 50% cancellation fee
- Cancellations taking place after 9am, the day prior to your delivery or pick-up are non-refundable.

If you fail to pick up the order or do not accept delivery, you will not receive a refund and you will still be responsible for all unpaid amounts, if any.

Notwithstanding these cancellation terms, all amounts paid toward a wedding cake are nonrefundable.

We reserve the right to terminate the order for any reason.

Payment Terms:

The anticipated total on the order must be prepaid in full with a credit card seven business days prior to the event date or pick-up date. Wedding cakes, however, must be paid for in full a minimum of two weeks prior to the event date or pick-up date. If you do not prepay us in full, the order will not be produced, delivered or available for pick-up, unless prior arrangements have been made with us in writing.

Damages; Limitation on Liability:

You acknowledge and agree that neither we nor our employees, affiliates, representatives or agents will be responsible for any special, consequential, incidental or punitive damages to you or a third party, and that you absolve us from any third party claims, except for claims caused solely by our willful gross negligence. Furthermore, you acknowledge and agree that our liability to you will never exceed the amounts paid to us for this order, and that you will indemnify and hold us harmless for any damages we suffer as a result of your acts or omissions.

Representative of Lund Food Holdings, Inc. _____ Date: _____

Client: _____ Date: _____

Optional Gratuity: _____

To: Shingle Creek/West Mississippi WMO Commissioners
From: Ed Matthiesen, P.E.
Diane Spector
Date: August 9, 2021
Subject: Education and Outreach Update

**Recommended
Commission Action**

Each Commission should adopt the revised WMWA Education and Outreach Plan.

The West Metro Water Alliance (WMWA) met on August 9, with the two primary topics of discussion: final edits to the revised Education and Outreach Plan, and education and outreach items in the new NPDES General Permit.

Education and Outreach Plan. WMWA adopted its first Education and Outreach Plan in 2010 and updated it in 2015. Each revision reflected the changing scope and focus of WMWA as it matured and as cities' needs changed. In your agenda packet is the proposed revised Education and Outreach Plan that now focuses on four key activities for WMWA: facilitating sharing of information and materials; developing and disseminating coordinated messaging; actively providing education and outreach via Watershed PREP; and searching and attempting to acquire alternate sources of funding to supplement Commission contributions.

The following is an overview of the major revisions in the proposed 2021 Plan:

- Added an equity statement affirming the group's commitment to environmental justice for all and outreach to historically underrepresented groups.
- Revised the general educational goals for non-single family property owners and managers to focus solely on providing information and guidance on appropriate BMPs.
- Removed educational goals for developers as cities were seen as being the most appropriate points of contact with these stakeholders.
- Removed educational goals for training city staff, as those are the responsibility of the cities.
- Removed educational goals for agricultural property owners and operators as Hennepin County staff have taken on that role acting as the county Soil and Water Conservation District.
- Added a key educational goal for all the stakeholders to "understand the relationship between climate and water quality and water quantity."
- Revised the plan to replace references to the Hennepin County website with the WMWA website.
- Eliminated Measuring and Monitoring Public Awareness as a major task. One of WMWA's first activities was sponsoring a professional opinion poll in the four watersheds regarding knowledge and behaviors. WMWA does not expect to repeat that poll due to cost but will build measuring and evaluating into individual activities.
- Strengthened the Communication and Information Sharing activity to incorporate the website and social media.

- Eliminate the Develop and Coordinate Regional or Countywide Activates task. Early on WMWA had sponsored a series of workshops for broader participation but found it to be an inefficient use of time and resources. The group will focus on spreading information about existing activities sponsored by other groups.

NPDES Education and Outreach.

Each of the four WMOs has authorized \$1,000 of their WMWA special projects budget to be allocated to updating and printing materials specifically to meet the education and outreach requirements of the new NPDES General Permit. The WMWA steering committee discussed general messaging, and small groups will take on rewriting certain brochures/flyers. Once the group agrees on text a graphic designer will update the design with a common theme. Written materials to be updated include:

Pdfs of these items can be found at: <http://www.westmetrowateralliance.org/city-resources.html>

- Commercial Snow and Ice Brochure
- Residential Snow and Ice Brochure
- Salt Envelope Stuffer
- Pet Waste and Water Pollution Flier EP

Not on the WMWA website is:

- Water Softeners and the Environment (from the City of Eden Prairie)

Next Meeting.

The next WMWA meeting will be held on September 14, 2021. It may be in-person or virtual; that has yet to be determined.