

Shingle Creek Watershed Management Commission Treasurer's Report

	2024 Budget	July	August	%age YTD	2024 YTD
REVENUE					
Application Fees	15,000			35.33	5,300.00
Member Assessments	370,000			100.00	370,000.00
Interest and Dividends	20,000	15,412.80		468.62	93,724.83
Miscellaneous Income					-
TOTAL OPERATING REVENUE	405,000	15,412.80	-		469,024.83
EXPENSE					
ADMINISTRATION					
Administrative Services	70,000	5,613.84	4,877.02	53.01	37,108.66
Engineering Support	15,000	942.05	1,043.09	47.27	7,090.19
Project Reviews	1,500	131.84		18.96	284.37
ENGINEERING					
General Engineering	80,000	6,802.39	5,209.25	69.00	55,199.95
Grant Application Writing	12,000	1,495.25	1,361.50	84.72	10,166.75
Project Reviews/WCA	35,000	2,513.70	1,790.25	75.98	26,592.70
Highway 252/94 EIS Review		173.25			173.25
Blue Line Extension			3,834.25		7,031.25
TMDL 5 Year Reviews	5,000			-	-
LEGAL - Legal Services	6,000	1,133.71	391.21	63.35	3,801.05
JPA Update		922.50	720.00		4,207.50
MISCELLANEOUS					
Bookkeeping	8,000	1,083.00	807.00	79.06	6,324.75
Audit	7,500		6,400.00	85.33	6,400.00
Insurance & Bonding	3,200			104.63	3,348.00
Meeting Expense	6,000	332.77	336.73	84.18	5,050.73
PROGRAMS					
Stream Monitoring	36,000	10,362.90	5,370.16	76.44	27,519.04
Stream Monitoring (USGS)	4,200		3,800.00	90.48	3,800.00
Lake Monitoring	30,000	7,662.00	10,578.29	63.39	19,015.54
Citizen Assisted Lake Monitoring (CAMP)	5,000	665.00		26.76	1,338.00
Volunteer Stream Monitoring (River Watch)	2,000			-	-
Annual Monitoring Report	16,500			99.89	16,482.25
Water Quality Education					
Education Program	24,000	633.13	424.87	34.17	8,200.58
WMWA General (SC Share)	3,000			100.00	3,000.00
WMWA Impl/WS Prep (SC Share)	8,500			94.12	8,000.00
Management Plan/Amendments	1,000				-
Subwatershed BMP Assessment	0				-
Contribution to 5th Generation Plan	0				-
<i>To/From Reserves</i>	25,600				
TOTAL OPERATING EXPENSE	405,000	40,467.33	46,943.62		260,134.56
OPERATING SURPLUS OR (DEFICIT)					208,890.27

Shingle Creek Watershed Management Commission Treasurer's Report

	2024 Budget	July	August	%age YTD	2024 YTD
GRANTS AND CAPITAL PROJECTS					
REVENUE					
Transfer to (from) Grants		-	-		106,404.00
Transfer to (from) CIPs		502,139.61			502,139.61
Transfer to (from) Closed Projects Account					-
TOTAL GRANT & CIP REVENUE		502,139.61	-		608,543.61
EXPENSE					
SC Trail Feasibility Study					4,345.25
Brookdale Pk SC Remeander Feasibility Stud					10,413.00
Gauke Pond SWA Amendment					-
Eagle Lake SWA					-
Colorado Ave Infiltration Trench Feas Study			6,026.75		7,786.00
Transfer to (from) Grants		18,096.57	5,972.43		32,055.20
Transfer to (from) CIPs		18,846.75	6,796.46		34,399.03
Transfer to (from) City Cost Share Fund					-
Transfer to (from) Partnership BMP Cost Share Fund					-
Transfer to (from) Closed Projects Account		5,172.50	2,859.75		9,697.50
TOTAL GRANT & CIP EXPENSE		42,115.82	21,655.39		98,695.98
WMWA					
REVENUE					
WMWA Education - Partners					44,000.00
EXPENSE					
WMWA General Admin - Tech		514.76	581.82		4,852.88
WMWA Implementation					134.41
WMWA Educators					4,163.19
WMWA Rain Garden Workshops					-
TOTAL WMWA EXPENSE		514.76	581.82		9,150.48
CASH SUMMARY					
4M Fund Balance at 12/31/23					2,728,740.53
Plus Revenue Received to date					1,143,798.44
Minus Claims Approved to Date					(479,903.40)
Minus Claims Presented Current Month					69,180.83
4M Fund Balance		3,530,997.23			3,461,816.40

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	August 2024	Total
Dwell Mgt Group - Highland Gables Rain Gard	70835	6,089.46	6,089.46
Johnson & Company, Ltd. - Audit	54003	6,400.00	6,400.00
US Geological Survey - Stream Monitoring	56004	3,800.00	3,800.00
Stantec			44,094.00
General Engineering	51001	5,209.25	
Grant Writing	51005	1,361.50	
Project Reviews	51002	1,790.25	
Blue Line Extension	51009	3,834.25	
Stream Monitoring	56004	5,370.16	
Lake Monitoring	56010	10,578.29	
Education	57008	384.37	
Meadow Lake Mgt Plan Phase 2 Grant	70739	4,221.45	
Crystal Lake Management Plan Grant	70732	1,750.98	
Eagle and Pike Lakes Internal Load	58035	2,248.00	
Colorado Ave Infiltration Trench Feas Study	58036	6,026.75	
Maintenance Fund CIP	70836	707.00	
Twin and Ryan Lakes Carp Study	58037	611.75	
Town Law Center			1,111.21
Legal - General	52001	391.21	
Legal - JPA Update	52001	720.00	
Judie Anderson's Secretarial Service			581.82
WMWA General Expense	57009	581.82	
WMWA Educators/WS Prep	57011		
Judie Anderson's Secretarial Service			7,104.34
Administration	53001	4,877.02	
Bookkeeping / Audit Prep	54002	807.00	
Meeting Expense	54001	336.73	
Education Programs	57008	40.50	
Engineering Support	53004	1,043.09	
Total Claims			69,180.83

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 : 347363

Invoice Date : Friday, June 28, 2024

For Professional Services Rendered :

Preparation of report on audited financial statements for the year ended December 31,
2023.

6,400.00

Total Invoice Amount

\$6,400.00

UNITED STATES DEPARTMENT OF THE INTERIOR
DOWN PAYMENT (BILL) REQUEST

Make Remittance Payable To: U.S. Geological Survey
Billing Contact: Angie Hughes, amhughes@usgs.gov

Phone: 651-280-5735

Bill #: 91176469
Customer: 6000001443
Date: 07/10/2024
Due Date: 09/08/2024

Remit Payment To: United States Geological Survey
P.O. Box 6200-27
Portland, OR 97228-6200

Payer: SHINGLE CREEK WATERSHED COMMIS
Judie Anderson
3235 FERNBROOK LANE
PLYMOUTH MN 55447

Additional forms of payment may be accepted. Please email GS-A-HQ_RMS@USGS.GOV or call 703-648-7683 for additional information.

To pay through Pay.gov go to <https://www.pay.gov>.

Checks must be made payable to U.S. Geological Survey. Please detach the top portion or include bill number on all remittances.

Amount of Payment: \$ _____

Date	Description	Qty	Unit Price		Amount
			Cost	Per	
07/10/2024	Billing for the operation, and maintenance of specific conductance and water temperature monitoring instrumentation at Shingle Creek at Queen Avenue in Minneapolis. 24NKJFA206	1	3,800.00	1	3,800.00

Amount Due this Bill: 3,800.00

Accounting Classification:
Sales Order: 121367
Sales Office: GENK
Customer: 6000001443
Accounting #: 11465225

TIN: *****0004



INVOICE

Invoice Number 2263580
Invoice Date July 26, 2024
Purchase Order --
Customer Number 165842
Project Number 227706654

Bill To

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

Please Remit To

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

Project	Shingle Creek WMC 2024 Engineering Services		
Project Manager	Shoemaker, Todd E	Contract Upset	297,012.75
Current Invoice Total (USD)	28,912.45	Amount Billed to Date	185,153.84
		For Period Ending	July 22, 2024

Top Task 101 **General Engineering**
Low Task 101 **General Engineering**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	0.50	140.00	70.00
Kemmitt, Kathrine Lee (Katie)	12.25	156.00	1,911.00
Megow, Erik Robert	1.50	196.00	294.00
Spector, Diane F	13.75	205.00	2,818.75
Shoemaker, Todd E	0.50	231.00	115.50
Subtotal Professional Services	<u>28.50</u>		<u>5,209.25</u>

Low Task Subtotal **General Engineering** 5,209.25

Top Task Subtotal General Engineering 5,209.25

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

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	1.50	140.00	210.00
Tilman, Elizabeth (Lisa)	0.25	196.00	49.00
Shoemaker, Todd E	1.75	231.00	404.25
Subtotal Professional Services	<u>3.50</u>		<u>663.25</u>

Low Task Subtotal **General Project Reviews** 663.25

Low Task 102.007 **24-03 Brooklyn Center Comm Center Welland Delineation**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
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Project Number 227706654

Kaster, Anthony R (Tony)	5.75	196.00	1,127.00
Subtotal Professional Services	<u>5.75</u>		<u>1,127.00</u>

Low Task Subtotal	24-03 Brooklyn Center Comm Center Wetland Delineation	1,127.00
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Top Task Subtotal	Project Reviews/WCA	1,790.25
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Top Task 103 **Stream Monitoring**
Low Task 103 **Stream Monitoring**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	8.75	133.00	1,163.75
Doerr, Sylvia M	2.25	140.00	315.00
Stone, Alicia L (Ali)	9.75	140.00	1,365.00
Subtotal Professional Services	<u>20.75</u>		<u>2,843.75</u>

Disbursements

Direct - Field Supplies	5.41
Direct - Testing & Lab Charges	2,521.00
Subtotal Disbursements	<u>2,526.41</u>

Low Task Subtotal	Stream Monitoring	5,370.16
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Top Task Subtotal	Stream Monitoring	5,370.16
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Top Task 104 **Lake Monitoring**
Low Task 104 **Lake Monitoring**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	19.50	133.00	2,593.50
Paquin, Timothy Joel (Tim)	12.00	133.00	1,596.00
Doerr, Sylvia M	8.00	140.00	1,120.00
Stone, Alicia L (Ali)	10.50	140.00	1,470.00
Wochenske, Jordan	0.25	149.00	37.25
Kemmitt, Kathrine Lee (Katie)	4.25	156.00	663.00
Subtotal Professional Services	<u>54.50</u>		<u>7,479.75</u>

Disbursements

Usage - Equipment Charges	2,440.00
Direct - Vehicle	61.34
Direct - Other Direct Expenses	298.60

Invoice Number 2263580
Invoice Date July 26, 2024
Purchase Order --
Customer Number 165842
Project Number 227706654

Direct - Testing & Lab Charges 298.60
Subtotal Disbursements 3,098.54

Low Task Subtotal **Lake Monitoring** 10,578.29

 Top Task Subtotal Lake Monitoring 10,578.29

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

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Kemmitt, Kathrine Lee (Katie)	1.50	156.00	234.00
	Spector, Diane F	5.50	205.00	1,127.50
	Subtotal Professional Services	<u>7.00</u>		<u>1,361.50</u>

Low Task Subtotal **Grant Writing** 1,361.50

 Top Task Subtotal Grant Writing 1,361.50

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

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Spector, Diane F	3.75	205.00	768.75
	Subtotal Professional Services	<u>3.75</u>		<u>768.75</u>

SC - 384.37

WM - 384.38

Low Task Subtotal **Education & Outreach** 768.75

 Top Task Subtotal Education & Outreach 768.75

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

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Clapp, Lucas W	10.25	140.00	1,435.00
	Doerr, Sylvia M	6.00	140.00	840.00
	Shoemaker, Todd E	6.75	231.00	1,559.25
	Subtotal Professional Services	<u>23.00</u>		<u>3,834.25</u>



INVOICE

Invoice Number	2263580
Invoice Date	July 26, 2024
Purchase Order	-
Customer Number	165842
Project Number	227706654

Low Task Subtotal	Blue Line LRT Review	3,834.25
Top Task Subtotal	Blue Line LRT Review	3,834.25
	Total Fees & Disbursements	<u>28,912.45</u>
	INVOICE TOTAL (USD)	28,912.45

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



INVOICE

Invoice Number	2261479
Invoice Date	July 22, 2024
Purchase Order	--
Customer Number	165842
Project Number	227706842

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	2024 Proposed Maintenance Fund Activities		
Project Manager	Kemmitt, Katie	Contract Upset	11,864.60
Current Invoice Total (USD)	707.00	Amount Billed to Date	6,733.87
		For Period Ending	July 22, 2024

Top Task	100	2024 Proposed Maintenance Fund	
Low Task	100.001	Bass Lake CLP Mngt	
Disbursements			
		Usage - Equipment Charges	100.00
		Subtotal Disbursements	<u>100.00</u>

Low Task Subtotal **Bass Lake CLP Mngt** 100.00

Low Task	100.002	France Ave Barrier			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Doerr, Sylvia M	1.50	140.00	210.00
		Stone, Alicia L (Ali)	2.00	140.00	280.00
		Kemmitt, Kathrine Lee (Katie)	0.75	156.00	117.00
		Subtotal Professional Services	<u>4.25</u>		<u>607.00</u>

Low Task Subtotal **France Ave Barrier** 607.00

Top Task Subtotal 2024 Proposed Maintenance Fund 707.00

Total Fees & Disbursements 707.00
INVOICE TOTAL (USD) **707.00**

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



INVOICE

Invoice Number 2263157
Invoice Date July 25, 2024
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)	4,221.45	Amount Billed to Date	72,786.98
		For Period Ending	July 22, 2024

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)	9.75	133.00
	Subtotal Professional Services	<u>9.75</u>	<u>1,296.75</u>
Disbursements			
	Usage - Equipment Charges		650.00
	Direct - Testing & Lab Charges		129.20
	Subtotal Disbursements		<u>779.20</u>
Low Task Subtotal	Monitoring and Data Gathering		2,075.95

Low Task	100.103	Management of Alum, SAV, and Fish Treatments	
Professional Services			
Category/Employee		Current Hours	Rate
			Current Amount
	Neumiller, Grace Catherine	13.50	133.00
	Stone, Alicia L (Ali)	2.50	140.00
	Subtotal Professional Services	<u>16.00</u>	<u>2,145.50</u>
Low Task Subtotal	Management of Alum, SAV, and Fish Treatments		2,145.50

Top Task Subtotal	Professional Services		4,221.45
	Total Fees & Disbursements		<u>4,221.45</u>
	INVOICE TOTAL (USD)		4,221.45



INVOICE

Invoice Number 2263420
Invoice Date July 26, 2024
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)	1,750.98	Amount Billed to Date	170,668.26
		For Period Ending	July 22, 2024

Top Task	102B	Carp Removal	
Disbursements			
		Direct - Field Supplies	45.72
		Direct - Vehicle (mileage)	17.42
		Direct - Equipment Charges	10.84
		Subtotal Disbursements	<u>73.98</u>

Top Task Subtotal Carp Removal 73.98

Top Task	104	Semi-annual & Final Report	
Professional Services			
Category/Employee		Current Hours	Rate
	Kemmitt, Kathrine Lee (Katie)	10.75	156.00
	Subtotal Professional Services	<u>10.75</u>	<u>1,677.00</u>

Top Task Subtotal Semi-annual & Final Report 1,677.00

Total Fees & Disbursements 1,750.98
INVOICE TOTAL (USD) **1,750.98**

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2261480
Invoice Date July 22, 2024
Purchase Order —
Customer Number 165842
Project Number 227706845

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	Eagle and Pike Lakes Internal Load		
Project Manager	Kemmitt, Katie	Contract Upset	123,304.00
Current Invoice Total (USD)	2,248.00	Amount Billed to Date	8,945.75
		For Period Ending	July 22, 2024

Top Task	100	Engineering Support for Alum Treatments	
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Lovell, Shirley R	2.75	140.00	385.00
Novak, Lucas Roger	0.25	140.00	35.00
Kemmitt, Kathrine Lee (Katie)	5.75	156.00	897.00
Lofton, Dendy D	4.75	196.00	931.00
Subtotal Professional Services	<u>13.50</u>		<u>2,248.00</u>

Top Task Subtotal	Engineering Support for Alum Treatments	2,248.00
	Total Fees & Disbursements	<u>2,248.00</u>
	INVOICE TOTAL (USD)	2,248.00

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



INVOICE

Invoice Number 2261484
Invoice Date July 22, 2024
Purchase Order --
Customer Number 165842
Project Number 227707031

Bill To

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

Please Remit To

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

Project	Shingle Creek WMC Twin and Ryan Lakes Carp Study		
Project Manager	Kemmitt, Katie	Contract Upset	38,000.00
Current Invoice Total (USD)	611.75	Amount Billed to Date	751.75
		For Period Ending	July 22, 2024

Top Task	100	Conduct Common Carp Surveys	
<u>Professional Services</u>			
Category/Employee		Current Hours	Current Amount
	Varian, Anna	1.75	260.75
	Subtotal Professional Services	<u>1.75</u>	<u>260.75</u>
Top Task Subtotal	Conduct Common Carp Surveys		260.75

Top Task	300	Project Management, Meetings and Coordination	
<u>Professional Services</u>			
Category/Employee		Current Hours	Current Amount
	Kemmitt, Kathrine Lee (Katie)	2.25	351.00
	Subtotal Professional Services	<u>2.25</u>	<u>351.00</u>
Top Task Subtotal	Project Management, Meetings and Coordination		351.00

Total Fees & Disbursements 611.75
INVOICE TOTAL (USD) 611.75

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



INVOICE

Invoice Number 2223527
Invoice Date April 23, 2024
Purchase Order --
Customer Number 165842
Project Number 227706843

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	Colorado Avenue Infiltration Trench Feasibility Study		
Project Manager	Shoemaker, Todd E	Contract Upset	20,140.00
Current Invoice Total (USD)	345.00	Amount Billed to Date	345.00
		For Period Ending	April 19, 2024

Top Task	100	Site Survey & Assessment	
<u>Professional Services</u>			
Category/Employee		Current Hours	Current Amount
	Campbell, Patricia A (Patty)	1.00	140.00
	Nelson, Jason	0.50	205.00
	Subtotal Professional Services	<u>1.50</u>	<u>242.50</u>
Top Task Subtotal	Site Survey & Assessment		242.50

Top Task	200	Geotechnical Evaluation	
<u>Professional Services</u>			
Category/Employee		Current Hours	Current Amount
	Eickenberg, Paul Thomas	0.50	205.00
	Subtotal Professional Services	<u>0.50</u>	<u>102.50</u>
Top Task Subtotal	Geotechnical Evaluation		102.50

Total Fees & Disbursements 345.00
INVOICE TOTAL (USD) **345.00**

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



INVOICE

Invoice Number 2251160
Invoice Date June 26, 2024
Purchase Order --
Customer Number 165842
Project Number 227706843

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	Colorado Avenue Infiltration Trench Feasibility Study		
Project Manager	Shoemaker, Todd E	Contract Upset	20,140.00
Current Invoice Total (USD)	2,919.25	Amount Billed to Date	5,023.50
		For Period Ending	June 21, 2024

Top Task	100	Site Survey & Assessment	
<u>Professional Services</u>			
Category/Employee		Current Hours	Rate
	Shoemaker, Todd E	6.00	231.00
	Subtotal Professional Services	<u>6.00</u>	<u>1,386.00</u>
Top Task Subtotal	Site Survey & Assessment		1,386.00

Top Task	200	Geotechnical Evaluation	
<u>Professional Services</u>			
Category/Employee		Current Hours	Rate
	Eickenberg, Paul Thomas	1.00	205.00
	Shoemaker, Todd E	5.75	231.00
	Subtotal Professional Services	<u>6.75</u>	<u>1,533.25</u>
Top Task Subtotal	Geotechnical Evaluation		1,533.25

Total Fees & Disbursements 2,919.25
INVOICE TOTAL (USD) **2,919.25**

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



INVOICE

Invoice Number 2263582
Invoice Date July 26, 2024
Purchase Order ---
Customer Number 165842
Project Number 227706843

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	Colorado Avenue Infiltration Trench Feasibility Study		
Project Manager	Shoemaker, Todd E	Contract Upset	20,140.00
Current Invoice Total (USD)	2,762.50	Amount Billed to Date	7,786.00
		For Period Ending	July 22, 2024

Top Task	100	Site Survey & Assessment
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Megow, Erik Robert	6.50	196.00	1,274.00
Shoemaker, Todd E	4.50	231.00	1,039.50
Subtotal Professional Services	<u>11.00</u>		<u>2,313.50</u>

Top Task Subtotal	Site Survey & Assessment	2,313.50
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Top Task	200	Geotechnical Evaluation
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Eickenberg, Paul Thomas	0.50	205.00	102.50
Shoemaker, Todd E	1.50	231.00	346.50
Subtotal Professional Services	<u>2.00</u>		<u>449.00</u>

Top Task Subtotal	Geotechnical Evaluation	449.00
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Total Fees & Disbursements	<u>2,762.50</u>
INVOICE TOTAL (USD)	2,762.50

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



August 01, 2024

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

Bill Period: 07-01-2024 - 07-31-2024

Fees	1,102.50
Expenses	8.71
Total for this Bill	1,111.21
Previous Balance	0.00
Total Amount to Pay as of 08-01-2024	1,111.21

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

August 01, 2024

Bill Number: 94

Bill Period: 07-01-2024 - 07-31-2024

RE: Multiple Matters

General Matters

JPA Update Project

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
07-11-2024	Troy Gilchrist	Prepare for, travel to, and attend meeting	1.70	225.00	382.50
Total					382.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	1.70	225.00	382.50
Total			382.50

Expenses

Date	Professional	Description	Amount
07-11-2024	Troy Gilchrist	Mileage to attend meeting	8.71
Total Expenses			8.71

JPA Update Project

Time Details

Date	Professional	Description	Hours	Rate	Amount
07-02-2024	Troy Gilchrist	Review emails regarding JPA; review edits from Maple Grove; review and reply to email from Diane regarding term	0.30	225.00	67.50
07-08-2024	Troy Gilchrist	Work on reviewing comments and drafting a memo for the packet; email to Judie A regarding same; finalize and send memo	0.70	225.00	157.50
07-18-2024	Troy Gilchrist	Work to incorporate Maple Grove edits and address comments from Plymouth; finalize the JPA; work on drafting sample approval resolution	0.90	225.00	202.50
07-22-2024	Troy Gilchrist	Review and respond to email from to email from Judie A regarding language for minutes; work on drafting sample staff memo; email documents to Diane S and	0.90	225.00	202.50

Date	Professional	Description	Hours	Rate	Amount
		Judie for review			
07-24-2024	Troy Gilchrist	Revise staff memo and resolution per comments received; finalize and send documents and redline to Judie A to distribute to the cities	0.40	225.00	90.00
Total					720.00

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	3.20	225.00	720.00
Total			720.00

Total for this Bill 1,111.21
Previous Balance 0.00
Total Amount to Pay as of 08-01-2024 1,111.21

Outstanding Balance as of 08-01-2024

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
1,111.21	0.00	0.00	0.00	0.00	0.00	1,111.21



3235 Fernbrook Lane
Plymouth MN 55447

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

August 5, 2024

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM	Total	SC	WM	Total	SC	WM
Administrative		53001	15.84	75.00	1,188.00	9.52	75.00	714.00		
Admin - Offsite		53001		80.00	-		80.00	-		
Administrative	70-30	53001	33.57	75.00	1,762.43		75.00	755.33		
Administrative - Convene	50-50	53001		75.00	-		75.00	-		
Admin - offsite	70-30	53001	3.12	80.00	174.72		80.00	74.88		
Office Support	70-30	53001	27.50	75.00	1,443.75		75.00	618.75		
Data Processing/File Mgmt		53001		75.00	-		75.00	-		
Data Processing/File Mgmt	70-30	53001		75.00	-		75.00	-		
Annual Storage Rental -.14/.11		53001	1.00	54.74	54.74		43.01	-		
Administration Reimbursables		53001	253.38	1.00	253.38	118.26	1.00	118.26	4,877.015	2,281.215
Bookkeeping		54022	9.16	75.00	687.00	2.51	75.00	188.25		
Bookkeeping Subscription		54022	2.00	60.00	120.00	2.00	60.00	120.00		
Audit Prep		54022		75.00	-		75.00	-	807.000	308.250
Meal Expense	70-30	54001	481.04	1.00	336.73		1.00	144.31	336.728	144.312
Project / WCA Reviews - Admin		53002		75.00	-		75.00	-		
Project / WCA Reviews -Reimbursables		53002		1.00	-		1.00	-	0.000	-
Education - Admin	50-50	57008		70.00	-		70.00			
Education - Admin	50-50	57008		75.00	-		75.00	9.38		
Education - Admin - virtual	50-50	57008		80.00	-		80.00			
Website	50-50	57008	1.08	75.00	40.50		75.00	40.50		
Renew website domain, zoom	50-50	57008		1.00	-		1.00			
Education - Reimbursables	50-50	57007		1.00	-		1.00		40.500	40.500
Engineering Support - Admin	70-30	53004		75.00	-		75.00	-		
Engineering Support - virtual		53004		80.00	-		80.00	-		
Engineering Support - Secre	70-30	53004		70.00	-		70.00			
Engineering Support - Admin	70-30	53004	17.18	75.00	901.95		75.00	386.55		
Engineering Support - offsite	70-30	53004	1.90	80.00	106.40		80.00	45.60		
Engineering Support - Reimbursables		53004	34.74	1.00	34.74	14.89	1.00	14.89	1,043.093	447.040
Engineering Support - CIP Admin		53004		75.00	-		75.00	37.50		
Engineering Support - CIP Admin	50-50	53004		75.00	-		75.00	-		
Engineering Support - CIP Reimbursables		53004		1.00	-		1.00	-	0.00	
									7,104.34	3,221.317

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

	2024 Budget	July	August	%age YTD	2024 YTD
REVENUE					
Application Fees	20,000			0.00	-
Member Assessments	160,000			100.00	160,000.00
Interest & Dividend Income	5,000	5,923.71		799.44	39,971.94
Miscellaneous Income					-
Transfer to (from) CIPs		82,513.42			82,513.42
Transfer to (from) Grants					-
To (From) Reserve	8,000				-
TOTAL REVENUE	193,000	88,437.13	-		282,485.36
EXPENSES					
ADMINISTRATION					
Administrative Services	32,000	2,758.65	2,281.22	59.36	18,996.35
Engineering Support	4,000	377.59	447.04	75.31	3,012.52
Project Reviews	1,500	24.75		1.65	24.75
ENGINEERING					
General Engineering	35,000	3,764.29	2,676.25	64.78	22,674.47
Grant Application Writing	500				-
Project Review	30,000	1,512.00	409.50	16.96	5,088.25
Highway 252/94 EIS Review		1,617.00			1,617.00
LEGAL					
Legal Services	5,000	1,066.21	391.21	62.07	3,103.55
JPA Update		967.50	720.00		4,185.00
MISCELLANEOUS					
Bookkeeping	4,000	501.75	308.25	92.44	3,697.50
Audit	6,500		4,800.00	73.85	4,800.00
Insurance & Bonding	3,000			96.87	2,906.00
Meeting Expense	3,000	142.62	144.31	72.15	2,164.60
PROJECTS					
Outfall and Stream Monitoring	24,000	1,644.00	304.50	8.44	2,026.50
Annual Monitoring Report	8,000			101.48	8,118.12
Water Quality Education					
Education	24,000	633.12	424.88	34.17	8,200.58
WMWA General Programs	3,000			100.00	3,000.00
WMWA Implementation/Watershed Prep	8,500			94.12	8,000.00
Management Plan/Amendments	1,000				-
Transfer to (from) CIPs					-
Transfer to (from) Grants			845.80		6,435.55
To (from) Reserves					-
TOTAL OPERATING EXPENSE	193,000	15,009.48	13,752.96		108,050.74
CASH SUMMARY					
4M Fund Balance at 12/31/23					1,314,028.04
Plus Revenue Received to Date					283,002.24
Minus Claims Approved to Date					(273,621.99)
Minus Claims Presented Current Month					13,752.96
4M Fund Balance		1,350,914.21			1,337,161.25

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

Claims Presented	General Ledger Acct No.	August 2024		Total
				4,800.00
Johnson & Company, Ltd. - Audit	54003	4,800.00		4,800.00
Stantec				4,620.43
General Engineering	51001	2,676.25		
Project Reviews	51002	409.50		
Stream and Outfall Monitoring	58011	304.50		
Education Program	57008	384.38		
Miss Riverbank Stabilization Feasibility Study	70602	845.80		
Town Law Center				1,111.21
Legal - General	52001	391.21		
Legal - JPA Update	52001	720.00		
Judie Anderson's Secretarial Service				3,221.32
Administration	53001	2,281.22		
Bookkeeping / Audit Prep	54002	308.25		
Meeting Expense - Previous Mo. Meal	54001	144.31		
Education Programs	57008	40.50		
Engineering Support	53004	447.04		
Total Claims				13,752.96

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 : 347364

Invoice Date : Friday, June 28, 2024

For Professional Services Rendered :

Preparation of report on audited financial statements for the year ended December 31,
2023.

Total Invoice Amount

\$4,800.00



INVOICE

Invoice Number 2263579
Invoice Date July 26, 2024
Purchase Order --
Customer Number 165866
Project Number 227706622

Bill To

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

Please Remit To

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

Project	West Mississippi WMC 2024 Engineering Services		
Project Manager	Shoemaker, Todd E	Contract Upset	89,000.00
Current Invoice Total (USD)	3,390.25	Amount Billed to Date	31,406.22
		For Period Ending	July 22, 2024

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

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	4.25	156.00	663.00
Spector, Diane F	4.75	205.00	973.75
Shoemaker, Todd E	4.50	231.00	1,039.50
Subtotal Professional Services	<u>13.50</u>		<u>2,676.25</u>

Low Task Subtotal **General Engineering** 2,676.25

Top Task Subtotal General Engineering 2,676.25

Top Task 2000 **Stream & Outfall Monitoring**
Low Task 2000 **Stream & Outfall Monitoring**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	1.00	133.00	133.00
Stone, Alicia L (Ali)	0.50	140.00	70.00
Subtotal Professional Services	<u>1.50</u>		<u>203.00</u>

Disbursements

Direct - Testing & Lab Charges 101.50

Subtotal Disbursements 101.50

Low Task Subtotal **Stream & Outfall Monitoring** 304.50

Top Task Subtotal Stream & Outfall Monitoring 304.50

Invoice Number	2263579
Invoice Date	July 26, 2024
Purchase Order	--
Customer Number	165866
Project Number	227706622

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

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Shoemaker, Todd E	0.50	231.00	115.50
Subtotal Professional Services	<u>0.50</u>		<u>115.50</u>

Low Task Subtotal	General Project Reviews	115.50
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Low Task	2024.002	WCA
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kaster, Anthony R (Tony)	1.50	196.00	294.00
Subtotal Professional Services	<u>1.50</u>		<u>294.00</u>

Low Task Subtotal	WCA	294.00
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Top Task Subtotal	Project Reviews/WCA	409.50
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Total Fees & Disbursements	<u>3,390.25</u>
INVOICE TOTAL (USD)	3,390.25

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

Invoice Number	2263580
Invoice Date	July 26, 2024
Purchase Order	--
Customer Number	165842
Project Number	227706654

Direct - Testing & Lab Charges	298.60
Subtotal Disbursements	3,098.54

Low Task Subtotal	Lake Monitoring	10,578.29
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Top Task Subtotal	Lake Monitoring	10,578.29
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Top Task	108	Grant Writing
Low Task	108	Grant Writing

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Kemmitt, Kathrine Lee (Katie)	1.50	156.00	234.00
	Spector, Diane F	5.50	205.00	1,127.50
	Subtotal Professional Services	7.00		1,361.50

Low Task Subtotal	Grant Writing	1,361.50
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Top Task Subtotal	Grant Writing	1,361.50
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Top Task	109	Education & Outreach
Low Task	109	Education & Outreach

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Spector, Diane F	3.75	205.00	768.75
	Subtotal Professional Services	3.75		768.75

SC - 384.37

WM - 384.38

Low Task Subtotal	Education & Outreach	768.75
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Top Task Subtotal	Education & Outreach	768.75
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Top Task	110	Blue Line LRT Review
Low Task	110	Blue Line LRT Review

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Clapp, Lucas W	10.25	140.00	1,435.00
	Doerr, Sylvia M	6.00	140.00	840.00
	Shoemaker, Todd E	6.75	231.00	1,559.25
	Subtotal Professional Services	23.00		3,834.25



INVOICE

Invoice Number 2263205
Invoice Date July 25, 2024
Purchase Order --
Customer Number 165866
Project Number 227706216

Bill To

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

Please Remit To

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

Project	Mississippi Riverbank Stabilization Feasibility Study		
Project Manager	Megow, Erik Robert	Contract Upset	60,000.00
Current Invoice Total (USD)	845.80	Amount Billed to Date For Period Ending	11,674.30 July 22, 2024

Top Task	100	Mississippi Riverbank Stabilization Feasibility Study
Low Task	100.001	Data Collection & Review

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Megow, Erik Robert	3.00	196.00	588.00
Shoemaker, Todd E	0.50	231.00	115.50
Subtotal Professional Services	<u>3.50</u>		<u>703.50</u>

Disbursements

Usage - Vehicle	26.80
Subtotal Disbursements	<u>26.80</u>

Low Task Subtotal	Data Collection & Review	730.30
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Low Task	100.003	30% Preliminary Design of Selected Option
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Matthiesen, Edward Armin (Ed)	0.50	231.00	115.50
Subtotal Professional Services	<u>0.50</u>		<u>115.50</u>

Low Task Subtotal	30% Preliminary Design of Selected Option	115.50
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Top Task Subtotal	Mississippi Riverbank Stabilization Feasibility Study	845.80
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Total Fees & Disbursements	845.80
INVOICE TOTAL (USD)	<u>845.80</u>

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



August 01, 2024

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

Bill Period: 07-01-2024 - 07-31-2024

Fees	1,102.50
Expenses	8.71
Total for this Bill	1,111.21
Previous Balance	0.00
Total Amount to Pay as of 08-01-2024	1,111.21

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

August 01, 2024

Bill Number: 103

Bill Period: 07-01-2024 - 07-31-2024

RE: Multiple Matters

General Matters

JPA Update Project

General Matters

Time Details

Date	Professional	Description	Hours	Rate	Amount
07-11-2024	Troy Gilchrist	Prepare for, travel to, and attend meeting	1.70	225.00	382.50
Total					382.50

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	1.70	225.00	382.50
Total			382.50

Expenses

Date	Professional	Description	Amount
07-11-2024	Troy Gilchrist	Mileage to attend meeting	8.71
Total Expenses			8.71

JPA Update Project

Time Details

Date	Professional	Description	Hours	Rate	Amount
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Date	Professional	Description	Hours	Rate	Amount
		Judie for review			
07-24-2024	Troy Gilchrist	Revise staff memo and resolution per comments received; finalize and send documents and redline to Judie A to distribute to the cities	0.40	225.00	90.00
		Total			720.00

Time Summary

Professional	Hours	Rate	Amount
Troy Gilchrist	3.20	225.00	720.00
Total			720.00

Total for this Bill 1,111.21
Previous Balance 0.00
Total Amount to Pay as of 08-01-2024 1,111.21

Outstanding Balance as of 08-01-2024

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
1,111.21	0.00	0.00	0.00	0.00	0.00	1,111.21



3235 Fernbrook Lane
Plymouth MN 55447

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

August 5, 2024

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
									SC	WM
Administrative		53001	15.84	75.00	1,188.00	9.52	75.00	714.00		
Admin - Offsite		53001		80.00	-		80.00	-		
Administrative	70-30	53001	33.57	75.00	1,762.43		75.00	755.33		
Administrative - Convene	50-50	53001		75.00	-		75.00	-		
Admin - offsite	70-30	53001	3.12	80.00	174.72		80.00	74.88		
Office Support	70-30	53001	27.50	75.00	1,443.75		75.00	618.75		
Data Processing/File Mgmt		53001		75.00	-		75.00	-		
Data Processing/File Mgmt	70-30	53001		75.00	-		75.00	-		
Annual Storage Rental -.14/.11		53001	1.00	54.74	54.74		43.01	-		
Administration Reimbursables		53001	253.38	1.00	253.38	118.26	1.00	118.26	4,877.015	2,281.215
Bookkeeping		54022	9.16	75.00	687.00	2.51	75.00	188.25		
Bookkeeping Subscription		54022	2.00	60.00	120.00	2.00	60.00	120.00		
Audit Prep		54022		75.00	-		75.00	-	807.000	308.250
Meal Expense	70-30	54001	481.04	1.00	336.73		1.00	144.31	336.728	144.312
Project / WCA Reviews - Admin		53002		75.00	-		75.00	-		
Project / WCA Reviews -Reimbursables		53002		1.00	-		1.00	-	0.000	-
Education - Admin	50-50	57008		70.00	-		70.00			
Education - Admin	50-50	57008		75.00	-		75.00	9.38		
Education - Admin - virtual	50-50	57008		80.00	-		80.00			
Website	50-50	57008	1.08	75.00	40.50		75.00	40.50		
Renew website domain, zoom	50-50	57008		1.00	-		1.00			
Education - Reimbursables	50-50	57007		1.00	-		1.00		40.500	40.500
Engineering Support - Admin	70-30	53004		75.00	-		75.00	-		
Engineering Support - virtual		53004		80.00	-		80.00	-		
Engineering Support - Secre	70-30	53004		70.00	-		70.00			
Engineering Support - Admin	70-30	53004	17.18	75.00	901.95		75.00	386.55		
Engineering Support - offsite	70-30	53004	1.90	80.00	106.40		80.00	45.60		
Engineering Support - Reimbursables		53004	34.74	1.00	34.74	14.89	1.00	14.89	1,043.093	447.040
Engineering Support - CIP Admin		53004		75.00	-		75.00	37.50		
Engineering Support - CIP Admin	50-50	53004		75.00	-		75.00	-		
Engineering Support - CIP Reimbursables		53004		1.00	-		1.00	-	0.00	
									7,104.34	3,221.317

To: Shingle Creek/West Mississippi WMO Commissioners/TAC

From: Diane Spector
Katie Kemmitt

Date: August 6, 2024

Subject: Clean Water Fund (CWF) Grant Solicitation

**Recommended
Commission Action**

Review and approve submittal of Clean Water Fund grant applications.

The Board of Water and Soil Resources (BWSR) opened the annual solicitation for Clean Water Fund (CWF) Grants on June 28, 2024. Grant applications are due by August 22. The program is similar to the grant solicitation in past years with a few exceptions, including the availability of *Accelerated Implementation Grants* which aim to build capacity for local governments to accelerate on-the-ground projects that improve or protect water quality and perform above and beyond existing state standards for protecting and restoring water quality. Eligible proposals are pre-project identification, planning, and design tasks such as inventorying pollutant sites, using existing targeting tools to perform Subwatershed assessments, providing technical assistance, or increasing citizen interaction.

This \$9.6 million is funding from the ongoing Legacy Amendment and is one of the primary funding sources for surface water improvements in Minnesota. Up to 20% of that amount may be reserved by BWSR for focus on projects that protect or improve drinking water sources.

Joint Chloride Management Plan

At the July Commission meeting, the Commissions authorized Stantec to proceed with development of a grant proposal for the Clean Water Fund *Accelerated Implementation Grants*. Staff began developing the grant proposal for a joint chloride management plan between Shingle Creek, West Mississippi, and Elm Creek WMOs. The management plan will include data analysis and source assessment, identifying stakeholders and their responsibilities, implementation strategies and goals, and how to assess progress. The current draft of the proposal is attached.

A meeting will be held on August 13th with a volunteer advisory group to help refine the grant proposal further. The meeting with the advisory group will make sure that the grant application includes outcomes that will be most helpful to city staff. Staff will incorporate any desired edits and plan to submit the proposal by the BWSR deadline of August 22.

Mississippi Riverbank Stabilization

The Commissions have previously submitted a CWF Projects and Practices grant for the Mississippi Riverbank Stabilization project in Brooklyn Park. The project has not been awarded in previous submittals, but the City of Brooklyn Park would like to submit the project to CWF again this year.

This grant request for the Mississippi Riverbank Stabilization project is to support Phase I of a multi-year project and will restore approximately 715 linear feet of river shoreline with the most severe erosion, reducing excess sediment to the river by 548 tons and TP by 506 pounds per year. The project scope includes final design, administration, and construction on up to seven non-profit and privately-owned properties, targeting stabilization of both the toe of the slope as well as mid-bank destabilization of groundwater seepages.

Phase I of the project was estimated at \$884,000 in 2022 with \$603,000 requested from BWSR from the CWF and \$281,000 from local sources including the landowners (\$101,000), the city (\$40,000), Hennepin County (\$40,000), and West Mississippi Watershed Management Commission (\$100,000). The project budget may increase for this resubmittal to account for changes in labor and material costs.

The Commission previously authorized the preparation of the application and the West Mississippi contribution of \$100,000. This memo is requesting endorsement of the City of Brooklyn Park to resubmit the application and confirm the \$100,000 watershed contribution for the project if it were awarded.

**Joint Chloride Management Plan
Shingle Creek, West Mississippi, and Elm Creek WMOs
First D R A F T 8-6-24**

Project Abstract (4000 chars)

This project is the development a joint and coordinated Chloride Management Plan for three watersheds covering fourteen cities in northwestern Hennepin County. There are several chloride-impaired or high-risk waters in the three watersheds, and land use varies from dense urban development to agricultural and developing rural areas. All share a concern and need to coordinate actions across a variety of stakeholders working together to achieve common chloride management goals. The outcome of this study will be a plan that clearly sets forth implementation actions by stakeholder and measurable goals and methods for evaluation of success.

The proposed Chloride Management Plan will be a comprehensive, coordinated plan of goals and actions that can be undertaken to make collective progress toward achieving TMDL reductions and other goals. The first step will be a Problem Assessment that will include an evaluation of current surface and groundwater conditions and an updated source assessment, including a geospatial assessment of the amount of non-road impervious surfaces such as parking lots and private streets that are managed by private entities and applicators; an assessment of crop lands receiving chloride-containing fertilizers; an inventory of industrial dischargers; and an inventory of current management practices. The heart of the Plan will include an inventory of the stakeholders and their various roles and responsibilities; the broad suite of implementation activities and which stakeholders agree to be responsible for them; and implementation and load reduction goals for each and a plan to evaluate progress and hold stakeholders accountable. The outcome will be a Roles and Responsibilities matrix with goals actions, timelines, and measures of progress.

Proposed Measurable Outcomes (400 chars)

A plan that clearly sets forth implementation actions by stakeholder and measurable goals and methods for evaluation of success.

(All the following limited to 2000 chars)

1. Does your organization have any active CWF competitive grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.

Shingle Creek: Meadow Lake Management Plan (C21-0949) is wrapping up and will be complete by 12-31-24

Shingle Creek: Palmer Creek Stream Stabilization (C22-0255) is substantially complete and is awaiting final inspection of vegetation establishment. It will be complete by 12-31-24.

West Miss: Miss River Bank Stabilization (C23-4232) feasibility study and 30% design expected to be complete by 12-31-24

Elm Creek: 2021 Metro WBIF (C21-4999) projects are substantially complete by project partners and are awaiting submittal of final reimbursements.

Elm Creek: Priority Assessments (C23-7172) one assessment if final, the other is underway and will be complete by 6-30-25.

Elm Creek SWA Implementation (C23-8533) is currently under contract by Hennepin County, which is coordinating the work on a reimbursement basis.

2. Prioritization - Relationship to Plan (20 points): (A) List the specific local water management plan(s) and describe how it supports this proposal. Reference the document name, section, page number, and organization (if different than applicant). (B) List other relevant documents and describe how these documents support this project. Examples include: Total Maximum Daily Load (TMDL) Implementation Plans, Watershed Restoration and Protection Strategy (WRAPS) document, or Groundwater Restoration and Protection Strategy (GRAPS) document, the Minnesota Nutrient Management Strategy and others. (C) Provide web links to all plans referenced.

- A. SCWM Fourth Generation Plan: P 4.1 Table 4.1 Problems and Issues: "Make progress towards eliminating the chloride impairment." Pp 4.1 and 4.2 'residents in Plymouth and Minneapolis are very concerned about chloride pollution.' P 4.2 Fourth Generation Plan Priority #1: "Continue to work aggressively toward achieving TMDL lake and stream goals." P 4.4 "Goal 1: Protect, maintain, and improve the water quality and ecological integrity of the water and natural resources within the watersheds and the downstream receiving waters." P. 4.6 "Goal 3: Educate and engage all stakeholders in the watersheds on surface water issues and opportunities." "Strategy 3a: Operate a public education and outreach program that meets the NPDES Phase II education requirements for the member cities, with special emphasis on topics such as chloride, bacteria/pet waste, and nutrient management." P 4.10 section 4.3.3 para 1: Chloride E & O is a priority activity. P 4.12 Section 4.3.4 TMDL Implementation "Providing education and outreach to a variety of stakeholders regarding stewardship of water resources and load and volume reduction strategies."
- Elm Creek Third Generation Plan: P.2.2 Rush Creek and Elm Creek chloride impairments are addressed in the WRAPS and the Metro Chloride TMDL. P4.3 Excess chloride identified as a probable stressor in the aquatic life TMDLs. P 4.1 Table 4.1 Problems and Issues, "Numerous impairments on several lakes and primary streams." P 4.7, Goal B4: "Identify high priority areas where the Commission will partner with cities and other agencies to provide technical and financial assistance." P 4.11 Goal F2 "Foster implementation of priority TMDL and other implementation projects by sharing in their cost and proactively seeking grant funds" P 4.17 Strategies to achieve TMDL reduction goals: : Prioritize areas for the completion of subwatershed assessments to systematically identify and prioritize loading and volume management BMPs and other management practices.:
- B. Shingle Creek Chloride TMDL: load reduction and implementation pp 81-87 TMDL and load reduction, <https://www.pca.state.mn.us/sites/default/files/wq-iw8-02e.pdf>
Metro Chloride TMDL: p 32 Elm and Rush Creek TMDLs and loading capacity pp 38-46 general; implementation strategies <https://www.pca.state.mn.us/sites/default/files/wq-iw11-06e.pdf>
Elm Creek WRAPS <https://www.pca.state.mn.us/sites/default/files/wq-ws4-27a.pdf>
Elm Creek TMDL <https://www.pca.state.mn.us/sites/default/files/wq-iw11-04e.pdf>

3. Targeting (20 points): Identify the water resource(s) that will benefit from targeted implementation efforts after these grant activities are completed. How will this project lead to more targeted implementation activities that protect or restore those water resource(s)?

There are multiple chloride-impaired waterbodies in the watersheds, including Shingle, Bass, Elm, and South Fork Rush Creeks. The MPCA has also found Rush and Diamond Creeks, and Ryan and Crystal Lakes are at a High Risk of impairment. Other waters may be impacted, but there is a lack of monitoring data to make that determination.

The three WMOs assume each entire watershed should be managed for chloride regardless of the receiving water. There are many stakeholders that potentially have a role to play in reducing chloride load. However, focus has been almost exclusively on road authorities, with limited and inconsistent emphasis on other stakeholders such as private applicators, building and property managers, individual landowners, agricultural operations, and other sources of chloride.

We will proceed as follows:

1. Define and understand the problem. Evaluate available data on chloride; update the source assessment; and summarize the management actions already being undertaken.
2. Identify the stakeholders and partners in the watershed and define their roles and responsibilities. The Statewide Plan is a starting point for stakeholders to flesh out a roles and responsibilities matrix. Part of this effort will be agreeing upon a method of tracking progress and holding stakeholders accountable.
3. Identify implementation strategies and goals. The problem analysis will suggest areas of focus, including priority geographies, actions, and stakeholders. The Statewide Plan suggests strategies that will be expanded and tailored for local needs. Specific, measurable, achievable goals will be set.
4. Define ongoing monitoring and assessment. The Plan will be a living document that will be reviewed periodically to gauge progress and tweak areas of focus and implementation.

4. Targeting (5 points): Describe the proposed methods to be used to accelerate implementation of projects and practices that will ultimately improve or protect the targeted water resource.

The proposed plan will incorporate analysis of existing data and chloride source assessment. The analysis will combine geospatial, water quality, and community survey data to understand the largest sources of chloride across the watersheds and the highest priority water bodies for chloride management actions. Land use, road density, amount of non-road impervious pavement, information on cropped areas that receive fertilizer and winter chloride use across different land uses will be used to assess sources. Community survey responses will also be incorporated to understand the management practices across the watersheds. A small working group of Commission and Technical Advisory Committee members from each watershed has already been identified to help guide the development of the plan. The working group will meet sporadically throughout development of the plan to provide feedback on data analysis, priority waterbodies, roles and responsibilities, measurable goals, and assessing success. The group will help draft a matrix of stakeholder roles and responsibilities, which will be key in plan implementation and will guide the watersheds in chloride management moving forward. A table of implementation strategies and goals will be developed with the group that clearly outlines a priority waterbody, an implementation strategy, the responsible party, and target timeline and budget.

This plan will rely heavily on engagement from watershed managers (i.e., City staff, Commission members) and the broader community (businesses, residents, etc.). Members from the County and state will be given the opportunity to provide input during plan development.

The proposed project will help LGUs target salt reduction implementation by achieving the four goals of the plan described in the last question.

5. Project Impact (25 points): *A) Describe the proposed outcomes of this grant application. Describe how this grant will make implementation efforts more effective or efficient. Describe how the outputs will be either incorporated into the next water management or comprehensive plan amendment/revision or otherwise be incorporated into routine activities resulting in increased water quality protection or accelerated water quality restoration. B) Describe the benefits this proposal will provide from a local and/or state perspective. C) If applicable, describe how funds used for proposed staffing will be supported long-term.*

A) The proposed outcomes of this grant are i) identified priority areas and audiences for chloride management/reduction, ii) clear, defines roles and responsibilities for watershed stakeholders, and iii) measurable goals. The measurable goals will be incorporated into the Watersheds' next generation management plans to track progress.

B) This plan will be informed and guided by the existing state-wide plan but will provide more detailed guidance on the roles and responsibilities of local staff. A coordinated effort across West Metro Watershed organizations will ensure consistent, organized messaging and implementation of chloride reduction priorities. The plan, which will span a wide range of land uses and stakeholders, can be used by other Minnesota watershed organizations to guide development of their own chloride management plan. To our knowledge, no other Minnesota watershed organizations have developed a chloride management plan, so this joint plan is an opportunity to lead watershed-level chloride management in the state.

C) NA

6. Project Rationale (20 points): *Why are these the most important and needed activities to implement at this time? Discuss alternatives considered and why those were not selected. How does this proposal complement other watershed work that you and your partners are conducting?*

The watersheds need a clear, specific guidance document with discrete goals and strategies in order to further effective chloride management across a variety of stakeholders. The Commissions have included chloride as a top priority in their management plans, but have struggled to identify exactly how to implement management strategies.

Elm Creek, Shingle Creek, and West Mississippi WMOs participated in the Hennepin County Chloride Initiative (HCCI), which was a Watershed-Based Implementation Funding (WBIF, FY22-23) project. HCCI members developed a toolbox of templates and educational resources for LGU staff to use to contact their community members and educate them on chloride pollution. The toolbox is targeted for conversations with residents, businesses, and property managers. Shingle Creek and West Mississippi WMOs are developing a WBIF (FY24-25) work plan for continuing the work started during the HCCI working group. The work plan will include new outreach and educational resources for the West Metro Watershed Alliance group; new, more efficient winter chloride equipment for member cities; and other implementation efforts.

Despite this existing work, it has been difficult to implement chloride reduction strategies in the watersheds in an organized and impactful way. Some stakeholder groups such as agricultural operators and rural property owners have not been addressed in any meaningful way.

7. Timeline (5 points): Provide an anticipated timeline for completion of the proposed activities. Include steps taken or expected to ensure that the proposed activities can begin soon after the grant award and important project milestones.

Plan development can begin immediately after grant execution. Staff have already begun to think about source assessment methods and how to gather stakeholder input. The project teams plans to use the WMOs' regular monthly meetings, as well as a small working group of Commission and Technical Advisory Committee members for feedback on elements of the plan throughout the process. The plan is expected to be developed over 9-12 months.

8. Draft budget

Task	Description	Estimated Budget
Task 1	Data Analysis/Source Assessment	
Task 2	Stakeholder Engagement	
Task 3	Plan Writing	

PROFESSIONAL SERVICES AGREEMENT FOR EDUCATIONAL SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT FOR EDUCATIONAL SERVICES (“**Agreement**”) is made and entered into by and between the Shingle Creek Watershed Management Commission (“**Commission**”), a Minnesota joint powers organization, and Joanna Sorenson (“**Contractor**”). The Commission and the Contractor may hereinafter be referred to individually as a “party” or collectively as the “parties.” In consideration of the mutual promises and agreements contained herein, the parties hereby agree as follows:

1. **Services.** The Contractor agrees to perform educational services for the Commission (collectively, the “**Services**”) in accordance with the terms and conditions of this Agreement. The Services primarily consist of the Contractor using a PowerPoint presentation and guiding the lab experiments to teach one-hour Watershed PREP classes on water science to 4th and/or 5th grade students in area schools, based on state science curriculum standards. The Services include contacting schools/teachers to schedule classes, update the PowerPoint presentation with school-specific maps, transporting lab equipment materials to schools and storage of materials (plastic trays, sponges, squirt bottles, etc.), attending West Metro Water Alliance (“**WMWA**”) meetings to provide updates and share feedback, and attending other educational events as directed by the WMWA members. WMWA may also direct the Contractor to provide research services for other education and outreach programs and attend Commission meetings to provide updates on the Watershed PREP program.
2. **Compensation.** The Commission agrees to compensate the Contractor at a rate of \$45 per hour for providing the Services under this Agreement. Time shall be kept in no greater than 15-minute increments and the Contractor shall submit itemized invoices for the Services provided no more than monthly. The Commission will process and pay the invoices in accordance with its usual claims review and approval process. The total compensation and expenses paid under this Agreement to the Contractor shall not exceed \$15,000 in 2024 and \$20,000 in 2025.
3. **Expense Reimbursement.** The Commission agrees to reimburse the Contractor for expenses reasonably incurred in providing the Services on a monthly basis. Contractor shall submit a detailed invoice for the Services so it is received by no later than the 5th of each month to be approved for payment in the same month. An invoice received after that date shall be submitted at the meeting in the following month for approval and payment. Reimbursable expenses are limited to mileage, materials, and supplies used to provide the Services. Requests for expense reimbursement shall be included with the Contractor’s invoice and be supported by receipts or other documentation acceptable to the Commission.
4. **Term and Termination.** This Agreement shall be in effect as of the date indicated below and shall continue to December 31, 2025, unless terminated earlier as provided herein. Either party may terminate this Agreement at any time for any reason by providing the other party at least 10 days written notice of termination. The Contractor shall be entitled to payment for Services actually completed prior to the effective date of the termination.

5. **Substitution and Assignment.** The Services under this Agreement shall be provided by the Contractor herself and no substitutions are allowed unless agreed to in writing by the Commission. Neither party may assign this Agreement without the prior written consent of the other party.
6. **Amendments.** This Agreement constitutes the entire agreement between the parties and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.
7. **Independent Contractor.** The Contractor (including the Contractor's employees, if any) is not an employee of the Commission. The Contractor shall act as independent contractor and shall acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Commission. The Contractor shall not be considered an employee of the Commission for any purpose including, but not limited to: income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits. The Contractor will not be provided with a place of business and will retain control over the manner and means of the Services provided as an independent contractor. The Contractor will provide, at the Contractor's expense, necessary office space, transportation, computer capability, and other materials and supplies necessary to provide the Services.
8. **Data Practices and Records.** All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing Services under this Agreement shall be the exclusive property of the Commission. All such records shall be maintained with the records of the Commission and in accordance with the instructions of the Commission. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality.
9. **Indemnification.** The Contractor will defend, hold harmless, and indemnify the Commission, its officers, employees, and agents, against any and all claims, costs, losses, expenses, demands, actions or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation, that may arise out of the Contractor's performance of Services under this Agreement.
10. **Compliance with Laws.** The Contractor shall comply with all applicable federal, state and local laws, regulations or ordinances in performance of the Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices.
11. **Audit.** The Contractor agrees that the Commission, the State Auditor, the State Legislative Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.
12. **Applicable Law.** The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under

