



Real People. Real Solutions.

3300 Fernbrook Lane North  
Suite 300  
Plymouth, MN 55447

Phone: (763) 544-7129  
Bolton-Menk.com

July 2, 2025

Derek Asche  
City of Maple Grove  
Water Resources Engineer  
12800 Arbor Lakes Parkway N  
Maple Grove, MN 55369

Ben Scharenbroich  
City of Plymouth  
Water Resources Supervisor  
3400 Plymouth Blvd  
Plymouth, MN 55447

RE: Develop Basic Steps for Integrating Low Salt Design into Concept Phase (Schematic Design) of Plan Review

Dear Derek and Ben,

Thank you for meeting with me and sharing your desire to have an easy way to review concept plans through the eyes of Low Salt Design. This will be the first time that we have explored working with communities to make Low Salt Design more approachable in the concept phase review. We all agree that if we are able to integrate winter into the early stage of design, it gives communities the best opportunity to improve safety and drive down salt use.

I look forward to working with you.

Sincerely,  
**Bolton & Menk, Inc.**

**Connie Fortin**  
Bolton & Menk, Inc.  
Low Salt Strategist  
612-220-5999  
connie.fortin@bolton-menk.com

# SCOPE OF SERVICES

Bolton and Menk wish to equip communities with better tools to integrate Low Salt Design into their processes and suggest the following tasks:

## **Task 1 – Create a small team of plan review experts and Low Salt Design experts**

**Cost: \$1,500**

- This team will work together to improve understanding of Low Salt Design for the plan review experts and to improve the understanding of plan review for the Low Salt Design experts
  - This will be the baseline of understanding needed to develop a plan review checklist and/or process so that winter can be integrated into the concept phase
  - The team is likely Derek Asche, Ben Scharenbroich, and Connie Fortin but will be expanded as recommended by the watershed and or the cities.

## **Task 2 – Meet with team to explore Low Salt Design plan review struggles & improvements**

**Cost: \$5,000**

- To better understand where the reviewers are struggling to integrate Low Salt Design into the project
- To work together to see which of the concepts are most important for the City as a starting point in integrating Low Salt Design into their review cycle
- To explore if a process flow chart and/or a checklist would be helpful for plan reviewers
- Team to test and provide feedback so that the draft products developed can be refined (1 review cycle)

## **Task 3 – Develop a checklist and/or process flow chart**

Based on input from team:

- Develop a simple checklist for city plan reviewers looking at concept plans so they can consistently remember to consider winter
- Develop a simple process flow chart for city plan reviewers looking at concept plans so they can consistently remember to consider winter
- Develop other simple tools instead of checklist or process flow if the team sees different review aid(s) as more useable.

**Cost \$15,000**

## **Task 4 – Develop a resource list**

**Cost \$2,000**

- For City staff wanting more information on Low Salt Design beyond the basics, develop a resource list that provides more avenues to study and learn about Low Salt Design

## **Task 5 – Project Management**

**Cost \$1,500**

- Oversee financial reporting and project progress.

*Any training materials, processes, and other deliverables (including electronic and digital versions of any documents) prepared or furnished by Bolton & Menk pursuant to this Agreement are instruments of service in respect to the Project and Bolton & Menk shall retain an ownership interest therein.*

<b>Draft Scope of Services</b>
\$25,000

## Shingle Creek Watershed Management Commission Treasurer's Report

	2025 Budget	July	August	%age YTD	2025 YTD
<b>REVENUE</b>					
Application Fees	15,000	7,400.00		78.00	11,700.00
Member Assessments	372,000			100.00	372,000.00
Interest and Dividends	20,000	15,690.47		522.42	104,484.18
Miscellaneous Income					-
<b>TOTAL OPERATING REVENUE</b>	<b>407,000</b>	<b>23,090.47</b>	<b>-</b>		<b>488,184.18</b>
<b>EXPENSE</b>					
<b>ADMINISTRATION</b>					
Administrative Services	70,000	5,547.53	5,549.80	61.16	42,814.87
Engineering Support	15,000	261.80	761.74	47.22	7,082.89
Project Reviews	1,200	47.50	255.53	59.86	718.37
<b>ENGINEERING</b>					
General Engineering	87,000	6,501.11	6,158.47	60.69	52,798.58
Grant Application Writing	12,000	2,167.00	1,375.75	56.68	6,801.50
Project Reviews/WCA	37,500	913.75	5,463.00	44.11	16,542.75
Blue Line Extension		1,810.25	3,036.50		4,919.75
TMDL 5 Year Reviews	5,000		876.00	62.37	3,118.25
LEGAL - Legal Services	6,500	598.00	480.50	45.80	2,977.00
JPA Update					94.00
<b>MISCELLANEOUS</b>					
Bookkeeping	10,500	4,238.62	487.50	94.50	9,922.90
Audit	7,500		6,500.00	86.67	6,500.00
Insurance & Bonding	3,400			96.68	3,287.00
Meeting Expense	6,500	220.01	249.10	74.65	4,852.51
<b>PROGRAMS</b>					
Stream Monitoring	36,000	3,418.38	6,323.81	78.18	28,144.70
Stream Monitoring (USGS)	4,200		3,800.00	90.48	3,800.00
Lake Monitoring	28,000	7,319.85	3,615.05	63.46	17,768.90
Citizen Assisted Lake Monitoring (CAMP)	6,500		593.25	40.98	2,664.00
Annual Monitoring Report	18,100	867.68	0.13	75.05	13,583.40
<b>Water Quality Education</b>					
Education Program	24,000	475.75	707.38	15.35	3,682.94
WMWA (SC Share)	17,000			-	-
Management Plan/Amendments	500			-	-
Subwatershed BMP Assessment	0			-	-
Contribution to 5th Generation Plan	10,000			-	-
To/From Reserves	600			-	-
<b>TOTAL OPERATING EXPENSE</b>	<b>407,000</b>	<b>34,387.23</b>	<b>46,233.51</b>	57.02	<b>232,074.31</b>
<b>OPERATING SURPLUS OR (DEFICIT)</b>					<b>256,109.87</b>

## Shingle Creek Watershed Management Commission Treasurer's Report

	2025 Budget	July	August	%age YTD	2025 YTD
<b>GRANTS AND CAPITAL PROJECTS</b>					
<b>REVENUE</b>					
Transfer to (from) Grants					149,708.00
Transfer to (from) CIPs		670,587.84			670,587.84
Transfer to (from) Closed Projects Account					-
<b>TOTAL GRANT &amp; CIP REVENUE</b>		<b>670,587.84</b>	<b>-</b>		<b>820,295.84</b>
<b>EXPENSE</b>					
					-
					-
					-
					-
Transfer to (from) Grants		3,502.05	2,319.00		338,949.57
Transfer to (from) CIPs		2,094.95	626.50		88,951.44
Transfer to (from) City Cost Share Fund					-
Transfer to (from) Partnership BMP Cost Share Fund					-
Transfer to (from) Closed Projects Account		18,567.27	35,671.75		78,873.27
<b>TOTAL GRANT &amp; CIP EXPENSE</b>		<b>24,164.27</b>	<b>38,617.25</b>		<b>506,774.28</b>
<b>WMWA</b>					
<b>REVENUE</b>					
WMWA Education - Partners					45,000.00
<b>EXPENSE</b>					
WMWA General Admin - Tech		821.62	1,527.28		9,345.50
WMWA Implementation					-
WMWA Educators			1,202.22		13,518.98
<b>TOTAL WMWA EXPENSE</b>		<b>821.62</b>	<b>2,729.50</b>		<b>22,864.48</b>
<b>CASH SUMMARY</b>					
<b>4M Fund Balance at 12/31/24</b>					<b>3,991,208.16</b>
<b>Plus Revenue Received to date</b>					<b>1,357,637.56</b>
<b>Minus Claims Approved to Date</b>					<b>(1,028,878.05)</b>
<b>Minus Claims Presented Current Month</b>					<b>87,580.26</b>
<b>4M Fund Balance</b>		<b>4,495,128.19</b>			<b>4,407,547.93</b>

## Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No		August 2025		Total
Johnson & Company, Ltd. - Audit	54003		6,500.00		<b>6,500.00</b>
US Geological Survey - Stream Monitoring	56004		3,800.00		<b>3,800.00</b>
Joanna Sorenson - WMWA Educator					<b>1,202.22</b>
WMWA Ed Services	57011		1,042.20		
WMWA Ed Reimbursement	57012		160.02		
WMWA Special Projects	57010				-
Stantec					<b>67,768.21</b>
General Engineering	51001		6,158.47		
Grant Writing	51005		1,375.75		
Project Reviews	51002		5,463.00		
Blue Line Extension	51009		3,036.50		
TMDL 5-Year Reviews	56011		876.00		
Stream Monitoring	56004		6,323.81		
Lake Monitoring	56010		3,615.05		
CAMP	56002		593.25		
Education	57008		675.00		
Education - WMWA	57009		1,034.00		
Annual Water Monitoring Report	58002		0.13		
Crystal Lake Management Plan Grant	70732		448.25		
Eagle and Pike Lakes Internal Load	58035		3,765.05		
Joint Chloride Mgmt Plan (BWSR AIG)	70744		1,870.75		
Twin Lakes CLP Mgmt (25 Prop Maint Fund)	70844				
Ryan Creek Carp Barrier Maint (25 Prop M	70844		626.50		
Twin Lakes SWA	58023		15,602.20		
Bass Creek Feasibility Study	58028		16,304.50		
Town Law Center					<b>480.50</b>
Legal - General	52001		480.50		
Legal - JPA Update	52001				
Judie Anderson's Secretarial Service					<b>493.28</b>
WMWA General Expense	57009		493.28		
Judie Anderson's Secretarial Service					<b>7,336.05</b>
Administration	53001		5,549.80		
Project Review Support	53002		255.53		
Bookkeeping / Audit Prep	54002		487.50		
Meeting Expense	54001		249.10		
Education Programs	57008		32.38		
Engineering Support	53004		761.74		
Engineering Support - CIP General	53004				
<b>Total Claims</b>					<b>87,580.26</b>

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 : 349684

Invoice Date : Monday, July 7, 2025

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For Professional Services Rendered :

Analyze and adjust the books and records for the year ended December 31, 2024.

Preparation of report on audited financial statements for the year ended December 31, 2024.

Total Invoice Amount

\$6,500.00

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

Bill #: 90116097  
Customer: 6000001443  
Date: 07/10/2025  
Due Date: 09/08/2025

Make Remittance Payable To: U.S. Geological Survey  
Billing Contact: Angie Hughes, amhughes@usgs.gov Phone: 651-280-5735

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	
07/10/2025	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
<b>Amount Due this Bill:</b>					<b>3,800.00</b>

Accounting Classification:  
Sales Order: 141913  
Sales Office: GENK  
Customer: 6000001443  
Accounting #: 11607148

TIN: \*\*\*\*\*0004

**INVOICE FROM**

Joanna Sorenson  
4560 Glacier Lane N  
Plymouth, MN 55446

**INVOICE TO**

West Metro Water Alliance  
3235 Fernbrook Lane  
Plymouth, MN 55447

**Invoice Date:** 6/30/2025

**Log of Services**

Date	Description	Hours	Extended (\$45/hr)	Mileage	Extended (0.70/mi)	Supplies/ Fees
6/10/2025	WMWA Meeting	1.16	52.20			
<b>Total - WMWA Meetings</b>			<b>\$ 52.20</b>		<b>\$ -</b>	<b>\$ -</b>
6/9/2025	Drive to South Washington Watershed	1.50	67.50	72.00	50.40	
6/12/2025	Minnehaha Watershed	0.75	33.75	16.00	11.20	
6/17/2025	Minnehaha Watershed	0.75	33.75	16.00	11.20	
6/29/2025	Research on Lessons	1.00	45.00			
<b>Total - Program Development/Communication</b>			<b>\$ 180.00</b>		<b>\$ 72.80</b>	<b>\$ -</b>
6/14/2025	Father Hennepin Days	5.50	247.50	28.60	20.02	
<b>Total - Classroom/Community Events</b>			<b>\$ 247.50</b>		<b>\$ 20.02</b>	<b>\$ -</b>
<b>Total:</b>		10.66	<b>\$ 479.70</b>	132.60	<b>\$ 92.82</b>	<b>\$ -</b>

**Invoice Total \$ 572.52**

FOR OFFICE USE ONLY

479.70	57011	WMWA Ed Regular Services
92.82	57012	WMWA Ed Reimbursed Expense
-	57010	Special Projects
<b>572.52</b>	<b>TOTAL</b>	

**INVOICE FROM**

Joanna Sorenson  
4560 Glacier Lane N  
Plymouth, MN 55446

**INVOICE TO**

West Metro Water Alliance  
3235 Fernbrook Lane  
Plymouth, MN 55447

**Invoice Date:** 7/31/2025

**Log of Services**

Date	Description	Hours	Extended (\$45/hr)	Mileage	Extended (0.70/mi)	Supplies/ Fees
7/9/2025	WMWA Meeting	1.50	67.50		-	-
<b>Total - WMWA Meetings</b>			<b>\$ 67.50</b>		<b>\$ -</b>	<b>\$ -</b>
7/8/2025	Lesson research and presentation	1.00	45.00		-	-
7/17/2025	Meeting with Hennepin Resources	0.75	33.75		-	-
7/17/2025	Trip to Minnehaha Creek pickup	0.75	33.75	16.00	11.20	-
7/23/2025	Trip to Minnehaha Creek dropoff	0.75	33.75	16.00	11.20	-
7/28/2025	Training		-	48.40	33.88	-
7/29/2025	Lesson Development	2.00	90.00		-	-
<b>Total - Program Development/Communication</b>			<b>\$ 236.25</b>		<b>\$ 56.28</b>	<b>\$ -</b>
7/19/2025	Maple Grove Days	5.75	258.75	15.60	10.92	-
<b>Total - Classroom/Community Events</b>			<b>\$ 258.75</b>		<b>\$ 10.92</b>	<b>\$ -</b>
<b>Total:</b>		<b>12.50</b>	<b>\$ 562.50</b>	<b>96.00</b>	<b>\$ 67.20</b>	<b>\$ -</b>

**Invoice Total \$ 629.70**

FOR OFFICE USE ONLY

562.50	57011	WMWA Ed Regular Services
67.20	57012	WMWA Ed Reimbursed Expense
-	57010	Special Projects
629.70	<b>TOTAL</b>	



<b>Invoice Number</b>	2430529
<b>Invoice Date</b>	July 28, 2025
<b>Purchase Order</b>	227707772
<b>Customer Number</b>	165842
<b>Project Number</b>	227707772

**Bill To**

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

**EFT/ACH Remit To (Preferred)**

Stantec Consulting Services Inc. (SCSI)  
 Bank of America  
 ABA No. : 111000012  
 Account No: 3752096026  
 Email Remittance: eft@stantec.com

**Alternative Remit To**

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

**Project 2025 Engineering Services- Shingle Creek**

Project Manager	Shoemaker, Todd E	Contract Upset	282,025.58
Current Invoice Total (USD)	29,825.96	Amount Billed to Date For Period Ending	148,901.94 <b>July 18, 2025</b>

<b>Top Task</b>	<b>101</b>	<b>General Engineering</b>
<b>Low Task</b>	<b>101</b>	<b>General Engineering</b>

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	12.50	146.00	1,825.00
Kemmitt, Kathrine Lee (Katie)	3.25	163.00	529.75
Megow, Erik Robert	1.00	189.00	189.00
Spector, Diane F	1.75	200.00	350.00
Matthiesen, Edward Armin (Ed)	0.25	221.00	55.25
Shoemaker, Todd E	14.00	221.00	3,094.00
<b>Subtotal Professional Services</b>	<u>32.75</u>		<u>6,043.00</u>

**Disbursements**

Direct - Printing	3.47
Direct - Vehicle (mileage)	112.00
<b>Subtotal Disbursements</b>	<u>115.47</u>

Low Task Subtotal	<b>General Engineering</b>	6,158.47
Top Task Subtotal	General Engineering	6,158.47

<b>Top Task</b>	<b>102</b>	<b>Grant Application Writing</b>
<b>Low Task</b>	<b>102</b>	<b>Grant Application Writing</b>

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	2.50	163.00	407.50
Spector, Diane F	1.25	200.00	250.00
Matthiesen, Edward Armin (Ed)	3.25	221.00	718.25
<b>Subtotal Professional Services</b>	<u>7.00</u>		<u>1,375.75</u>

Invoice Number	2430529
Invoice Date	July 28, 2025
Purchase Order	227707772
Customer Number	165842
Project Number	227707772

Low Task Subtotal	<b>Grant Application Writing</b>	1,375.75
Top Task Subtotal	Grant Application Writing	1,375.75

<b>Top Task</b>	<b>103A</b>	<b>Project Reviews/WCA</b>
<b>Low Task</b>	<b>103A.01</b>	<b>WCA</b>

**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Kaster, Anthony R (Tony)	6.00	189.00	1,134.00
	<b>Subtotal Professional Services</b>	<u>6.00</u>		<u>1,134.00</u>

Low Task Subtotal	<b>WCA</b>	1,134.00
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<b>Low Task</b>	<b>103A.02</b>	<b>General Project Review</b>
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**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Shoemaker, Todd E	1.00	221.00	221.00
	<b>Subtotal Professional Services</b>	<u>1.00</u>		<u>221.00</u>

Low Task Subtotal	<b>General Project Review</b>	221.00
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<b>Low Task</b>	<b>2025.04</b>	<b>The Warren Apartments</b>
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**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Trosper, Sophie A	6.00	139.00	834.00
	Shoemaker, Todd E	6.75	221.00	1,491.75
	<b>Subtotal Professional Services</b>	<u>12.75</u>		<u>2,325.75</u>

Low Task Subtotal	<b>The Warren Apartments</b>	2,325.75
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<b>Low Task</b>	<b>2025.05</b>	<b>Lotus Pointe</b>
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**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Trosper, Sophie A	0.50	139.00	69.50
	Shoemaker, Todd E	6.75	221.00	1,491.75
	<b>Subtotal Professional Services</b>	<u>7.25</u>		<u>1,561.25</u>

**Invoice Number** 2430529  
**Invoice Date** July 28, 2025  
**Purchase Order** 227707772  
**Customer Number** 165842  
**Project Number** 227707772

Low Task Subtotal **Lotus Pointe** 1,561.25

**Low Task** 2025.06 **Crystal Airport MIC**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Shoemaker, Todd E	1.00	221.00	221.00
<b>Subtotal Professional Services</b>	1.00		221.00

Low Task Subtotal **Crystal Airport MIC** 221.00

Top Task Subtotal **Project Reviews/WCA** 5,463.00

**Top Task** 104 **Blue Line Extension**

**Low Task** 104 **Blue Line Extension**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Doerr, Sylvia M	15.50	146.00	2,263.00
Shoemaker, Todd E	3.50	221.00	773.50
<b>Subtotal Professional Services</b>	19.00		3,036.50

Low Task Subtotal **Blue Line Extension** 3,036.50

Top Task Subtotal **Blue Line Extension** 3,036.50

**Top Task** 105 **TMDL 5 Year Reviews**

**Low Task** 105 **TMDL 5 Year Reviews**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	2.00	163.00	326.00
Spector, Diane F	2.75	200.00	550.00
<b>Subtotal Professional Services</b>	4.75		876.00

Low Task Subtotal **TMDL 5 Year Reviews** 876.00

Top Task Subtotal **TMDL 5 Year Reviews** 876.00

**Top Task** 106 **Stream Monitoring**

**Low Task** 106 **Stream Monitoring**

Professional Services

**Invoice Number** 2430529  
**Invoice Date** July 28, 2025  
**Purchase Order** 227707772  
**Customer Number** 165842  
**Project Number** 227707772

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	15.00	139.00	2,085.00
Trosper, Sophie A	3.75	139.00	521.25
Neumiller, Grace Catherine	13.75	146.00	2,007.50
Kemmitt, Kathrine Lee (Katie)	0.25	163.00	40.75
<b>Subtotal Professional Services</b>	<b>32.75</b>		<b>4,654.50</b>

Disbursements	Amount
Direct - Printing	0.13
Direct - Field Supplies	64.58
Direct - Other Direct Expenses	1,604.60
<b>Subtotal Disbursements</b>	<b>1,669.31</b>

Low Task Subtotal	<b>Stream Monitoring</b>	6,323.81
Top Task Subtotal	Stream Monitoring	6,323.81

**Top Task 107 Lake Monitoring**  
**Low Task 107 Lake Monitoring**  
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	4.75	139.00	660.25
Neumiller, Grace Catherine	7.50	146.00	1,095.00
Kemmitt, Kathrine Lee (Katie)	1.00	163.00	163.00
<b>Subtotal Professional Services</b>	<b>13.25</b>		<b>1,918.25</b>

Usages/Units	Amount
Usage - Equipment Charges	
Boat and Motor   crew: Katie	165.00
Jul 7, 2025 1.00 @ \$165.00 per Day	
Boat and Motor   crew: Lucas Clapp	165.00
Jun 5, 2025 1.00 @ \$165.00 per Day	
GPS Unit   crew: Lucas Clapp	150.00
Jun 5, 2025 1.00 @ \$150.00 per Day	
Meter - GW Parameter Multimeter (Horiba/YSI/Aquatroll)   crew: Katie	200.00
Jul 7, 2025 1.00 @ \$200.00 per Day	
Sampler - Water (e.g., Van Dorn)   crew: Katie	70.00
Jul 7, 2025 1.00 @ \$70.00 per Day	
Sonar - Depth/Mapping (e.g., Lowrance/Biobase)   crew: Lucas Clapp	500.00
Jun 5, 2025 1.00 @ \$500.00 per Day	
Usage - Vehicle	

<b>Invoice Number</b>	2430529
<b>Invoice Date</b>	July 28, 2025
<b>Purchase Order</b>	227707772
<b>Customer Number</b>	165842
<b>Project Number</b>	227707772

Katie Hembre U3125	11.20
Jun 18, 2025 16.00 @ \$.70 per Miles	

<b>Usages/Units Subtotal</b>	<u>1,261.20</u>
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**Disbursements**

Direct - Other Direct Expenses	435.60
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<b>Subtotal Disbursements</b>	<u>435.60</u>
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Low Task Subtotal	<b>Lake Monitoring</b>	3,615.05
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Top Task Subtotal	Lake Monitoring	<u>3,615.05</u>
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<b>Top Task</b>	<b>108</b>	<b>CAMP</b>
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<b>Low Task</b>	<b>108</b>	<b>CAMP</b>
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	0.75	139.00	104.25
Kemmitt, Kathrine Lee (Katie)	3.00	163.00	489.00
<b>Subtotal Professional Services</b>	<u>3.75</u>		<u>593.25</u>

Low Task Subtotal	<b>CAMP</b>	593.25
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Top Task Subtotal	CAMP	<u>593.25</u>
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<b>Top Task</b>	<b>109</b>	<b>Annual Monitoring Report</b>
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<b>Low Task</b>	<b>109</b>	<b>Annual Monitoring Report</b>
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**Disbursements**

Direct - Printing	0.13
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<b>Subtotal Disbursements</b>	<u>0.13</u>
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Low Task Subtotal	<b>Annual Monitoring Report</b>	0.13
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Top Task Subtotal	Annual Monitoring Report	<u>0.13</u>
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<b>Top Task</b>	<b>110A</b>	<b>Education Program</b>
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<b>Low Task</b>	<b>110A.01</b>	<b>WMA</b>
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	4.00	146.00	584.00
Spector, Diane F	2.25	200.00	450.00
<b>Subtotal Professional Services</b>	<u>6.25</u>		<u>1,034.00</u>

<b>Invoice Number</b>	2430529
<b>Invoice Date</b>	July 28, 2025
<b>Purchase Order</b>	227707772
<b>Customer Number</b>	165842
<b>Project Number</b>	227707772

Low Task Subtotal	<b>WMWA</b>		1,034.00
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<b>Low Task</b>	<b>110A.02</b>	<b>General Education</b>
<b>Professional Services</b>		

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	6.75	200.00	1,350.00
<b>Subtotal Professional Services</b>	6.75		1,350.00

SC - 675  
WM - 675

Low Task Subtotal	<b>General Education</b>	1,350.00
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Top Task Subtotal	Education Program	2,384.00
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<b>Total Fees &amp; Disbursements</b>	29,825.96
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<b>INVOICE TOTAL (USD)</b>	<b>29,825.96</b>
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**Net Due in 30 Days or in accordance with terms of the contract**

**Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager**



**INVOICE**

<b>Invoice Number</b>	2428433
<b>Invoice Date</b>	July 24, 2025
<b>Purchase Order</b>	--
<b>Customer Number</b>	165842
<b>Project Number</b>	227706845

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

**EFT/ACH Remit To (Preferred)**  
 Stantec Consulting Services Inc. (SCSI)  
 Bank of America  
 ABA No. : 111000012  
 Account No: 3752096026  
 Email Remittance: eft@stantec.com

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

<b>Project</b>	<b>Eagle and Pike Lakes Internal Load</b>			
	Project Manager	Kemmitt, Katie	Contract Upset	123,304.00
	Current Invoice Total (USD)	3,765.05	Amount Billed to Date For Period Ending	52,034.56 <b>July 18, 2025</b>

<b>Top Task</b>	<b>200</b>	<b>Phosphorus Monitoring</b>		
<b><u>Professional Services</u></b>				
<b>Category/Employee</b>			<b>Current Hours</b>	<b>Rate</b>
				<b>Current Amount</b>
		Hembre, Kaitlyn Marie Elizabeth (Katie)	3.00	139.00
		Clapp, Lucas W	4.00	146.00
		Neumiller, Grace Catherine	4.25	146.00
		Kemmitt, Kathrine Lee (Katie)	2.25	163.00
		<b>Subtotal Professional Services</b>	<u>13.50</u>	<u>1,988.25</u>

<b>Usages/Units</b>				
		Usage - Vehicle Katie Hembre U3125 Jun 18, 2025 16.00 @ \$.70 per Miles		11.20
		<b>Usages/Units Subtotal</b>		<u>11.20</u>

<b>Disbursements</b>				
		Direct - Other Direct Expenses		300.60
		<b>Subtotal Disbursements</b>		<u>300.60</u>

Top Task Subtotal	Phosphorus Monitoring	2,300.05
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<b>Top Task</b>	<b>300</b>	<b>SAV Surveys - 2 years</b>		
<b>Usages/Units</b>				
		Usage - Equipment Charges Boat and Motor   crew: Lucas Clapp Jun 9, 2025 1.00 @ \$165.00 per Day		165.00
		GPS Unit   crew: Lucas Clapp Jun 6, 2025 1.00 @ \$150.00 per Day		150.00
		GPS Unit   crew: Lucas Clapp		150.00



INVOICE

**Invoice Number** 2428433  
**Invoice Date** July 24, 2025  
**Purchase Order** --  
**Customer Number** 165842  
**Project Number** 227706845

Jun 9, 2025 1.00 @ \$150.00 per Day  
Sonar - Depth/Mapping (e.g., Lowrance/Biobase) | 500.00  
crew: Lucas Clapp  
Jun 6, 2025 1.00 @ \$500.00 per Day  
Sonar - Depth/Mapping (e.g., Lowrance/Biobase) | 500.00  
crew: Lucas Clapp  
Jun 9, 2025 1.00 @ \$500.00 per Day

**Usages/Units Subtotal** 1,465.00

Top Task Subtotal SAV Surveys - 2 years 1,465.00

**Total Fees & Disbursements** 3,765.05

**INVOICE TOTAL (USD)** **3,765.05**

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

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INVOICE

**Invoice Number** 2428430  
**Invoice Date** July 24, 2025  
**Purchase Order** 227707837  
**Customer Number** 165842  
**Project Number** 227707837

**Bill To**

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

**EFT/ACH Remit To (Preferred)**

Stantec Consulting Services Inc. (SCSI)  
 Bank of America  
 ABA No. : 111000012  
 Account No: 3752096026  
 Email Remittance: eft@stantec.com

**Alternative Remit To**

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

**Project 2025 Proposed Maintenance Fund Activities**

Project Manager	Kemmitt, Katie	Contract Upset	9,933.00
Current Invoice Total (USD)	626.50	Amount Billed to Date For Period Ending	3,764.45 <b>July 18, 2025</b>

**Top Task 200 Ryan Creek Carp Barrier Maintenance**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
	1.50	146.00	219.00
	2.50	163.00	407.50
<b>Subtotal Professional Services</b>	<u>4.00</u>		<u>626.50</u>

Top Task Subtotal Ryan Creek Carp Barrier Maintenance 626.50

**Total Fees & Disbursements** 626.50  
**INVOICE TOTAL (USD)** 626.50

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

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 please contact your Stantec Project Manager**



INVOICE

**Invoice Number** 2428432  
**Invoice Date** July 24, 2025  
**Purchase Order** 227707838  
**Customer Number** 165842  
**Project Number** 227707838

**Bill To**

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

**EFT/ACH Remit To (Preferred)**

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 Bank of America  
 ABA No. : 111000012  
 Account No: 3752096026  
 Email Remittance: eft@stantec.com

**Alternative Remit To**

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

**Project Shingle Creek: Joint Chloride Management Plan\_WO 25-01**

Project Manager	Kemmitt, Katie	Contract Upset	52,200.00
Current Invoice Total (USD)	1,870.75	Amount Billed to Date	4,629.00
		For Period Ending	<b>July 18, 2025</b>

**Top Task 100 Joint Chloride Management Plan**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	2.00	139.00	278.00
Frett, Michael W	7.50	146.00	1,095.00
Berglund, Katherine Ann (Katy)	0.50	155.00	77.50
Kemmitt, Kathrine Lee (Katie)	2.25	163.00	366.75
Spector, Diane F	0.25	214.00	53.50
<b>Subtotal Professional Services</b>	<u>12.50</u>		<u>1,870.75</u>

Top Task Subtotal Joint Chloride Management Plan 1,870.75

**Total Fees & Disbursements** 1,870.75  
**INVOICE TOTAL (USD)** **1,870.75**

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

**Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager**



INVOICE

**Invoice Number** 2428428  
**Invoice Date** July 24, 2025  
**Purchase Order** ~  
**Customer Number** 165842  
**Project Number** 227708194

**Bill To**

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

**EFT/ACH Remit To (Preferred)**

Stantec Consulting Services Inc. (SCSI)  
 Bank of America  
 ABA No. : 111000012  
 Account No: 3752096026  
 Email Remittance: eft@stantec.com

**Alternative Remit To**

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

**Project Crystal Lake Carp Management 2025**

Project Manager	Kemmitt, Katie	Contract Upset	17,440.00
Current Invoice Total (USD)	448.25	Amount Billed to Date	448.25
		For Period Ending	<b>July 18, 2025</b>

**Top Task 100 Crystal Lake Carp Management**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	2.75	163.00	448.25
<b>Subtotal Professional Services</b>	<u>2.75</u>		<u>448.25</u>

Top Task Subtotal Crystal Lake Carp Management 448.25

**Total Fees & Disbursements** 448.25  
**INVOICE TOTAL (USD)** **448.25**

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

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,  
 please contact your Stantec Project Manager**



INVOICE

**Invoice Number** 2430382  
**Invoice Date** July 28, 2025  
**Purchase Order** ~  
**Customer Number** 165842  
**Project Number** 227708089

<b>Bill To</b> Shingle Creek Watershed Management Commission Judie Anderson 3235 Fernbrook Lane Plymouth MN 55447 United States	<b><u>EFT/ACH Remit To (Preferred)</u></b> Stantec Consulting Services Inc. (SCSI) Bank of America ABA No. : 111000012 Account No: 3752096026 Email Remittance: eft@stantec.com	<b>Alternative Remit To</b> Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States
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<b>Project Shingle Creek : Twin Lakes Subwatershed Assessment</b>			
Project Manager	Shoemaker, Todd E	Contract Upset	114,600.00
Current Invoice Total (USD)	15,602.20	Amount Billed to Date For Period Ending	19,486.20 <b>July 18, 2025</b>

<b>Top Task</b>	<b>100</b>	<b>Project Management and Coordination</b>		
<b>Low Task</b>	100	<b>Project Management and Coordination</b>		
<b><u>Professional Services</u></b>				
<b>Category/Employee</b>			<b>Current Hours</b>	<b>Rate</b>
		Neumiller, Grace Catherine	1.50	146.00
				<b>Current Amount</b>
		<b>Subtotal Professional Services</b>	1.50	219.00

Low Task Subtotal	<b>Project Management and Coordination</b>	219.00
Top Task Subtotal	Project Management and Coordination	219.00

<b>Top Task</b>	<b>200</b>	<b>Data Collection &amp; Review</b>		
<b>Low Task</b>	200	<b>Data Collection &amp; Review</b>		
<b><u>Professional Services</u></b>				
<b>Category/Employee</b>			<b>Current Hours</b>	<b>Rate</b>
		Frett, Michael W	3.00	146.00
		Neumiller, Grace Catherine	3.50	146.00
				<b>Current Amount</b>
		<b>Subtotal Professional Services</b>	6.50	949.00

Low Task Subtotal	<b>Data Collection &amp; Review</b>	949.00
Top Task Subtotal	Data Collection & Review	949.00

<b>Top Task</b>	<b>300</b>	<b>External Load Update</b>		
<b>Low Task</b>	300.1	<b>Existing Conditions</b>		
<b><u>Professional Services</u></b>				
<b>Category/Employee</b>			<b>Current Hours</b>	<b>Rate</b>
		Clapp, Lucas W	10.25	146.00
				<b>Current Amount</b>
				1,496.50

**Invoice Number** 2430382  
**Invoice Date** July 28, 2025  
**Purchase Order** ~  
**Customer Number** 165842  
**Project Number** 227708089

Shoemaker, Todd E	2.00	221.00	442.00
<b>Subtotal Professional Services</b>	12.25		1,938.50

Low Task Subtotal	<b>Existing Conditions</b>	1,938.50
Top Task Subtotal	External Load Update	1,938.50

**Top Task 400 Internal Load Evaluation & Management**  
**Low Task 400.1 Collection & Analysis of sediment cores**  
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Hembre, Kaitlyn Marie Elizabeth (Katie)	0.50	139.00	69.50
Clapp, Lucas W	5.75	146.00	839.50
Neumiller, Grace Catherine	0.50	146.00	73.00
Loffon, Dendy D	1.25	189.00	236.25
Shoemaker, Todd E	2.00	221.00	442.00
<b>Subtotal Professional Services</b>	10.00		1,660.25

Low Task Subtotal	<b>Collection &amp; Analysis of sediment cores</b>	1,660.25
Top Task Subtotal	Internal Load Evaluation & Management	1,660.25

**Top Task 500 Fish Community Survey**  
**Low Task 500 Fish Community Survey**  
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Islam, Imran Md Azizul (Imran)	6.50	126.00	819.00
Hembre, Kaitlyn Marie Elizabeth (Katie)	28.00	139.00	3,892.00
Frett, Michael W	23.50	146.00	3,431.00
Hyams, Aaron Robert	1.50	155.00	232.50
Varian, Anna	15.00	155.00	2,325.00
Kemmitt, Kathrine Lee (Katie)	0.25	163.00	40.75
<b>Subtotal Professional Services</b>	74.75		10,740.25

**Disbursements**

Direct - Vehicle (mileage)	95.20
<b>Subtotal Disbursements</b>	95.20



INVOICE

Invoice Number 2430382  
Invoice Date July 28, 2025  
Purchase Order  
Customer Number 165842  
Project Number 227708089

Low Task Subtotal	<b>Fish Community Survey</b>	10,835.45
Top Task Subtotal	Fish Community Survey	10,835.45
<b>Total Fees &amp; Disbursements</b>		<b>15,602.20</b>
<b>INVOICE TOTAL (USD)</b>		<b>15,602.20</b>

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

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**INVOICE**

**Invoice Number** 2430383  
**Invoice Date** July 28, 2025  
**Purchase Order** -  
**Customer Number** 165842  
**Project Number** 227708090

**Bill To**

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

**EFT/ACH Remit To (Preferred)**

Stantec Consulting Services Inc. (SCSI)  
 Bank of America  
 ABA No. : 111000012  
 Account No: 3752096026  
 Email Remittance: eft@stantec.com

**Alternative Remit To**

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

**Project Shingle Creek : Bass Creek Feasibility Study**

Project Manager	Shoemaker, Todd E	Contract Upset	22,326.00
Current Invoice Total (USD)	16,304.50	Amount Billed to Date For Period Ending	21,335.75 <b>July 18, 2025</b>

<b>Top Task</b>	<b>100</b>	<b>Project Management</b>
<b>Low Task</b>	<b>100</b>	<b>Project Management</b>

**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Cabral, Marie Grace Antillon (Grace)	0.25	107.00	26.75
	<b>Subtotal Professional Services</b>	<u>0.25</u>		<u>26.75</u>

Low Task Subtotal	<b>Project Management</b>	26.75
Top Task Subtotal	Project Management	26.75

<b>Top Task</b>	<b>200</b>	<b>Data Collection</b>
<b>Low Task</b>	<b>200.1</b>	<b>Resident Survey</b>

**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Accola, Joshua Jonathan Oswald (Josh)	3.75	176.00	660.00
	<b>Subtotal Professional Services</b>	<u>3.75</u>		<u>660.00</u>

**Disbursements**

Direct - Postage & Courier	50.00
<b>Subtotal Disbursements</b>	<u>50.00</u>

Low Task Subtotal	<b>Resident Survey</b>	710.00
<b>Low Task</b>	<b>200.3</b>	<b>Corridor Survey</b>

**Professional Services**

**Invoice Number** 2430383  
**Invoice Date** July 28, 2025  
**Purchase Order** ~  
**Customer Number** 165842  
**Project Number** 227708090

Category/Employee	Current Hours	Rate	Current Amount
Ruikka, Evan J	0.50	130.00	65.00
Sanchez, Jaime Michael	1.00	163.00	163.00
Accola, Joshua Jonathan Oswald (Josh)	4.50	176.00	792.00
Usage - 1-Person Survey Crew	8.50	226.00	1,921.00
Usage - 2-Person Survey Crew	6.50	356.00	2,314.00
<b>Subtotal Professional Services</b>	21.00		5,255.00

Low Task Subtotal	<b>Corridor Survey</b>	5,255.00
Top Task Subtotal	Data Collection	5,965.00

**Top Task 300 Preliminary Plans & Cost Estimate**  
**Low Task 300 Preliminary Plans & Cost Estimate**  
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Islam, Imran Md Azizul (Imran)	0.50	126.00	63.00
Wochenske, Jordan	9.00	155.00	1,395.00
Accola, Joshua Jonathan Oswald (Josh)	9.00	176.00	1,584.00
Megow, Erik Robert	0.50	189.00	94.50
Shoemaker, Todd E	12.50	221.00	2,762.50
<b>Subtotal Professional Services</b>	31.50		5,899.00

Low Task Subtotal	<b>Preliminary Plans &amp; Cost Estimate</b>	5,899.00
Top Task Subtotal	Preliminary Plans & Cost Estimate	5,899.00

**Top Task 500 Technical Memorandum**  
**Low Task 500 Technical Memorandum**  
Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Islam, Imran Md Azizul (Imran)	5.00	126.00	630.00
Accola, Joshua Jonathan Oswald (Josh)	8.00	176.00	1,408.00
Shoemaker, Todd E	10.75	221.00	2,375.75
<b>Subtotal Professional Services</b>	23.75		4,413.75

Low Task Subtotal	<b>Technical Memorandum</b>	4,413.75
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INVOICE

Invoice Number 2430383  
Invoice Date July 28, 2025  
Purchase Order ~  
Customer Number 165842  
Project Number 227708090

Top Task Subtotal	Technical Memorandum	4,413.75
<b>Total Fees &amp; Disbursements</b>		<b>16,304.50</b>
<b>INVOICE TOTAL (USD)</b>		<b>16,304.50</b>

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

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August 03, 2025

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

Bill Period: 07-01-2025 - 07-31-2025

<b>Fees</b>	470.00
<b>Expenses</b>	10.50
<b>Total for this Bill</b>	480.50
<b>Previous Balance</b>	0.00
<b>Total Amount to Pay as of 08-03-2025</b>	480.50

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

August 03, 2025

**Bill Number: 765**

Bill Period: 07-01-2025 - 07-31-2025

**RE: General Matters**

General Matters

**General Matters**

**Time Details**

Date	Professional	Description	Hours	Rate	Amount
07-01-2025	Troy Gilchrist	Review and respond to email from WSB regarding agreement	0.10	235.00	23.50
07-07-2025	Troy Gilchrist	Review and respond to email regarding updated agreement	0.10	235.00	23.50
07-09-2025	Troy Gilchrist	Review revised carp agreement; email regarding same	0.10	235.00	23.50
07-10-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.60	235.00	376.00
07-24-2025	Troy Gilchrist	Review and respond to email from Todd S regarding inquire about testing	0.10	235.00	23.50
<b>Total</b>					470.00

**Time Summary**

Professional	Hours	Rate	Amount
Troy Gilchrist	2.00	235.00	470.00
<b>Total</b>			470.00

**Expenses**

Date	Professional	Description	Amount
07-10-2025	Troy Gilchrist	Mileage to attend meeting	10.50
<b>Total Expenses</b>			10.50

**Total for this Bill** 480.50

**Previous Balance** 0.00

**Total Amount to Pay as of 08-03-2025** 480.50

**Outstanding Balance as of 08-03-2025**

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
480.50	0.00	0.00	0.00	0.00	0.00	480.50





3235 Fernbrook Lane  
Plymouth MN 55447

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

August 8, 2025

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM		SC	WM
Administrative		53001	15.07	87.50	1,318.63	4.42	87.50	386.75		
Admin - Offsite		53001		102.50	-		102.50	-		
Administrative	70-30	53001	28.44	87.50	1,741.95		87.50	746.55		
Administrative - Convene	50-50	53001		102.50	-		102.50	-		
Admin - offsite	70-30	53001	2.70	102.50	193.73		102.50	83.03		
Admin - offsite - Convene	50-50	53001		80.00						
Office Support	70-30	53001	25.00	75.00	1,312.50		75.00	562.50		
Data Processing/File Mgmt		53001	5.80	87.50	507.50	5.80	87.50	507.50		
Annual Storage Rental - .14/.11		53001	1.00	54.74	54.74	1.00	43.01	43.01		
Data E-Storage		53001	1.00	69.42	69.42	1.00	19.27	19.27		
Administration Reimbursables		53001	351.34	1.00	351.34	151.72	1.00	151.72	5,549.800	2,500.325
Bookkeeping		54022	4.20	87.50	367.50	1.58	87.50	138.25		
Bookkeeping Subscription		54022	2.00	60.00	120.00	2.00	60.00	120.00		
Audit Prep		54022		87.50	-		87.50	-	487.500	258.250
Meal Expense	70-30	54001	355.86	1.00	249.10		1.00	106.76	249.102	106.758
Project / WCA Reviews - Admin		53002	2.74	87.50	239.75	1.07	87.50	93.63		
Project / WCA Reviews -Reimbursables		53002	15.78	1.00	15.78	6.22	1.00	6.22	255.530	99.845
Website	50-50	57008	0.74	87.50	32.38		87.50	32.38		
Education - Reimbursables	50-50	57007		1.00	-		1.00		32.375	32.375
Engineering Support - Admin	70-30	53004	9.88	87.50	605.15		87.50	259.35		
Engineering Support - Data Mgmt	70-30	53004		87.50	-		87.50	-		
Engineering Support - virtual/offsite		53004	2.1	102.50	150.68		102.50	64.58		
Engineering Support - Reimbursables		53004	5.92	1.00	5.92	2.54	1.00	2.54	761.745	326.465
									<b>7,336.05</b>	<b>3,324.018</b>

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

	2025 Budget	July	August	%age YTD	2025 YTD
<b>REVENUE</b>					
Application Fees	20,000	2,200.00		36.00	7,200.00
Member Assessments	160,000			100.00	160,000.00
Interest & Dividend Income	5,000	5,125.97		714.84	35,742.11
Miscellaneous Income					-
<i>Transfer to (from) CIPs</i>		54,356.08			54,356.08
<i>Transfer to (from) Grants</i>					-
<i>To (From) Reserve</i>	18,950				-
<b>TOTAL REVENUE</b>	<b>203,950</b>	<b>61,682.05</b>	<b>-</b>		<b>257,298.19</b>
<b>EXPENSES</b>					
<b>ADMINISTRATION</b>					
Administrative Services	32,000	2,700.46	2,500.32	58.49	18,716.94
Engineering Support	4,500	112.20	326.47	67.47	3,036.29
Project Reviews	1,000	28.50	99.84	53.70	537.01
<b>ENGINEERING</b>					
General Engineering	37,000	2,835.12	2,843.47	72.43	26,797.62
Grant Application Writing	0				-
Project Review	32,000		1,651.25	37.31	11,940.50
<b>LEGAL</b>					
Legal Services	5,500	393.00	370.50	43.69	2,403.00
JPA Update		67.50			157.50
<b>MISCELLANEOUS</b>					
Bookkeeping	4,700	794.63	258.25	98.87	4,646.66
Audit	6,500		4,900.00	75.38	4,900.00
Insurance & Bonding	3,100			93.10	2,886.00
Meeting Expense	3,250	94.29	106.76	63.99	2,079.66
<b>PROJECTS</b>					
Outfall and Stream Monitoring	24,000	6,214.35	2,788.25	64.97	15,593.50
Annual Monitoring Report	8,900	427.37		75.17	6,690.28
<b>Water Quality Education</b>					
Education	24,000	475.75	707.38	15.35	3,682.93
WMWA	17,000			88.24	15,000.00
Management Plan/Amendments	500				-
<i>Transfer to (from) CIPs</i>					50,000.00
<i>Transfer to (from) Grants</i>			1,200.25		16,950.50
<i>From SWA Assigned Funds</i>		2,755.25			20,092.50
<i>To (from) Reserves</i>					-
<b>TOTAL OPERATING EXPENSE</b>	<b>203,950</b>	<b>16,898.42</b>	<b>17,752.74</b>		<b>206,110.89</b>
<b>CASH SUMMARY</b>					
<b>4M Fund Balance at 12/31/24</b>					<b>1,386,586.36</b>
<b>Plus Revenue Received to Date</b>					<b>257,390.18</b>
<b>Minus Claims Approved to Date</b>					<b>(243,871.79)</b>
<b>Minus Claims Presented Current Month</b>					<b>17,752.74</b>
<b>4M Fund Balance</b>		1,435,610.23			<b>1,417,857.49</b>

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

<b>Claims Presented</b>	General Ledger Acct No.	August 2025	Total
Johnson & Company, Ltd. - Audit	54003	4,900.00	<b>4,900.00</b>
Stantec			<b>9,158.22</b>
General Engineering	51001	2,843.47	
Project Reviews	51002	1,651.25	
Stream and Outfall Monitoring	58011	2,788.25	
Education Program	57008	675.00	
Annual Water Monitoring Report	58002		
Intensive BMPs	57011		
Miss Riverbank Stabilization Feasibility Study	70602	1,200.25	
TH 252 Area SWA	70501		
Town Law Center			<b>370.50</b>
Legal - General	52001	370.50	
Legal - JPA Update	52001		
Judie Anderson's Secretarial Service			<b>3,324.02</b>
Administration	53001	2,500.32	
Bookkeeping / Audit Prep	54002	258.25	
Project Review Support	53002	99.84	
Meeting Expense - Previous Mo. Meal	54001	106.76	
Education Programs	57008	32.38	
Engineering Support	53004	326.47	
Engineering Support - CIPs	53004		
<b>Total Claims</b>			<b>17,752.74</b>

**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 : 349685

Invoice Date : Monday, July 7, 2025

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For Professional Services Rendered :

Preparation of report on audited financial statements for the year ended December 31,  
2024.

Total Invoice Amount

\$4,900.00



INVOICE

**Invoice Number** 2430545  
**Invoice Date** July 28, 2025  
**Purchase Order** 227707771  
**Customer Number** 165866  
**Project Number** 227707771

<b>Bill To</b> West Mississippi Watershed Management Commission Judie Anderson 3235 Fernbrook Lane Plymouth MN 55447 United States	<b><u>EFT/ACH Remit To (Preferred)</u></b> Stantec Consulting Services Inc. (SCSI) Bank of America ABA No. : 111000012 Account No: 3752096026 Email Remittance: eft@stantec.com	<b>Alternative Remit To</b> Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States
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<b>Project</b>	<b>2025 Engineering Service- West Mississippi</b>		
Project Manager	Shoemaker, Todd E	Contract Upset	72,484.12
Current Invoice Total (USD)	7,282.97	Amount Billed to Date For Period Ending	42,125.29 <b>July 18, 2025</b>

judie@jass.biz

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

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	1.50	146.00	219.00
Kemmitt, Kathrine Lee (Katie)	2.00	163.00	326.00
Spector, Diane F	1.25	200.00	250.00
Shoemaker, Todd E	9.00	221.00	1,989.00
<b>Subtotal Professional Services</b>	13.75		2,784.00

**Disbursements**

Direct - Printing	3.47
Direct - Vehicle (mileage)	56.00
<b>Subtotal Disbursements</b>	59.47

Low Task Subtotal	<b>General Engineering</b>	2,843.47
Top Task Subtotal	General Engineering	2,843.47

**Top Task** 102A **Project Reviews / WCA**  
**Low Task** 2025.03 **Brooklyn Park Fire Station #2 and CAC**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Trosper, Sophie A	0.75	139.00	104.25
Shoemaker, Todd E	7.00	221.00	1,547.00
<b>Subtotal Professional Services</b>	7.75		1,651.25



INVOICE

**Invoice Number** 2430545  
**Invoice Date** July 28, 2025  
**Purchase Order** 227707771  
**Customer Number** 165866  
**Project Number** 227707771

Low Task Subtotal	<b>Brooklyn Park Fire Station #2 and CAC</b>	1,651.25
Top Task Subtotal	Project Reviews / WCA	1,651.25

**Top Task** 103 **Outfall & Stream Monitoring**  
**Low Task** 103 **Outfall & Stream Monitoring**

**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Hembre, Kaitlyn Marie Elizabeth (Katie)	3.75	139.00	521.25
	Trosper, Sophie A	1.25	139.00	173.75
	Neumiller, Grace Catherine	11.25	146.00	1,642.50
	Kemmitt, Kathrine Lee (Katie)	1.75	163.00	285.25
	<b>Subtotal Professional Services</b>	<u>18.00</u>		<u>2,622.75</u>

**Disbursements**

Direct - Other Direct Expenses	165.50
<b>Subtotal Disbursements</b>	<u>165.50</u>

Low Task Subtotal	<b>Outfall &amp; Stream Monitoring</b>	2,788.25
Top Task Subtotal	Outfall & Stream Monitoring	2,788.25
	<b>Total Fees &amp; Disbursements</b>	<u>7,282.97</u>
	<b>INVOICE TOTAL (USD)</b>	<b>7,282.97</b>

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

**Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager**

**Invoice Number** 2430529  
**Invoice Date** July 28, 2025  
**Purchase Order** 227707772  
**Customer Number** 165842  
**Project Number** 227707772

Low Task Subtotal **WMWA** 1,034.00

**Low Task** 110A.02 **General Education**  
**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	6.75	200.00	1,350.00
SC - 675			
WM - 675			
<b>Subtotal Professional Services</b>	<u>6.75</u>		<u>1,350.00</u>

Low Task Subtotal **General Education** 1,350.00

Top Task Subtotal Education Program 2,384.00

**Total Fees & Disbursements** 29,825.96  
**INVOICE TOTAL (USD)** **29,825.96**

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

**Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager**



INVOICE

**Invoice Number** 2429257  
**Invoice Date** July 25, 2025  
**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

**EFT/ACH Remit To (Preferred)**

Stantec Consulting Services Inc. (SCSI)  
 Bank of America  
 ABA No. : 111000012  
 Account No: 3752096026  
 Email Remittance: eft@stantec.com

**Alternative 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)	1,200.25	Amount Billed to Date	32,720.80
		For Period Ending	<b>July 18, 2025</b>

**Top Task** 100 **Mississippi Riverbank Stabilization Feasibility Study**  
**Low Task** 100.002 **Alternatives Evaluation**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Eickenberg, Paul Thomas	0.50	214.00	107.00
<b>Subtotal Professional Services</b>	<u>0.50</u>		<u>107.00</u>

Low Task Subtotal **Alternatives Evaluation** 107.00

**Low Task** 100.003 **30% Preliminary Design of Selected Option**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Wochenske, Jordan	4.75	155.00	736.25
Megow, Erik Robert	1.75	204.00	357.00
<b>Subtotal Professional Services</b>	<u>6.50</u>		<u>1,093.25</u>

Low Task Subtotal **30% Preliminary Design of Selected Option** 1,093.25

Top Task Subtotal **Mississippi Riverbank Stabilization Feasibility Study** 1,200.25

**Total Fees & Disbursements** 1,200.25  
**INVOICE TOTAL (USD)** 1,200.25

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

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,  
 please contact your Stantec Project Manager**



August 03, 2025

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

Bill Period: 07-01-2025 - 07-31-2025

<b>Fees</b>	360.00
<b>Expenses</b>	10.50
<b>Total for this Bill</b>	370.50
<b>Previous Balance</b>	0.00
<b>Total Amount to Pay as of 08-03-2025</b>	370.50

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

August 03, 2025

**Bill Number: 775**

Bill Period: 07-01-2025 - 07-31-2025

**RE: General Matters**

General Matters

**General Matters**

**Time Details**

Date	Professional	Description	Hours	Rate	Amount
07-10-2025	Troy Gilchrist	Prepare for, travel to, and attend meeting;	1.60	225.00	360.00
<b>Total</b>					360.00

**Time Summary**

Professional	Hours	Rate	Amount
Troy Gilchrist	1.60	225.00	360.00
<b>Total</b>			360.00

**Expenses**

Date	Professional	Description	Amount
07-10-2025	Troy Gilchrist	Mileage to attend meeting	10.50
<b>Total Expenses</b>			10.50

**Total for this Bill** 370.50

**Previous Balance** 0.00

**Total Amount to Pay as of 08-03-2025** 370.50

**Outstanding Balance as of 08-03-2025**

Current	30 Days	60 Days	90 Days	120 Days	180+ Days	Total
370.50	0.00	0.00	0.00	0.00	0.00	370.50



3235 Fernbrook Lane  
Plymouth MN 55447

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

August 8, 2025

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM		SC	WM
Administrative		53001	15.07	87.50	1,318.63	4.42	87.50	386.75		
Admin - Offsite		53001		102.50	-		102.50	-		
Administrative	70-30	53001	28.44	87.50	1,741.95		87.50	746.55		
Administrative - Convene	50-50	53001		102.50	-		102.50	-		
Admin - offsite	70-30	53001	2.70	102.50	193.73		102.50	83.03		
Admin - offsite - Convene	50-50	53001		80.00						
Office Support	70-30	53001	25.00	75.00	1,312.50		75.00	562.50		
Data Processing/File Mgmt		53001	5.80	87.50	507.50	5.80	87.50	507.50		
Annual Storage Rental -.14/.11		53001	1.00	54.74	54.74	1.00	43.01	43.01		
Data E-Storage		53001	1.00	69.42	69.42	1.00	19.27	19.27		
Administration Reimbursables		53001	351.34	1.00	351.34	151.72	1.00	151.72	5,549.800	2,500.325
Bookkeeping		54022	4.20	87.50	367.50	1.58	87.50	138.25		
Bookkeeping Subscription		54022	2.00	60.00	120.00	2.00	60.00	120.00		
Audit Prep		54022		87.50	-		87.50	-	487.500	258.250
Meal Expense	70-30	54001	355.86	1.00	249.10		1.00	106.76	249.102	106.758
Project / WCA Reviews - Admin		53002	2.74	87.50	239.75	1.07	87.50	93.63		
Project / WCA Reviews -Reimbursables		53002	15.78	1.00	15.78	6.22	1.00	6.22	255.530	99.845
Website	50-50	57008	0.74	87.50	32.38		87.50	32.38		
Education - Reimbursables	50-50	57007		1.00			1.00		32.375	32.375
Engineering Support - Admin	70-30	53004	9.88	87.50	605.15		87.50	259.35		
Engineering Support - Data Mgmt	70-30	53004		87.50			87.50			
Engineering Support - virtual/offsite		53004	2.1	102.50	150.68		102.50	64.58		
Engineering Support - Reimbursables		53004	5.92	1.00	5.92	2.54	1.00	2.54	761.745	326.465
									<b>7,336.05</b>	<b>3,324.018</b>