

Shingle Creek Watershed Management Commission Treasurer's Report

	2023 Budget	September	October	%age YTD	2023 YTD
REVENUE					
Application Fees	15,000			126.00	18,900.00
Member Assessments	370,000			100.00	370,000.00
Interest and Dividends	250	14,579.45		49,411.46	123,528.66
Education Reimbursement	33,000			81.82	27,000.00
Miscellaneous Income					-
<i>Transfer to (from) Grants (see following pages)</i>		-	-		72,619.20
<i>Transfer to (from) CIPs</i>					109,412.14
<i>Transfer to (from) Closed Projects Account</i>					-
TOTAL REVENUE	418,250	14,579.45	-		721,460.00
EXPENSES					
ADMINISTRATION					
Administrative Services	70,000	5,043.03	5,639.61	71.61	50,128.21
Engineering Support	15,000	1,431.74	1,027.11	76.15	11,422.98
Project Reviews	1,500	21.44	77.13	46.01	690.15
ENGINEERING					
Administration	77,000	7,224.95	7,726.13	85.54	65,868.09
Grant Application Writing	11,000	6,877.75	195.00	91.68	10,085.25
Project Reviews/WCA	30,000	6,686.75	1,753.88	113.93	34,179.36
Highway 252/94 EIS Review					6,071.25
TMDL 5 Year Reviews	5,000			76.51	3,825.25
SC Trail Feasibility Study		1,023.00			20,625.98
Brookdale Pk SC Remeander Feasibility Stud		1,319.74	601.75		28,125.00
Gauke Pond SWA Amendment					25,459.64
Eagle Lake SWA		16,568.01			54,307.36
LEGAL - Legal Services	6,000	604.08	408.50	74.78	4,486.76
MnDOT Scoping Project					1,010.50
MISCELLANEOUS					
Bookkeeping	8,000	431.25	424.50	91.20	7,296.00
Audit	7,500			84.00	6,300.00
Insurance & Bonding	3,200			104.34	3,339.00
Meeting Expense	5,000	293.30	898.10	108.92	5,446.13
PROGRAMS					
Stream Monitoring	34,000	5,622.22		98.69	33,553.34
Stream Monitoring (USGS)	4,200			16.30	684.75
Lake Monitoring	28,000	8,415.00	4,385.95	90.66	25,385.50
Citizen Assisted Lake Monitoring (CAMP)	5,200	197.09		52.42	2,726.09
Volunteer Stream Monitoring (River Watch)	2,000			-	-
Annual Monitoring Report	17,500			96.93	16,962.52
Water Quality Education					
Education Program	17,000	1,557.38	1,112.62	88.77	15,091.25
WMWA General Programs	20,000	645.13	1,048.49	44.55	8,910.67
WMWA Implementation/Watershed Prep	24,500			41.05	10,056.64
4th Generation Plan					1,600.20
Subwatershed BMP Assessment	5,000			-	-
<i>Transfer to (from) Grants (see following pages)</i>		11,415.60	6,005.61		47,434.41
<i>Transfer to (from) CIPs</i>		73,133.45	42,586.00		133,724.40
<i>Transfer to (from) City Cost Share Fund</i>					-
<i>Transfer to (from) Partnership BMP Cost Share Fund</i>					-
<i>Transfer to (from) Closed Projects Account</i>					-
<i>To/From Reserves</i>	21,650				
TOTAL OPERATING EXPENSE	418,250	148,510.91	73,890.38		634,796.68
CASH SUMMARY					
4M Fund Balance at 12/31/22					3,103,648.04
Plus Revenue Received 2023 to date					794,011.10
Minus Claims Approved to Date					(775,770.16)
Minus Claims Presented Current Month					73,890.38
Fund Balance		3,269,669.74			3,195,779.36

Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	September	October	Total
Kennedy & Graven				408.50
Legal - General	52001		408.50	
City of Crystal - Crystal Community Center	70834		41,559.00	41,559.00
WSB - Crystal Lake Carp Mgt fr '22 Maint C	70836		1,027.00	1,027.00
Stantec				22,301.44
General Engineering	51001		7,726.13	
Grant Writing	51005		195.00	
Project Reviews	51002		1,753.88	
Highway 252/94 EIS Review	58034			
Stream Monitoring	56004			
Lake Monitoring	56010		4,385.95	
CAMP	56002			
Education	57008		1,096.87	
Education - WMWA	57009		536.25	
Meadow Lake Mgt Plan Phase 2 Grant	70739		4,074.11	
Crystal Lake Management Plan Grant	70732		598.00	
Bass Lake Vegetation Impv CPL Grant	70741		1,333.50	
SC Trail Stabil.& Fishery Imp Feas.Study	58030			
Brookdale Park SC Remeander Feas.Study	58031		601.75	
Gaulke Pond SWA Amendment	58032			
Eagle Lake SWA	58033			
Judie Anderson's Secretarial Service				512.24
WMWA General Expense	57009		512.24	
WMWA Educators/WS Prep	57011			
Judie Anderson's Secretarial Service				8,082.20
Administration	53001		5,639.61	
Project Review Support	53002		77.13	
Bookkeeping / Audit Prep	54002		424.50	
Meeting Expense	54001		303.10	
Bus Expense	54001		595.00	
Education Programs	57008		15.75	
Engineering Support	53004		675.38	
Engineering Support - CIP General	53004		61.68	
Engineering Support - Cost Share Proje	53004		290.05	
Total Claims				73,890.38

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

September 25, 2023

Statement No. 176830

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

Through August 31, 2023

SH220-00001 General

344.00

Total Current Billing: 344.00

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

DocuSigned by:

Troy J. Gilchrist

07F85C8F0F29444...
Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

Shingle Creek Watershed
Judie Anderson

August 31, 2023

SH220-00001 General

Through August 31, 2023

For All Legal Services As Follows:

			Hours	Amount
8/10/2023	TJG	Prepare for, travel to, and attend meeting	1.60	344.00
			Total Services:	\$ 344.00
			Total Services and Disbursements:	\$ 344.00

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

West Mississippi Watershed

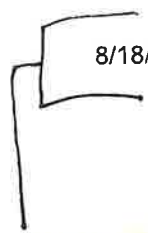
August 31, 2023

WE405-00001 General

Through August 31, 2023

For All Legal Services As Follows:

			Hours	Amount
8/10/2023	TJG	Prepare for, travel to, and attend meeting	1.60	344.00
8/18/2023	TJG	Begin work on updating data practices policy	0.60	129.00
Total Services:			\$	473.00
Total Services and Disbursements:			\$	473.00



SC - 64.50
WM - 64.50



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.crystalmn.gov

Remit To:

CITY OF CRYSTAL
4141 DOUGLAS DRIVE N
CRYSTAL MN 55422-1696

Billing Address: 117686
SHINGLE CREEK/W MISSISSIPPI WATERSHED MG
ATTN: JUDIE ANDERSON
3235 FERNBROOK LANE N
PLYMOUTH MN 55447

INVOICE

8126

Invoice Date 9/30/2023
Due Date 10/30/2023

Page: 1

<u>Item</u>	<u>Remark</u>	<u>Amount</u>
001	CRYSTAL COMMUNITY CENTER/	41,559.00
002	GROGAN PARK STORMWATER	
003	CHAMBER SYSTEM EXTENSION.	
	Total Amount Invoiced	<u>41,559.00</u>
	Balance Due	<u>41,559.00</u>

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

October 5, 2023
 Project/Invoice: R-022512-000 - 5
 Reviewed by: Anthony Havranek
 Project Manager: Jordan Wein

2023 Carp Management in Crystal Lake
Professional Services from August 1, 2023 to August 31, 2023

Phase	001	2023 Carp Management in Crystal Lake			
Data Analysis & Reporting					
			Hours	Rate	Amount
Pederson, Karla	8/16/2023		.50	102.00	51.00
Report review					
Wein, Jordan	8/14/2023		8.00	122.00	976.00
Carp removal report					
Totals			8.50		1,027.00
Total Labor					1,027.00
				Total this Task	\$1,027.00
				Total this Phase	\$1,027.00
Billing Limits		Current	Prior	To-Date	
Total Billings		1,027.00	15,471.50	16,498.50	
Limit				17,084.00	
Remaining				585.50	
			Total this Invoice		<u>\$1,027.00</u>



INVOICE

Invoice Number 2137367
Invoice Date September 28, 2023
Purchase Order —
Customer Number 165842
Project Number 227705633

Bill To

Shingle Creek Watershed Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

Please Remit To

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

Project	Shingle Creek WMC Services		
Project Manager	Shoemaker, Todd E	Contract Upset	243,920.00
Current Invoice Total (USD)	16,790.96	Amount Billed to Date	238,071.83
		For Period Ending	September 22, 2023

Top Task	2023	2023 Technical Services
Low Task	2023.001	General Engineering

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	4.75	142.00	674.50
Megow, Erik Robert	0.50	172.00	86.00
Spector, Diane F	7.50	195.00	1,462.50
Shoemaker, Todd E	24.50	220.00	5,390.00
Subtotal Professional Services	37.25		7,613.00

Disbursements

Usage - Vehicle	29.48
Direct - Printing	5.05
Direct - Vehicle (mileage)	78.60
Subtotal Disbursements	113.13

Low Task Subtotal	General Engineering	7,726.13
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Low Task	2023.002.08	SC2023-06 Project Libre
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	5.75	127.00	730.25
Shoemaker, Todd E	0.75	220.00	165.00
Subtotal Professional Services	6.50		895.25

Low Task Subtotal	SC2023-06 Project Libre	895.25
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Low Task	2023.002.09	SC2023-07 Project Black Bear
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INVOICE

Invoice Number	2137367
Invoice Date	September 28, 2023
Purchase Order	—
Customer Number	165842
Project Number	227705633

Disbursements

Direct - Printing	0.38
Subtotal Disbursements	<u>0.38</u>

Low Task Subtotal	SC2023-07 Project Black Bear	0.38
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Low Task	2023.002.98	General Project Reviews
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Professional Services

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

Low Task Subtotal	General Project Reviews	63.50
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Low Task	2023.002.99	WCA Project Reviews
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kaster, Anthony R (Tony)	4.25	187.00	794.75
Subtotal Professional Services	<u>4.25</u>		<u>794.75</u>

Low Task Subtotal	WCA Project Reviews	794.75
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Low Task	2023.004	Routine Lake Monitoring
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Paquin, Timothy Joel (Tim)	1.00	119.00	119.00
Neumiller, Grace Catherine	3.75	127.00	476.25
Doerr, Sylvia M	1.25	133.00	166.25
Stone, Alicia L (Ali)	8.75	133.00	1,163.75
Kemmitt, Kathrine Lee (Katie)	7.25	142.00	1,029.50
Beneke, Thomas S (Tom)	1.50	172.00	258.00
Subtotal Professional Services	<u>23.50</u>		<u>3,212.75</u>

Disbursements

Direct - Testing & Lab Charges	1,173.20
Subtotal Disbursements	<u>1,173.20</u>

Low Task Subtotal	Routine Lake Monitoring	4,385.95
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INVOICE

Invoice Number	2137367
Invoice Date	September 28, 2023
Purchase Order	--
Customer Number	165842
Project Number	227705633

Low Task 2023.007 Grant Writing

Professional Services

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

Low Task Subtotal Grant Writing 195.00

Low Task 2023.009.01 General Education Program

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	11.25	195.00	2,193.75
Subtotal Professional Services	<u>11.25</u>		<u>2,193.75</u>

SC - 1,096.87
WM - 1,096.88

Low Task Subtotal General Education Program 2,193.75

Low Task 2023.009.02 WMWA

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	2.75	195.00	536.25
Subtotal Professional Services	<u>2.75</u>		<u>536.25</u>

Low Task Subtotal WMWA 536.25

Top Task Subtotal 2023 Technical Services 16,790.96

Total Fees & Disbursements	<u>16,790.96</u>
INVOICE TOTAL (USD)	16,790.96

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



INVOICE

Invoice Number 2136277
Invoice Date September 27, 2023
Purchase Order —
Customer Number 165842
Project Number 227705219

Bill To

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

Please Remit To

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

Project	Meadow Lake Management Plan Phase 2		
Project Manager	Spector, Diane F	Contract Upset	102,810.00
Current Invoice Total (USD)	4,074.11	Amount Billed to Date	56,036.84
		For Period Ending	September 22, 2023

Top Task	100	Professional Services		
Low Task	100.101	Project Management and Reporting		
Professional Services				
Category/Employee			Current Hours	Rate
		Spector, Diane F	6.50	195.00
		Subtotal Professional Services	<u>6.50</u>	<u>1,267.50</u>
Low Task Subtotal	Project Management and Reporting			1,267.50

Low Task	100.102	Monitoring and Data Gathering		
Professional Services				
Category/Employee			Current Hours	Rate
		Neumiller, Grace Catherine	4.00	127.00
		Stone, Alicia L (Ali)	1.50	133.00
		Kemmitt, Kathrine Lee (Katie)	8.50	142.00
		Beneke, Thomas S (Tom)	1.00	172.00
		Subtotal Professional Services	<u>15.00</u>	<u>2,086.50</u>

Disbursements				
		Usage - Equipment Charges		700.00
		Direct - Vehicle (mileage)		20.11
		Subtotal Disbursements		<u>720.11</u>

Low Task Subtotal	Monitoring and Data Gathering			2,806.61
Top Task Subtotal	Professional Services			4,074.11
	Total Fees & Disbursements			<u>4,074.11</u>
	INVOICE TOTAL (USD)			4,074.11



INVOICE

Invoice Number 2136265
Invoice Date September 27, 2023
Purchase Order --
Customer Number 165842
Project Number 227705161

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	Bass Lake Vegetation Improvements		
Project Manager	Kemmitt, Katie	Contract Upset	24,780.00
Current Invoice Total (USD)	1,333.50	Amount Billed to Date	23,010.02
		For Period Ending	September 22, 2023

Top Task	100	Bass Lake Vegetation Improvement
Low Task	100.003	Monitoring

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	3.25	142.00	461.50
Beneke, Thomas S (Tom)	1.00	172.00	172.00
Subtotal Professional Services	<u>4.25</u>		<u>633.50</u>

Disbursements

Usage - Equipment Charges	700.00
Subtotal Disbursements	<u>700.00</u>

Low Task Subtotal	Monitoring	1,333.50
Top Task Subtotal	Bass Lake Vegetation Improvement	1,333.50
Total Fees & Disbursements		<u>1,333.50</u>
INVOICE TOTAL (USD)		1,333.50

Net Due in 60 Days or in accordance with terms of the contract



INVOICE

Invoice Number 2136275
Invoice Date September 27, 2023
Purchase Order —
Customer Number 165842
Project Number 227701416

Bill To

Shingle Creek Watershed Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

Please Remit To

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

Project	B001240-20-216: Crystal Lake Management Plan		
Project Manager	Spector, Diane F	Contract Upset	140,830.00
Current Invoice Total (USD)	598.00	Amount Billed to Date For Period Ending	129,167.88 September 22, 2023

Top Task	101A	Dosing			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Kemmitt, Kathrine Lee (Katie)	3.00	142.00	426.00
		Subtotal Professional Services	<u>3.00</u>		<u>426.00</u>
Top Task Subtotal	Dosing				426.00

Top Task	103A	SAV Surveys			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Beneke, Thomas S (Tom)	1.00	172.00	172.00
		Subtotal Professional Services	<u>1.00</u>		<u>172.00</u>
Top Task Subtotal	SAV Surveys				172.00

Total Fees & Disbursements 598.00
INVOICE TOTAL (USD) 598.00

Due upon receipt or in accordance with terms of the contract



INVOICE

Invoice Number 2135474
Invoice Date September 26, 2023
Purchase Order --
Customer Number 165842
Project Number 227705747

Bill To

Shingle Creek Watershed Management Commission
 Accounts Payable
 3235 Fernbrook Lane
 Plymouth MN 55447
 United States

Please Remit To

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

Project	Brookdale Park Shingle Creek Remeander Feasibility Study		
Project Manager	Harding, Sarah Ellen	Contract Upset	48,650.00
Current Invoice Total (USD)	601.75	Amount Billed to Date For Period Ending	28,125.00 September 22, 2023

Top Task 200 **Professional Services**
Low Task 200.002 **Alternatives Evaluation and Basis of Design Memorandum**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Neumiller, Grace Catherine	3.00	127.00	381.00
Harding, Sarah Ellen	1.00	172.00	172.00
Spector, Diane F	0.25	195.00	48.75
Subtotal Professional Services	4.25		601.75

Low Task Subtotal **Alternatives Evaluation and Basis of Design Memorandum** 601.75

Top Task Subtotal Professional Services 601.75

Total Fees & Disbursements 601.75
INVOICE TOTAL (USD) **601.75**

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



3235 Fernbrook Lane Plymouth MN 55447

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth MN 55447

6-Oct-23

Re: 2023 WMWA General Expense and Watershed PREP

Description	Rate	Hours/ No.	Amount	Total
General Expense				
Secretarial	70.00		-	
Administrative	75.00	5.43	407.25	
Administrative - website, Facebook, Twitter	75.00		-	
Offsite, WMWA meetings, Blue Thumb, Watershed Partners, Home Expo, Henn County, city events	80.00		-	
Website hosting, Godaddy renewal	1.00	104.24	104.24	
Reimbursables	1.00	0.75	0.75	
Total General Expense				512.24
Watershed PREP				
Secretarial	70.00		-	
Administrative	75.00		-	
Offsite	80.00		-	
Reimbursables	1.00		-	
Total Watershed PREP			-	-
Total this invoice				512.24
Partner Share				128.06



3235 Fernbrook Lane
Plymouth MN 55447

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

October 6, 2023

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM	Total	SC	WM	Total	SC	WM
Administrative		53001	18.21	75.00	1,365.75	10.04	75.00	753.00		
Admin - Offsite		53001		80.00	-		80.00	-		
Administrative	70-30	53001	45.84	75.00	2,406.60		75.00	1,031.40		
Admin - offsite	70-30	53001	3.00	80.00	168.00		80.00	72.00		
Office Support	70-30	53001	22.00	75.00	1,155.00		75.00	495.00		
Data Processing/File Mgmt		53001	1.00	75.00	75.00	1.00	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	1.00	43.01	43.01		
Administration Reimbursables		53001	414.52	1.00	414.52	238.21	1.00	238.21	5,639.610	2,707.620
Bookkeeping		54022	5.66	75.00	424.50	2.93	75.00	219.75		
Audit Prep		54022		75.00	-		75.00	-	424.500	219.750
Meal Expense	70-30	54001	433.00	1.00	303.10		1.00	129.90	303.100	129.900
Bus Expense	70-30		850.00	1.00	595.00			255.00	595.000	255.000
Project / WCA Reviews - Secre		53002		70.00	-		70.00			
Project / WCA Reviews - Admin		53002	0.63	75.00	47.25	1.00	75.00	75.00		
Project / WCA Reviews -Reimbursables		53002	29.88	1.00	29.88	3.12	1.00	3.12	77.130	78.120
Website	50-50	57008	0.42	75.00	15.75		75.00	15.75		
Renew website domain, zoom	50-50	57008		1.00	-		1.00			
Education - Reimbursables	50-50	57007		1.00	-		1.00		15.750	15.750
Engineering Support - Admin		53004	1.48	75.00	111.00		75.00	-		
Engineering Support - Admin	70-30	53004	10.75	75.00	564.38		75.00	241.88		
Engineering Support - offsite	70-30	53004		80.00	-		80.00	-		
Engineering Support - Reimbursables		53004		1.00	-		1.00	-	675.375	241.88
Engineering Support - CIP Admin		53004	0.78	75.00	58.50	0.32	75.00	24.00		
Engineering Support - CIP Admin	50-50	53004		75.00	-		75.00	-		
Engineering Support - CIP Reimbursables		53004	3.18	1.00	3.18	2.74	1.00	2.74	61.68	26.74
Engineering Support - Cost Share			3.69	75.00	276.75		75.00	-		
Engineering Support - Cost Share reimbursables			13.3	1.00	13.30	11.62	1.00	11.62	290.05	11.62
									8,082.20	3,686.375

From: Shoemaker, Todd <todd.shoemaker@stantec.com>
Sent: Monday, September 18, 2023 5:01 PM
To: Judie Anderson <Judie@jass.biz>
Cc: Campbell, Patty <Patty.Campbell@stantec.com>
Subject: RE: Your Aspen Transportation Company LLC receipt [#1342-2160]

Judie,

Total cost should be \$850:

- \$725 charged to Card #1
- \$75 balance charged to Card #2 (the sheet you gave me last week at the meeting),
- \$50 tip charged to Card #2.

Todd Shoemaker, PE*, CFM

Principal, Senior Water Resources Engineer

* Licensed in MN, IA

As the Stantec Twin Cities Water Group, our purpose is to help protect the most important natural resource the world has - its water. Our mission is to collaborate with our clients to protect and improve water quality and availability.

Direct: 651 294-4585

Mobile: 612-414-7166

todd.shoemaker@stantec.com

Stantec

2080 Wooddale Drive Suite 100

Woodbury MN 55125-2920



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

	2023 Budget	September	October	%age YTD	2023 YTD
REVENUE					
Application Fees	20,000	2,200.00		44.50	8,900.00
Member Assessments	156,200			100.00	156,200.00
Interest & Dividend Income	100	5,499.83		44,628.35	44,628.35
Miscellaneous Income					-
<i>Transfer to (from) CIPs (see CIP Tracker page)</i>					80,409.37
<i>Transfer to (from) Grants</i>					27,500.00
<i>To (From) Reserve</i>					-
TOTAL REVENUE	176,300	7,699.83	-		317,637.72
EXPENSES					
ADMINISTRATION					
Administrative Services	32,000	2,672.80	2,707.62	73.33	23,464.11
Engineering Support	4,000	543.21	280.24	75.18	3,007.26
Project Reviews	1,500	77.87	78.12	28.97	434.56
ENGINEERING					
Administration	32,300	2,268.42	2,019.55	106.37	34,357.11
Grant Application Writing	0				-
Project Review	25,000	374.00	1,609.75	93.98	23,495.77
Highway 252/94 EIS Review					6,040.00
LEGAL					
Legal Services	5,000	580.50	408.50	64.75	3,237.64
MN DOT Scoping Project					537.50
MISCELLANEOUS					
Bookkeeping	3,400	206.25	219.75	101.10	3,437.25
Audit	6,500			72.31	4,700.00
Insurance & Bonding	3,000			96.73	2,902.00
Meeting Expense	3,000	125.70	384.90	77.80	2,334.06
PROJECTS					
Outfall and Stream Monitoring	24,600	1,785.88	3,034.50	34.65	8,524.58
Annual Monitoring Report	7,500			111.40	8,354.68
Water Quality Education					
Education	17,000	1,557.37	1,112.63	88.77	15,091.24
WMWA General Programs	5,000			60.00	3,000.00
WMWA Implementation/Watershed Prep	6,500			92.31	6,000.00
Rain Garden Workshops	0				-
Education Grants	0				-
Management Plan/Amendments	0				-
4th Generation Plan 2023					265.03
<i>Transfer to (from) CIPs</i>		262.30			262.30
<i>Transfer to (from) Grants</i>			3,312.00		3,312.00
<i>To (from) Reserves</i>					-
TOTAL OPERATING EXPENSE	176,300	10,454.30	15,167.56		152,757.09
CASH SUMMARY					
4M Fund Balance at 12/31/22					1,064,477.43
Plus Revenue Received to Date					356,552.67
Minus Claims Approved to Date					(191,656.35)
Minus Claims Presented Current Month					15,167.56
Fund Balance		1,259,708.87			1,244,541.31

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

Claims Presented	General Ledger Acct No.	September	October		
					Total
Kennedy & Graven					408.50
Legal - General	52001		408.50		
Stantec					11,072.68
General Engineering	51001		2,019.55		
Project Reviews	51002		1,609.75		
Highway 252/94 EIS Review	51001				
4th Generation Plan	51008				
Legal Boundary Update (4th Gen Plan)	51008				
Education Program	57008		1,096.88		
Stream and Outfall Monitoring	58011		3,034.50		
Annual Water Monitoring Report	58002				
Intensive BMPs	57011				
Miss Riverbank Stabilization Feasibility Study	70602		3,312.00		
Judie Anderson's Secretarial Service					3,686.38
Administration	53001		2,707.62		
Bookkeeping / Audit Prep	54002		219.75		
Project Review Support	53002		78.12		
Meeting Expense - Previous Mo. Meal	54001		129.90		
Bus Expense	54001		255.00		
Education Programs	57008		15.75		
Engineering Support	53004		241.88		
Engineering Support - CIPs	53004		26.74		
Eng Support - Cost Share	53004		11.62		
Total Claims					15,167.56

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

September 25, 2023

Statement No. 176845

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

Through August 31, 2023

WE405-00001 General

473.00

Total Current Billing: 473.00

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

DocuSigned by:

Troy J. Gilchrist

67F85C8F0F29474...

Signature of Claimant

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

West Mississippi Watershed

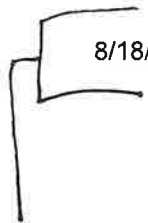
August 31, 2023

WE405-00001 General

Through August 31, 2023

For All Legal Services As Follows:

			Hours	Amount
8/10/2023	TJG	Prepare for, travel to, and attend meeting	1.60	344.00
8/18/2023	TJG	Begin work on updating data practices policy	0.60	129.00
			Total Services:	\$ 473.00
			Total Services and Disbursements:	\$ 473.00



SC - 64.50
WM - 64.50



INVOICE

Invoice Number 2137367
 Invoice Date September 28, 2023
 Purchase Order --
 Customer Number 165842
 Project Number 227705633

Low Task 2023.007 Grant Writing

Professional Services

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

Low Task Subtotal Grant Writing 195.00

Low Task 2023.009.01 General Education Program

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	11.25	195.00	2,193.75
Subtotal Professional Services	<u>11.25</u>		<u>2,193.75</u>

SC - 1,096.87
 WM - 1,096.88

Low Task Subtotal General Education Program 2,193.75

Low Task 2023.009.02 WMWA

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Spector, Diane F	2.75	195.00	536.25
Subtotal Professional Services	<u>2.75</u>		<u>536.25</u>

Low Task Subtotal WMWA 536.25

Top Task Subtotal 2023 Technical Services 16,790.96

Total Fees & Disbursements 16,790.96
INVOICE TOTAL (USD) 16,790.96

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



INVOICE

Invoice Number 2137368
Invoice Date September 28, 2023
Purchase Order --
Customer Number 165866
Project Number 227705634

Bill To

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

Please Remit To

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

Project	West Mississippi WMC Services		
Project Manager	Shoemaker, Todd E	Contract Upset	81,900.00
Current Invoice Total (USD)	6,663.80	Amount Billed to Date	72,417.46
		For Period Ending	September 22, 2023

Top Task	2023	2023 Technical Services
Low Task	2023.001	General Engineering

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kemmitt, Kathrine Lee (Katie)	1.50	142.00	213.00
Spector, Diane F	9.25	195.00	1,803.75
Subtotal Professional Services	<u>10.75</u>		<u>2,016.75</u>

Disbursements

Direct - Printing	2.80
Subtotal Disbursements	<u>2.80</u>

Low Task Subtotal	General Engineering	2,019.55
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Low Task	2023.002.06	WM2023-04 Riverway Church
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Clapp, Lucas W	4.75	127.00	603.25
Shoemaker, Todd E	0.75	220.00	165.00
Subtotal Professional Services	<u>5.50</u>		<u>768.25</u>

Low Task Subtotal	WM2023-04 Riverway Church	768.25
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Low Task	2023.002.99	WCA
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Kaster, Anthony R (Tony)	4.50	187.00	841.50



INVOICE

Invoice Number	2137368
Invoice Date	September 28, 2023
Purchase Order	-
Customer Number	165866
Project Number	227705634

Subtotal Professional Services	4.50	841.50
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Low Task Subtotal	WCA	841.50
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Low Task	2023.003	Stream and Outfall Monitoring
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Neumiller, Grace Catherine	3.50	127.00	444.50
	Doerr, Sylvia M	0.75	133.00	99.75
	Stone, Alicia L (Ali)	16.25	133.00	2,161.25
	Subtotal Professional Services	20.50		2,705.50

Disbursements

Direct - Testing & Lab Charges	329.00
Subtotal Disbursements	329.00

Low Task Subtotal	Stream and Outfall Monitoring	3,034.50
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Top Task Subtotal	2023 Technical Services	6,663.80
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Total Fees & Disbursements	6,663.80
INVOICE TOTAL (USD)	6,663.80

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



INVOICE

Invoice Number 2136774
Invoice Date September 28, 2023
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)	3,312.00	Amount Billed to Date	3,312.00
		For Period Ending	September 22, 2023

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

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Beneke, Thomas S (Tom)	1.50	172.00	258.00
Megow, Erik Robert	12.00	172.00	2,064.00
Matthiesen, Edward Armin (Ed)	1.50	220.00	330.00
Shoemaker, Todd E	3.00	220.00	660.00
Subtotal Professional Services	<u>18.00</u>		<u>3,312.00</u>

Low Task Subtotal	Data Collection & Review	3,312.00
Top Task Subtotal	Mississippi Riverbank Stabilization Feasibility Study	3,312.00
Total Fees & Disbursements		<u>3,312.00</u>
INVOICE TOTAL (USD)		3,312.00

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



3235 Fernbrook Lane
Plymouth MN 55447

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

October 6, 2023

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM	SC	WM	
Administrative		53001	18.21	75.00	1,365.75	10.04	75.00	753.00		
Admin - Offsite		53001		80.00	-		80.00	-		
Administrative	70-30	53001	45.84	75.00	2,406.60		75.00	1,031.40		
Admin - offsite	70-30	53001	3.00	80.00	168.00		80.00	72.00		
Office Support	70-30	53001	22.00	75.00	1,155.00		75.00	495.00		
Data Processing/File Mgmt		53001	1.00	75.00	75.00	1.00	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	1.00	43.01	43.01		
Administration Reimbursables		53001	414.52	1.00	414.52	238.21	1.00	238.21	5,639.610	2,707.620
Bookkeeping		54022	5.66	75.00	424.50	2.93	75.00	219.75		
Audit Prep		54022		75.00	-		75.00	-	424.500	219.750
Meal Expense	70-30	54001	433.00	1.00	303.10		1.00	129.90	303.100	129.900
Bus Expense	70-30		850.00	1.00	595.00			255.00	595.000	255.000
Project / WCA Reviews - Secre		53002		70.00	-		70.00			
Project / WCA Reviews - Admin		53002	0.63	75.00	47.25	1.00	75.00	75.00		
Project / WCA Reviews -Reimbursables		53002	29.88	1.00	29.88	3.12	1.00	3.12	77.130	78.120
Website	50-50	57008	0.42	75.00	15.75		75.00	15.75		
Renew website domain, zoom	50-50	57008		1.00	-		1.00			
Education - Reimbursables	50-50	57007		1.00	-		1.00		15.750	15.750
Engineering Support - Admin		53004	1.48	75.00	111.00		75.00	-		
Engineering Support - Admin	70-30	53004	10.75	75.00	564.38		75.00	241.88		
Engineering Support - offsite	70-30	53004		80.00	-		80.00	-		
Engineering Support - Reimbursables		53004		1.00	-		1.00	-	675.375	241.88
Engineering Support - CIP Admin		53004	0.78	75.00	58.50	0.32	75.00	24.00		
Engineering Support - CIP Admin	50-50	53004		75.00	-		75.00	-		
Engineering Support - CIP Reimbursables		53004	3.18	1.00	3.18	2.74	1.00	2.74	61.68	26.74
Engineering Support - Cost Share			3.69	75.00	276.75		75.00	-		
Engineering Support - Cost Share reimbursables			13.3	1.00	13.30	11.62	1.00	11.62	290.05	11.62
									8,082.20	3,686.375

From: Shoemaker, Todd <todd.shoemaker@stantec.com>
Sent: Monday, September 18, 2023 5:01 PM
To: Judie Anderson <Judie@jass.biz>
Cc: Campbell, Patty <Patty.Campbell@stantec.com>
Subject: RE: Your Aspen Transportation Company LLC receipt [#1342-2160]

Judie,

Total cost should be \$850:

- \$725 charged to Card #1
- \$75 balance charged to Card #2 (the sheet you gave me last week at the meeting),
- \$50 tip charged to Card #2.

Todd Shoemaker, PE*, CFM

Principal, Senior Water Resources Engineer
* Licensed in MN, IA

As the Stantec Twin Cities Water Group, our purpose is to help protect the most important natural resource the world has - its water. Our mission is to collaborate with our clients to protect and improve water quality and availability.

Direct: 651 294-4585
Mobile: 612-414-7166
todd.shoemaker@stantec.com

Stantec
2080 Wooddale Drive Suite 100
Woodbury MN 55125-2920



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WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION**PROJECT REVIEW WM2023-04:** Riverway Church

Company: Riverway Church
Address: ryan@riverwaychurch.com

Engineer: Matt Woodruff
Company: Larson Engineering
Address: 3524 Labore Road, White Bear Lake, MN 55110

Phone: 651-481-9120
Email: mwoodruff@larsonengr.com

Purpose: Construction of a church and parking lot on 7.46 acres.

Location: Lot north of 117th Ave N, east of Champlin Dr, and west of Hwy-169 (Figure 1).

- Exhibits:**
1. Project review application and project review fee of \$2,200, dated 8/29/2023, received 8/30/2023.
 2. Site plans (C100, C200, C300, C301, C400, C500, C501, C502, C600, L1.0, L2.0, L3.0, A1.0), by Larson Engineering, dated 6/1/2023, received 8/30/2023.
 3. Riverway Church Stormwater Report, by Larson Engineering, dated 10/5/2023, received 10/5/2023.
 4. Geotechnical Report, by American Engineering Testing, dated 11/19/2023, received 8/30/2023.
 5. Site plans (C00, C100, C200, C300, C301, C400, C500, C501, C502, C600, L1.0, L2.0, L3.0, A1.0), by Larson Engineering, dated 10/2/2023, received 10/3/2023.
 6. Site plans (C200, C400, C500), by Larson Engineering, dated 10/5/2023, received 10/5/2023.
 7. Larson Response. WM2023-04 – Riverway Church R2, by Larson Engineering, dated 10/5/2023, received 10/5/2023.
 8. Jellyfish JPPD0806 Standard Detail, by Contech, not dated, received 10/5/2023.

- Findings:**
1. The proposed project is the construction of a church and associated parking. The site is 7.46 acres. Following development, the site will be 39 percent impervious with 2.88 acres of impervious surface, an increase of 2.88 acres. The 2.88 acres of impervious includes 0.70 acres for building expansion and is accounted for in the stormwater management calculations.
 2. The complete project application was received on 8/30/2023. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 10/12/2023 meeting. Sixty calendar-days expires on 10/29/2023.

WM2023-04: Riverway Church

- Commission rules require the site to abstract 1.1 inches of runoff from new- and reconstructed impervious area within 48 hours. The site is in the Drinking Water Supply Management (DWSMA) Emergency Response Area, which prohibits infiltration of stormwater runoff. The new, future, and reconstructed impervious area on this site is 2.88 acres, which requires filtration of 20,932 cubic feet within 48 hours. The applicant proposes to construct a filtration basin and underground storage with a manufactured treatment device (MTD) at the outlet. A breakdown of the filtration volume requirements for the practices is provided below. The applicant meets Commission volume control requirements (Table 1).

The amount of proposed impervious is 125,469 ft².

Volume retention required for infiltration:

$$125,469 \text{ ft}^2 \times 1.1 \text{ inches} \times 1 \text{ ft}/12 \text{ inches} = 11,501 \text{ ft}^3$$

Volume retention required for filtration:

$$11,501 \text{ ft}^3 \times 1.82 \text{ credit factor} = 20,932 \text{ ft}^3$$

Table 1. Proposed volume retention through filtration (ft³).

Required Filtration Volume (ft³)	BMP	Volume Retention Provided (ft³)	2.5-Inch Runoff Volume (ft³)
20,932	MTD	2,077	2,590
	Filtration Basin	19,154	23,340
	Total	21,231	

- To comply with the Commission’s water quality treatment requirement, the site must provide treatment so there is no net increase in TP or TSS from pre- to post-development land cover. Meeting the filtration requirement is considered sufficient to provide a similar level of treatment.

The applicant has provided sufficient information to show the filtration volume requirement is met. The applicant meets Commission water quality treatment requirements.

- Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year, 24-hour, and 100-year, 10-day critical storm event. A majority of the runoff from the site is routed to a filtration basin with the remaining to an underground system. The two systems outlet to an existing wetland that discharges northeast on Champlin Drive. The applicant meets Commission rate control requirements (Table 1).

Table 2. Runoff from site (cfs).

Drainage Area	2-year event		10-year event		100-year event		100-year 10-day event	
	Pre-	Post-	Pre-	Post-	Pre-	Post-	Pre-	Post-
Champlin Drive	6.1	4.4	13.4	9.6	28.9	23.8	3.1	1.7

WM2023-04: Riverway Church

6. The erosion control plan includes a rock construction entrance, perimeter silt fence, silt fence surrounding filtration basin, inlet protection, rip rap at inlets, slope checks, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements.
7. The National Wetlands Inventory identifies two probable wetlands in the northeast half of the site. The onsite wetland delineation approved by the LGU (City of Champlin) identified one jurisdictional wetland. The applicant does not propose any impacts to the wetland. Wetland buffers a minimum of 20 feet in width and averaging 30 feet in width are provided. The applicant meets Commission wetland requirements.
8. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
9. There is no FEMA-regulated floodplain on this site. The low floor elevations of the buildings are at least two feet higher than the high water elevation of the filtration basin according to Atlas 14 precipitation. The applicant meets Commission floodplain requirements.
10. The site is located in a Drinking Water Management Area and within the Emergency Response Area. Therefore, infiltration is not permitted. The applicant proposes alternative compliance under rule D.3(g)(2)(i). The applicant meets Commission drinking water protection requirements.
11. A public hearing on the project was conducted on August 16, 2021, as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.
12. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Champlin was not provided.
13. A Project Review Fee of \$2200 has been received.

Recommendation: Approve subject to the following conditions:

- 1) Demonstrate by double ring infiltrometer or witness test that the filtration basin can meet the design filtration rate of 0.8 inches/hour.
- 2) Provide a complete O&M agreement between the applicant and the City of Champlin for all stormwater facilities on the project site. Consistent with the *MN Stormwater Manual*, operation and maintenance actions for the JellyFish unit shall satisfy Tier 2 requirements outlined in the Manual:
 - a) Evidence of a contract with a qualified vendor to conduct maintenance.
 - b) Expected maintenance intervals based on annual runoff volume and sediment loading to each device with a maximum maintenance interval of one year.
 - c) Expected filter media replacement interval.
 - d) Cost estimate for maintenance and replacement of the filter media.
- 3) Provide project-specific details for the JellyFish unit to verify HydroCAD calculations. The "site specific data requirements" are blank on the "Jellyfish JPPD0806 Standard Detail" exhibit.

WM2023-04: Riverway Church

- 4) Add a fourth access port to the north corner (near OCS-2) of the 48" underground system. An access port here provides easier access to the system outlet pipe.

Stantec Inc.
Engineers for the Commission

Todd Shoemaker, P.E.

10/6/2023

WM2023-04: Riverway Church

Figure 1. Site location.



WM2023-04: Riverway Church

Figure 2. Site grading plan.



To: Shingle Creek/West Mississippi WMO Commissioners
From: Diane Spector
Date: October 10, 2023
Subject: Education and Outreach Update

**Recommended
Commission Action**

For information.

WMWA met on October 10, 2023 to discuss ongoing initiatives.

Joint Education and Outreach Coordinator

Grace presented work plans for two initiatives of focus over the coming year. The first is outreach and site improvements at Southgate Apartments in Bloomington adjacent to Smith Park and Smith Pond, contracting with Metro Blooms. This will be similar to the Partnership Grant projects in Shingle Creek at multi-family developments in Brooklyn Park spearheaded by Metro Blooms.

The second initiative is a focused outreach effort with faith-based communities on proper chloride management. This is part of the Low Salt No Salt strategy of building a grass-roots campaign to educate people where they worship and live so they can build demand for similar actions where they work and shop. Phase 1 of this campaign is to develop and implement chloride management plans at 10 houses of worship in the 5 watersheds. Grace is currently accepting referrals to congregations that may want to participate and developing initial materials. She is especially looking for congregations with a strong sustainability or environmental mission. On-site consultations with congregation representatives and city staff would be scheduled for next spring. Following successful completion of Phase 1 by fall 2024, this program will be expanded to other strategic locations with a second round of congregations.

Staff and TAC members continue to discuss options for workshops or other projects within Shingle Creek/West Mississippi.

Watershed Prep

WWA educator Jessica is continuing to provide classroom lessons this fall, which is usually not as busy as the spring. The number of students served is approaching pre-pandemic levels. As this program is growing in popularity and expanding beyond the 4th/5th grade into work with middle schools and sometimes high schools, WMWA may propose a budget increase for 2025. The program is currently funded at \$16,000 shared among four WMOs. As a side note, Jessica recently took on the challenge of working as a part-time education and outreach contractor with Freshwater Society focused on recruiting more K-12 students into water resources and watershed-related careers.