


Shingle Creek Watershed Management Commission - 2019 Treasurer's Report

		2019 Budget	November	December	%age YTD	2019 YTD
REVENUE	%age					
Application Fees		22,000			82.73	18,200.00
Assessments		356,900			100.00	356,900.00
Interest and Dividends		3,000	941.41		683.77	20,513.09
Education Reimbursement		33,000	4,000.00		64.79	21,381.81
Rain Garden Workshops		6,000			104.17	6,250.00
<i>Transfer to (from) Grants (see following pages)</i>			22,779.28	-		406,823.85
<i>Transfer to (from) CIPs</i>				225,932.22		472,955.74
<i>Transfer to (from) Closed Projects Account</i>						-
TOTAL REVENUE		420,900	27,720.69	225,932.22		1,303,024.49
EXPENSES						
ADMINISTRATION						
Administrative Services		71,000	5,407.45	4,821.32	82.86	58,829.86
Engineering Support		17,000	1,820.11	956.90	84.18	14,310.70
Project Reviews/WCA-Incl Blue Line Ext.		1,700	87.91		83.24	1,415.15
Hydraulic/hydrologic Modeling Updates						-
ENGINEERING						
Administration		62,000	4,848.12	3,020.10	132.64	82,236.34
Grant Application Writing		10,000			101.09	10,109.16
Project Reviews/WCA		37,000	2,980.00	1,183.60	113.81	42,108.74
TMDL 5 Year Reviews/CIP Engineering		12,000			100.06	12,007.60
LEGAL - Legal Services		6,000	327.40	347.50	79.26	4,755.60
MISCELLANEOUS						
Bookkeeping		7,000	320.04	285.00	90.60	6,342.32
Audit		6,000			100.00	6,000.00
Insurance & Bonding		3,100			84.45	2,618.00
Meeting Expense		4,700	355.97		78.62	3,695.30
PROGRAMS						
Citizen Assisted Lake Monitoring (CAMP)		3,800	760.00	69.30	37.71	1,433.10
Stream Monitoring		37,100	3,075.56	2,661.49	91.02	33,768.80
Monitoring Equipment		3,000				-
Volunteer Wetland Monitoring (WHEP)		2,000			-	-
Volunteer Stream Monitoring (River Watch)		2,000		2,000.00	100.00	2,000.00
Intensive Lake TMDL Monitoring		22,500	1,403.00	3,017.80	94.85	21,340.17
Annual Monitoring Report		14,000			99.99	13,999.20
Water Quality Education						
Education Program		15,000	1,522.74	1,089.00	115.92	17,387.92
WMWA Ed/Watershed Prep		18,000	3,005.85	2,778.68	63.17	11,369.80
WMWA General Programs		20,000	1,312.61	1,561.08	47.12	9,423.55
WMWA Special Projects		6,500	210.00	210.00	59.68	3,878.91
Rain Garden Workshops		8,000			112.50	9,000.00
Education Grants		500			-	-
Third Gen Plan/Amendments		1,000	161.27		216.83	2,168.29
Flood Modeling and Mapping		25,000			140.01	35,001.30
Contribution to 4th Generation Plan		5,000			-	-
Pike Lake Subwatershed Assessment		0		19,991.75		19,991.75
<i>Transfer from Closed Proj Acct for Meadow Lake Mgt Plan Grant</i>						4,874.50
<i>Transfer to (from) Grants (see following pages)</i>			300,506.31	122,153.73		1,086,500.43
<i>Transfer to (from) CIPs</i>			136,868.31	163,544.21		493,846.29
<i>Transfer to (from) Partnership BMP Retrofits Fund</i>				10,000.00		10,000.00
<i>Transfer to (from) Closed Projects Account</i>				500.11		500.11
TOTAL OPERATING EXPENSE		420,900	464,972.65	340,191.57		2,020,912.89
CASH SUMMARY						
4M Fund Balance at 12/31/18						1,162,466.36
Plus Revenue Received 2018 to date						1,325,417.26
Minus Claims Approved to Date						(1,762,934.91)
Minus Claims Presented Current Month						(340,191.57)
Fund Balance			499,016.49			384,757.14

Shingle Creek Watershed Management Commission - 2019 Treasurer's Report

Claims Presented December 12, 2019	General Ledger Acct No	November	December	Total
Kennedy & Graven				789.70
Legal - General	52001		347.50	
Legal - WMWA	57009		442.20	
City of Crystal Becker Park CIP 2018	70818		113,544.21	113,544.21
City of Maple Grove - Pike Lake SWA	58026		19,991.75	19,991.75
City of Plymouth - Bass/Pomerleau Alum Trmt	70727		111,392.92	111,392.92
Sherman Associates (Private Cost Share BMP 2017, 2018)				60,000.00
Autumn Ridge Ph I balance	70815		10,000.00	
Autumn Ridge Ph II	70817		50,000.00	
Hennepin Cty Dept of Environment & Energy				2,000.00
River Watch	56001		2,000.00	-
WHEP	56006			-
Lawn Chair Gardener - WMWA Media	57010		210.00	210.00
Mary Amsden - WMWA Ed Services	57011		180.00	218.28
Mary Amsden - WMWA Ed Reimbursement	57012		38.28	
Sharon Meister - WMWA Ed Services	57011		2,340.00	2,560.40
Sharon Meister - WMWA Ed Reimbursement	57012		220.40	
Wenck Associates				22,820.61
General Engineering	51001		3,020.10	
Grant Applica/Research	51005			
Project Reviews	51002		1,183.60	
Plan Amendment	51007			
CAMP	56002		69.30	
Stream Monitoring	56004		2,661.49	
Intensive Lake TMDL Monitoring	56010		3,017.80	
TMDL 5-Year Reviews	56011			
Education	57008		987.00	
Education - WMWA	57009		620.40	
Minneapolis SWA Grant	70726		3,775.80	
Bass/Pomerleau Alum Trmt Grant	70727		2,895.90	
SRP Reduction Grant	70729		4,089.11	
Meadow Lake Mgt Plan Grant	70731			
Twin Lake Carp Management Follow-up			59.40	
BioChar Filters Ongoing Management			440.71	
Judie Anderson's Secretarial Service				498.48
WMWA General Expense	57009		498.48	
WMWA Educators/WS Prep	57011			
Judie Anderson's Secretarial Service				6,165.22
Administration	53001		4,821.32	
Project and WCA Review Support	53002			
Bookkeeping	54002		285.00	
Education Programs	57008		102.00	
Engineering Support	53004		854.40	
Engineering Support - CIP General	53004		102.50	
Engineering Support - Plan Amendment	53007			
Total Claims				340,191.57
				
Judie A Anderson, Deputy Treasurer				

Shingle Creek Watershed Management Commission - 2019 Treasurer's Report

	Total Grant	November	December	%age YTD	YTD
GRANTS					
Twin Lake Carp Management Grant	100,000				
Revenue					12,693.31
Expense					42,831.72
Balance		-	-		(30,138.41)
BioChar Project Grant	154,300				
Revenue					52,423.36
Expense					44,708.32
Balance		-	-		7,715.04
Becker Park Grant BWSR C16-1154	725,000				
Revenue					290,000.00
Expense		287,876.82			587,876.82
Balance		(287,876.82)	-		(297,876.82)
Minneapolis Subwatershed Assmt Grant	38,000				
Revenue					15,200.00
Expense			3,775.80		23,853.60
Balance		-	(3,775.80)		(8,653.60)
Bass/Pomerleau Lakes Internal Load Reduction (BWSR C18	267,040				
Revenue					-
Expense		3,048.60	114,288.82		147,102.68
Balance		(3,048.60)	(114,288.82)		(147,102.68)
BWSR Watershed Based Funding	103,571				
Revenue					-
Expense					-
Balance		-	-		-
SRP Reduction Project	72,170				
Revenue		22,779.28			36,507.18
Expense		9,580.89	4,089.11		90,127.29
Balance		13,198.39	(4,089.11)		(53,620.11)
Becker Park Grant Met Council SG-10335	150,000				
Revenue					-
Expense					150,000.00
Balance		-	-		(150,000.00)
TOTAL GRANTS					
Revenue		22,779.28	-		406,823.85
Expense		300,506.31	122,153.73		1,086,500.43
Balance		(277,727.03)	(122,153.73)		(679,676.58)

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

November 14, 2019

Statement No. 151678

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators

3235 Fernbrook Lane

Plymouth, MN 55447


Through October 31, 2019

SH220-00001 General

789.70

Total Current Billing: 789.70

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



Signature of Claimant

Kennedy & Graven, Chartered200 South Sixth Street, Suite 470
Minneapolis, MN 55402Shingle Creek Watershed
Judie Anderson

October 31, 2019

SH220-00001 General

Through October 31, 2019

For All Legal Services As Follows:

			Hours	Amount
10/3/2019	DTA	Review docs and emails; draft professional services agreement for WMWA project coordinator position; intraoffice conference with T Gilchrist regarding same; email draft to T Gilchrist with comments	1.40	281.40
10/3/2019	TJG	Review and revise agreement with consultant for the Alliance; email same to Diane S for review; revise same based on response; email revised agreement to parties for review	0.50	100.50
10/8/2019	TJG	Email exchange regarding WMWA agreement; review and revise same; email same to parties	0.30	60.30
10/10/2019	TJG	Prepare for, travel to, and attend meeting	1.50	301.50
10/29/2019	TJG	Review revisions to Autumn Ridge agreement; email to Judie regarding same	0.20	40.20
Total Services:			\$	783.90

For All Disbursements As Follows:

10/10/2019	Troy J. Gilchrist; Mileage expense	5.80
Total Disbursements:		\$ 5.80

Total Services and Disbursements: \$ 789.70



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 WATERSHED MGMT COMM
ATTN: JUDIE ANDERSON
3235 FERNBROOK LANE N
PLYMOUTH MN 55447

INVOICE

7518

Invoice Date 12/11/2019

Due Date 1/10/2020

Page: 1

Item	Remark	Amount
001	SCWMC CIP	113,544.21
	Total Amount Invoiced	113,544.21
	Balance Due	113,544.21



City of
Maple Grove

12800 Arbor Lakes Parkway, Maple Grove, MN 55369-7064

763-494-6000

November 21, 2019

Ms. Judie Anderson
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane North
Plymouth, MN, 55447

SUBJECT: PIKE LAKE SUBWATERSHED ASSESSMENT (MAPLE GROVE)
REIMBURSEMENT

Dear Judie,

Enclosed are invoices from WSB & Associates for the Pike Lake Sub-watershed Assessment totaling \$19,991.75. The City of Maple Grove is requesting reimbursement of \$19,991.75 per the terms of the Cooperative Agreement for the Pike Lake Sub-watershed Assessment.

Please let me know if you have any questions. Thank you for funding this important project.

Sincerely,

Derek Asche
Water Resources Engineer
City of Maple Grove

enc

COOPERATIVE AGREEMENT
(Pike Lake Subwatershed Assessment)

This Cooperative Agreement ("Agreement") is made as of this ____ day of April, 2018 by and between the Shingle Creek Watershed Management Commission, a joint powers watershed management organization ("Commission"), and the City of Maple Grove, a Minnesota municipal corporation ("City"). The Commission and the City may hereinafter be referred to individually as a "party" or collectively as the "parties."

RECITALS

- A. The parties desire to complete a subwatershed assessment of the Pike Lake area subwatershed as indicated in the map attached hereto as Exhibit A to help establish the present status of water quality within the northern Pike Lake Watershed within the City, which will help identify how to best meet the required TMDL reduction and other water quality goals with new BMPs and/or BMP retrofits (collectively, the "Assessment");
- B. Conducting subwatershed assessments is within the scope of the Third Generation Watershed Management Plan adopted for by the Commission in April 2013;
- C. The subwatershed to be examined as part of the Assessment is located entirely within the City and the City desires to complete the Assessment as it will benefit the City and its residents;
- D. The City desires to conduct the Assessment using WSB & Associates, its consulting engineering firm ("Consultant");
- E. The total estimated cost of the Assessment is \$_____; and
- F. The Commission is willing to reimburse up to \$20,000 of the costs incurred by the City to conduct the Assessment as provided in this Agreement;

AGREEMENT

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

- 1. Conducting and Managing the Assessment. The City shall be responsible for entering into such contracts with the Consultant and for performing such work as may be needed to complete the Assessment. The City will require the Consultant to name the Commission as an additional insured on all liability policies required by the City of the Consultant and the Commission shall be given the same notification of cancellation or non-renewal as is given to the City. The City will require the Consultant to defend, indemnify, protect, and hold harmless the Commission and the City, their agents, officers, and employees, from all claims or actions arising from negligent acts, errors or omissions of the Consultant in conducting the Assessment. The City will supervise the work of the Consultant to ensure the resulting Assessment complies with the terms and conditions of this Agreement. However, the Commission may observe and review



Adding Quality to Life

December 5, 2019

Judie Anderson, JASS
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane North
Plymouth, MN 55447

SUBJECT: Bass & Pomerleau Lakes Alum Treatment Project

Dear Ms. Anderson,

Enclosed/attached you will find treatment areas and payment documentation totaling \$111,392.92 to date for the implementation of the Bass and Pomerleau Lakes Alum Treatment Project in Plymouth. Per the "Cooperative and Subgrant Agreement for Bass and Pomerleau Lakes Alum Treatment Project" between the City of Plymouth and the Shingle Creek Watershed Management Commission, the City is requesting reimbursement of \$111,392.92 for this project.

The City is grateful for the partnership with the Shingle Creek Watershed Management Commission on water quality improvements and protections.

Sincerely,

Ben Scharenbroich
Interim Water Resources Manager

enc



**COOPERATIVE AND SUBGRANT AGREEMENT
FOR
BASS AND POMERLEAU LAKES ALUM TREATMENT PROJECT**

This Cooperative and Subgrant Agreement ("**Agreement**") is made as of this ___ day of _____ 2018 by and between the Shingle Creek Watershed Management Commission, a joint powers watershed management organization, ("**Commission**") and the City of Plymouth, a Minnesota municipal corporation, ("**City**"). The Commission and the City may hereinafter be referred to individually as a "party" and collectively as the "parties."

RECITALS

- A. On April 11, 2013, the Commission and the West Mississippi Watershed Management Commission jointly adopted the Shingle Creek and West Mississippi Third Generation Watershed Management Plan ("**Plan**"), a watershed management plan within the meaning of Minn. Stat. § 103B.231.
- B. The Plan includes a capital improvement program ("**CIP**") that lists a number of water quality project capital improvements.
- C. The water quality projects identified in the CIP include the Bass and Pomerleau Alum Treatment Project ("**Project**"), which is more fully described in the attached Attachment One.
- D. The Plan specifies that projects in the CIP will be partially funded by a County tax levy under Minn. Stat. § 103B.251.
- E. The Commission entered into a grant agreement related to the Project with the Minnesota Board of Water and Soil Resources ("**BWSR**") effective as of May 16, 2018, a copy of which is attached hereto as Attachment Two ("**BWSR Grant Agreement**").
- F. The BWSR Grant Agreement provides that BWSR will grant the Commission a sum not to exceed Two Hundred Sixty Seven Thousand Forty and No/100 Dollars (\$267,040.00), which funds are to be used for the Project to perform the duties and tasks specified in the BWSR Grant Agreement.
- G. on August 9, 2018, the Commission adopted a resolution ordering the Project, directing that it be constructed by the City and that the Commission's share of the Project costs be funded from a levy previously certified to Hennepin County ("**County**") in accordance with Minn. Stat. § 103B.251.
- H. The Commission and City have agreed for the City to assume, as subgrantee, certain duties and responsibilities of the Commission, as grantee, under the BWSR Grant Agreement in consideration of receiving a portion of the funds provided for in those grant agreement and subject to the terms, conditions, and limitations set forth therein.

m BOARD OF WATER AND SOIL RESOURCES

FY 2018 STATE OF MINNESOTA
 BOARD OF WATER and SOIL RESOURCES
 COMPETITIVE GRANTS PROGRAM
 GRANT AGREEMENT

Vendor:	0000237333	VN#:	17801
PO#:	3000008796	Date Paid:	5/21/18

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Shingle Creek WMC, 3235 Fernbrook Lane Plymouth Minnesota 55447 (Grantee).

<i>This grant is for the following Grant Programs :</i>		
C18-9275	Bass and Pomerleau Lakes Internal Load Reduction	\$267,040
Total Grant Awarded: \$267,040		

Recitals

1. The Laws of Minnesota 2017, 1st Special Session, HF 707 4th Engrossment, Article 2, Section 7, appropriated Clean Water Funds (CWF) to the Board for the FY 2018 Competitive Grants Program.
2. The Board adopted the FY 2018 Clean Water Fund Competitive Grants Policy and authorized the FY 2018 Competitive Grants Program in Board Resolution 17-57.
3. The Board adopted Board Resolution 17-95 to allocate funds for the FY 2018 Competitive Grants Programs.
4. The Grantee has submitted a BWSR approved work plan for this Program which is incorporated into this agreement by reference.
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.
6. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is Marcey Westrick, Clean Water Coordinator, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, 651-284-4153, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is: **ANDY POLZIN**
3235 FERNBROOK LANE
PLYMOUTH, MN 55447
(763) 553-1144

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. **Term of Grant Agreement.**
 - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd.5. **The State's Authorized Representative will notify the Grantee when this grant agreement has been executed. The Grantee must not begin work under this grant agreement until it is executed.**
 - 1.2. **Expiration date:** December 31, 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.
 - 1.3. **Survival of Terms:** The following clauses survive the expiration or cancellation of this Agreement: 7. Liability;

Beverly Love

From: Ed A. Matthiesen <ematthiesen@wenck.com>
Sent: Wednesday, December 11, 2019 8:02 AM
To: Judie Anderson; Beverly Love
Cc: Diane F. Spector
Subject: RE: Reimbursement for Autumn Ridge project

This is OK to pay.
Ed

From: Judie Anderson <Judie@jass.biz>
Sent: Monday, December 09, 2019 9:50 AM
To: Ed A. Matthiesen <ematthiesen@wenck.com>
Cc: Beverly Love <Beverly@jass.biz>; Diane F. Spector <dspector@wenck.com>
Subject: FW: Reimbursement for Autumn Ridge project

[EXTERNAL EMAIL]

Ed, would you please review the items Laura sent over and let Beverly and me know if okay to pay. Thank you.

From: Laura Scholl <laura@metroblooms.org>
Sent: Monday, December 09, 2019 8:34 AM
To: Judie Anderson <Judie@jass.biz>; Ed A. Matthiesen <ematthiesen@wenck.com>
Cc: Denise Flood <dflood@sherman-associates.com>
Subject: Re: Reimbursement for Autumn Ridge project

Just wanted to follow up on this. Please let us know, thank you.

On Wed, Nov 27, 2019 at 8:42 AM Laura Scholl <laura@metroblooms.org> wrote:

Hi Judie and Ed,

Would it possible to process a payment for the Autumn Ridge project at the December meeting of the Shingle Creek board? We have \$10,000 remaining from the 2018 grant and \$50,000 from this year that we'd like to request reimbursement for. Invoice receipts and supporting documents are linked below.

Invoices, As Builts, Final Report: <https://metroblooms.egnyte.com/fi/P2HULzistK>

Please let me know if you need anything else. Thank you very much!

--

Laura Scholl
Associate Director

Metro Blooms
Office: 310 East 38th Street, Room 320
Minneapolis, MN 55409
Mailing Address: P.O. Box 17099
Minneapolis, MN 55417



Watershed Management Commission

3235 Fernbrook Lane N • Plymouth, MN 55447
 Phone (763) 553-1144 • Fax (763) 553-9326

HYPERLINK "<http://www.shinglecreek.org>"
www.shinglecreek.org

Shingle Creek Watershed Management Commissions Partnership Cost-Share Program Application

City:	Brooklyn Park
Contact Name:	Brooklyn Park: Mitch Robinson (City Engineer); Sherman Associates: Denise Flood (Regional Director of Property); Metro Blooms: Laura Scholl (Associate Director)
Contact Phone:	763-493-8291
Contact Email:	Mitchell.Robinson@brooklynpark.org ; dflood@sherman-associates.com ; laura@metroblooms.org
Project Name:	Phase II Autumn Ridge Apartments Stormwater Retrofit
Total Project Cost:	\$149,490.00
Amount Requested:	\$50,000.00
Project Location:	Autumn Ridge Apartments
Owner:	Sherman Associates
Address:	8516 63rd Ave North
City, State, Zip:	Brooklyn Park, MN 55428
Phone:	612-337-2633 (Denise Flood, Regional Director of Property); 218-230-4376 (Laura Scholl, Associate Director, Metro Blooms)
Email:	dflood@sherman-associates.com ; laura@metroblooms.org

1. Describe the BMP(s) proposed in your project. Describe the current condition and how the BMP(s) will reduce pollutant loading and/or runoff volume. Note the estimated annual load and volume reduction by parameter, if known, and how they were calculated. Attach figures showing project location and BMP details including drainage area to the BMP(s).

Autumn Ridge Apartments is a 17 acre, a 366-unit affordable housing complex in Brooklyn Park owned by Sherman Associates. The site is highly impervious (71%, approximately 12 acres). This proposal will help fund phase II of a 5-phase stormwater retrofit project developed by Residents at Autumn Ridge, Sherman Associates, Metro Blooms, and the City of Brooklyn Park. Additional funding has already been secured from Hennepin County. Phase I was installed in 2018.

Autumn Ridge Apartments drains directly to Shingle Creek. Shingle Creek, from its headwaters in Brooklyn Park at the junction of Bass Creek and Eagle Creek to its confluence with the Mississippi River in Minneapolis, is impaired for aquatic life due to excessive levels of chloride and phosphorus. The critical condition for the impairment in Shingle Creek is stormwater runoff. The proposed project will continue to address the chloride and phosphorus impairment through runoff volume reduction and provide maintenance training for Autumn Ridge landscape staff and contractors, including Smart Salting training.

As the Emerald Ash Borer moves through Brooklyn Park, re-foresting Autumn Ridge with a sustainable tree canopy continues to be an integral part of ecological site design. Proposed practices improve water



Hennepin County
Public Works

Environment and Energy
Rosemary Lavin, Director
701 Fourth Avenue South, Suite 700
Minneapolis, Minnesota 55415-1842

612-348-3777, Phone
612-348-8532, Fax
www.hennepin.us/environment

To:	Shingle Creek Watershed Management Commission 3235 Fernbrook Lane Plymouth, MN 55447
From:	Hennepin County Department of Environment and Energy 701 Fourth Ave. S. Suite 700 Minneapolis, MN 55415 Phone: 612-596-9129

October 30, 2019

Please pay \$2000.00 for sites monitored on within the Shingle Creek Watershed as part of the 2019 Wetland Health Evaluation Program and the 2018 River Watch program (two sites rather than three were monitored therefore the adjusted amount). Cost includes all equipment; training; contractor hours; team leader hours; QA/QC; data assessment; report writing, printing and distribution.

Please send payment to:

Hennepin County Department of Environment and Energy
Attn: Mary Karius
701 Fourth Ave, S. Suite 700
Minneapolis, MN 55415

Please remit within 45 days

Lawn Chair Gardener
5901 Birchwood St.
Shoreview, MN 55126
(651) 485-5171
dawn@lawnchairgardener.com
www.lawnchairgardener.com



INVOICE

BILL TO
WMWA
3235 Fernbrook Lane N.
Plymouth, MN 55447

INVOICE # 1189
DATE 12/02/2019
DUE DATE 01/01/2020
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Social Media November 2019: 1 hour/week x 4 weeks	4	42.00	168.00
Social Media Monthly FB and Twitter Reports	1	42.00	42.00

BALANCE DUE

\$210.00

Mary Amsden
 456 Third Street
 Excelsior, MN 55331

West Metro Water Alliance
 3235 Fernbrook Lane
 Plymouth, MN 55447

Invoice Date: November 30, 2019

Log of Services

Date	Description	Hours	Extended (\$40/hr)	Mileage	Extended (0.58/mi)	Supplies/Fees
			-		-	
			-		-	
			-		-	
			-		-	
Total - WMWA Meetings			\$ -		\$ -	\$ -
11/11/2019	Strategy Meeting w/Sharon re filming	1.50	60.00	34.00	19.72	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total - Program Development/Communication			\$ 60.00		\$ 19.72	\$ -
11/12/2019	Meadowbrook Program filming with CCX	3.00	120.00	32.00	18.56	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total-Classroom/Community Events			\$ 120.00		\$ 18.56	\$ -
Total:		4.50	\$ 180.00	66.00	\$ 38.28	\$ -

Invoice Total \$ 218.28

180.00	57011	WMWA Ed Regular Services
38.28	57012	WMWA Ed Reimbursed Expense
218.28	TOTAL	

Sharon Meister
 8540 Cain Rd
 Corcoran, MN 55340

West Metro Water Alliance
 3235 Fernbrook Lane
 Plymouth, MN 55447

Invoice Date: November 30, 2019

Log of Services

Date	Description	Hours	Extended (\$40/hr)	Mileage	Extended (0.58/ml)	Supplies/Fees
			-		-	
			-		-	
			-		-	
			-		-	
Total - WMWA Meetings			\$ -		\$ -	\$ -
			-		-	
			-		-	
			-		-	
Total - Program Development/Communication			\$ -		\$ -	\$ -
11/4/2019	Weaver Lake	4.50	180.00	10.00	5.80	
11/5/2019	Weaver Lake	4.50	180.00	10.00	5.80	
11/6/2019	Oxbow Creek	5.00	200.00	28.00	16.24	
11/7/2019	Oxbow Creek	4.00	160.00	28.00	16.24	
11/8/2019	Meadowbrook	4.00	160.00	36.00	20.88	
11/11/2019	Good Shepherd	3.00	120.00	34.00	19.72	
11/12/2019	Meadowbrook Program filming with CCX	4.50	180.00	36.00	20.88	
11/15/2019	Meadowbrook	3.00	120.00	36.00	20.88	
11/18/2019	Dayton	3.00	120.00	26.00	15.08	
11/19/2019	Dayton	3.00	120.00	26.00	15.08	
11/20/2019	Dayton	3.00	120.00	26.00	15.08	
11/21/2019	Oxbow Creek	5.00	200.00	28.00	16.24	
11/22/2019	Oxbow Creek	4.00	160.00	28.00	16.24	
11/25/2019	Basswood	4.00	160.00	14.00	8.12	
11/26/2019	Basswood	4.00	160.00	14.00	8.12	
			-		-	
Total-Classroom/Community Events			\$ 2,340.00		\$ 220.40	\$ -
Total:		58.50	\$ 2,340.00	380.00	\$ 220.40	\$ -

Invoice Total \$ 2,560.40

2,340.00	57011	WMWA Ed Regular Services
220.40	57012	WMWA Ed Reimbursed Expense
2,560.40	TOTAL	

Invoice

December 9, 2019
Invoice No: 11908668



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B1240-0204 2019 General Engineering
Professional Services Through November 30, 2019

Phase 01 2019 General Engineering
2019 General Engineering

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	9.00	198.00	1,782.00	
Spector, Diane	6.20	188.00	1,165.60	
Weigel, Eileen	.50	145.00	72.50	
Totals	15.70		3,020.10	
Total Labor				3,020.10
		Phase Total		\$3,020.10
		Total Invoice Amount		\$3,020.10

Billing Summary	Current	Prior	Total
	3,020.10	79,216.24	82,236.34

Invoice

December 9, 2019
Invoice No: 11908664



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B1240-0209 2019 Project Reviews
Professional Services Through November 30, 2019

Phase 01 2019 General Project Reviews
2019 General Project Reviews

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	.10	108.00	10.80	
Totals	.10		10.80	
Total Labor				10.80
Phase Total				\$10.80

Phase 02 WCA Administration
WCA Administration

Professional Personnel

	Hours	Rate	Amount	
Dietrich, Meaghan	9.10	120.00	1,092.00	
Totals	9.10		1,092.00	
Total Labor				1,092.00
Phase Total				\$1,092.00

Phase 03 Webber 44
Webber 44

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	.30	108.00	32.40	
Spector, Diane	.20	188.00	37.60	
Totals	.50		70.00	
Total Labor				70.00
Phase Total				\$70.00

Phase 19006 Twin Lake North
Twin Lake North

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	.10	108.00	10.80	
Totals	.10		10.80	
Total Labor				10.80
Phase Total				\$10.80

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com

Project:	B1240-0209	2019 Project Reviews	Invoice	11908664
			Total Invoice Amount	\$1,183.60

Billing Summary	Current	Prior	Total
	1,183.60	40,925.14	42,108.74

Invoice

December 9, 2019
Invoice No: 11908755



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0206 2019 CAMP
Professional Services Through November 30, 2019
Professional Personnel

	Hours	Rate	Amount	
Stone, Alicia	1.10	63.00	69.30	
Totals	1.10		69.30	
Total Labor				69.30
			Total Invoice Amount	\$69.30

Billing Summary	Current	Prior	Total
	69.30	603.80	673.10

Invoice

December 3, 2019
Invoice No: 11908208



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Sarah Nalven

Project B1240-0210 2019 Stream Monitoring

Professional Services Through November 30, 2019

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	10.40	108.00	1,123.20	
Stone, Alicia	19.70	63.00	1,241.10	
Totals	30.10		2,364.30	
Total Labor				2,364.30

Outside Services

RMB Environmental Laboratories, Inc.			280.50	
Outside Services Total			280.50	280.50

Reimbursable Expenses

Mileage - Reimbursable			14.50	
Tools & Equipment			2.19	
Total Reimbursables			16.69	16.69

Total Invoice Amount \$2,661.49

	Current	Prior	Total
Billing Summary	2,661.49	27,307.31	29,968.80

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com

Invoice

December 3, 2019
Invoice No: 11908210



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Sarah Nalven

Project B1240-0208 2019 Lake Monitoring

Professional Services Through November 30, 2019

Professional Personnel

	Hours	Rate	Amount	
Claus, Aaron	8.00	120.00	960.00	
Nalven, Sarah	13.40	108.00	1,447.20	
Omodt, Nicholas	4.80	97.00	465.60	
Strom, Jeffrey	1.00	145.00	145.00	
Totals	27.20		3,017.80	
Total Labor				3,017.80

Total Invoice Amount \$3,017.80

	Current	Prior	Total
Billing Summary	3,017.80	18,322.37	21,340.17

Invoice

December 9, 2019
Invoice No: 11908757



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0203 2019 Education and Outreach

Professional Services Through November 30, 2019

Phase 01 General Education

General Education

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	10.50	188.00	1,974.00	
Totals	10.50		1,974.00	
Total Labor				1,974.00
				Phase Total \$1,974.00

Phase 02 WMWA

WMWA

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	3.30	188.00	620.40	
Totals	3.30		620.40	
Total Labor				620.40
				Phase Total \$620.40

Total Invoice Amount \$2,594.40

Billing Summary	Current	Prior	Total
	2,594.40	29,223.52	31,817.92

SC Education 987.00
 WMWA 620.40

 1,607.40

Wm Education 987.00

Invoice

December 9, 2019
Invoice No: 11908759



Responsive partner.
Exceptional outcomes.

Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Project Manager Diane Spector

Project B1240-0187 Minneapolis Subwatershed Assessment

Professional Services Through November 30, 2019

Phase 01 Modeling and Report

Modeling and Report

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	20.30	186.00	3,775.80	
Totals	20.30		3,775.80	
Total Labor				3,775.80
		Phase Total		\$3,775.80
		Total Invoice Amount		\$3,775.80

	Current	Prior	Total
Billing Summary	3,775.80	41,773.10	45,548.90

Invoice

December 9, 2019
 Invoice No: 11908758



Ms. Judie Anderson
 Shingle Creek Watershed Management Comm.
 3235 Fernbrook Lane
 Plymouth, MN 55447

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0200 Bass and Pomerleau Lakes Alum Treatment

Professional Services Through November 30, 2019

Phase 01 Technical Services

Technical Services

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	1.10	108.00	118.80	
Spector, Diane	2.50	188.00	470.00	
Totals	3.60		588.80	
Total Labor				588.80
				Phase Total \$588.80

Phase 02 Lake WQ Monitoring

Lake WQ Monitoring

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	2.00	108.00	216.00	
Totals	2.00		216.00	
Total Labor				216.00
				Phase Total \$216.00

Phase 04 SAV Surveys and Permitting

SAV Surveys and Permitting

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	5.80	108.00	626.40	
Omodt, Nicholas	15.10	97.00	1,464.70	
Totals	20.90		2,091.10	
Total Labor				2,091.10
				Phase Total \$2,091.10

Total Invoice Amount \$2,895.90

	Current	Prior	Total
Billing Summary	2,895.90	41,520.96	44,416.86

Invoice

December 9, 2019
 Invoice No: 11908760



Ms. Judie Anderson
 Shingle Creek Watershed Management Comm.
 3235 Fernbrook Lane
 Plymouth, MN 55447

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0212 Shingle Creek SRP Reduction Project

Professional Services Through November 30, 2019

Phase 02 Filter Installation

Filter Installation

Professional Personnel

	Hours	Rate	Amount	
Scientist III				
Kallio, Brian	2.10	137.52	288.79	
Totals	2.10		288.79	
Total Labor				288.79
				Phase Total
				\$288.79

Phase 03 Monitoring

Monitoring

Professional Personnel

	Hours	Rate	Amount	
Scientist II				
Nalven, Sarah	4.10	97.48	399.67	
Scientist III				
Kallio, Brian	1.30	137.52	178.78	
Totals	5.40		578.45	
Total Labor				578.45

Outside Services

RMB Environmental Laboratories, Inc.			149.50	
Outside Services Total			149.50	149.50

Unit Billing

00-WAI Vehicle Golden Valley				19.72
				Phase Total
				\$747.67

Phase 04 Evaluation

Evaluation

Professional Personnel

	Hours	Rate	Amount	
Scientist III				
Kallio, Brian	.90	137.52	123.77	
Totals	.90		123.77	
Total Labor				123.77

Phase Total \$123.77

Phase 05 Information Sharing
Information Sharing

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Spector, Diane	1.50	137.52	206.28	
Scientist II				
Nalven, Sarah	1.10	97.48	107.23	
Scientist III				
Kalllo, Brian	16.40	137.52	2,255.33	
Totals	19.00		2,568.84	
Total Labor				2,568.84

Reimbursable Expenses

Mileage - Reimbursable			16.24	
Total Reimbursables			16.24	16.24

Phase Total \$2,585.08

Phase 06 Semiannual/Annual Reports
Semiannual/Annual Reports

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Spector, Diane	2.50	137.52	343.80	
Totals	2.50		343.80	
Total Labor				343.80

Phase Total \$343.80

Total Invoice Amount \$4,089.11

Billing Summary	Current	Prior	Total	
	4,089.11	82,838.18	86,927.29	

Invoice

December 9, 2019
Invoice No: 11908756



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0215 Biochar Filters Ongoing Mgmt

Professional Services Through November 30, 2019

Phase 01 Ongoing Management

Ongoing Management

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	3.50	108.00	378.00	
Totals	3.50		378.00	
Total Labor				378.00

Outside Services

Credit Card, Corporate			56.33	
Outside Services Total			56.33	56.33

Unit Billing

00-WAI Vehicle Golden Valley				6.38
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Phase Total \$440.71

Total Invoice Amount \$440.71

	Current	Prior	Total
Billing Summary	440.71	7,734.99	8,175.70

Invoice

December 9, 2019
Invoice No: 11908754



Ms. Judie Anderson
Shingle Creek Watershed Management Comm.
3235 Fernbrook Lane
Plymouth, MN 55447

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0214 2019 Twin Lake Carp Management

Professional Services Through November 30, 2019

Phase 01 Carp & SAV Management

Carp & SAV Management

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	.30	198.00	59.40	
Totals	.30		59.40	
Total Labor				59.40

Phase Total \$59.40

Total Invoice Amount \$59.40

	Current	Prior	Total
Billing Summary	59.40	5,245.40	5,304.80

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com



Your Virtual Administrator

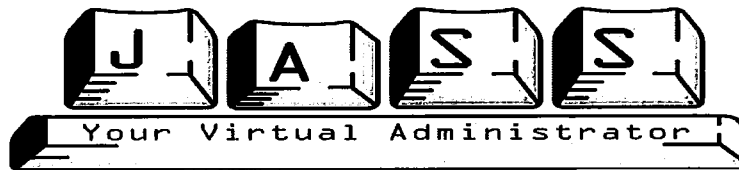
3235 Fernbrook Lane Plymouth MN 55447

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth MN 55447

9-Dec-19

Re: 2019 WMWA General Expense and Watershed PREP

Description	Rate	Hours/ No.	Amount	Total
General Expense				
Secretarial	55.00	0.25	13.75	
Secretarial	50.00		-	
Administrative	60.00	3.27	196.20	
Administrative - website, Facebook, Twitter	60.00		-	
Offsite, WMWA meetings, Blue Thumb, Watershed Partners, Home Expo, Henn County, city events	70.00	1.92	134.40	
Website hosting, domain registration two year	1.00	119.00	119.00	
Reimbursables	1.00	35.13	35.13	
Total General Expense				498.48
Watershed PREP				
Secretarial	55.00		-	
Administrative	60.00		-	
Offsite	70.00			
Reimbursables	1.00		-	
Total Watershed PREP				-
Total this invoice				498.48
Partner Share				124.62



3235 Fernbrook Lane
Plymouth MN 55447

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


December 9, 2019

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM	SC	WM	
Administrative	70-30	53001	3.83	55.00	147.46		55.00	63.20		
Administrative		53001	8.57	60.00	514.20	3.15	60.00	189.00		
Administrative	70-30	53001	45.91	60.00	1,928.22		60.00	826.38		
Admin - Offsite	70-30	53001	3.03	70.00	148.47		70.00	63.63		
Office Support	70-30	53001	10.58	200.00	1,481.20		200.00	634.80		
Data Processing/File Mgmt		53001		55.00	-		55.00	-		
Data Processing/File Mgmt		53001		60.00	-		60.00	-		
Data Processing/File Mgmt	70-30	53001	1.83	55.00	70.46		55.00	30.20		
Archiving		53001		60.00	-		55.00	-		
Admin Reimbursables		53001	531.32	1.00	531.32	108.99	1.00	108.99	4,821.320	1,916.190
Bookkeeping	80-20	54022		55.00	-		55.00	-		
Bookkeeping	80-20	54022		60.00	-		60.00	-		
Bookkeeping		54022		55.00	-		55.00	-		
Bookkeeping		54022	4.75	60.00	285.00	2.42	60.00	145.20		
Audit Prep		54022		60.00	-		60.00	-	285.000	145.200
Project / WCA Reviews - Admin		53002		60.00	-	0.39	60.00	23.40		
Reimbursable Expenses		53002		1.00	-	36.94	1.00	36.94	0.000	60.340
Education - Admin	50-50	57008		60.00	-		60.00	-		
Education - Admin - Offsite	50-50	57008	1.84	70.00	64.40		70.00	64.40		
Website	50-50	57008	0.33	60.00	9.90		60.00	9.90		
Education Reimbursables	50-50	57008	27.70	1.00	27.70	27.70	1.00	27.70	102.000	102.000
Engineering Support - Admin		53004		55.00	-		55.00	-		
Engineering Support - Admin		53004		60.00	-		60.00	-		
Engineering Support - Admin	70-30	53004	12.49	60.00	524.58		60.00	224.82		
Engineering Support - Offsite	70-30	53004	1.50	70.00	73.50		70.00	31.50		
Engineering Support Reimbursables		53004	256.32	1.00	256.32	205.58	1.00	205.58	854.400	461.900
Engineering Support - CIP -Secre	50-50	53004		50.00	-		50.00	-		
Engineering Support - CIP Admin		53004		60.00	-		60.00	-		
Engineering Support - CIP Admin	50-50	53004	1.75	60.00	52.50		60.00	52.50		
Engineering Support - CIP Offsite	50-50	53004		70.00	-		70.00	-		
Engineering Support - CIP Reimbursables		53004	50.00	1.00	50.00		1.00	-	102.500	52.500
									6,165.220	2,738.130

West Mississippi Watershed Management Commission
2019 Treasurer's Report

	2019 Budget	November	December	%age YTD	2019 YTD
REVENUE					
Application Fees	20,000			94.00	18,800.00
Assessments	153,600			100.00	153,600.00
Interest & Dividend Income	2,000	646.74		508.19	10,163.86
Reserve - Flood Mapping	25,000			0.00	-
Miscellaneous Income					-
<i>Transfer to (from) CIPs (see CIP Tracker page)</i>			26,228.36		53,029.04
<i>To (From) Reserve</i>					-
TOTAL REVENUE	200,600	646.74	26,228.36		235,592.90
EXPENSES					
ADMINISTRATION					
Administrative Services	31,000	2,150.15	1,916.19	82.14	25,462.02
Engineering Support	4,500	407.34	514.40	102.23	4,600.33
Project Reviews	1,500	99.99	60.34	70.57	1,058.58
ENGINEERING					
Administration	30,000	1,293.60	1,487.20	85.18	25,554.18
Grant Application Writing	1,500			27.61	414.20
Project Review	27,000	6,168.88	1,737.90	125.47	33,877.71
LEGAL					
Legal Services	5,000	287.20	307.30	68.58	3,429.00
MISCELLANEOUS					
Bookkeeping	2,800	68.76	145.20	77.59	2,172.57
Audit	5,000			90.00	4,500.00
Insurance & Bonding	2,800			89.93	2,518.00
Meeting Expense	2,500	152.56		63.35	1,583.70
PROJECTS					
Macroinvertebrate Monitoring	1,000			0.00	-
Volunteer Wetland Monitoring (WHEP)	2,000			0.00	-
Outfall and Stream Monitoring	18,000	1,391.34	2,864.46	96.88	17,438.04
Annual Water Quality Report	6,000			99.99	5,999.65
Water Quality Education					
Education	15,000	1,522.74	1,089.00	116.58	17,486.92
Rain Garden Workshops	2,000			100.00	2,000.00
Education Grants	500			0.00	-
WMWA General Programs	5,000			60.00	3,000.00
WMWA Educators/Watershed Prep	4,500			44.44	2,000.00
WMWA Special Projects	2,000	2,000.00		100.00	2,000.00
Third Gen Plan/amendments	1,000	313.52		158.19	1,581.89
Contribution to Construction/Grant Match	5,000			0.00	-
Flood modeling and mapping	25,000			0.00	-
<i>Transfer to (from)CIPs</i>					128.47
<i>To (from) Reserves</i>					-
TOTAL OPERATING EXPENSE	200,600	15,856.08	10,121.99		156,805.26
CASH SUMMARY					
4M Fund Balance at 12/31/18					479,512.33
Plus Revenue Received to Date					236,137.19
Minus Claims Approved to Date					(162,906.59)
Minus Claims Presented Current Month					(10,121.99)
Fund Balance		526,514.57			542,620.94

**West Mississippi Watershed Management Commission
2019 Treasurer's Report**

Claims Presented December 12, 2019	General Ledger Acct No	November	December		
					Total
Kennedy & Graven					307.30
Legal - General	52001		307.30		
Wenck Associates					7,076.56
General Engineering	51001		1,487.20		
Project Reviews	51002		1,737.90		
Project Management Plan	51003				
Grant Applica/Research	51005				
Plan Amendment	51007				
Education Program	57008		987.00		
Intensive BMPs	57011				
Annual Water Quality Report	58002				
Water Monitoring Program	58011		2,864.46		
Judie Anderson's Secretarial Service					2,738.13
Administration	53001		1,916.19		
Bookkeeping	54002		145.20		
Project and WCA Review Support	53002		60.34		
Education Programs	57008		102.00		
Engineering Support	53004		461.90		
Engineering Support - CIPs	53004		52.50		
Engineering Support - Plan Amendment	53007				
Total Claims					10,121.99
					
Judie A Anderson, Deputy Treasurer					

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

November 14, 2019

Statement No. 151686

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447


Through October 31, 2019

WE405-00001 General

307.30

Total Current Billing: 307.30

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



Signature of Claimant

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

West Mississippi Watershed

October 31, 2019

WE405-00001 General

Through October 31, 2019

For All Legal Services As Follows:

			Hours	Amount
10/10/2019	TJG	Prepare for, travel to, and attend meeting	1.50	301.50
Total Services:			\$	301.50

For All Disbursements As Follows:

10/10/2019	Troy J. Gilchrist;	Mileage expense		5.80
Total Disbursements:			\$	5.80

Total Services and Disbursements: \$ 307.30

Invoice

December 9, 2019

Invoice No: 11908666



Ms. Judie Anderson
 West Mississippi Watershed Mgmt. Comm.
 3235 Fernbrook Lane
 Plymouth, MN 55447

Responsive partner.
 Exceptional outcomes.

Project Manager Edward Matthiesen

Project B1241-0073 2019 General Engineering

Professional Services Through November 30, 2019

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	2.80	198.00	554.40	
Spector, Diane	4.90	188.00	921.20	
Totals	7.70		1,475.60	
Total Labor				1,475.60

Unit Billing

00-WAI Vehicle Golden Valley				11.60
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Total Invoice Amount \$1,487.20

	Current	Prior	Total
Billing Summary	1,487.20	24,066.98	25,554.18

Invoice

December 9, 2019

Invoice No: 11908667



Ms. Judie Anderson
 West Mississippi Watershed Mgmt. Comm.
 3235 Fernbrook Lane
 Plymouth, MN 55447

Responsive partner.
 Exceptional outcomes.

Project Manager Edward Matthiesen

Project B1241-0076 2019 Project Reviews

Professional Services Through November 30, 2019

Phase 01 2019 General Project Reviews

2019 General Project Reviews

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	.60	198.00	118.80	
Nalven, Sarah	.20	108.00	21.60	
Spector, Diane	.30	188.00	56.40	
Totals	1.10		196.80	
Total Labor				196.80
				Phase Total \$196.80

Phase 02 2019 WCA Administration

2019 WCA Administration

Professional Personnel

	Hours	Rate	Amount	
Dietrich, Meaghan	6.60	120.00	792.00	
Totals	6.60		792.00	
Total Labor				792.00
				Phase Total \$792.00

Phase 19010 Mississippi Crossing

Mississippi Crossing

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	1.60	198.00	316.80	
Nalven, Sarah	3.60	108.00	388.80	
Weigel, Eileen	.30	145.00	43.50	
Totals	5.50		749.10	
Total Labor				749.10
				Phase Total \$749.10

Total Invoice Amount \$1,737.90

Billing Summary	Current	Prior	Total
	1,737.90	32,139.81	33,877.71

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com

Invoice

December 9, 2019
 Invoice No: 11908757



Ms. Judie Anderson
 Shingle Creek Watershed Management Comm.
 3235 Fernbrook Lane
 Plymouth, MN 55447

Responsive partner.
 Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0203 2019 Education and Outreach

Professional Services Through November 30, 2019

Phase 01 General Education
 General Education

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	10.50	188.00	1,974.00	
Totals	10.50		1,974.00	
Total Labor				1,974.00
		Phase Total		\$1,974.00

Phase 02 WMWA
 WMWA

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	3.30	188.00	620.40	
Totals	3.30		620.40	
Total Labor				620.40
		Phase Total		\$620.40

Total Invoice Amount \$2,594.40

Billing Summary	Current	Prior	Total
	2,594.40	29,223.52	31,817.92

SC Education 987.00
 WMWA 620.40

 1,607.40

Wm Education 987.00

Invoice

December 3, 2019

Invoice No: 11908209

Ms. Judie Anderson
 West Mississippi Watershed Mgmt. Comm.
 3235 Fernbrook Lane
 Plymouth, MN 55447



Responsive partner.
 Exceptional outcomes.

Project Manager Sarah Nalven

Project B1241-0077 2019 Stream and Outlet Monitoring

Professional Services Through November 30, 2019**Professional Personnel**

	Hours	Rate	Amount	
Nalven, Sarah	17.50	108.00	1,890.00	
Spector, Diane	.20	188.00	37.60	
Stone, Alicia	2.00	63.00	126.00	
Strom, Jeffrey	4.70	145.00	681.50	
Totals	24.40		2,735.10	
Total Labor				2,735.10

Outside Services

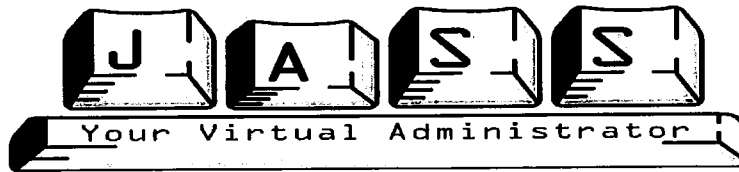
RMB Environmental Laboratories, Inc.			119.50	
Outside Services Total			119.50	119.50

Unit Billing

00-WAI Vehicle Golden Valley				9.86
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Total Invoice Amount \$2,864.46

Billing Summary	Current	Prior	Total
	2,864.46	14,573.58	17,438.04



3235 Fernbrook Lane
Plymouth MN 55447

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

December 9, 2019

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM		SC	WM
Administrative	70-30	53001	3.83	55.00	147.46		55.00	63.20		
Administrative		53001	8.57	60.00	514.20	3.15	60.00	189.00		
Administrative	70-30	53001	45.91	60.00	1,928.22		60.00	826.38		
Admin - Offsite	70-30	53001	3.03	70.00	148.47		70.00	63.63		
Office Support	70-30	53001	10.58	200.00	1,481.20		200.00	634.80		
Data Processing/File Mgmt		53001		55.00	-		55.00	-		
Data Processing/File Mgmt		53001		60.00	-		60.00	-		
Data Processing/File Mgmt	70-30	53001	1.83	55.00	70.46		55.00	30.20		
Archiving		53001		60.00	-		55.00	-		
Admin Reimbursables		53001	531.32	1.00	531.32	108.99	1.00	108.99	4,821.320	1,916.190
Bookkeeping	80-20	54022		55.00	-		55.00	-		
Bookkeeping	80-20	54022		60.00	-		60.00	-		
Bookkeeping		54022		55.00	-		55.00	-		
Bookkeeping		54022	4.75	60.00	285.00	2.42	60.00	145.20		
Audit Prep		54022		60.00	-		60.00	-	285.000	145.200
Project / WCA Reviews - Admin		53002		60.00	-	0.39	60.00	23.40		
Reimbursable Expenses		53002		1.00	-	36.94	1.00	36.94	0.000	60.340
Education - Admin	50-50	57008		60.00	-		60.00	-		
Education - Admin - Offsite	50-50	57008	1.84	70.00	64.40		70.00	64.40		
Website	50-50	57008	0.33	60.00	9.90		60.00	9.90		
Education Reimbursables	50-50	57008	27.70	1.00	27.70	27.70	1.00	27.70	102.000	102.000
Engineering Support - Admin		53004		55.00	-		55.00	-		
Engineering Support - Admin		53004		60.00	-		60.00	-		
Engineering Support - Admin	70-30	53004	12.49	60.00	524.58		60.00	224.82		
Engineering Support - Offsite	70-30	53004	1.50	70.00	73.50		70.00	31.50		
Engineering Support Reimbursables		53004	256.32	1.00	256.32	205.58	1.00	205.58	854.400	461.900
Engineering Support - CIP -Secre	50-50	53004		50.00	-		50.00	-		
Engineering Support - CIP Admin		53004		60.00	-		60.00	-		
Engineering Support - CIP Admin	50-50	53004	1.75	60.00	52.50		60.00	52.50		
Engineering Support - CIP Offsite	50-50	53004		70.00	-		70.00	-		
Engineering Support - CIP Reimbursables		53004	50.00	1.00	50.00		1.00	-	102.500	52.500
									6,165.220	2,738.130

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMC Commissioners
From: Diane Spector
Date: December 11, 2019
Subject: Education and Outreach Update

WMWA. WMWA met on Tuesday, December 10, 2019. The next meeting will be Tuesday, January 14, 2020 at Plymouth City Hall.

Watershed PREP and Education and Outreach Events. Educators have finished 2019 school visits, which are detailed in the attachment. A reminder that the educators are available to table at city and school events, contact Amy Juntunen at amy@jass.biz. The educators, working with local cable provider CCX Media, filmed one of their classroom presentations and are preparing a short promotional video for Watershed PREP for use both in marketing to schools in the four watersheds as well as informing other watersheds about the program.

Website/Social Media. The new WMWA Coordinator will be reviewing the WMWA website to refresh and update content. Any input is appreciated. westmetrowateralliance.org/. In addition, the coordinator will take over social media posting duties when the contract with Armchair Gardener expires at the end of the year.


























Other. The new coordinator is compiling a list of city contacts and will be reaching out to each over the next few months to better understand how WMWA can be a resource. The WMWA steering committee particularly discussed the new education and outreach requirements in the draft MN NPDES General Permit.

The steering committee discussed options for submitting an application to Hennepin County and its AIS grants program for coordinated signage at boat launches. It was noted that the DNR standard AIS signs are generic, and signage that includes photos of AIS species of particular concern would be helpful. The group will contact Hennepin County staff to further explore options.

Commission Website/Social Media. The website Google Analytics for October-November 2019 are attached, as are the Facebook insights for the last 30 days for both Shingle Creek and WMWA and the WMWA Twitter metrics. As a reminder, Facebook Impressions is the number of times a post was viewed in a feed, Engagement is an action- a click, comment, share, or reaction.

Shingle Creek FB Metrics

June 2019: 144 total Likes (2 new), 291 Impression, 79 Engagements.

Published	Post	Type	Targeting	Reach	Engagement
12/06/2019 4:45 PM	 Summer Dreamin': How to get grants for property improvements			54	2 1
12/06/2019 4:37 PM	 "...despite last winter being one of the snowiest on record, Mayo			53	1 2
12/05/2019 12:27 PM	 Shingle Creek Watershed Management Organization			34	2 0
12/05/2019 12:26 PM	 What a success story and great partnership with Metro Blooms on			37	12 5
12/05/2019 11:22 AM	 Shingle Creek Watershed Management Organization			26	0 1
12/04/2019 5:25 PM	 Shingle Creek Watershed Management Organization			41	5 3
11/14/2019 9:54 PM	 State finds 56% of Minnesota's lakes and streams are 'impaired'			66	7 8
11/13/2019 2:22 PM	 Every person, every neighborhood, can make a difference in their local			89	6 55
11/07/2019 12:01 PM	 Shingle Creek Watershed Management Organization			52	2 1
11/06/2019 12:59 PM	 Shingle Creek Watershed Management Organization			51	11 2

 **Shingle Creek Watershed Management Organization**
Published by Amy Juntunen [?] · November 13 at 2:22 PM ·

Every person, every neighborhood, can make a difference in their local water quality!
[https://www.cleanwatermn.org/cleaning-the-streets-before-.../...](https://www.cleanwatermn.org/cleaning-the-streets-before-.../)



CLEANWATERMN.ORG

Cleaning the Streets Before the Snow Flies - Clean Water Minnesota

89 People Reached

55 Reactions, Comments & Shares

38 Like	6 On Post	32 On Shares
8 Love	2 On Post	6 On Shares
0 Comments	0 On Post	0 On Shares
9 Shares	9 On Post	0 On Shares

6 Post Clicks

0 Photo Views	4 Link Clicks	2 Other Clicks
------------------	------------------	-------------------

NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page



Your Tweets earned **966 impressions** over this **28 day** period

Twitter Overview

<p>Tweets</p> <p>6 tweets</p> <p>0 from 6</p>	<p>Followers</p> <p>146 followers</p> <p>↑25 from 121</p>	<p>Engagement</p> <p>4 engagements</p> <p>↓6 from 10</p>
--	--	---

Tweets | Top Tweets | Tweets and replies | Promoted | Impressions | Engagements

		Impressions	Engagements
	<p>WMWA @WestMetroWater · 1m</p> <p>Clean water benefits us all- and takes all of us to keep it clean. @HennepinEnviro twitter.com/latondresse/st...</p> <p>View Tweet activity</p>	14	0
	<p>WMWA @WestMetroWater · Nov 23</p> <p>Chloride pollution is top of mind for us. twitter.com/KatieMPCA/stat...</p> <p>View Tweet activity</p>	51	2
	<p>WMWA @WestMetroWater · Nov 19</p> <p>Good advice! twitter.com/MississippiWMO...</p> <p>View Tweet activity</p>	58	0
	<p>WMWA @WestMetroWater · Nov 19</p> <p>Sadly, some of our waters are called out by name... twitter.com/brookeMPCA/sta...</p> <p>View Tweet activity</p>	60	0
	<p>WMWA @WestMetroWater · Nov 13</p> <p>It's time to double down to protect our legacy. You can help by getting those leaves out of the stormdrain before they freeze solid! State finds 56% of Minnesota's lakes and streams are 'impaired' strib.mn/33Ogi4Y</p> <p>View Tweet activity</p>	72	0
	<p>WMWA @WestMetroWater · Nov 7</p> <p>#cleanwater twitter.com/brookeMPCA/sta...</p> <p>View Tweet activity</p>	75	0

Reach of 511 in November



■ Reach
 ■ Post Clicks
 ■ Reactions, Comments & Shares

Published	Post	Type	Targeting	Reach	Engagement
12/02/2019 11:11 AM	<p>\$350 grant applications are now being accepted for the "BEE the</p>			21	6 2
11/28/2019 9:54 AM	<p>Happy Thanksgiving! We are so grateful for the opportunity to serve</p>			36	1 1
11/21/2019 4:39 PM	<p>Whoa.</p>			69	6 1
11/18/2019 6:32 PM	<p>Sadly, some of our water bodies are mentioned in this article.</p>			66	3 1
11/15/2019 10:32 AM	<p>Now it's easier to sign up for West Metro Water Alliance's updates.</p>			38	1 0
11/15/2019 10:25 AM	<p>Want to plant for pollinators in your yard? Trying to find something that</p>			37	2 1
11/13/2019 6:24 PM	<p>West Metro Water Alliance</p>			51	0 5
11/13/2019 2:23 PM	<p>West Metro Water Alliance</p>			29	0 0
11/08/2019 2:18 PM	<p>Invasive species are impacting our lakes and streams. Only people can</p>			18	0 0
11/07/2019 12:35 PM	<p>Come learn about the new grant program for installing natives in your</p>			36	2 0
11/07/2019 11:53 AM	<p>Yep. Lots of proof around here too. :)</p>			91	6 3
11/06/2019 12:58 PM	<p>West Metro Water Alliance</p>			40	2 2

will be included in next month's data




SCWM

Oct 1, 2019 - Oct 31, 2019

All Users
100.00% Sessions


Users

307
% of Total: 100.00% (307)



Pageviews

838
% of Total: 92.60% (905)



Pageviews by Landing Page


Landing Page	Pageviews
/	545
/meetings.html	30
/biochar-filters.html	29
/tac-meetings.html	27
/minutes--meeting-packets.html	26
/standard-details.html	26
/staff.html	15
/what-you-can-do.html	13
/twin-lake-carp-management.html	12
/history.html	11

Unique Pageviews by Page

Page	Unique Pageviews
/	204
/minutes--meeting-packets.html	57
/staff.html	32
/tac-meetings.html	32
/application-materials.html	29
/technical-advisory-committee.html	25
/biochar-filters.html	23
/contact-us.html	23
/meetings.html	18
/maps.html	17

SCWM

Nov 1, 2019 - Nov 30, 2019

 All Users
100.00% Sessions

Users

248

% of Total: 100.00% (248)



Pageviews

556

% of Total: 92.51% (601)



Pageviews by Landing Page

Landing Page	Pageviews
/	370
/minutes-meeting-packets.html	30
/twin-lake-carp-management.html	21
/biochar-filters.html	20
/staff.html	14
/water-quality.html	14
/history.html	9
/maps.html	9
/volunteer-to-help.html	8
/tmdls.html	7

Unique Pageviews by Page

Page	Unique Pageviews
/	128
/minutes-meeting-packets.html	48
/staff.html	25
/biochar-filters.html	24
/application-materials.html	19
/water-quality.html	18
/tac-meetings.html	16
/maps.html	15
/twin-lake-carp-management.html	15
/history.html	14

2019 School Visits

Lesson 1: What is a Watershed and Why do we Care?

Date	School	School District	City	Watershed	Classes	Students
2/28	Hassan	Elk River	Rogers	Elm	4	119
2/21	Lakeview Elementary	Robbinsdale	Robbinsdale	Shingle	3	62
3/25	Plymouth Creek	Wayzata	Plymouth	Bassett	4	110
3/27	Sunset Hill	Wayzata	Plymouth	Bassett	4	116
4/4	Neill Elementary	Robbinsdale	Crystal	Bassett	3	68
4/12	Gleason Lake	Wayzata	Plymouth	Minnehaha	4	92
4/30	Meadow Ridge Elementary	Wayzata	Plymouth	Elm	4	116
5/1	Meadow Ridge Elementary	Wayzata	Plymouth	Elm	2	58
5/3	Oakwood	Wayzata	Plymouth	Minnehaha	3	84
5/13&15	Kimberly Lane	Wayzata	Plymouth	Bassett	6	145
5/14	Zachary Lane Elementary	Robbinsdale	Plymouth	Bassett	4	96
4/30	Northport Elementary	Robbinsdale	Brooklyn Ctr	Shingle	2	45
5/14	Forest Elementary	Robbinsdale	Crystal	Shingle	3	83
5/21&22	Rush Creek	Osseo	Maple Grove	Elm	5	127
9/25	Noble Elementary	Robbinsdale	Golden Valley	Bassett	2	52
10/1	Rice Lake	Osseo	Maple Grove	Elm	3	73
10/3	Rice Lake	Osseo	Maple Grove	Elm	2	47
10/4	Rice Lake	Osseo	Maple Grove	Elm	2	46
10/9-10	Elm Creek Elementary	Osseo	Maple Grove	Elm	4	93
10/16/19	Monroe Elementary	Anoka-Hennepin	Brooklyn Park	W. Miss	4	112
10/23	FAIR Pilgrim Lane	Robbinsdale	Crystal	Shingle	1	24
10/24	SEA	Robbinsdale	Golden Valley	Bassett	3	84
10/30	Rogers	Elk River	Rogers	Elm	4	116
10/31	Palmer Lake	Osseo	Brooklyn Park	Shingle	3	70
11/4-5	Weaver Lake	Osseo	Maple Grove	Elm	4	118
11/11	Good Shepherd	Parochial	St. Louis Park	Bassett	2	33
11/15	Meadowbrook	Hopkins	Golden Valley	Bassett	2	55
11/19-20	Dayton	Anoka-Hennepin	Dayton	Elm	3	85
11/21-22	Oxbow Creek	Anoka-Hennepin	Champlin	W. Miss	7	191
11/25-26	Basswood	Osseo	Maple Grove	Elm	6	161
Total					103	2681

Lesson 2: The Incredible Journey

Date	School	School District	City	Watershed	Classes	Students
2/27	Hassan	Elk River	Rogers	Elm	4	118
2/6	Lakeview Elementary	Robbinsdale	Robbinsdale	Shingle	3	61
4/3	Neill Elementary	Robbinsdale	Crystal	Bassett	3	68
4/23&24	Rush Creek	Osseo	Maple Grove	Elm	5	127
29-Apr	Northport Elementary	Robbinsdale	Brooklyn Ctr	Shingle	2	46
5/7	Forest Elementary	Robbinsdale	Crystal	Shingle	3	84
9/30	Rice Lake	Osseo	Maple Grove	Elm	3	71
10/3	Rice Lake	Osseo	Maple Grove	Elm	2	47

Lesson 2: The Incredible Journey

Date	School	School District		Watershed	Classes	Students
10/7-8	Elm Creek	Osseo	Maple Grove	Elm	4	92
10/14-15	Basswood	Osseo	Maple Grove	Elm	6	175
10/22	Rogers	Elk River	Rogers	Elm	4	118
10/23	FAIR Pilgrim Lane	Robbinsdale	Crystal	Shingle	1	24
10/29	Palmer Lake	Osseo	Brooklyn Park	Shingle	3	68
11/6-7	Oxbow Creek	Anoka-Hennepin	Champlin	W. Miss	7	194
11/8	Meadowbrook	Hopkins	Golden Valley	Bassett	3	83
11/12	Meadowbrook	Hopkins	Golden Valley	Bassett	2	56
11/18-19	Dayton	Anoka-Hennepin	Dayton	Elm	3	84
Total					58	1516

Other

Date	Event	Location	Watershed	# of Attendees
4/27	Arbor Day Event	Maple Grove	EC/SC	64
	62 children "planted" trees in the watershed			
8/1	Plymouth Kids Fest	Plymouth	BC/EC/SC	4000
11/12	Filmed Meadowbrook Program for Video promotion			

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: December 11, 2019

Subject: Authorize Extension of Minneapolis Subwatershed Assessment Grant

**Recommended
Commission Action**

Authorize execution of the grant extension.

The Minneapolis Subwatershed Assessment, which is funded for the most part by an Accelerated Implementation Grant from the Board of Water and Soil Resources (BWSR), is nearly complete. The modeling and BMP identification and the final draft report are complete. However, there is some additional review and discussion with Minneapolis staff remaining, including discussion about methods of outreach and engagement with residents about BMPs on their properties. Since the grant contract expires on December 31, 2019, we have asked BWSR for an extension to allow for this final work to be completed and incorporated into the final report.

The attached agreement would extend the grant period to December 31, 2020. However, we anticipate that the work will be complete within a few months, depending on staff availability. Staff recommends the Commission authorize the chair to execute the agreement, which must be submitted to BWSR by December 13, 2019.

**FY 2017 STATE OF MINNESOTA
 BOARD OF WATER and SOIL RESOURCES
 2017 Competitive Grant - Shingle Creek WMC
 GRANT AMENDMENT**

Grant Agreement Start Date:	3/23/2017
Original Grant Agreement Expiration Date:	12/31/2019
Original Agreement Amount:	\$38,000.00

This amendment is by and between the State of Minnesota, through its Board of Water and Soil Resources (“Board”) and Shingle Creek WMC, 3235 Fernbrook Lane, Plymouth, MN 55447 (“Grantee”).

Recitals

1. The Board has a Grant Agreement with the Grantee identified as the 2017 Competitive Grant - Shingle Creek WMC, PO # 3000007792, for the following grants:

Grant ID	Grant Title	Previous Expiration Date	Amended Expiration Date	Previous Award Amount	Amended Award Amount
C17-9608	Minneapolis Subwatershed Assessment	12/31/2019	12/31/2020	\$38,000.00	

2. The Shingle Creek WMC requests an extension for Minneapolis Subwatershed Assessment to 12/31/2020 for the purpose of delays caused by staff turnover. Additional time will allow for completion of the public review and engagement process.
3. Grant reporting must be completed by February 1, 2021 or within 30 days of work completion, whichever comes first.
4. The Board and Watershed Management Organization are willing to amend the Original Contract as stated below.

Contract Amendment

REVISION 1. 1. Term of Grant Agreement

1.2 EXPIRATION DATE: is amended as follows:

~~December 31, 2019~~ December 31, 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.

REVISION 2. 2. Grantee’s Duties

2.2 Reporting

2.2.3 Final Progress Report: is amended as follows:

The Grantee will submit a final progress report to the Board by ~~February 1, 2020~~ February 1, 2021 or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board

Except as amended herein, the terms and conditions of the Original Grant Agreement remain in full force and effect.

APPROVED:

Shingle Creek WMC

By: _____

Title: _____

Date: _____

Board of Water and Soil Resources

By: _____

Title: _____

Date: _____

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek WMO Commissioners

From: Ed Matthiesen, P.E.
Diane Spector

Date: December 11, 2019

Subject: Crystal Lake Management Plan Grant Agreement

**Recommended
Commission Action**

Authorize execution of the grant agreement with the MPCA.

Earlier this year the Commission was awarded a \$216,066 EPA Section 319 grant for the upcoming Crystal Lake Management Plan. As a reminder, that project includes carp and aquatic vegetation management in 2020 followed by alum treatments in 2021 and 2022. This grant program is administered by the MPCA. Attached is a grant agreement between the Commission and the MPCA. This agreement is the same as previous Section 319 grant agreements for previous projects.

Staff recommends execution of the agreement. The project will kick off in early 2020.



Grant Agreement

MPCA Outgoing Grants
State of Minnesota

Doc Type: Contract/Grant Reference

SWIFT Contract Number: 169803
Purchase Order Number: 3000025518
Agency Interest ID: 187302
Activity ID: PRO20190001

This Grant Agreement is between the state of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155-4194 ("MPCA" or "State"), and **Shingle Creek Watershed Management Commission**, 3235 Fernbrook Lane, Plymouth, MN 55447 ("Grantee")

Recitals

1. Under Minn. Stat. § 116.03, subd. 2, the State is empowered to enter into this grant.
2. The State is in need of the **Crystal Lake Management Plan Project**.
3. Grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. § 16B.97](#), subd. 4(a)(1).
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to [Minn. Stat. § 16B.98](#), subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant Agreement

- 1.1 **Effective date: January 1, 2020**, or the date the State obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), subd. 7, no payments will be made to the Grantee until this grant agreement is fully executed. **The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**
- 1.2 **Expiration date: August 31, 2023** or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of terms.** The following clauses survive the expiration or cancellation of this grant agreement: Indemnification; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will perform the duties specified in **Attachment A**, which is attached and incorporated into this grant agreement.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4. Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

(a) Compensation. The Grantee will be paid according to the breakdown of costs contained in **Attachment A** which is attached and incorporated into this grant agreement. Grantee certifies they will provide no less than 40% (forty percent) of the total project cash as cash match or in-kind services, using non-federal funds and/or resources.

(b) Travel expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement will not exceed those as outlined in **Attachment A – Budget**; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$216,066.00 (Two Hundred Sixteen Thousand Sixty-six Dollars and Zero Cents)**.

4.2 Payment

(a) Invoices. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: **at least quarterly, along with the updated workplan budget showing current expenditures and budget balances**, and be received within 30 (thirty) days from the end of each quarter.

Invoices must be emailed to mpca.ap@state.mn.us, and contain the following information:

- Name of Grantee
- Grantee project manager
- Grant amount
- Grant amount available to date
- Invoice number
- Invoice date
- MPCA project manager
- SWIFT Contract No.
- Purchase Order No.
- Invoicing period (actual working period)
- Subcontractors invoices, if applicable
- Itemized labor, equipment, lab fees, shipping expenses, mileage and subcontractor charges, etc.

- Time and material breakdown of invoice. Amount billed to date for work, including this invoice
- Receipts for supplies, shipping, lab fees and any other subcontractor invoices must be attached
- Per diem expenses submitted on travel expense forms and receipts may be requested to be submitted with invoice
- Matching fund summary

If there is a problem with submitting an invoice electronically, please contact the Accounts Payable Unit at 651-757-2491.

The Grantee shall submit an invoice for the final payment upon submittal of the final progress and financial report within 30 (thirty) days of the original or amended end date of this grant agreement. The State reserves the right to review submitted invoices after 30 (thirty) days and make a determination as to payment.

(b) Federal funds. Payments under this grant agreement will be made from federal funds obtained by the State through Section 319 (h), CFDA number 66.460 of the Federal Clean Water Act. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

Federal terms and conditions are as identified in **Attachment B** which is attached and incorporated into this grant agreement.

(c) Unexpended Funds. The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 **Contracting and Bidding Requirements**

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

5. **Conditions of Payment**

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative/MPCA's Project Manager and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Authorized Representative

The State's Authorized Representative/Project Manager is **Timothy Schwarz**, 520 Lafayette Road North, St. Paul, MN 55155, (651) 757-2426, timothy.schwarz@state.mn.us, or their successor, and has the authority to monitor the Grantee's performance and to accept the services provided under this agreement. If the services are satisfactory, the MPCA's Project Manager will certify acceptance of each invoice submitted for payment.

The Grantee's Authorized Representative is **Judie Anderson**, 3235 Fernbrook Lane, Plymouth, MN 55447, (763) 553-1144, judie@jass.biz, or their successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. Assignment, Amendments, Change Orders, Waiver, and Grant Agreement Complete

7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

7.3 **Change orders.** If the State's Project Manager or the Grantee's Authorized Representative identifies a change needed in the workplan and/or budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Contract/Agreement, or cause an extension of the term of this Agreement. Major changes require an Amendment rather than a Change Order.

The Change Order Form must be approved and signed by the State's Project Manager and the Grantee's Authorized Representative **in advance of doing the work**. Documented changes will then become an integral and enforceable part of the Agreement. The MPCA has the sole discretion on the determination of whether a requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.

7.4 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

7.5 **Grant agreement complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8. Indemnification

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9. State Audits

Under [Minn. Stat. § 16B.98](#), subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property

10.1 **Government data practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 *Intellectual property rights*

(a) Intellectual property rights. The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this grant agreement. To the extent possible, those Works eligible for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(b) Obligations.

(1) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's

Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.

- (2) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.
- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.]

11. Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30-days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for insufficient funding.** The State may immediately terminate this grant agreement if:

(a) Funding for Grant No. C9 97593519 is withdrawn by the United States Environmental Protection Agency

(b) It does not obtain funding from the Minnesota Legislature.

(c) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under [Minn. Stat. § 270C.65](#), subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax

identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

To protect Grantee's personal data, Grantee is strongly encouraged to obtain and use a Minnesota tax identification number.

16. Health And Safety

The Grantee is responsible for taking all acts necessary to ensure the health and safety of personnel performing tasks associated with work funded under this grant agreement. Grantee shall be responsible for providing insurance to cover risks associated with work performed by subcontractors and volunteers.

17. Reporting Requirements

The Grantee shall submit to the State for review and approval Semi-Annual reports in a format prescribed by the State. These reports shall be due to the State each **February 1** and **August 1** throughout the life of this grant agreement.

If water quality monitoring is applicable, all monitoring data collected during the project must be submitted annually and reported in EQUIS (MPCA's monitoring database) each **November 1** throughout the life of this grant agreement. The MPCA has developed an EQUIS format for an Electronic Data Deliverable (EDD). This format is called the MPCA LAB_MN and is available at the following: <http://www.earthsoft.com/products/edp/edp-format-for-mnpca/>. Analytical data must be provided in the MPCA LAB_MN format within the first year of the grant agreement.

If Best Management Practices (BMPs) are installed, a summary of the reporting year's BMPs and pollutant load reductions must be entered annually into the eLINK (supported by the Minnesota Board of Water and Soil Resources) database each **February 1** throughout the life of the grant agreement.

No later than thirty days after the end date of this grant agreement, the Grantee shall provide the State with one electronic copy of all final products produced under this grant agreement, including reports, publications, software and videos.

A Final Progress and Financial Report, in a format prescribed by the State, shall be due no later than 30 (thirty) days after the expiration date of the grant agreement or by September 15, 2023, whichever occurs first. Final payment will not be made to the Grantee until the final report is received and approved by the MPCA's Project Manager.

Payments may be withheld from grantees until all reporting requirements have been met.

18. Quality Assurance

No costs for environmentally related measurements or data generation can be incurred by any entity other than the MPCA, until quality assurance practices for the project are documented and approved by the MPCA. If quality assurance practices are approved, costs for environmentally related measurements or data generation shall be reimbursable. [40 C.F.R. 31.45.]

All water monitoring programs and projects that involve environmental data acquisition from direct measurement activities or laboratory analysis must have an approved Quality Assurance Project Plan (QAPP) to ensure that the data collected are of known and suitable quality and quantity. The Contractor shall cooperate in the State's development of the QAPP, as necessary, and comply with the requisite elements of the plan.

1. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Name: _____

Title: _____

Date: _____

3. STATE AGENCY

Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.

By: _____

(with delegated authority)

Name: Dana Vanderbosch

Title: Division Director

Date: _____

2. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

Signed: _____

Name: _____

Date: _____

SWIFT Contract No.: 169803