


Shingle Creek Watershed Management Commission - 2019 Treasurer's Report

		2019 Budget	May	June	%age YTD	2019 YTD
REVENUE	%age					
Application Fees		22,000			55.91	12,300.00
Assessments		356,900			100.00	356,900.00
Interest and Dividends		3,000	2,212.76		381.35	11,440.60
Education Reimbursement		33,000			51.52	17,000.00
Rain Garden Workshops		6,000			-	-
<i>Transfer to (from) Grants (see following pages)</i>			6,965.64	-		22,165.64
<i>Transfer to (from) CIPs</i>						-
<i>Transfer to (from) Closed Projects Account</i>						-
TOTAL REVENUE		420,900	9,178.40	-		419,806.24
EXPENSES						
ADMINISTRATION						
Administrative Services		71,000	4,936.57	6,466.94	35.32	25,076.20
Engineering Support		17,000	671.52	1,334.19	30.20	5,133.64
Project Reviews/WCA-Incl Blue Line Ext.		1,700	199.81	165.44	57.35	974.89
Hydraulic/hydrologic Modeling Updates						-
ENGINEERING						
Administration		62,000	8,866.26	8,329.22	57.20	35,462.02
Grant Application Writing		10,000	1,278.40		99.51	9,950.76
Project Reviews/WCA		37,000	4,832.00	3,215.40	76.15	28,174.74
TMDL 5 Year Reviews/CIP Engineering		12,000	4,086.40	5,012.50	100.06	12,007.60
LEGAL - Legal Services		6,000		1,547.70	37.71	2,262.80
MISCELLANEOUS						
Bookkeeping		7,000	730.80	2,124.00	62.43	4,370.00
Audit		6,000			-	-
Insurance & Bonding		3,100		2,618.00	84.45	2,618.00
Meeting Expense		4,700	322.18		36.65	1,722.66
PROGRAMS						
Citizen Assisted Lake Monitoring (CAMP)		3,800	364.90		9.60	364.90
Stream Monitoring		37,100	2,515.76	4,543.12	29.11	10,798.26
Monitoring Equipment		3,000				-
Volunteer Wetland Monitoring (WHEP)		2,000			-	-
Volunteer Stream Monitoring (River Watch)		2,000			-	-
Intensive Lake TMDL Monitoring		22,500	195.00	2,026.41	12.83	2,885.81
Annual Monitoring Report		14,000			99.99	13,999.20
Water Quality Education						
Education Program		15,000	986.90	3,251.90	61.93	9,290.06
WMWA Ed/Watershed Prep		18,000	1,877.27	1,628.48	26.85	4,833.71
WMWA General Programs		20,000	376.00	1,595.76	20.54	4,107.60
WMWA Special Projects		6,500	513.16	378.00	33.24	2,160.39
Rain Garden Workshops		8,000			56.25	4,500.00
Education Grants		500			-	-
Subwatershed BMP Assessment		0				-
Third Gen Plan/Amendments		1,000	244.76	9.07	67.58	675.79
Flood Modeling and Mapping		25,000	5,456.40	2,244.60	86.18	21,544.70
Contribution to 4th Generation Plan		5,000			-	-
<i>Transfer to (from) Grants (see following pages)</i>			20,786.80	37,668.97		94,962.53
<i>Transfer to (from) CIPs</i>			128,101.45	17,500.00		185,601.45
<i>Transfer to (from) Closed Projects Account</i>						-
TOTAL OPERATING EXPENSE		420,900	187,342.34	101,659.70		483,477.71
CASH SUMMARY						
4M Fund Balance at 12/31/18						1,162,466.36
Plus Revenue Received 2018 to date						442,199.01
Minus Claims Approved to Date						(464,031.60)
Minus Claims Presented Current Month						(101,659.70)
Fund Balance			1,140,633.77			1,038,974.07

Shingle Creek Watershed Management Commission - 2019 Treasurer's Report

Claims Presented June 13, 2019	General Ledger Acct No	May	June	Total
Kennedy & Graven				1,547.70
Legal - General	52001		1,547.70	
City of New Hope-Bass Creek Stabilization	70721		17,500.00	17,500.00
Freshwater Society				500.00
Water Summit Sponsor	57008		500.00	
League of MN Cities Ins Trust	54004		2,618.00	2,618.00
Lawn Chair Gardener - WMWA Media	57010		378.00	378.00
Mary Amsden - WMWA Ed Services	57011		780.00	883.24
Mary Amsden - WMWA Ed Reimbursement	57012		103.24	
Sharon Meister - WMWA Ed Services	57011		640.00	685.24
Sharon Meister - WMWA Ed Reimbursement	57012		45.24	
Lake Management - Bass Lake Alum Trmt	70727		6,752.40	6,752.40
Meta Materia - Phosphorus Sponge Media	70729		3,200.00	3,200.00
Wenck Associates				56,165.62
General Engineering	51001		8,329.22	
Grant Applica/Research	51005			
Project Reviews	51002		3,215.40	
Flood Modeling and Mapping	51015		2,244.60	
Plan Amendment	51007			
CAMP	56002			
Stream Monitoring	56004		4,543.12	
Intensive Lake TMDL Monitoring	56010		2,026.41	
TMDL 5-Year Reviews	56011		5,012.50	
Education	57008		2,701.80	
Education - WMWA	57009		376.00	
Annual Water Quality Report	58002			
Twin Lake Carp Management Grant	70723		6,180.80	
BioChar Project Grant	70725		6,145.58	
Minneapolis SWA Grant	70726		2,511.00	
Bass/Pomerleau Alum Trmt Grant	70727		8,297.22	
SRP Reduction Grant	70729		4,581.97	
Judie Anderson's Secretarial Service				1,279.76
WMWA General Expense	57009		1,219.76	
WMWA Educators/WS Prep	57011		60.00	
Judie Anderson's Secretarial Service				10,149.74
Administration	53001		6,466.94	
Project and WCA Review Support	53002		165.44	
Bookkeeping	54002		875.40	
Audit Prep	54002		1,248.60	
Hydraulic/Hydrologic Modeling Updates	53005			
Education Programs	57008		50.10	
Engineering Support	53004		1,239.09	
Engineering Support - CIP General	53004		95.10	
Engineering Support - Plan Amendment	53007		9.07	
Total Claims				101,659.70
				
Judie A Anderson, Deputy Treasurer				

Shingle Creek Watershed Management Commission - 2019 Treasurer's Report

	Total Grant	May	June	%age YTD	YTD
GRANTS					
Twin Lake Carp Management Grant	100,000				
Revenue		1,965.23			1,965.23
Expense		6,699.24	6,180.80		29,792.99
Balance		(4,734.01)	(6,180.80)		(27,827.76)
BioChar Project Grant	154,300				
Revenue		4,001.49			4,001.49
Expense		3,231.30	6,145.58		14,363.98
Balance		770.19	(6,145.58)		(10,362.49)
Becker Park Grant	725,000				
Revenue					-
Expense					-
Balance		-	-		-
Minneapolis Subwatershed Assmt Grant	38,000				
Revenue					15,200.00
Expense		4,171.50	2,511.00		18,999.00
Balance		(4,171.50)	(2,511.00)		(3,799.00)
Bass/Pomerleau Lakes Internal Load Reduction	267,040				
Revenue					-
Expense		1,700.00	15,049.62		17,929.92
Balance		(1,700.00)	(15,049.62)		(17,929.92)
BWSR Watershed Based Funding	103,571				
Revenue					-
Expense					-
Balance		-	-		-
SRP Reduction Project	72,170				
Revenue		998.92			998.92
Expense		4,984.76	7,781.97		13,876.64
Balance		(3,985.84)	(7,781.97)		(12,877.72)
TOTAL GRANTS					
Revenue		6,965.64	-		22,165.64
Expense		20,786.80	37,668.97		94,962.53
Balance		(13,821.16)	(37,668.97)		(72,796.89)

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

May 3, 2019

Statement No. 148330

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447


Through March 31, 2019

SH220-00001 General

562.80

Total Current Billing: 562.80

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

Shingle Creek Watershed
Judie Anderson

March 31, 2019

SH220-00001 General

Through March 31, 2019

For All Legal Services As Follows:

			Hours	Amount
3/14/2019	TJG	Prepare for, travel to, and attend meeting	1.50	301.50
3/26/2019	TJG	Review email regarding scope of CIP expenditures; email to county attorney office regarding same; legal research regarding same; call from county attorney's office	1.30	261.30
			Total Services:	\$ 562.80

Total Services and Disbursements: \$ 562.80

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

May 22, 2019

Statement No. 148589

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447


Through April 30, 2019

SH220-00001 General

984.90

Total Current Billing: 984.90

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

Shingle Creek Watershed
Judie Anderson

April 30, 2019

SH220-00001 General

Through April 30, 2019

For All Legal Services As Follows:

			Hours	Amount
4/5/2019	TJG	Email regarding scope of authority to make capital purchases; legal research regarding same	0.60	120.60
4/11/2019	TJG	Prepare for, travel to, and attend the meeting	1.70	341.70
4/16/2019	TJG	Call to Ben S regarding Plymouth alum treatment agreement (voicemail)	0.10	20.10
4/29/2019	TJG	Conduct additional research regarding capital expenditures; review JPA and plan; participate in conference call regarding same	2.50	502.50

Total Services: \$ 984.90

Total Services and Disbursements: \$ 984.90

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 # 1169
DATE 06/03/2019
DUE DATE 07/03/2019
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Social Media May 2019: 2 hours/week x 4 weeks	8	42.00	336.00
Social Media Monthly FB and Twitter Reports	1	42.00	42.00

BALANCE DUE **\$378.00**

Mary Amsden
 456 Third Street
 Excelsior, MN 55331

West Metro Water Alliance
 3235 Fernbrook Lane
 Plymouth, MN 55447

Invoice Date: May 31, 2019

Log of Services

Date	Description	Hours	Extended (\$40/hr)	Mileage	Extended (0.58/mi)	Supplies/Fees
			-		-	
			-		-	
			-		-	
Total - WMWA Meetings			\$ -		\$ -	\$ -
5/16/2019	Meet with Amy and Sharon at JASS for video consult	0.50	20.00	26.00	15.08	
			-		-	
			-		-	
			-		-	
Total - Program Development/Communication			\$ 20.00		\$ 15.08	\$ -
5/1/2019	Meadow Ridge	3.00	120.00	38.00	22.04	
5/3/2019	Oakwood	4.00	160.00	20.00	11.60	
5/13/2019	Kimberly Lane	4.00	160.00	32.00	18.56	
5/14/2019	Zachary Lane	4.00	160.00	30.00	17.40	
5/15/2019	Kimberly Lane	4.00	160.00	32.00	18.56	
			-		-	
Total-Classroom/Community Events			\$ 760.00		\$ 88.16	\$ -
Total:		19.50	\$ 780.00	178.00	\$ 103.24	\$ -

Invoice Total \$ 883.24

780.00	57011	WMWA Ed Regular Services
103.24	57012	WMWA Ed Reimbursed Expense
883.24	TOTAL	

Sharon Meister
 8540 Cain Rd
 Corcoran, MN 55340

West Metro Water Alliance
 3235 Fernbrook Lane
 Plymouth, MN 55447

Invoice Date: May 31, 2019

Log of Services

Date	Description	Hours	Extended (\$40/hr)	Mileage	Extended (0.58/mi)	Supplies/Fees
			-		-	
			-		-	
			-		-	
Total - WMWA Meetings			\$ -		\$ -	\$ -
5/15/2019	Meeting with Cable TV and prep for meeting	1.00	40.00	18.00	10.44	
			-		-	
			-		-	
			-		-	
Total - Program Development/Communication			\$ 40.00		\$ 10.44	\$ -
5/7/2019	Forest	4.00	160.00	24.00	13.92	
5/14/2019	Forest	4.00	160.00	24.00	13.92	
5/21/2019	Rush Creek	4.00	160.00	6.00	3.48	
5/22/2019	Rush Creek	3.00	120.00	6.00	3.48	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
			-		-	
Total-Classroom/Community Events			\$ 600.00		\$ 34.80	\$ -
Total:		16.00	\$ 640.00	78.00	\$ 45.24	\$ -

Invoice Total \$ 685.24

640.00	57011	WMWA Ed Regular Services
45.24	57012	WMWA Ed Reimbursed Expense
685.24	TOTAL	



Invoice

2424 Territorial Rd
Suite B
St. Paul, MN 55114
651-313-5800

Invoice #: 814
Invoice Date: 5/9/2019

P.O. Number:

Bill To:

Shingle Creek Watershed Mgmt Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Description	Amount
Water Summit Sponsor-May 9-10	500.00
Total	\$500.00
Payments/Credits	\$0.00
Balance Due	\$500.00



CONNECTING & INNOVATING
SINCE 1913

Invoice

Page 1 of 3

Member Name and Address
Shingle Creek Watershed
Management Commission
C/O Judge Anderson
3235 Fernbrook Lane
Plymouth, MN 55447-5325

Invoice Date
05/24/2019

Agent
Arthur J Gallagher Risk Management Services Inc
3600 American Blvd W Ste 500
Bloomington, MN 55431-4502
(952)358-7500

Account Number: 40000001
Account Type: Property/Casualty Coverage Premium
Current Balance: \$ 2,618.00
Minimum Due: \$ 2,618.00
Due Date: 06/21/2019

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
See reverse side and attachments for additional information		Previous Invoice Balance	2,618.00	
		Payments Received	-2,618.00	
		Total of Transactions and Fees shown on reverse or attached	2,618.00	
		Current Balance	\$ 2,618.00	\$ 2,618.00

Detach and return this Payment Coupon with your payment

Account Number	Invoice Date	Due Date	Current Balance	Minimum Due	Amount Enclosed
40000001	05/24/2019	06/21/2019	\$ 2,618.00	2,618.00	\$

Member Name Shingle Creek Watershed Management Commission

BILLING INVOICE - Return stub with payment - make checks payable to:

Mail payment
7 days before
Due Date to
ensure timely
receipt

League of MN Cities Insurance Trust P&C
c/o Berkley Risk Administrators Company
222 South Ninth Street, Suite 2700
P.O. Box 581517
Minneapolis, MN 55458-1517

Invoice



June 10, 2019
Invoice No: 11903550

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 May 31, 2019

Professional Personnel

	Hours	Rate	Amount	
Harley, Mehdi	3.00	63.00	189.00	
Kaczmarek, Hagen	3.80	120.00	456.00	
Langer, Thomas	2.00	130.00	260.00	
Matthiesen, Edward	12.50	198.00	2,475.00	
Nalven, Sarah	.20	108.00	21.60	
Spector, Diane	23.80	188.00	4,474.40	
Weigel, Eileen	1.40	145.00	203.00	
Weis, Rena	2.00	108.00	216.00	
Totals	48.70		8,295.00	
Total Labor				8,295.00

Unit Billing

00-WAI Vehicle Golden Valley **34.22**

Total Invoice Amount \$8,329.22

Billing Summary	Current	Prior	Total
	8,329.22	27,132.80	35,462.02

Invoice

June 10, 2019

Invoice No: 11903555



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 May 31, 2019

Phase 01 2019 General Project Reviews

2019 General Project Reviews

Professional Personnel

	Hours	Rate	Amount
Matthiesen, Edward	.70	198.00	138.60
Nalven, Sarah	.70	108.00	75.60
Spector, Diane	4.90	188.00	921.20
Totals	6.30		1,135.40
Total Labor			1,135.40

Unit Billing

01-YSI - 6820 (Temp, DO, Cond, pH)

100.00

Phase Total \$1,235.40

Phase 02 WCA Administration

WCA Administration

Professional Personnel

	Hours	Rate	Amount
Dietrich, Meaghan	8.40	120.00	1,008.00
Totals	8.40		1,008.00
Total Labor			1,008.00

Phase Total \$1,008.00

Phase 19007 Silver Creek on Main

Silver Creek on Main

Professional Personnel

	Hours	Rate	Amount
Matthiesen, Edward	1.00	198.00	198.00
Nalven, Sarah	1.50	108.00	162.00
Totals	2.50		360.00
Total Labor			360.00

Phase Total \$360.00

Phase 19008 The Woods at Taylor Creek

The Woods at Taylor Creek

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

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	.80	198.00	158.40	
Nalven, Sarah	.20	108.00	21.60	
Weis, Rena	3.30	108.00	356.40	
Totals	4.30		536.40	
Total Labor				536.40
		Phase Total		\$536.40

Phase 19009 Lake Road Apartments

Lake Road Apartments

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	.70	108.00	75.60	
Totals	.70		75.60	
Total Labor				75.60
		Phase Total		\$75.60
		Total Invoice Amount		\$3,215.40

	Current	Prior	Total
Billing Summary	3,215.40	24,959.34	28,174.74

Invoice

June 7, 2019

Invoice No: 11903500



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

Responsive partner.
 Exceptional outcomes.

Project Manager Eileen Weigel

Project B1240-0201 Shingle Creek HUC 8 Model Update

Professional Services Through May 31, 2019

Phase 01 Meetings

Meetings

Professional Personnel

	Hours	Rate	Amount	
Weigel, Eileen	.20	145.00	29.00	
Totals	.20		29.00	
Total Labor				29.00
				Phase Total \$29.00

Phase 02 Data Organization

Data Organization

Professional Personnel

	Hours	Rate	Amount	
Stone, Alicia	5.00	63.00	315.00	
Weigel, Eileen	8.50	145.00	1,232.50	
Totals	13.50		1,547.50	
Total Labor				1,547.50
				Phase Total \$1,547.50

Phase 03 Hydrologic Analysis

Hydrologic Analysis

Professional Personnel

	Hours	Rate	Amount	
Weigel, Eileen	3.00	145.00	435.00	
Totals	3.00		435.00	
Total Labor				435.00
				Phase Total \$435.00

Phase 06 GIS Work and Mapping

GIS Work and Mapping

Professional Personnel

	Hours	Rate	Amount	
Stone, Alicia	3.70	63.00	233.10	
Totals	3.70		233.10	
Total Labor				233.10
				Phase Total \$233.10

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	B1240-0201	Shingle Creek HUC 8 Model Update	Invoice	11903500
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Total Invoice Amount	\$2,244.60
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	Current	Prior	Total
Billing Summary	2,244.60	20,237.90	22,482.50

Invoice

June 6, 2019
Invoice No: 11903166



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

Responsive partner.
Exceptional outcomes.

Project Manager Thomas Langer

Project B1240-0210 2019 Stream Monitoring

Professional Services Through May 31, 2019

Professional Personnel

	Hours	Rate	Amount	
Langer, Thomas	.70	130.00	91.00	
Nalven, Sarah	28.40	108.00	3,067.20	
Spector, Diane	.30	188.00	56.40	
Stone, Alicia	10.90	63.00	686.70	
Totals	40.30		3,901.30	
Total Labor				3,901.30

Outside Services

RMB Environmental Laboratories, Inc.			568.50	
Outside Services Total			568.50	568.50

Reimbursable Expenses

Mileage - Reimbursable			23.20	
Tools & Equipment			10.68	
Total Reimbursables			33.88	33.88

Unit Billing

00-WAI Vehicle Golden Valley				39.44
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Total Invoice Amount \$4,543.12

	Current	Prior	Total
Billing Summary	4,543.12	6,255.14	10,798.26

Invoice



June 6, 2019
Invoice No: 11903165

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

Responsive partner.
Exceptional outcomes.

Project Manager Thomas Langer

Project B1240-0208 2019 Lake Monitoring

Professional Services Through May 31, 2019

Professional Personnel

	Hours	Rate	Amount	
Langer, Thomas	7.80	130.00	1,014.00	
Nalven, Sarah	4.20	108.00	453.60	
Omodt, Nicholas	4.30	63.00	270.90	
Spector, Diane	.20	188.00	37.60	
Totals	16.50		1,776.10	
Total Labor				1,776.10

Outside Services

RMB Environmental Laboratories, Inc.			64.50	
Outside Services Total			64.50	64.50

Reimbursable Expenses

Tools & Equipment			29.49	
Total Reimbursables			29.49	29.49

Unit Billing

00-WAI Vehicle Golden Valley				
01-Canoe/Kayak				
01-YSI - 6820 (Temp, DO, Cond, pH)				
				156.32

Total Invoice Amount \$2,026.41

Billing Summary	Current	Prior	Total
	2,026.41	859.40	2,885.81

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

June 10, 2019
Invoice No: 11903547



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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0211 2019 TMDL 5 Year Reviews

Professional Services Through May 31, 2019

Professional Personnel

	Hours	Rate	Amount	
Kaczmarek, Hagen	6.20	120.00	744.00	
Spector, Diane	3.50	188.00	658.00	
Strom, Jeffrey	24.50	145.00	3,552.50	
Weigel, Eileen	.40	145.00	58.00	
Totals	34.60		5,012.50	
Total Labor				5,012.50
		Total Invoice Amount		\$5,012.50

	Current	Prior	Total
Billing Summary	5,012.50	6,995.10	12,007.60

Invoice



June 10, 2019
Invoice No: 11903542

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 May 31, 2019

Phase 01 General Education

General Education

Professional Personnel

	Hours	Rate	Amount
Spector, Diane	27.20	188.00	5,113.60
Strom, Jeffrey	2.00	145.00	290.00
Totals	29.20		5,403.60
Total Labor			5,403.60
		Phase Total	\$5,403.60

Phase 02 WMWA

WMWA

Professional Personnel

	Hours	Rate	Amount
Spector, Diane	2.00	188.00	376.00
Totals	2.00		376.00
Total Labor			376.00
		Phase Total	\$376.00

Total Invoice Amount \$5,779.60

Billing Summary	Current	Prior	Total
	5,779.60	9,175.00	14,954.60

SC Education 2701.80
 WMWA 376.00

 3,077.80

Wm Education 2,701.80

Invoice



June 10, 2019
Invoice No: 11903545

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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0162 Twin Lake Carp Management

Professional Services Through May 31, 2019

Phase 02B Fish Barriers

Fish Barriers

Professional Personnel

	Hours	Rate	Amount	
Langer, Thomas	.50	80.00	40.00	
Matthiesen, Edward	.20	127.00	25.40	
Totals	.70		65.40	
Total Labor				65.40
				Phase Total \$65.40

Phase 03 Carp Removal

Carp Removal

Professional Personnel

	Hours	Rate	Amount	
Berry, Thomas	5.80	127.00	736.60	
Harley, Mehdi	7.40	80.00	592.00	
Langer, Thomas	28.00	80.00	2,240.00	
Omodt, Nicholas	2.60	80.00	208.00	
Schmitz, Brady	3.30	90.00	297.00	
Spector, Diane	.80	127.00	101.60	
Weigel, Eileen	.50	90.00	45.00	
Weis, Rena	13.80	80.00	1,104.00	
Totals	62.20		5,324.20	
Total Labor				5,324.20

Reimbursable Expenses

Mileage - Reimbursable	29.00		
Total Reimbursables		29.00	29.00

Unit Billing

01-HT-2000 Battery Backpack Electro-Fish
00-WAI Vehicle Golden Valley

635.20
Phase Total \$5,988.40

Phase 04B Aquatic Vegetation Survey & Mgmt Plan

Aquatic Vegetation Survey & Mgmt Plan

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	.50	127.00	63.50	
Totals	.50		63.50	
Total Labor				63.50
			Phase Total	\$63.50

Phase 06 Semi-annual Reports
Semi-annual Reports

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	.50	127.00	63.50	
Totals	.50		63.50	
Total Labor				63.50
			Phase Total	\$63.50

Total Invoice Amount \$6,180.80

Invoice



June 10, 2019
Invoice No: 11903546

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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0163 Biochar/Iron Sand Filters

Professional Services Through May 31, 2019

Phase 01C Construction Management

Construction Management

Reimbursable Expenses

Field Supplies - Reimbursable	50.15	
Total Reimbursables	50.15	50.15

Unit Billing

2014 Ford F150 XL Supercab		40.02
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Phase Total \$90.17

Phase 02A Monitoring

Monitoring

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	17.00	80.00	1,360.00	
Spector, Diane	3.00	127.00	381.00	
Stone, Alicia	6.50	80.00	520.00	
Zhang, Lu	6.20	80.00	496.00	
Totals	32.70		2,757.00	
Total Labor				2,757.00

Outside Services

Instrumental Research, Inc.	456.00	
Outside Services Total	456.00	456.00

Reimbursable Expenses

Tools & Equipment	11.32	
Total Reimbursables	11.32	11.32

Unit Billing

00-WAI Vehicle Golden Valley		
Mandan Vehicle		74.39

Phase Total \$3,298.71

Phase 02B Evaluation

Evaluation

Professional Personnel

	Hours	Rate	Amount	
Harley, Mehdi	2.40	80.00	192.00	
Matthiesen, Edward	2.80	127.00	355.60	
Spector, Diane	4.80	127.00	609.60	
Zhang, Lu	17.20	80.00	1,376.00	
Totals	27.20		2,533.20	
Total Labor				2,533.20
		Phase Total		\$2,533.20

Phase 03 Reporting & Info Sharing
Reporting & Info Sharing

Professional Personnel

	Hours	Rate	Amount	
Harley, Mehdi	2.00	80.00	160.00	
Totals	2.00		160.00	
Total Labor				160.00
		Phase Total		\$160.00

Phase 04 Semi-annual Reports
Semi-annual Reports

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	.50	127.00	63.50	
Totals	.50		63.50	
Total Labor				63.50
		Phase Total		\$63.50

Total Invoice Amount \$6,145.58

Invoice



June 10, 2019
Invoice No: 11903540

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

Responsive partner.
Exceptional outcomes.

Project Manager Diane Spector

Project B1240-0187 Minneapolis Subwatershed Assessment

Professional Services Through May 31, 2019

Phase 01 Modeling and Report

Modeling and Report

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	13.50	186.00	2,511.00	
Totals	13.50		2,511.00	
Total Labor				2,511.00
		Phase Total		\$2,511.00
		Total Invoice Amount		\$2,511.00

	Current	Prior	Total
Billing Summary	2,511.00	38,183.30	40,694.30

Invoice

June 10, 2019

Invoice No: 11903541



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 May 31, 2019

Phase 01 Technical Services

Technical Services

Professional Personnel

	Hours	Rate	Amount	
Bischoff, Joseph	12.00	198.00	2,376.00	
Matthiesen, Edward	.40	198.00	79.20	
Nalven, Sarah	15.30	108.00	1,652.40	
Spector, Diane	5.80	188.00	1,090.40	
Stone, Alicia	1.00	63.00	63.00	
Totals	34.50		5,261.00	
Total Labor				5,261.00

Reimbursable Expenses

Mileage - Reimbursable			31.90	
Total Reimbursables			31.90	31.90

Unit Billing

00-WAI Vehicle Golden Valley
 01-YSI - 6820 (Temp, DO, Cond, pH)

65.66

Phase Total \$5,358.56

Phase 02 Lake WQ Monitoring

Lake WQ Monitoring

Professional Personnel

	Hours	Rate	Amount	
Langer, Thomas	6.70	130.00	871.00	
Nalven, Sarah	5.70	108.00	615.60	
Omodt, Nicholas	4.30	63.00	270.90	
Totals	16.70		1,757.50	
Total Labor				1,757.50

Outside Services

RMB Environmental Laboratories, Inc.			151.50	
Outside Services Total			151.50	151.50

Unit Billing

00-WAI Vehicle Golden Valley

15.66

Phase Total \$1,924.66

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	B1240-0200	Bass and Pomerleau Lakes Alum Treatment	Invoice	11903541
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Phase 04 SAV Surveys and Permitting

SAV Surveys and Permitting

Professional Personnel

	Hours	Rate	Amount	
Langer, Thomas	7.80	130.00	1,014.00	
Totals	7.80		1,014.00	
Total Labor				1,014.00
		Phase Total		\$1,014.00
		Total Invoice Amount		\$8,297.22

Billing Summary	Current	Prior	Total
	8,297.22	18,339.80	26,637.02

Invoice

June 10, 2019
 Invoice No: 11903543



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 May 31, 2019

Phase 01 Design

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Spector, Diane	.80	137.52	110.02	
Scientist II				
Nalven, Sarah	24.10	97.48	2,349.27	
Strom, Jeffrey	4.00	97.48	389.92	
Scientist III				
Kallio, Brian	11.80	137.52	1,622.74	
Matthiesen, Edward	.30	137.52	41.26	
Totals	41.00		4,513.21	
Total Labor				4,513.21
				Phase Total
				\$4,513.21

Phase 06 Semiannual/Annual Reports

Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Spector, Diane	.50	137.52	68.76	
Totals	.50		68.76	
Total Labor				68.76
				Phase Total
				\$68.76

Total Invoice Amount \$4,581.97

	Current	Prior	Total
Billing Summary	4,581.97	6,094.67	10,676.64

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

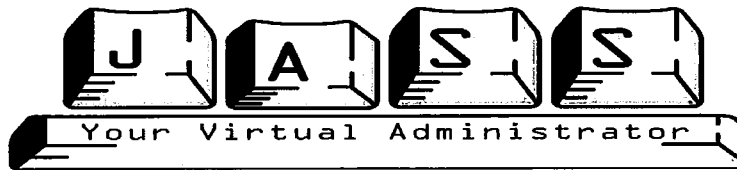
3235 Fernbrook Lane Plymouth MN
55447

Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth MN 55447

3-May-19

Re: 2019 WMWA General Expense and Watershed PREP

Description	Rate	Hours/ No.	Amount	Total
General Expense				
Secretarial	55.00		-	
Secretarial	50.00		-	
Administrative	60.00	2.67	160.20	
Administrative - website, Facebook, Twitter	60.00		-	
Offsite, WMWA meetings, Blue Thumb, Watershed Partners, Home Expo, Henn County, city events	70.00	2.25	157.50	
Website hosting, domain registration one year	1.00		-	
Reimbursables	1.00	58.34	58.34	
	Total General Expense			376.04
Watershed PREP				
Secretarial	55.00		-	
Administrative	60.00		-	
Offsite	70.00		-	
Reimbursables	1.00		-	
	Total Watershed PREP			-
	Total this invoice			376.04
	Partner Share			94.01



3235 Fernbrook Lane
Plymouth MN 55447

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

June 10, 2019

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM	Total	SC	WM	Total	SC	WM
Administrative		53001	1.25	55.00	68.75	1.25	55.00	68.75		
Administrative	70-30	53001		55.00	-		55.00	-		
Administrative		53001	38.70	60.00	2,322.00	6.46	60.00	387.60		
Administrative	70-30	53001	48.32	60.00	2,029.44		60.00	869.76		
Admin - Offsite	70-30	53001	4.63	70.00	226.87		70.00	97.23		
Office Support	70-30	53001	8.25	200.00	1,155.00		200.00	495.00		
Admin Reimbursables			664.88	1.00	664.88	344.22	1.00	344.22	6,466.940	2,262.560
Bookkeeping		54022	14.59	60.00	875.40	4.25	60.00	255.00		
Audit Prep		54022		55.00	-		55.00	-		
Audit Prep		54022	20.81	60.00	1,248.60	4.25	60.00	255.00	2,124.000	510.000
Project / WCA Reviews - Secre		53002		55.00	-		55.00	-		
Project / WCA Reviews - Admin		53002	0.95	60.00	57.00	0.17	60.00	10.20		
Project Reviews - File Mgmt		53002		55.00	-		55.00	-		
Reimbursable Expenses		53002	108.44	1.00	108.44	114.41	1.00	114.41	165.440	124.610
Education - Admin	50-50	57008		60.00	-		60.00	-		
Website	50-50	57008	1.67	60.00	50.10		60.00	50.10		
Renew website domain	50-50	57008		1.00	-	48.00	1.00	48.00		
Education Reimbursables	50-50	57008		1.00	-		1.00	-	50.100	98.100
Engrg Support 3G Plan - Secre	70-30	53004		55.00	-		55.00	-		
Engrg Support 3G Plan - Admin	70-30	53004		60.00	-		60.00	-		
Engrg Support 3G Plan - Offiste	70-30	53004		65.00	-		65.00	-		
Engrg Support 3G Plan Reimbursables		53004	9.07	1.00	9.07	3.89	1.00	3.89	9.070	3.890
Engineering Support - Admin		53004		55.00	-		55.00	-		
Engineering Support - Admin		53004		60.00	-		60.00	-		
Engineering Support - Admin	70-30	53004	16.52	60.00	693.84		60.00	297.36		
Engineering Support - Offiste	70-30	53004	2.50	70.00	122.50		70.00	52.50		
Engineering Support Reimbursables		53004	422.75	1.00	422.75	176.47	1.00	176.47	1,239.090	526.330
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	3.17	60.00	95.10		60.00	95.10		
Engineering Support - CIP Offsite	50-50	53004		70.00	-		70.00	-		
Engineering Support - CIP Reimbursables		53004		1.00	-		1.00	-	95.100	95.100
									10,149.740	3,620.590

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMO Commissioners
From: Sarah Nalven
Diane Spector
Date: June 11, 2019
Subject: Request for purchase of Meta Materia's Phosphorus Sponge media

**Recommended
Commission Action**

Purchase Meta Materia's Phosphorus Sponge media for \$3,200.

We are writing to request that the Commission purchase 150 kg (approximately 330 lbs.) of Meta Materia's Phosphorus Sponge media. This media will be tested for its ability to remove dissolved phosphorus from water as a part of the EPA 319-funded SRP Reduction Project. This media is composed of iron-oxyhydroxide nanocrystals and provides large amounts of surface area for phosphate removal. We will test this material's performance against two other iron-containing materials that were also designed to remove dissolved phosphorus from water. Including shipping and handling, 150 kg of Meta Materia's Phosphorus Sponge will cost the Commission **\$3,200** (see invoice included in Treasurer's Report). The SRP Reduction Project budget can accommodate this purchase.



MetaMateria

Environmental NanoTechnology

**870 Kaderly Drive
Columbus, OH 43228-1034 - USA
614.340.1690
jrschorr@metamateria.com**

Invoice

Date	Invoice #
6/11/2019	20190611

BILL TO:

Shingle Creek Watershed Mgmt Commission
ATTEN: Judie Anderson
3235 Fernbrook Ln N
Plymouth, MN 55447

SHIP TO:

Tom Johnson
Wenck Associates
9000 Science Center Dr
Suite C
New Hope, MN 55248

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 10	JRS	6/11/2019	RR Donnelly	origin	phosphorus removal test...

Quantity	Item Code	Description	U/M	Price Each	Amount
150	Assorted PO4 - bulk	PO4-sponge media packaged in nylon net bags	kg	20.00	3,000.00
1	Shipping/Handling			200.00	200.00

We are looking forward to working with you on this project. Thank you for your business.	Total	\$3,200.00
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Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMO Commissioners
From: Ed Matthiesen, P.E.
Diane Spector
Date: June 7, 2019
Subject: Grant Project Updates

**Recommended
Commission Action** Approve the payment of \$6,752.40 to Lake Management, Inc for year one curly-leaf pondweed treatment on Bass Lake.

Twin Lake Carp

Staff accompanied the DNR in the aquatic vegetation survey and determined that because of the snowy and otherwise harsh winter there was a die-back of curly-leaf pondweed. The amount present in the lake did not require treatment this year.

Commission and Robbinsdale staff removed carp from Ryan Creek just upstream of the new fish barrier four times in May. We estimate that the biomass removed was about 3,800 pounds at a cost of about \$5,000. At this point we have removed about half the total estimated biomass of carp in the system, or about 44% of our goal of removing about 33,000 pounds of carp.

Lake water quality is also being monitored this season. The grant portion of this project ends 8/31/19. We will retain unspent levy funds in a segregated account to pay for future aquatic vegetation management and carp removals.

Bass and Pomerleau Alum Project

The first dose of the alum applications occurred the week of May 13, 2019. All went smoothly and both lakes were done that week. Cable 12, CCX Media, did a short report on the project <https://ccxmedia.org/news/water-treatment-project-begins-on-two-plymouth-lakes/>.

The DNR was out on Bass observing the treatment and undertaking a curly-leaf pondweed delineation with Commission staff. They delineated a 20.4 acre area for treatment, which occurred on 5/23/19. Chair Andy Polzin authorized going forward with the treatment, which was done by Lake Management, Inc. An invoice for \$6,752.40 is attached and staff recommends approval.



LAKE MANAGEMENT, Inc.
10400 185th Street North
Marine on St. Croix, MN
55047
651-433-3283-Voice
651-433-5316-Fax

Invoice
 Invoice Number:
 38900
 Invoice Date:
 May 24, 2019
 Page:
 1

Sold To:
 Shingle Creek Watershed Mgt. Comm.
 Thomas Langer
 7500 Olson Memorial High-#300
 Golden Valley, MN 55427

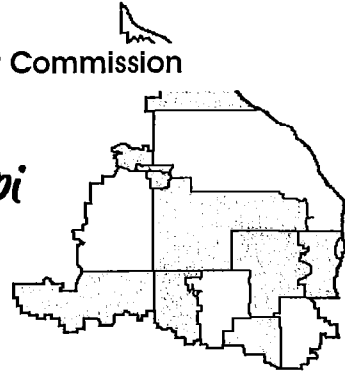
Amount Paid _____
 Shingle Creek Water

Return Upper Portion with Payment

Customer ID	Customer PO	Payment Terms	Sales Rep ID	Due Date
Shingle Creek		Net 30 Days		6/23/19
Description				Amount
5/23/19 - Bass Lake - Hennepin County - Application of Aquathol K by sub-surface injection for curlyleaf pondweed control - 20.4 acres @ \$331.00/acre				6,752.40

	Subtotal	6,752.40
	Sales Tax	
	Total Invoice Amount	6,752.40
Check No:	Payment Received	0.00
	TOTAL	6,752.40

Finance charge is 1 1/2% per month



3235 Fernbrook Lane N • Plymouth, MN 55447
 Tel: 763.553.1144 • Fax: 763.553.9326
 Email: jude@jass.biz • Website: www.shinglecreek.org

**Shingle Creek and West Mississippi Watershed Management Commissions
 CIP Project Final Request for Reimbursement**

Project Name: Bass Creek Bank Stabilization Project
 Lead City: City of New Hope
 Contact Person: Megan Hedstrom

CIP Project Cost	\$70,000.00
Amount Levied	\$17,500.00
Final Project Cost	\$92,662.80
Maximum Cost Share	\$17,500.00
Amount Requested	\$17,500.00
Difference	\$0.00

Final Project Cost	
Construction	\$63,539.98
Engineering	
Professional Services	\$29,122.82
City Staff	\$0.00
Other*	\$0.00
TOTAL	\$92,662.80
	x 25%
Maximum Cost-Share	\$17,500.00

*Explain

Please provide the following:


1. Final construction contract pay voucher
2. As-builts of features for which cost share is requested, and/or other information documenting that the project achieved the desired outcomes
3. Documentation of engineering and other project costs (can be a financial ledger report)

Submit documentation to Ed Matthiesen, emathiesen@wenck.com. Direct questions regarding CIP project costs and levies to Diane Spector, dspector@wenck.com.

West Mississippi Watershed Management Commission
2019 Treasurer's Report

	2019 Budget	May	June	%age YTD	2019 YTD
REVENUE					
Application Fees	20,000	1,100.00		36.00	7,200.00
Assessments	153,600			100.00	153,600.00
Interest & Dividend Income	2,000	1,040.17		249.81	4,996.15
Reserve - Flood Mapping	25,000			0.00	-
Miscellaneous Income					-
<i>Transfer to (from) CIPs (see CIP Tracker page)</i>					-
<i>To (From) Reserve</i>					-
TOTAL REVENUE	200,600	2,140.17	-		165,796.15
EXPENSES					
ADMINISTRATION					
Administrative Services	31,000	2,729.14	2,262.56	36.50	11,314.97
Engineering Support	4,500	212.14	621.43	40.37	1,816.76
Project Reviews	1,500	89.27	124.61	22.79	341.92
ENGINEERING					
Administration	30,000	4,380.60	3,192.40	46.73	14,019.88
Grant Application Writing	1,500			0.00	-
Project Review	27,000	3,433.50	1,455.80	37.91	10,234.90
LEGAL					
Legal Services	5,000		643.20	26.76	1,338.20
MISCELLANEOUS					
Bookkeeping	2,800	155.40	510.00	55.14	1,543.89
Audit	5,000			0.00	-
Insurance & Bonding	2,800		2,518.00	89.93	2,518.00
Meeting Expense	2,500	138.07		29.53	738.28
PROJECTS					
Macroinvertebrate Monitoring	1,000			0.00	-
Volunteer Wetland Monitoring (WHEP)	2,000			0.00	-
Outfall and Stream Monitoring	18,000	2,121.42	4,236.73	43.00	7,739.35
Annual Water Quality Report	6,000			99.99	5,999.65
Water Quality Education					
Education	15,000	986.90	3,299.90	62.59	9,388.06
Rain Garden Workshops	2,000			50.00	1,000.00
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			0.00	-
Third Gen Plan/amendments	1,000	104.89	3.89	28.96	289.62
Contribution to Construction/Grant Match	5,000			0.00	-
Flood modeling and mapping	25,000			0.00	-
<i>Transfer to (from)CIPs</i>					-
<i>To (from) Reserves</i>					-
TOTAL OPERATING EXPENSE	200,600	14,351.33	18,868.52		73,283.48
CASH SUMMARY					
4M Fund Balance at 12/31/18					479,512.33
Plus Revenue Received to Date					166,340.44
Minus Claims Approved to Date					(70,638.28)
Minus Claims Presented Current Month					(18,868.52)
Fund Balance		575,214.49			556,345.97

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

Claims Presented June 13, 2019	General Ledger Acct No	May	June		
					Total
Kennedy & Graven					643.20
Legal - General	52001		643.20		
Freshwater Society					500.00
Water Summit Sponsor	57008		500.00		
League of MN Cities Ins Trust - Insurance	54004		2,518.00		2,518.00
Wenck Associates					11,586.73
General Engineering	51001		3,192.40		
Project Reviews	51002		1,455.80		
Project Management Plan	51003				
Grant Applica/Research	51005				
Plan Amendment	51007				
Education Program	57008		2,701.80		
Intensive BMPs	57011				
Annual Water Quality Report	58002				
Water Monitoring Program	58011		4,236.73		
Judie Anderson's Secretarial Service					3,620.59
Administration	53001		2,262.56		
Bookkeeping	54002		255.00		
Audit Prep	54002		255.00		
Project and WCA Review Support	53002		124.61		
Education Programs	57008		98.10		
Engineering Support	53004		526.33		
Engineering Support - CIPs	53004		95.10		
Engineering Support - Plan Amendment	53007		3.89		
Total Claims					18,868.52
					
Judie A Anderson, Deputy Treasurer					

**West Mississippi Watershed Management Commission
2019 Treasurer's Report
Capital Improvement Project Tracking**

CIPs	Amount	%age	TOTAL 2017	TOTAL 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	TOTAL 2019	TOTAL ALL YEARS
2013-02 Mill Pond Dam Strm Stabilization	125,000	100.000										COMPLETE
2014-03 Cost Share Retrofits	50,000	100.000										TO CS FUND
2015-06 Cost Share Retrofits	50,000	100.000										TO CS FUND
2016-04 Cost Share Retrofits	50,500	38.462										TO CS FUND
2016-05 BioChar Project	80,800	61.538										COMPLETE
2017-04 City Cost Share BMP Projects	50,000	47.710										TO BMP FUND
2017-05 Mississippi Crossings Rain Garden	54,800	52.290										
Revenue			-	54,458.05								54,458.05
Expense			128.47	-								128.47
Balance			(128.47)	54,458.05								54,329.58
2018-05 City Cost Share BMP Projects	53,025	100.000										
Revenue			-	-								-
Expense			-	124.04								124.04
Balance			-	(124.04)								(124.04)
TOTAL CIP												
Revenue			130,929.32	104,146.20	-	-	-	-	-	-	-	458,261.98
Expense			256.94	124.04	-	-	-	-	-	-	-	3,081.66
Transfer from Assigned Construction/Grant Match			5,680.39									5,680.39
Transfer General Funds to Cover Shortfall			-	3,435.12								3,435.12
Payment			86,117.50	125,000.00								211,117.50
Balance			(99,177.84)	(17,542.72)	-	-	-	-	-	-	-	103,765.22
COST SHARE FUND												
2014-03 Cost Share Retrofits	50,000	100.000	49,551.86									49,551.86
2015-06 Cost Share Retrofits	50,000	100.000	49,636.59									49,636.59
2016-04 Cost Share Retrofits	50,500	38.462	50,224.66									50,224.66
Balance Cost Share Fund												149,413.11
PARTNERSHIP BMP RETROFITS FUND												
2017-04 City Cost Share BMP Projects	50,000	47.710		49,559.68								49,559.68
Balance BMP Retrofits Fund												49,559.68
TOTAL BALANCE CIP & Other Funds												302,738.01
COMPLETED PROJECTS \$0 BALANCE												
2016-05 BioChar Project	80,800	61.538	COMPLETE									
2013-02 Mill Pond Dam Strm Stabilization	125,000	100.000		COMPLETE								

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

May 3, 2019

Statement No. 148339

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

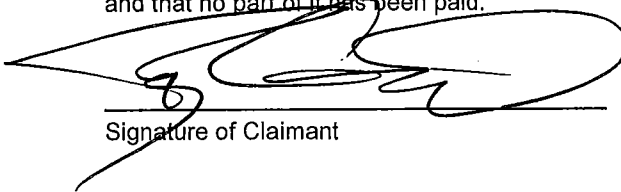
Through March 31, 2019

WE405-00001 General

301.50

Total Current Billing: 301.50

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

March 31, 2019

WE405-00001 General

Through March 31, 2019

For All Legal Services As Follows:

			Hours	Amount
3/14/2019	TJG	Prepare for, travel to, and attend meeting	1.50	301.50
			Total Services:	\$ 301.50
			Total Services and Disbursements:	\$ 301.50

Kennedy & Graven, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

(612) 337-9300

41-1225694

May 22, 2019

Statement No. 148596

West Mississippi Watershed Management Commission

JASS - Watershed Administrators
3235 Fernbrook Lane
Plymouth, MN 55447

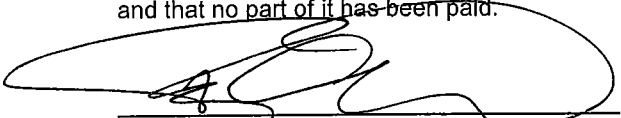
Through April 30, 2019

WE405-00001 General

341.70

Total Current Billing: 341.70

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, Chartered

200 South Sixth Street, Suite 470
Minneapolis, MN 55402

West Mississippi Watershed

April 30, 2019

WE405-00001 General

Through April 30, 2019

For All Legal Services As Follows:

Hours Amount

4/11/2019	TJG	Prepare for, travel to, and attend meeting	1.70	341.70
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Total Services: \$ 341.70

Total Services and Disbursements: \$ 341.70



CONNECTING & INNOVATING
SINCE 1913

Invoice

Page 1 of 3

Member Name and Address
West Mississippi Watershed
Management Commission
C/O Judie Anderson
3235 Fernbrook Lane
Plymouth, MN 55447-5325

Invoice Date
05/24/2019

Agent
Arthur J Gallagher Risk Management Services Inc
3600 American Blvd W Ste 500
Bloomington, MN 55431-4502
(952)358-7500

Account Number: 40000002
Account Type: Property/Casualty Coverage Premium
Current Balance: \$ 2,518.00
Minimum Due: \$ 2,518.00
Due Date: 06/21/2019

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
		Previous Invoice Balance	2,518.00	
		Payments Received	-2,518.00	
		Total of Transactions and Fees shown on reverse or attached	2,518.00	
See reverse side and attachments for additional information		Current Balance	\$ 2,518.00	\$ 2,518.00

Detach and return this Payment Coupon with your payment

Account Number	Invoice Date	Due Date	Current Balance	Minimum Due	Amount Enclosed
40000002	05/24/2019	06/21/2019	\$ 2,518.00	2,518.00	\$ _____

Member Name West Mississippi Watershed Management Commission

BILLING INVOICE - Return stub with payment - make checks payable to:

Mail payment
7 days before
Due Date to
ensure timely
receipt

League of MN Cities Insurance Trust P&C
c/o Berkley Risk Administrators Company
222 South Ninth Street, Suite 2700
P.O. Box 581517
Minneapolis, MN 55458-1517

2424 Territorial Rd
Suite B
St. Paul, MN 55114
651-313-5800

Invoice #: 815
Invoice Date: 5/9/2019

P.O. Number:

Bill To:

West Mississippi Wtrshd Mgmt Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Description	Amount
Water Summit Sponsor-May 9-10	500.00
Total	\$500.00
Payments/Credits	\$0.00
Balance Due	\$500.00

Invoice

June 10, 2019
Invoice No: 11903556



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 May 31, 2019

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	3.40	198.00	673.20	
Spector, Diane	13.40	188.00	2,519.20	
Totals	16.80		3,192.40	
Total Labor				3,192.40
		Total Invoice Amount		\$3,192.40

	Current	Prior	Total
Billing Summary	3,192.40	10,827.48	14,019.88

Invoice



June 10, 2019
Invoice No: 11903557

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 May 31, 2019

Phase 01 2019 General Project Reviews
2019 General Project Reviews

Professional Personnel

	Hours	Rate	Amount	
Matthiesen, Edward	1.50	198.00	297.00	
Nalven, Sarah	.60	108.00	64.80	
Spector, Diane	.70	188.00	131.60	
Totals	2.80		493.40	
Total Labor				493.40
				Phase Total \$493.40

Phase 02 2019 WCA Administration
2019 WCA Administration

Professional Personnel

	Hours	Rate	Amount	
Dietrich, Meaghan	2.80	120.00	336.00	
Totals	2.80		336.00	
Total Labor				336.00
				Phase Total \$336.00

Phase 19003 610 Crossings 2nd Addition Regional Pond
610 Crossings 2nd Addition Regional Pond

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	.30	108.00	32.40	
Totals	.30		32.40	
Total Labor				32.40
				Phase Total \$32.40

Phase 19004 TH 169 and 101st Ave Interchange
TH 169 and 101st Ave Interchange

Professional Personnel

	Hours	Rate	Amount	
Nalven, Sarah	5.50	108.00	594.00	
Totals	5.50		594.00	
Total Labor				594.00

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	B1241-0076	2019 Project Reviews	Invoice	11903557
---------	------------	----------------------	---------	----------

Phase Total	\$594.00
--------------------	-----------------

Total Invoice Amount	\$1,455.80
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Billing Summary	Current	Prior	Total
	1,455.80	8,779.10	10,234.90

Invoice

June 6, 2019
Invoice No: 11903167



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

Responsive partner.
Exceptional outcomes.

Project Manager Thomas Langer

Project B1241-0077 2019 Stream and Outlet Monitoring

Professional Services Through May 31, 2019

Professional Personnel

	Hours	Rate	Amount	
Johnson, Thomas	8.50	120.00	1,020.00	
Langer, Thomas	.70	130.00	91.00	
Myers, William	1.00	86.00	86.00	
Nalven, Sarah	21.10	108.00	2,278.80	
Spector, Diane	.50	188.00	94.00	
Stone, Alicia	3.50	63.00	220.50	
Totals	35.30		3,790.30	
Total Labor				3,790.30

Outside Services

RMB Environmental Laboratories, Inc.			219.00	
Outside Services Total			219.00	219.00

Reimbursable Expenses

Mileage - Reimbursable			16.82	
Field Supplies - Reimbursable			94.49	
Total Reimbursables			111.31	111.31

Unit Billing

00-WAI Vehicle Golden Valley				
2014 Ford F150 XL Supercab				
01-YSI - 6820 (Temp, DO, Cond, pH)				
				116.12

Total Invoice Amount \$4,236.73

	Current	Prior	Total
Billing Summary	4,236.73	3,502.62	7,739.35

Invoice

June 10, 2019
 Invoice No: 11903542



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 May 31, 2019

Phase 01 General Education

General Education

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	27.20	188.00	5,113.60	
Strom, Jeffrey	2.00	145.00	290.00	
Totals	29.20		5,403.60	
Total Labor				5,403.60
				Phase Total
				\$5,403.60

Phase 02 WMWA

WMWA

Professional Personnel

	Hours	Rate	Amount	
Spector, Diane	2.00	188.00	376.00	
Totals	2.00		376.00	
Total Labor				376.00
				Phase Total
				\$376.00

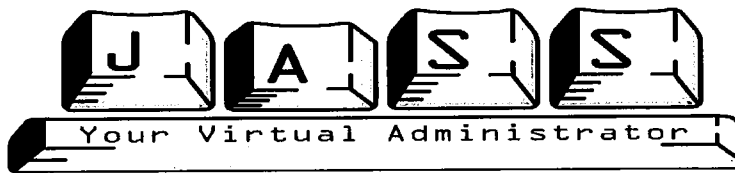
Total Invoice Amount \$5,779.60

Billing Summary	Current	Prior	Total
	5,779.60	9,175.00	14,954.60

SC Education 2701.80
 WMWA 376.00

 3,077.80

Wm Education 2,701.80



3235 Fernbrook Lane
Plymouth MN 55447

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

June 10, 2019

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
									SC	WM
Administrative		53001	1.25	55.00	68.75	1.25	55.00	68.75		
Administrative	70-30	53001		55.00	-		55.00	-		
Administrative		53001	38.70	60.00	2,322.00	6.46	60.00	387.60		
Administrative	70-30	53001	48.32	60.00	2,029.44		60.00	869.76		
Admin - Offsite	70-30	53001	4.63	70.00	226.87		70.00	97.23		
Office Support	70-30	53001	8.25	200.00	1,155.00		200.00	495.00		
Admin Reimbursables			664.88	1.00	664.88	344.22	1.00	344.22	6,466.940	2,262.560
Bookkeeping		54022	14.59	60.00	875.40	4.25	60.00	255.00		
Audit Prep		54022		55.00	-		55.00	-		
Audit Prep		54022	20.81	60.00	1,248.60	4.25	60.00	255.00	2,124.000	510.000
Project / WCA Reviews - Secre		53002		55.00	-		55.00	-		
Project / WCA Reviews - Admin		53002	0.95	60.00	57.00	0.17	60.00	10.20		
Project Reviews - File Mgmt		53002		55.00	-		55.00	-		
Reimbursable Expenses		53002	108.44	1.00	108.44	114.41	1.00	114.41	165.440	124.610
Education - Admin	50-50	57008		60.00	-		60.00	-		
Website	50-50	57008	1.67	60.00	50.10		60.00	50.10		
Renew website domain	50-50	57008		1.00	-	48.00	1.00	48.00		
Education Reimbursables	50-50	57008		1.00	-		1.00	-	50.100	98.100
Engrg Support 3G Plan - Secre	70-30	53004		55.00	-		55.00	-		
Engrg Support 3G Plan - Admin	70-30	53004		60.00	-		60.00	-		
Engrg Support 3G Plan - Offiste	70-30	53004		65.00	-		65.00	-		
Engrg Support 3G Plan Reimbursables		53004	9.07	1.00	9.07	3.89	1.00	3.89	9.070	3.890
Engineering Support - Admin		53004		55.00	-		55.00	-		
Engineering Support - Admin		53004		60.00	-		60.00	-		
Engineering Support - Admin	70-30	53004	16.52	60.00	693.84		60.00	297.36		
Engineering Support - Offiste	70-30	53004	2.50	70.00	122.50		70.00	52.50		
Engineering Support Reimbursables		53004	422.75	1.00	422.75	176.47	1.00	176.47	1,239.090	526.330
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	3.17	60.00	95.10		60.00	95.10		
Engineering Support - CIP Offsite	50-50	53004		70.00	-		70.00	-		
Engineering Support - CIP Reimbursables		53004		1.00	-		1.00	-	95.100	95.100
									10,149.740	3,620.590

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMO Commissioners

From: Sarah Nalven
Diane Spector

Date: June 11, 2019

Subject: Request for purchase of Meta Materia's Phosphorus Sponge media

**Recommended
Commission Action**

Purchase Meta Materia's Phosphorus Sponge media for \$3,200.

We are writing to request that the Commission purchase 150 kg (approximately 330 lbs.) of Meta Materia's Phosphorus Sponge media. This media will be tested for its ability to remove dissolved phosphorus from water as a part of the EPA 319-funded SRP Reduction Project. This media is composed of iron-oxyhydroxide nanocrystals and provides large amounts of surface area for phosphate removal. We will test this material's performance against two other iron-containing materials that were also designed to remove dissolved phosphorus from water. Including shipping and handling, 150 kg of Meta Materia's Phosphorus Sponge will cost the Commission **\$3,200** (see invoice included in Treasurer's Report). The SRP Reduction Project budget can accommodate this purchase.

**PRELIMINARY DRAFT
For Review and Discussion
Subject to Change**

SHINGLE CREEK WATERSHED
MANAGEMENT COMMISSION

Financial Statements and
Supplemental Information
For the Year Ended
December 31, 2018

SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

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PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

INDEPENDENT AUDITORS' REPORT

Commissioners
Shingle Creek Watershed Management Commission
Plymouth, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the Shingle Creek Watershed Management Commission (the Commission), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Commission's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Commission as of December 31, 2018, the respective changes in the financial position thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis (MD&A) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The Commission has not presented the MD&A that accounting principles generally accepted in the United States of America have determined necessary to supplement, although not required to be part of, the basic financial statements.

Prior Year Comparative Information

We have previously audited the Commission's financial statements for the year ended December 31, 2017 and, in our report dated June 14, 2018, we expressed an unqualified opinion on the financial statements of the governmental activities and major fund. The financial statements include prior year partial comparative information, which does not include all of the information required in a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2017, from which such information was derived.

Other Reporting

We have also issued our report dated June 14, 2018, on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

_____, 2019

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

BASIC FINANCIAL STATEMENTS

Shingle Creek Watershed Management Commission

Statement of Net Position and
Governmental Fund Balance Sheet

As of December 31, 2018

(with Comparative Actual Amounts as of December 31, 2017)

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

	Governmental Activities	
	2018	2017
Assets		
Cash and investments	\$ 766,659	\$ 977,230
Restricted cash	395,223	294,362
Due from other governments	48,488	43,110
	<u> </u>	<u> </u>
Total assets	<u>\$ 1,210,370</u>	<u>\$ 1,314,702</u>
Liabilities and Fund Balances/Net Position		
Liabilities		
Accounts payable	\$ 81,804	\$ 25,385
Unearned revenue	395,223	291,362
	<u>477,027</u>	<u>316,747</u>
Fund balances/net position		
Restricted fund balances/net position		
Restricted for capital improvements	155,286	640,703
Restricted for cost share projects	156,577	151,776
Restricted for partnership BMP retrofit projects	150,592	99,557
Restricted closed project funds	231,966	93,819
Restricted for West Metro Water Alliance	13,986	23,222
Total restricted fund balance/net position	<u>708,407</u>	<u>1,009,077</u>
Assigned fund balances/net position		
Assigned for fourth generation plan	57,000	50,000
Assigned for subwatershed assessments	34,152	17,355
Unrestricted/unassigned fund balances/net position	<u>(66,216)</u>	<u>(78,477)</u>
Total assigned and unrestricted fund balances/net position	<u>24,936</u>	<u>(11,122)</u>
Total fund balance/net position	733,343	997,955
Total liabilities and fund balances/net position	<u>\$ 1,210,370</u>	<u>\$ 1,314,702</u>

**PRELIMINARY DRAFT
For Review and Discussion
Subject to Change**

Shingle Creek Watershed Management Commission

Statement of Activities and
Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances/Net Position
Budget and Actual

Year Ended December 31, 2018

(with Comparative Actual Amounts for the Year Ended December 31, 2017)

	Governmental Activities			
	2018		2017	
	Original and Final Budget	(Audited)	Over (Under)	(Audited)
Revenue				
General				
Member assessments	\$ 348,710	\$ 348,710	\$ -	\$ 340,610
Property taxes (ad valorem)	-	157,441	157,441	360,734
Charges for services - project and wetland review fees	24,000	22,100	(1,900)	28,367
Grants	-	144,461	144,461	184,476
Reimbursements	6,000	28,107	22,107	38,923
Interest income	1,000	20,517	19,517	8,469
Miscellaneous	-	-	-	987
Total revenue	379,710	721,336	341,626	962,566
Expenditures				
Current				
Administration	94,100	87,715	(6,385)	95,908
Education	35,500	57,563	22,063	54,430
Insurance	3,100	2,564	(536)	2,171
Professional fees	12,000	11,015	(985)	9,919
Technical support	109,000	139,886	30,886	124,389
Water monitoring	95,010	89,111	(5,899)	95,318
Watershed programs	-	508	508	7,704
Watershed plan	31,000	1,451	(29,549)	285
Capital outlay				
Improvement projects - levies	-	448,600	448,600	248,311
Improvement projects - grants	-	147,535	147,535	185,375
Total expenditures	379,710	985,948	606,238	823,810
Net change in fund balances/net position	\$ -	(264,612)	\$ (264,612)	138,756
Net fund balances/net position				
Beginning of year		997,955		859,199
End of year		\$ 733,343		\$ 997,955

Shingle Creek Watershed Management Commission
Notes to Financial Statements
December 31, 2018

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Organization

The Shingle Creek Watershed Management Commission is formed under a Joint Powers Agreement, as amended according to Minnesota Statutes Sections 103B.201 through 103B.255 and Minnesota Rules Chapter 8410 relating to Metropolitan Area Local Water Management and its reporting requirements. Shingle Creek Watershed Management Commission was established in 1984 to protect and manage the natural resources of the Shingle Creek Watershed.

The Commission is considered a governmental unit, but is not a component unit of any of its members. As a governmental unit, the Commission is exempt from federal and state income taxes.

Reporting Entity

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Commission is considered a joint venture.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Commission (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the voting majority of the potential component's unit board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Commission's financial statements.

Government-Wide and Fund Financial Statement Presentation

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. These statements include all the financial activities of the Commission. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants or contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other internally directed revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met.

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenue (with the exception of the expenditure-driven grants) to be available if they are collected within 60 days of the end of the current fiscal period. The expenditure driven grants are considered available if received within one year from the balance sheet date. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Fund Financial Statement Presentation

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures. Resources are allocated to, and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The resources of the Commission are accounted for in one major fund:

- **General Fund (Governmental Fund Type)** - This fund is used to receive dues and miscellaneous items which may be disbursed for any and all purposes authorized by the bylaws of the Commission.

Typically, separate fund financial statements are provided for Governmental Funds. However, due to the simplicity of the Commission's operation, the Governmental Fund financial statements have been combined with the government-wide statements.

Budgets

The amounts shown in the financial statements as "budget" represent the budget amounts based on the modified accrual basis of accounting. A budget for the General Fund is adopted annually by the Commission. Appropriations lapse at year-end and encumbrance accounting is not used. Budgetary control is at the fund level.

Investments

Investments are reported at fair value. Securities traded on national exchanges are valued at the last reported sales price.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Members' Contributions

Members' contributions are calculated based on the member's share of the area and tax capacity of all real property within the watershed to the total area and tax capacity of all real property in the watershed.

Capital Assets

The Commission follows the policy of expensing any supplies or small equipment at the time of purchase. The Commission currently has no capitalized assets.

Risk Management

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended December 31, 2018.

Receivables

The Commission utilizes an allowance for uncollectible accounts to value its receivables; however, it considers all of its receivables to be collectible as of December 31, 2018 and 2017.

Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net position is displayed in three components:

Net Investment in Capital Assets - Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.

Restricted Net Position - Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

Unrestricted Net Position - All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

The Commission applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2018

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prior Period Comparative Financial Information/Reclassification

The basic financial statements include certain prior year partial comparative information in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2017, from which the summarized information was derived. Also, certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

Unearned Revenue

The commission recognizes grant revenue as it becomes eligible to receive the grant. If the grant has restrictions that have not been satisfied, the revenue is deferred until the Commission has satisfied them.

In 2015, the Commission was awarded a grant of \$725,000 from the Board of Water and Soil Resources to fund installation of an underground infiltration gallery at Becker Park ballfields. Total project costs are projected to be \$2,667,000. The City of Crystal is to provide funds of \$1,342,000, and the Commission is to fund \$250,000. In 2018, the City and the Commission were awarded two other grants for this project totaling \$350,000. As of December 31, 2018, the Commission had received \$362,500 in grant funds and had incurred \$137,124 in direct project costs. Direct project costs of \$1,277 were paid out of the closed project fund.

In 2018, the Commission was awarded a grant of \$276,040 for the Bass and Pomerleau Lakes Internal Load Reduction Project. Total project costs are expected to be \$356,000. The Commission will use the funds remaining from 2014 Capital Improvement Projects tax levy to cover their share of project costs. As of December 31, 2018 the Commission had received \$133,520 in grant funds and incurred \$15,459 in direct project costs.

In 2018, the Commission was awarded a grant of \$103,571 for use in various urban stormwater management practices projects. As of December 31, 2018 the Commission had received \$51,786 in grant funds and incurred no expenditures.

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For Review and Discussion
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NOTE 2 - ASSETS, LIABILITIES AND NET POSITION

A. Deposits

In accordance with applicable Minnesota Statutes, the Commission maintains a checking account authorized by the Commission.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk - In the case of deposits, this is the risk that in the event of a bank failure, the Commission's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The Commission has no additional deposit policies addressing custodial credit risk.

At year-end, the Commission had no funds held in its bank account. All funds were transferred to their MBIA investment account. (see below)

B. Investments

At December 31, 2018, the Commission held \$1,161,882 and \$1,271,592 (approximate cost and fair value), respectively, in investments with MBIA in Minnesota 4M Funds Holdings.

The 4M fund is an external investment pool not registered with the Securities Exchange Commission (SEC) that follows the same regulatory rules of the SEC under rule 2a7. The 4M Fund is a customized cash management and investment program for Minnesota public funds that is allowable under Minnesota Statutes. The fair value of the position in the pool is the same as the value of the pool shares.

Investments are subject to various risks, the following of which are considered the most significant:

Custodial Credit Risk - For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the Commission would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Commission does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

NOTE 2 - ASSETS, LIABILITIES AND NET POSITION (CONTINUED)

B. Investments (continued)

Credit Risk - This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the Commission's investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; that are a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The Commission's investment policies do not further address credit risk.

Concentration Risk - This is the risk associated with investing a significant portion of the Commission's investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The Commission does not have an investment policy limiting the concentration of investments.

Interest Rate Risk - This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The Commission does not have an investment policy limiting the duration of investments.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2018

PRELIMINARY DRAFT
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NOTE 3 - FUND BALANCE CLASSIFICATION

The following fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable** - amounts that are not in a spendable form (such as inventory) or are required to be maintained intact;
- **Restricted** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- **Committed** - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- **Assigned** - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- **Unassigned** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Commission establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund. Assigned fund balance is established by the Commission through adoption or amendment of the budget as intended for specific purpose.

NOTE 4 - COMMITMENTS AND CONTRACTS

Restricted fund balance - capital improvement projects

During 2012, the Commission assessed \$87,500, but received \$93,797 from tax levies that is to be used for the Connections at Shingle Creek Stream Restoration project. The excess levy of \$6,297 was transferred to restricted closed projects fund. As of December 31, 2018, the city has yet to complete the project. The Commission will hold the funds of \$87,500 less administrative costs to-date of \$3,022 until completion.

During 2015, the Commission assessed \$210,000, but received \$202,252 from tax levies that is to be used for the Plymouth Bass Lake Pond project. The Commission is responsible for the levy shortfall of \$7,748. During 2018, the Commission received \$56 in revenue and incurred expenditures of \$29,361. The balance of the funds were transferred to the Restricted Closed Project Funds for use in the Bass and Pomerleau Lakes Grant Project.

During 2016, the Commission assessed \$125,000, but received \$125,184 from tax levies that is to be used for the Twin Lake Carp Management project. As of December 31, 2018, the commission has yet to complete the project. The Commission will hold the funds of \$125,184 less costs to-date of \$80,987 until completion.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2018

PRELIMINARY DRAFT
For Review and Discussion
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NOTE 4 - COMMITMENTS AND CONTRACTS (CONTINUED)

Restricted fund balance - capital improvement projects (continued)

During 2017, the Commission assessed \$212,100, but received \$210,003 from tax levies that is to be used for the Iron and Biochar-Enhanced Sand Filter Retrofits project. The Commission is responsible for the levy shortfall of \$2,097. As of December 31, 2018, the cities have yet to complete the project. The Commission will hold the funds of \$210,003 less costs to-date of \$183,394 until completion.

Restricted fund balance - cost share projects

At December 31, 2018 and 2017, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$156,577 and \$151,776, respectively. The use of those funds is restricted for other cost share projects.

Restricted fund balance - partnership BMP retrofits fund

At December 31, 2018 and 2017, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$150,592 and \$99,557, respectively. The use of those funds is restricted for partnership BMP retrofit projects.

Restricted fund balance - closed project funds

At December 31, 2018 and 2017, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$231,966 and \$93,819, respectively. The use of those funds is restricted for other capital improvement projects.

Restricted fund balance - West Metro Water Alliance

The Commission serves as the fiscal agent for the West Metro Water Alliance (WMWA), a partnership between watersheds, county and park agencies in Hennepin County. It collects funds from its partners and makes disbursements for approved expenditures. As of December 31, 2018 and 2017, the Commission held \$13,986 and \$23,222, respectively, of funds from its partners for WMWA projects.

Deficit net position/fund balance

At December 31, 2018 and 2017, the Commission had unrestricted/unassigned net position/fund balance deficits of \$66,216 and \$78,477, respectively. The deficits resulted from program/project expenditures exceeding program/project revenues.

Shingle Creek Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2018

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 5 - MEMBERS' ASSESSMENTS

The nine member cities support the Commission through annual member dues, which are based on the taxable market value of each member city. Annual member dues are assessed on a yearly basis.

Dues received from members were as follows:

	For Year Ended Decmeber 31			
	2018		2017	
	Amount	Percentage	Amount	Percentage
Brooklyn Center	\$ 40,887	11.73%	\$ 40,159	11.79%
Brooklyn Park	83,667	23.99	81,733	24.00
Crystal	27,741	7.96	26,591	7.81
Maple Grove	65,192	18.70	63,802	18.73
Minneapolis	22,741	6.52	21,944	6.44
New Hope	28,234	8.10	27,414	8.05
Osseo	4,083	1.17	5,076	1.49
Plymouth	57,809	16.58	56,181	16.49
Robbinsdale	18,356	5.26	17,710	5.20
Total Members' Dues	\$ 348,710	100.00%	\$ 340,610	100.00%

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

OTHER REQUIRED REPORTS

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS**

Board of Directors
Shingle Creek Watershed Management Commission
Plymouth, MN

We have audited, in accordance with the auditing standards generally accepted in the United States of America the financial statements of the governmental activities and the major fund of the Shingle Creek Watershed Management Commission (the Commission) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated June ____, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified. We did identify the following deficiencies in internal control that we consider to be significant deficiencies:

Because of the limited size of your office staff, your organization has limited segregation of duties. A good system of internal accounting control contemplates an adequate segregation of duties so that no one individual handles a transaction from inception to completion. While we recognize that your organization is not large enough to permit an adequate segregation of duties in all respects, it is important that you be aware of the condition.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. Accordingly, this communication is not suitable for any other purpose.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

June ____, 2019

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

**INDEPENDENT AUDITORS' REPORT
ON MINNESOTA LEGAL COMPLIANCE**

Board of Directors
Shingle Creek Watershed Management Commission
Plymouth, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and major fund of the Shingle Creek Watershed Management Commission (the Commission) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated June ____, 2019.

MINNESOTA LEGAL COMPLIANCE

The *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. 6.65, contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the applicable listed categories, except that we did not test for compliance in tax increment financing, because the Commission does not utilize tax increment financing.

In connection with our audit, nothing came to our attention that caused us to believe that the Commission failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Commission's noncompliance with the above referenced provisions.

PURPOSE OF THIS REPORT

This report is intended solely for the information and use of those charged with governance and management of the Shingle Creek Watershed Management Commission and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

June __, 2019

**PRELIMINARY DRAFT
For Review and Discussion
Subject to Change**

WEST MISSISSIPPI WATERSHED
MANAGEMENT COMMISSION

Financial Statements and
Supplemental Information
For the Year Ended
December 31, 2018

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION

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PRELIMINARY DRAFT
For Review and Discussion
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INDEPENDENT AUDITORS' REPORT

Commissioners
West Mississippi Watershed Management Commission
Plymouth, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the West Mississippi Watershed Management Commission (the Commission), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Commission's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Commission as of December 31, 2018, the respective changes in the financial position thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis (MD&A) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The Commission has not presented the MD&A that accounting principles generally accepted in the United States of America have determined necessary to supplement, although not required to be part of, the basic financial statements.

Prior Year Comparative Information

We have previously audited the Commission's financial statements for the year ended December 31, 2017 and, in our report dated June 14, 2018, we expressed an unqualified opinion on the financial statements of the governmental activities and major fund. The financial statements include prior year partial comparative information, which does not include all of the information required in a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2017, from which such information was derived.

Other Reporting

We have also issued our report dated June __, 2019 on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

BASIC FINANCIAL STATEMENTS

West Mississippi Watershed Management Commission

Statement of Net Position and
Governmental Fund Balance Sheet

As of December 31, 2018

(with Partial Comparative Actual Amounts as of December 31, 2017)

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

	Governmental Activities	
	2018	2017
Assets		
Cash and investments	\$ 479,512	\$ 477,140
Accounts receivable	544	664
Total assets	<u>\$ 480,056</u>	<u>\$ 477,804</u>
Liabilities and Fund Balances/Net Position		
Liabilities		
Accounts payable	\$ 16,223	\$ 7,917
Fund balances/net position		
Restricted fund balances/net position		
Restricted for capital improvement projects	54,206	121,308
Restricted for cost share projects	149,413	149,413
Restricted for cost share BMPs	49,560	-
Total restricted fund balance/net position	<u>253,179</u>	<u>270,721</u>
Assigned fund balances/net position		
Assigned for subwatershed assessments	40,000	30,000
Assigned for construction/grant match funds	84,320	79,320
Unrestricted/unassigned fund balances/net position	86,334	89,846
Total assigned and unrestricted fund balances/net position	<u>210,654</u>	<u>199,166</u>
Total fund balances/net position	<u>463,833</u>	<u>469,887</u>
Total liabilities and fund balances/net position	<u>\$ 480,056</u>	<u>\$ 477,804</u>

West Mississippi Watershed Management Commission

Statement of Activities and
Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances/Net Position
Budget and Actual

Year Ended December 31, 2018

(with Partial Comparative Actual Amounts for the Year Ended December 31, 2017)

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

	Governmental Activities			
	2018		2017	
	Original and Final Budget	(Audited)	Over (Under)	(Audited)
Revenue				
General				
Member assessments	\$ 150,000	\$ 150,000	\$ -	\$ 145,000
Property taxes (ad valorem)	-	104,146	104,146	130,929
Charges for services - project and wetland review fees	20,000	11,700	(8,300)	27,467
Interest income	500	7,613	7,113	3,075
Total revenue	<u>170,500</u>	<u>273,459</u>	<u>102,959</u>	<u>306,471</u>
Expenditures				
Current				
Administration	40,700	39,453	(1,247)	40,328
Education	30,500	21,221	(9,279)	24,633
Insurance	2,800	2,466	(334)	2,086
Professional fees	10,000	8,281	(1,719)	8,260
Technical support	64,500	57,282	(7,218)	64,233
Water monitoring	19,000	25,064	6,064	25,517
Watershed programs	5,000	-	(5,000)	-
Watershed plan	11,000	622	(10,378)	122
Capital outlay				
Improvement projects	-	125,124	125,124	86,374
Total expenditures	<u>183,500</u>	<u>279,513</u>	<u>96,013</u>	<u>251,553</u>
Net change in fund balances/net position	<u>\$ (13,000)</u>	<u>(6,054)</u>	<u>\$ 6,946</u>	<u>54,918</u>
Net fund balances/net position				
Beginning of year		469,887		414,969
End of year		<u>\$ 463,833</u>		<u>\$ 469,887</u>

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Organization

The West Mississippi Watershed Management Commission is formed under a Joint Powers Agreement, as amended according to Minnesota Statutes Sections 103B.201 through 103B.255 and Minnesota Rules Chapter 8410 relating to Metropolitan Area Local Water Management and its reporting requirements. West Mississippi Watershed Management Commission was established in 1984 to protect and manage the natural resources of the West Mississippi Watershed.

The Commission is considered a governmental unit, but is not a component unit of any of its members. As a governmental unit, the Commission is exempt from federal and state income taxes.

Reporting Entity

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Commission is considered a joint venture.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Commission (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the voting majority of the potential component's unit board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Commission's financial statements.

Government-Wide and Fund Financial Statement Presentation

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information about the reporting government as a whole. These statements include all the financial activities of the Commission. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and grants or contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other internally directed revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met.

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Fund Financial Statement Presentation

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures. Resources are allocated to, and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The resources of the Commission are accounted for in one major fund:

- **General Fund (Governmental Fund Type)** - This fund is used to receive dues and miscellaneous items which may be disbursed for any and all purposes authorized by the bylaws of the Commission.

Typically, separate fund financial statements are provided for Governmental Funds. However, due to the simplicity of the Commission's operation, the Governmental Fund financial statements have been combined with the Government-Wide statements.

Budgets

The amounts shown in the financial statements as "budget" represent the budget amounts based on the modified accrual basis of accounting. A budget for the General Fund is adopted annually by the Commission. Appropriations lapse at year-end and encumbrance accounting is not used. Budgetary control is at the fund level.

Investments

Investments are reported at fair value. Securities traded on national exchanges are valued at the last reported sales price.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Members' Contributions

Members' contributions are calculated based on the member's share of the area and tax capacity of all real property within the watershed to the total area and tax capacity of all real property in the watershed.

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

The Commission follows the policy of expensing any supplies or small equipment at the time of purchase. The Commission currently has no capitalized assets.

Risk Management

The Commission is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; error and omissions; and natural disasters. The Commission participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property, casualty, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The Commission pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in insurance coverage during the year ended December 31, 2018.

Receivables

The Commission utilizes an allowance for uncollectible accounts to value its receivables; however, it considers all of its receivables to be collectible as of December 31, 2018 and 2017.

Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net position is displayed in three components:

Net Investment in Capital Assets - Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.

Restricted Net Position - Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

Unrestricted Net Position - All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

The Commission applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

Prior Period Comparative Financial Information/Reclassification

The basic financial statements include certain prior year partial comparative information in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2017, from which the summarized information was derived. Also, certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

NOTE 2 - DEPOSITS AND INVESTMENTS

Deposits

In accordance with applicable Minnesota Statutes, the Commission maintains a checking account authorized by the Commission.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk - In the case of deposits, this is the risk that in the event of a bank failure, the Commission's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The Commission has no additional deposit policies addressing custodial credit risk.

At year-end, the Commission had no funds held in its bank account. All funds were transferred to their MBIA investment account. (see below)

Investments

The Commission held \$479,512 and \$477,140 (approximate cost and fair value) in investments with MBIA in Minnesota 4M Funds Holdings on December 31, 2018 and 2017, respectively.

The 4M fund is an external investment pool not registered with the Securities Exchange Commission (SEC) that follows the same regulatory rules of the SEC under rule 2a7. The 4M Fund is a customized cash management and investment program for Minnesota public funds that is allowable under Minnesota Statutes. The fair value of the position in the pool is the same as the value of the pool shares.

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

Investments are subject to various risks, the following of which are considered the most significant:

Custodial Credit Risk - For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the Commission would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Commission does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

Credit Risk - This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the Commission's investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; that are a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. The Commission's investment policies do not further address credit risk.

Concentration Risk - This is the risk associated with investing a significant portion of the Commission's investment (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The Commission does not have an investment policy limiting the concentration of investments.

Interest Rate Risk - This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The Commission does not have an investment policy limiting the duration of investments.

NOTE 3 - FUND BALANCE CLASSIFICATION

The following fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable** - amounts that are not in a spendable form (such as inventory) or are required to be maintained intact;
- **Restricted** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- **Committed** - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- **Assigned** - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- **Unassigned** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Commission establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund. Assigned fund balance is established by the Commission through adoption or amendment of the budget as intended for specific purpose.

NOTE 4 - COMMITMENTS AND CONTRACTS

Restricted fund balance - capital improvement projects

During 2013, the Commission assessed \$125,000, but received \$123,053 from tax levies that is to be used by the City of Champlin for the Mill Pond Dam Stabilization project. As of December 31, 2018, the Commission had expended all of the tax levies and the project was substantially complete.

During 2018, the Commission assessed \$54,750, but received \$54,458 from tax levies that is to be used by the City of Champlin for the Mississippi Crossings Rain Garden project. The Commission will hold the funds until completion.

Restricted fund balance - cost share projects

At December 31, 2018 and 2017, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$149,413. The use of those funds is restricted for other cost share projects.

Restricted fund balance - cost share BMPs

At December 31, 2018, the Commission retained unspent funds collected through tax levies that exceeded the project costs and administrative fees totaling \$49,560. The use of those funds is restricted for other cost share BMP projects.

West Mississippi Watershed Management Commission
Notes to Financial Statements (continued)
December 31, 2018

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

NOTE 5 - MEMBERS' ASSESSMENTS

The five member cities support the Commission through annual member dues, which are based on the taxable market value of each member city. Annual member dues are assessed on a yearly basis.

Dues received from members were as follows:

	For the year ended December 31			
	2018		2017	
	Amount	Percentage	Amount	Percentage
Brooklyn Center	\$ 15,741	10.49 %	\$ 15,366	10.60 %
Brooklyn Park	91,372	60.91	88,187	60.82
Champlin	35,453	23.64	34,245	23.62
Maple Grove	5,300	3.53	5,302	3.66
Osseo	2,134	1.42	1,900	1.30
	\$ 150,000	100.01 %	\$ 145,000	100.00 %

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

OTHER REQUIRED REPORTS

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS**

Board of Directors
West Mississippi Watershed Management Commission
Plymouth, MN

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and the major fund of the West Mississippi Watershed Management Commission (the Commission) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated June __, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified. We did identify the following deficiencies in internal control that we consider to be significant deficiencies:

Because of the limited size of your office staff, your organization has limited segregation of duties. A good system of internal accounting control contemplates an adequate segregation of duties so that no one individual handles a transaction from inception to completion. While we recognize that your organization is not large enough to permit an adequate segregation of duties in all respects, it is important that you be aware of the condition.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. Accordingly, this communication is not suitable for any other purpose.

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

June __, 2019

INDEPENDENT AUDITORS' REPORT
ON MINNESOTA LEGAL COMPLIANCE

PRELIMINARY DRAFT
For Review and Discussion
Subject to Change

Board of Directors
West Mississippi Watershed Management Commission
Plymouth, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and major fund of the West Mississippi Watershed Management Commission (the Commission) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated June __, 2019.

MINNESOTA LEGAL COMPLIANCE

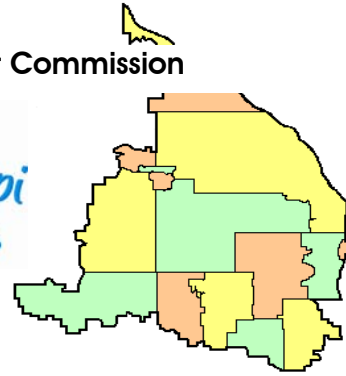
The *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. 6.65, contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the applicable listed categories, except that we did not test for compliance in tax increment financing, because the Commission does not utilize tax increment financing.

In connection with our audit, nothing came to our attention that caused us to believe that the Commission failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Commission's noncompliance with the above referenced provisions.

PURPOSE OF THIS REPORT

This report is intended solely for the information and use of those charged with governance and management of the West Mississippi Watershed Management Commission and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

June __, 2019



**Shingle Creek and West Mississippi Watershed Management Commissions
Request to Perform a Subwatershed Assessment**

Subwatershed Assessments are detailed studies of a small area, typically (but not limited to) less than 500 acres in size. This assessment includes delineation and modeling of smaller catchment areas, and review of each catchment area to determine the optimal type and placement of one or more load and volume reduction BMPs. Use this form to submit requests for Subwatershed Assessment.






Please attach a figure showing the requested area to be assessed. Please note that this boundary may be modified based on subwatershed delineation.

Date:	May 23, 2019
City:	Maple Grove
Contact Name:	Derek Asche
Telephone:	763-694-6354
Email:	dasche@maplegrovern.gov
Project Area Name:	Cedar Island Sub-watershed
Year Requested:	2020
Reason for Request:	Last similar assessment was completed over 20 years ago. Cedar Island Lake is impaired for aquatic recreation due to high nutrient concentrations. Both the City and the lake association partner regularly on projects to improve Cedar Island Lake. A sub-watershed assessment would allow for better targeting of projects to improve the quality of Cedar Island Lake and to reach TMDL and watershed goals.

Cedar Island Lake - Sub-watershed Assessment



Disclaimer
 This [map/data] (i) is furnished "AS IS" with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Maple Grove shall not be liable for any damage, injury or loss resulting from this [map/data].

- | | | | |
|---|---------------------------|---|--------------------|
|  | Cedar Island Catchments |  | Wetland Mitigation |
|  | Regional Groundwater Pond |  | Wetlands |
|  | Regional Stormwater Pond |  | Cedar Island Lake |



Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek WMO Commissioners
From: Ed Matthiesen, P.E.
Diane Spector
Date: June 12, 2019
Subject: Request for Cedar Island Lake SWA

**Recommended
Commission Action**

Approve Maple Grove's request for cost participation up to \$15,000 for the completion of a subwatershed assessment for the Cedar Island Lake drainage area to be performed by the City's consultant.

The City of Maple Grove has requested that the Commission share in the cost of a subwatershed assessment (SWA) for Cedar Island Lake and its drainage area similar to one previously approved and undertaken for the Maple Grove portion of the Pike Lake drainage area. In addition to BMPs identified in the watershed, the SWA would incorporate lake management activities completed by both the Commission and the city as well as the findings of the TMDL and TMDL Five year Review. The City has requested cost share up to \$15,000. This was discussed at the May 30, 2019 TAC meeting and the TAC recommends approval.

The Commission maintains a segregated account for the conduct of SWAs. The following is the estimate account balance. Assuming Maple Grove begins the work this summer or fall and requests funds in 2020, the account balance will be adequate to fund the current request.

Estimated 2018 Year End Balance	\$34,152
2019 expected expense to complete Minneapolis SWA	(12,044)
2019 expected revenue from final BWSR grant payment	3,800
2019 encumbered for Pike Lake SWA	(15,000)
Estimated 2019 Year End Balance	\$12,198
2020 Budget	20,000
Estimated funds available as of 1/1/20	\$32,198
Maple Grove request for Cedar Island Lake	(15,000)

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMC Commissioners
From: Diane Spector
Date: June 12, 2019
Subject: Education and Outreach Update

WMWA. WMWA met on Tuesday, June 11, 2019. The next meeting will be Tuesday, July 11, 2019 at Plymouth City Hall.

Watershed PREP and Education and Outreach Events. Educators have finished up spring classroom visits. A reminder that the educators are available to table at city and school events, contact Amy Juntunen at amy@jass.biz. The educators will be putting together a short, 3-5 minute 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. The video will be recorded in a classroom with students to show one of the hands-on learning activities that are part of the curriculum. They will work either with willing and available city communications staff or with local cable access to record and edit the video.

Website. The group will be reviewing the WMWA website to refresh and update content. Any input is appreciated. westmetrowateralliance.org/

Ten Things Brochure. The brochure has been completed and printed and we have received about 10,000 copies printed at no charge by Hennepin County. The brochure can be found here: shinglecreek.org/uploads/5/7/7/6/57762663/2019_ten_things_final.pdf

Special Project Discussion. Each year the four watersheds budget \$8,000 to undertake a larger project. The group continues to discuss purchasing a copy of the Blue Thumb native plant root puller display, which is extremely popular among both adults and youth. The nonprofit Blue Thumb has these custom displays made for about \$3,500. The displays educate users about one of the many features of native plants, their root lengths compared to turf grass and ornamental plants. This makes them ideal for stabilizing streambanks and lakeshores and for promoting infiltration by creating deep root channels. The display allows the user to pull out a string that is as long as the roots are deep. The strings are spring-wound, which then automatically retracts the strings back into the display. The display can be used at booths and city events, and it was suggested that it could also be a movable display, set up at city halls or community centers for a few weeks rotating amongst cities. It would help support the Pledge to Plant campaign as well. The wooden display is very heavy and has been undergoing several redesigns to improve portability. WMWA is still researching which option is best.

And just as a reminder, Blue Thumb is a valuable source of information, including educational materials, how-to guides, a plant finder tool, and more. <http://www.blue-thumb.org/public-resources/>



Website/Social Media. The website Google Analytics for April-May 2019 are attached, as are the Facebook insights for the last 28 days for both Shingle Creek and WMWA and the WMWA Twitter metrics. As a reminder, Facebook Reach is the number of times a post was viewed in a feed, Engagement is an action – a click, comment, share, or reaction.

Left: Source: MCWD

Below: Source: Washington Conservation District



Shingle Creek FB Metrics

Last 28 days: 141 total Likes (3 new), 407 Reaches, 84 Engagements.


Published	Post	Type	Targeting	Reach	Engagement
06/03/2019 1:20 PM	 Wolves, deer and a new state bee: How the environment fared at the			53	2 0
06/03/2019 9:17 AM	 Here's a quick 60-second video from Minnehaha Creek Watershed of how			33	2 1
05/31/2019 5:00 PM	 Shingle Creek Watershed Management Organization			37	1 2
05/30/2019 12:04 PM	 Want to learn more about adopting your storm drain and how it can			22	1 0
05/30/2019 11:28 AM	 Program to pay Minnesota homeowners to let their lawn go to			72	18 7
05/29/2019 9:07 AM	 Shingle Creek Watershed Management Organization			52	2 5
05/14/2019 3:14 PM	 The Shingle Creek Commission and City of Plymouth have partnered			126	45 11
05/08/2019 2:32 PM	 Shingle Creek Watershed Management Organization			52	3 0
04/27/2019 10:37 AM	 Speaking to the Meadow Lake Association, what an engaged			59	5 2
04/26/2019 11:38 AM	 Think about it: less mowing, a healthier and more beautiful lawn,			56	8 6
04/24/2019 11:22 AM	 How does the Becker Park infiltration gallery work? As			53	2 2
04/19/2019 11:48 AM	 The City of Crystal is starting to install the underground infiltration			389	116 43
04/17/2019 9:12 AM	 Carp are congregating in Ryan Creek near France Avenue. Block			117	32 13

SCWM

Apr 1, 2019 - May 31, 2019

 All Users
100.00% Sessions

Users

733
% of Total: 100.00% (733) 

Pageviews

1,951
% of Total: 95.54% (2,042) 

Pageviews by Landing Page

Landing Page	Pageviews
/	1,192
/biochar-filters.html	138
/twin-lake-carp-management.html	115
/minutes-meeting-packets.html	65
/meetings.html	44
/staff.html	44
/tac-meetings.html	40
/application-materials.html	36
/maps.html	26
/technical-advisory-committee.html	19

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	570	455
/application-materials.html	141	127
/biochar-filters.html	133	119
/minutes-meeting-packets.html	131	107
/twin-lake-carp-management.html	97	76
/staff.html	75	66
/tac-meetings.html	60	52
/maps.html	59	54
/contact-us.html	41	36
/shingle-creek-commissioners.html	39	37











Your Tweets earned **2.4K impressions**

12
tweets
↑8 from 4

137
followers
↑27 from 110

17
engagements
↑13 from 4

- Tweets
- Top Tweets
- Tweets and replies
- Promoted
- Impressions
- Engagements

 <p>WMWA @WestMetroWater · 33s Great job @MississippiWMO twitter.com/MississippiWMO... View Tweet activity</p>	2	0
 <p>WMWA @WestMetroWater · May 30 No such thing as a poop fairy. Funny! Not funny when you step in it. mprnews.org/story/2019/05/... View Tweet activity</p>	250	3
 <p>WMWA @WestMetroWater · May 29 Watershed-Friendly Wednesdays! Hey property managers, remember to check your dumpster areas and property for litter every week. Streets connect to lakes and rivers via stormdrains. pic.twitter.com/vHpmG5eTFL View Tweet activity</p>	150	4
 <p>WMWA @WestMetroWater · May 28 Pollinator plantings don't have to be perennial gardens. They can be lawns...with a twist. Read to establish your "bee lawn." #PledgeToPlant ow.ly/HVcz50urfWL pic.twitter.com/DNCkqE6970 View Tweet activity</p>	47	0
 <p>WMWA @WestMetroWater · May 22 #Pledge2Plant Make your pledge at westmetrowateralliance.org twitter.com/A4WE/status/11... View Tweet activity</p>	31	0
 <p>WMWA @WestMetroWater · May 13 We know water is essential and so are pollinators that help make our food. Check out these mason bees emerging from their cocoons. They pollinate as much as 100 honey bees. #Pledge2Plant pic.twitter.com/g3zp0SUJQO View Tweet activity</p>	69	3
 <p>WMWA @WestMetroWater · May 7 This worth a listen! twitter.com/fieldworktalk/... View Tweet activity</p>	1,129	9
 <p>WMWA @WestMetroWater · May 7 Start to preserve biodiversity in your own yard by planting natives. Remember to record your planting at westmetrowateralliance.org #Pledge2Plant twitter.com/PriorSpringWD/... View Tweet activity</p>	58	0



■ May 01 - May 31, 2019 vs ■ May 01 - May 31, 2018
 Note: Compared with last year rather than last month

<p>Posts</p> <p>11 posts</p> <p>↓7 from 18</p>	<p>Fans</p> <p>148 fans</p> <p>↑14 from 134</p>	<p>Engagement</p> <p>120 engagements</p> <p>↑73 from 47</p>
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Published	Post	Type	Targeting	Reach	Engagement
06/03/2019 1:19 PM	Wolves, deer and a new state bee: How the environment fared at the			27	1 0
06/03/2019 9:17 AM	Here's a quick 60-second video from Minnehaha Creek Watershed			21	3 1
06/01/2019 10:13 AM	West Metro Water Alliance			53	3 0
05/31/2019 4:59 PM	West Metro Water Alliance			38	0 2
05/30/2019 12:04 PM	Healthy Lakes And Streams By You! Adopt-A-Drain!			18	1 1
05/30/2019 11:28 AM	Program to pay Minnesota homeowners to let their lawn go to			56	14 6
05/29/2019 7:25 AM	Watershed-Friendly Wednesdays! Hey property managers, remember			135	4 10
05/28/2019 1:05 PM	Pollinator plantings don't have to be perennial gardens. They can be			43	2 1
05/22/2019 12:35 PM	Well done Cannon River Watershed Partnership!			69	3 5
05/15/2019 2:30 PM	Smart Salting for Property Managers Please join us for the			60	5 2
05/15/2019 11:57 AM	West Metro Water Alliance			38	7 2
05/14/2019 10:45 AM	Arbor Day is a nationally celebrated event that highlights the			1	0 0
05/13/2019 4:10 PM	Here are some really cute video thank you's from some of the			44	1 0
05/08/2019 2:32 PM	West Metro Water Alliance			42	2 1
05/07/2019 8:48 PM	A healthy world starts with healthy soils. Please get your tickets today.			23	5 1
05/14/2019 10:45 AM	Arbor Day is a nationally celebrated event that highlights the			1	0 0
05/07/2019 8:35 PM	Interesting event in Ramsey County. Check it out! And			33	2 3
05/02/2019 12:38 PM	West Metro Water Alliance			36	6 1

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Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMC Commissioners

From: Ed Matthiesen, P.E. Mehdi Harley
Diane Spector

Date: June 12, 2019

Subject: Statewide Chloride Management Plan

As you are aware, Shingle Creek was the first water in the state to be declared an Impaired Water for excess chloride concentrations. The cities, county, and state and other parties in the watershed have been working diligently to reduce road salt application, the primary source of this chloride. Chloride has since been identified as an issue of statewide concern, and the Minnesota Statewide Chloride Management Plan was recently released for public review and comment. This memo summarizes the report and its findings and is presented for your information.

The State of Minnesota receives, on average, between 36 and 72 inches of snow annually. With thousands of miles of roads and sidewalks, it is important to provide sufficient winter-time ice and snow removal to maintain safe conditions. Many of the practices used to accomplish this are dependent upon the use of chloride salts as de-icing agents, and this can be quite effective. However, it can lead to dissolved chlorides accumulating in the environment. Over 8% of Minnesota's land is covered by lakes, rivers, streams, or wetlands, with even greater portions of the state being covered by shallow and deep groundwater aquifers. With the melting snow and ice, chloride enters these water ways, and once present is highly persistent. Fertilizer-runoff from agricultural areas, as well as sodium chloride additions used for water-softening are also significant sources of chlorides in the environment. A study conducted by the University of Minnesota found that about 78% of salt used in the Twin Cities Metro Area (TCMA) for winter-maintenance is transported to either surface waters or groundwaters. Despite chloride concentrations having only been assessed in a fraction of Minnesota's waterbodies, recent reports have identified 221 river miles, 55 acres of wetland, and 1400 acres of lake surface as chronically chloride-impaired, with concentrations in excess of 230 mg/L. An additional 120 surface waters have also been identified as being at high risk for chloride impairment.

At levels exceeding the water quality standard of 230 mg/L, chloride is toxic to aquatic life. When present in the soil and on roads, it can stunt the growth of, or kill plants, cause painful inflammation to the feet of pets and wildlife, kill birds and amphibians, and cause corrosive damage to roads and vehicles. Chloride present in groundwaters can also corrode lead and copper pipes, which can cause human health concerns. The estimated economic impacts on surface water and forests in Minnesota is \$660 million per year. Between savings from materials and labor, and the reduction in damages to natural resources, infrastructure, and human health, a 70% reduction in salt use on roads statewide would result in \$633 million to \$2.2 billion in annual savings.

The Statewide Chloride Management Plan is an extension of the 2016 TCMA Chloride Management Plan (CMP) which was designed to address the major chloride concerns within the Twin Cities and surrounding counties and placed particular focus on winter maintenance activities. In 2018, the MPCA identified 10 additional chloride-impaired water bodies outside of the TCMA, as well as 56 rivers and streams, and 6 lakes which are at a high risk for chloride-impairment. The Statewide CMP is designed to be inclusive of all statewide chloride sources, including agricultural-use and wastewater concerns, and will address all stakeholder groups and management techniques.

The Statewide CMP will build upon the efforts put forth in the TCMA CMP to strike a balance amongst the cost-benefit challenges in winter road maintenance, commercial and residential water-softening practices, agricultural fertilizer application, and industrial process chloride discharge. While the Statewide CMP is not intended to resolve all issues, it will provide guidance and build understanding for chloride management activities over the next 10 years through the development and implementation of management plans, and the monitoring of successes reflected in water quality. In doing this, it is important to draw from the lessons of the TCMA CMP. Because only a fraction of Minnesota lakes monitored for chloride, the trends and patterns which emerged from the TCMA CMP can be used to identify high risk areas and chloride management efforts can be concentrated to these critical areas. One such identifier is road density. As can be seen in Figure 1, impairment is most frequent in urban areas with road density and median winter chloride concentration being positively correlated. Figure 2 zooms that figure into the TCMA.

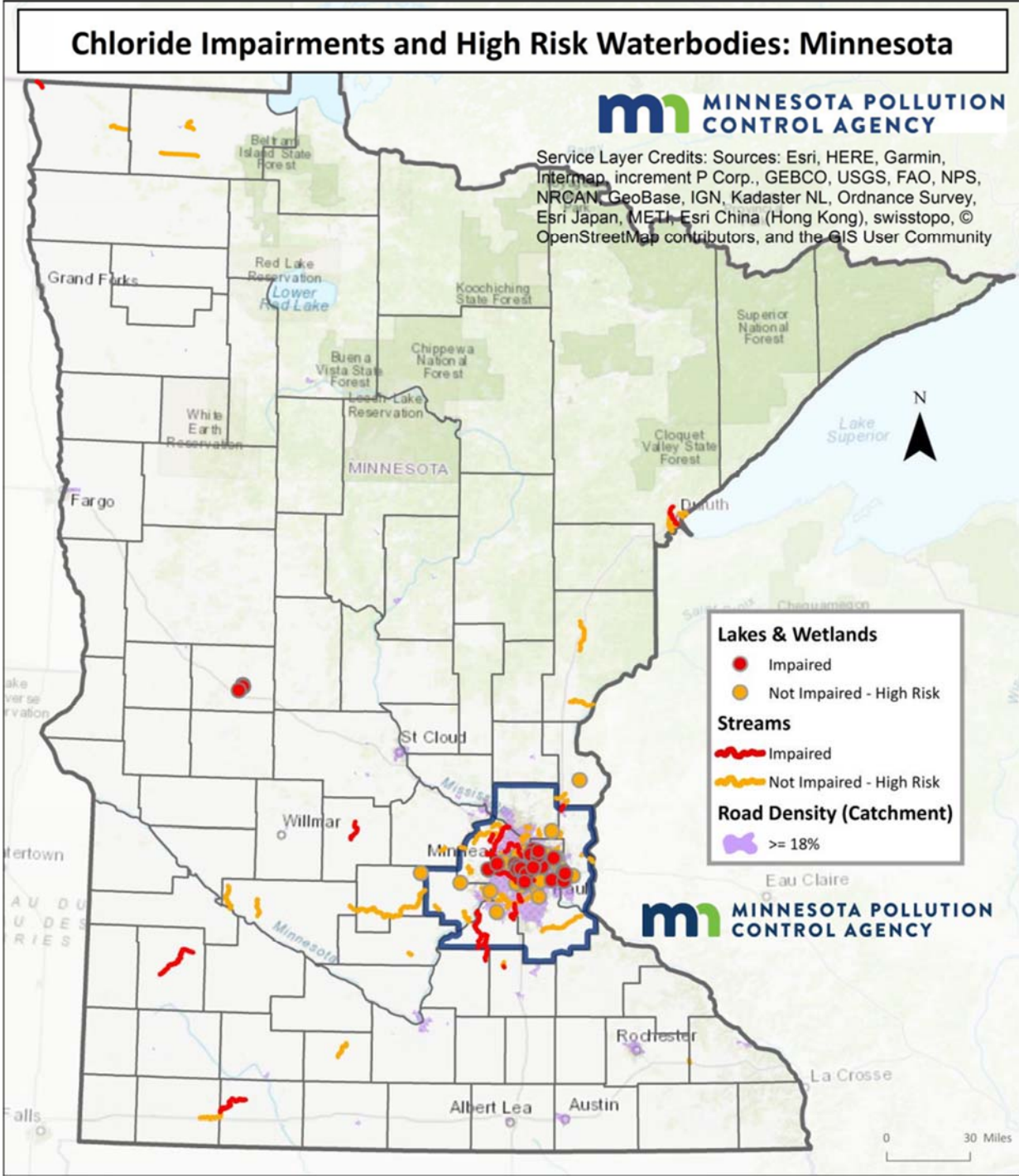


Figure 1. Locations of chloride-impaired waters and waters identified as high risk shown in relation to areas with high road density in Minnesota.

Examining these trends is also important in identifying areas to focus efforts, and in measuring management success to study the general trends of chloride concentration in impaired and at-risk waters. Using long-term lake monitoring data, 60 lakes were identified as having a significant increasing trend in chloride concentrations over the past 10 years. Of these, 46 were located in the TCMA, and the majority of the 53 lakes showing no significant trend in chloride concentration over that period were located outstate. Of the lakes studied, only one showed a significant decreasing trend. Additionally, increasing chloride concentrations were identified in the St. Croix, Minnesota, and Mississippi rivers, ranging from 8% to 143% in the past 10 years.

Increasing trends were also identified in multiple TCMA streams. Seasonally, most waterbodies studied showed chloride concentrations peaking between December and April: the months when winter maintenance efforts are most active, however, in some streams, such as Shingle Creek, the concentrations also peaked during the summer months. Dissolved chloride increases the density of the water it is present in. In studies of lakes without natural outlets, strong chloride gradients were identified, with concentrations being significantly higher 3 meters below the surface. In streams, denser chloride infiltrates shallow groundwater during periods of high flow, then during summer months, chloride stored in groundwater is released in baseflow. Since chloride is persistent in the environment, chloride which has infiltrated shallow groundwaters can be transported to and begin to accumulate in deeper aquifers. If levels rise to become a human health concern, this could become expensive for drinking water treatment.

A general 10-year timeline for the management of chloride, beginning with the Statewide CMP, has also been released:

- Year 0 — Statewide CMP
- Years 1-2 — Set local priorities and plan
- Years 3-5 — Implement plan and identify successes
- Years 6-10 — Share successes and revise plan

In using this framework, the goal is to spread education about chloride impairment, effect widespread implementation of chloride reduction BMPs, and improve policy to reflect chloride reduction goals. Throughout this timeline, the MPCA will continue to monitor water quality changes and the implementation of BMPs to determine whether the TCMA and Statewide CMPs were effective, and revise plans accordingly. To help kickstart this cycle, the MPCA has provided guidelines for BMPs for winter management activities, including the Smart Salting Assessment Tool, as well as guidelines for water softening BMPs, and guidelines for monitoring water quality. These can be accessed from the MPCA webpage for [Statewide Chloride Resources](#). The MPCA will also continue to work with stakeholders and to work to inform the public about the environmental impacts of chloride, and engage communities in implementing BMPs.

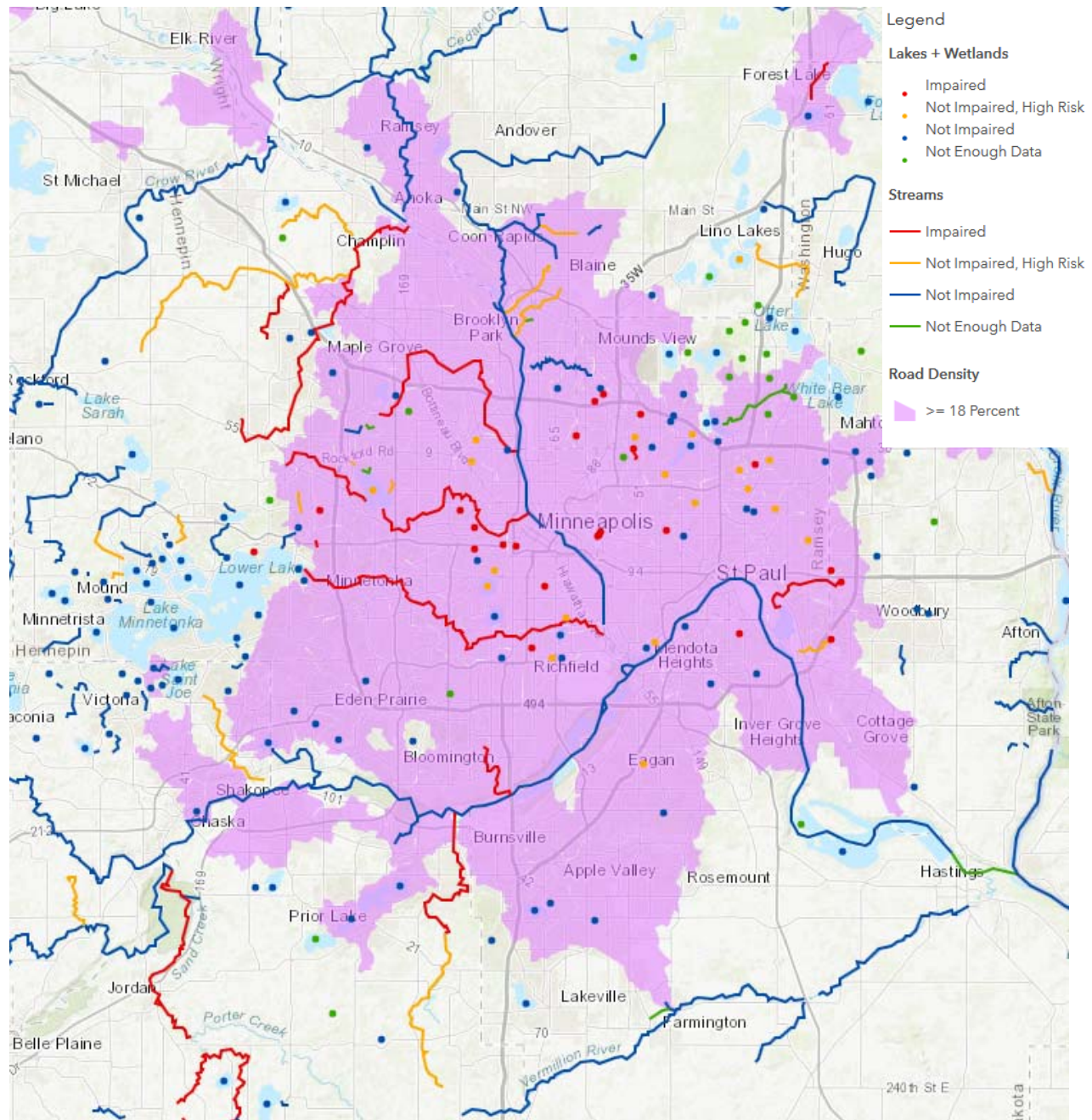


Figure 2. TCMA impaired and high-risk waters.