



Board of Managers Meeting Agenda

Wednesday - July 13th, 2022 - 3:00 p.m.

**Veterans Memorial Community Center – Community Room 1
8055 Barbara Ave, Inver Grove Heights, MN 55077**

1. Call Meeting to Order
 - 1.1 Public Comment / Introductions
Audience members may address the Board regarding items not on the agenda. Please limit to three minutes.
 - 1.2 Approval of Agenda* (Additions/Corrections/Deletions) Action
2. Approve June 8th, 2022 Meeting Minutes - Chair* Action
3. Approve July 13th, 2022 Financial Summary & Invoices - Treasurer* Action
4. Approve Liability Coverage Waiver to Not Waive Limits - SWCD* Action
5. Watershed Management Plan Update
 - 5.1 Plan Update Status - Barr Information
 - 5.2 Recap of Activities Since Last Board Meeting Information
 - 5.3 Provide Feedback on Draft Plan, Consider Submittal for 60 Day Comment - Barr* Action
6. Other Member City Updates
7. Agenda Items for Next Meeting: August 13th, 2022 – West St. Paul City Hall
8. Adjourn

* Materials included in full packet

** Materials available separately on website:

<https://lmrwmo.org/about-us/meeting-information/>



Board of Managers Meeting Minutes

Wednesday - June 8th, 2022 - 3:00 p.m.

Veterans Memorial Community Center – Inver Grove Heights

Managers and Alternates in Attendance:

Sharon Lencowski – Chair, Inver Grove Heights
Sheila Vanney, West St. Paul
Dawn Gaetke, Inver Grove Heights

Karen Reid - Vice-Chair, Saint Paul
Jill Smith, Mendota Heights

Advisors and Others in Attendance:

Ryan Ruzek, Mendota Heights
Pat Murphy, Saint Paul
Brian Connolly, Inver Grove Heights
Josh Accola, Stantec

Krista Spreiter, Mendota Heights
Cody Joos, West St. Paul
Greg Williams, Barr Engineering
Joe Barten, Dakota County SWCD

1. Call Meeting to Order

1.1 Public Comment / Introductions

Audience members may address the Board regarding items not on the agenda.

1.2 Approval of Agenda* (Additions/Corrections/Deletions)

Motion by Reid to approve the agenda, second by Vanney; motion passed.

2. Approve May 11th, 2022 Meeting Minutes

Motion by Smith to approve the previous meeting minutes, second by Reid; motion passed.

3. Approve June 8th, 2022 Financial Summary & Invoices

Spreiter provided a summary of the financial information.

Motion by Reid to approve the financial summary, second by Vanney; motion passed.

4. Review Revised Draft LMRWMO Financial Policies and Consider Adoption

The Board discussed the proposed policies. Vanney and Smith requested the policy be amended to reflect that there may be times that the WMO may hold more than 200% of operating funds and that it is possible with Board approval.

Motion by Vanney to adopt the financial policies with the amendment as discussed and as shown below, second by Reid; motion passed.

- The LMRWMO will maintain Reserves of not less than 40% of annually budgeted operating expenditures and not more than 200% of annually budgeted operating expenditures. ***The LMRWMO may hold more than 200% of operating expenditures if funds are allocated by the Board for specific future projects.***

5. Review Draft 2021 Financial Statement (Audit) by Peterson & Co. and Authorize Submittal to the State

Motion by Reid to approve the audit as provided by Peterson and Co. and authorize submittal to the State of Minnesota, second by Vanney; motion passed.

6. Consider Request for Funding for LMRWMO Chloride Training

Barten summarized the information in the packet and requested funding. He noted that there may be budget in the grant to cover these costs and they are eligible grant expenses for reimbursement.

Motion by Vanney to approve up to \$650 in funding for items related to the Spanish Chloride in-person training on August 20th, 2022, second by Smith; motion passed.

7. Review Response to LMRWMO Comments on the City of Mendota's Local Water Management Plan

Motion by Smith to approve the amended Local Water Management Plan and direct Barr Engineering to send Mendota staff a plan approval letter, second by Reid; motion passed.

8. Authorize Execution of Joint Powers Agreement with City of Mendota Heights for Interstate Valley Creek Study

Motion by Gaetke to authorize the Board Chair and Vice Chair to execute an agreement on behalf of the LMRWMO Board with the City of Mendota Heights outlining the transfer of matching funds for the Interstate Valley Creek study, second by Smith; motion passed.

9. Watershed Management Plan Update – Review Draft Plan Sections 3 & 5

Williams summarized the information in the packet and requested comments or feedback on the draft plan sections by June 17th.

10. Other Member City Updates

Member City staff provided updates on current or upcoming projects.

11. Agenda Items for Next Meeting: July 13th, 2022

12. Meeting adjourned at 4:10 pm



FINANCIAL SUMMARY
June 9, 2022 to July 13, 2022

| | | | | |
|---|-----------------|---|---|-----------------------------------|
| <u>Beginning Balance - Key Community Bank</u> | | | | \$229,757.81 |
| Interest | 5/31/2022 | May 2022 Interest | + | \$11.30 |
| | 6/30/2022 | June 2022 Interest | + | \$9.76 |
| Deposits | | | | + |
| To be approved at this meeting: | | | | |
| <u>Key Community Bank:</u> | | | | |
| Bank Fee | 6/30/2022 | May 2022 & June 2022 Paper Statement Fee (\$2.00/month) | - | \$4.00 |
| 3755 | 7/13/2022 | Bolton & Menk | - | \$3,865.00 |
| 3756 | 7/13/2022 | Campbell Knutson | - | \$211.40 |
| | | | - | |
| | | | - | |
| | | | - | |
| <u>Available Balance at Key Community Bank</u> | | | | <u>\$225,698.47</u> |
| <u>Gateway Bank Accounts:</u> | | | | |
| | <u>Savings</u> | <u>Balance</u> | | \$71,529.99 |
| Deposits | 6/30/2022 | June 2022 Interest | + | \$36.26 |
| | | Savings Ending Balance | | <u>\$71,566.25</u> |
| | <u>Checking</u> | <u>Balance</u> | | \$1,000.00 |
| | | Checking Ending Balance | | <u>\$1,000.00</u> |
| <u>Available Balance at Gateway Bank</u> | | | | <u>\$72,566.25</u> |
| <u>Available Balance - Key Community & Gateway Banks</u> | | | | <u><u>\$298,264.72</u></u> |



MEMORANDUM

To: Nancy Bauer
From: Joe Barten, LMRWMO Administrator
Subject: Lower Mississippi River - Financial Actions
Date: June 30, 2022

Enclosed please find the following invoice for payment:

- \$3,865.00 to Bolton & Menk for the FY-2019 Watershed Based Implementation Funding Spanish Chloride Education project.

Thank you and please contact me with any questions.

Joe Barten
Administrator via Dakota County SWCD
Lower Mississippi River Watershed Management Organization

Enclosed: Bolton & Menk Invoice



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)
 Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

Lower Mississippi River WMO
 Joe Barten, Administrator via Dakota SWCD
 c/o 4100 220th Street West, #102
 joe.barten@co.dakota.mn.us
 Farmington, MN 55024

June 22, 2022
 Project No: 0X1.127007
 Invoice No: 0292398
 Client Account: LMSRWDMO_WD_MN

LMRWMO/Spanish Language Smart Salting**Professional Services from April 30, 2022 to May 27, 2022****Stakeholder Engagement (001)****Professional Services**

| | Hours | Rate | Amount |
|---|-------|------------------------|-----------------|
| Specialist | .50 | 140.00 | 70.00 |
| <i>Contact Search</i> | | | |
| Specialist | 2.50 | 140.00 | 350.00 |
| <i>Review Handouts, Meeting</i> | | | |
| Specialist | .50 | 140.00 | 70.00 |
| <i>Update Discussion For Planning Needs</i> | | | |
| Totals | 3.50 | | 490.00 |
| Total Labor | | | 490.00 |
| | | Total this Task | \$490.00 |

Training Program Implementation (002)**Professional Services**

| | Hours | Rate | Amount |
|--|-------|--------|--------|
| Senior Project Manager | 1.50 | 200.00 | 300.00 |
| Senior Project Manager | 1.50 | 200.00 | 300.00 |
| <i>MPCA meeting: registration, registration practice w/spanish speakers, advertising, internal discussions</i> | | | |
| Senior Project Manager | 4.00 | 200.00 | 800.00 |
| <i>PPT reformat to make simpler for Spanish translation, MPCA manual discussion</i> | | | |
| <i>Chandi, Tech Host requests for translation & practice, Meet with LMRWMO, work with Caralie on PPT</i> | | | |
| Senior Project Manager | .50 | 200.00 | 100.00 |
| <i>reschedule meetings with translator, prepare new path forward</i> | | | |
| Senior Project Manager | .50 | 200.00 | 100.00 |
| <i>Review revised materials for translation</i> | | | |
| Senior Project Manager | 1.00 | 200.00 | 200.00 |
| <i>review translation materials</i> | | | |
| Specialist | 1.50 | 90.00 | 135.00 |
| <i>Check in with Connie on Presentation. Modifications to Training Presentation. Send Translated Material to MPCA.</i> | | | |
| Specialist | .50 | 90.00 | 45.00 |
| <i>Communication with MPCA, LMRWMO, All in One on dates and times for translator.</i> | | | |

| | | | | | |
|--|------------|---------------------------------------|-------|----------|-------------------|
| Project | OX1.127007 | LMRWMO/Spanish Language Smart Salting | | Invoice | 0292398 |
| Specialist | | .50 | 90.00 | 45.00 | |
| <i>Compile Definition of Terms for Translator. Send to Translator.</i> | | | | | |
| Specialist | | 1.00 | 90.00 | 90.00 | |
| <i>Meet with Connie: Review Documents from MPCA for Translation.</i> | | | | | |
| Specialist | | 2.00 | 90.00 | 180.00 | |
| <i>Meet with Katie: Go Over and Organize Translation Materials from MPCA.</i> | | | | | |
| Specialist | | 2.50 | 90.00 | 225.00 | |
| <i>Meet with LMRWMO: Check In On In-Person Training Location and Protocol for Translator. Begin work on Powerpoint Presentation for Trainings. Send April Summary of Work Report to LMRWMO. Communication with MPCA on Updates for Translation Material and Confirmed In-Person Training Location.</i> | | | | | |
| Specialist | | .50 | 90.00 | 45.00 | |
| <i>Meet with MPCA on Timeline for Registration Rollout.</i> | | | | | |
| Specialist | | 3.50 | 90.00 | 315.00 | |
| <i>Prepare Documents for Translation for Translator, Review with Connie and Send to LMRWMO. Work on Powerpoint for Trainings.</i> | | | | | |
| Specialist | | .50 | 90.00 | 45.00 | |
| <i>Send Additional Material for Translation.</i> | | | | | |
| Specialist | | .50 | 90.00 | 45.00 | |
| <i>Summary of Work for May.</i> | | | | | |
| Specialist | | 1.50 | 90.00 | 135.00 | |
| <i>Work On Presentation for Training: Deicing/Antiicing Charts in Spanish.</i> | | | | | |
| Specialist | | 2.00 | 90.00 | 180.00 | |
| <i>Work on Presentation for Trainings: Calibration,</i> | | | | | |
| Totals | | 25.50 | | 3,285.00 | |
| Total Labor | | | | | 3,285.00 |
| Total this Task | | | | | \$3,285.00 |

Reporting and Results Tracking (003)

Professional Services

| | Hours | Rate | Amount | |
|---------------------------|-------|--------|--------|-------------------|
| Specialist | .50 | 180.00 | 90.00 | |
| <i>Budget Management</i> | | | | |
| Totals | .50 | | 90.00 | |
| Total Labor | | | | 90.00 |
| Total this Task | | | | \$90.00 |
| Total this Invoice | | | | \$3,865.00 |

Billing Backup

Thursday, June 30, 2022

Bolton & Menk, Inc.

Invoice 0292398 Dated 6/22/2022

11:32:34 AM

| | | |
|---------|------------|---------------------------------------|
| Project | 0X1.127007 | LMRWMO/Spanish Language Smart Salting |
| Task | 001 | Stakeholder Engagement |

Professional Services

| | | | Hours | Rate | Amount |
|------------------------|---|----------|-------|--------|-----------------|
| Specialist | | | | | |
| X11978 | 110 - Farber, Kathryn | 5/2/2022 | .50 | 140.00 | 70.00 |
| | <i>Contact Search</i> | | | | |
| X11978 | 110 - Farber, Kathryn | 5/5/2022 | 2.50 | 140.00 | 350.00 |
| | <i>Review Handouts, Meeting</i> | | | | |
| X11978 | 110 - Farber, Kathryn | 5/9/2022 | .50 | 140.00 | 70.00 |
| | <i>Update Discussion For Planning Needs</i> | | | | |
| | Totals | | 3.50 | | 490.00 |
| | Total Labor | | | | 490.00 |
| Total this Task | | | | | \$490.00 |

| | | |
|------|-----|---------------------------------|
| Task | 002 | Training Program Implementation |
|------|-----|---------------------------------|

Professional Services

| | | | Hours | Rate | Amount |
|------------------------|--|-----------|-------|--------|--------|
| Specialist | | | | | |
| X11975 | 110 - Randolph, Caralie | 5/5/2022 | 2.00 | 90.00 | 180.00 |
| | <i>Meet with Katie: Go Over and Organize Translation Materials from MPCA.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/6/2022 | 2.50 | 90.00 | 225.00 |
| | <i>Meet with LMRWMO: Check In On In-Person Training Location and Protocol for Translator. Begin work on Powerpoint Presentation for Trainings. Send April Summary of Work Report to LMRWMO. Communication with MPCA on Updates for Translation Material and Confirmed In-Person Training Location.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/10/2022 | 1.00 | 90.00 | 90.00 |
| | <i>Meet with Connie: Review Documents from MPCA for Translation.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/11/2022 | 3.50 | 90.00 | 315.00 |
| | <i>Prepare Documents for Translation for Translator, Review with Connie and Send to LMRWMO. Work on Powerpoint for Trainings.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/12/2022 | 2.00 | 90.00 | 180.00 |
| | <i>Work on Presentation for Trainings: Calibration,</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/13/2022 | 1.50 | 90.00 | 135.00 |
| | <i>Work On Presentation for Training: Deicing/Antiicing Charts in Spanish.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/16/2022 | .50 | 90.00 | 45.00 |
| | <i>Compile Definition of Terms for Translator. Send to Translator.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/18/2022 | .50 | 90.00 | 45.00 |
| | <i>Communication with MPCA, LMRWMO, All in One on dates and times for translator.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/19/2022 | 1.50 | 90.00 | 135.00 |
| | <i>Check in with Connie on Presentation. Modifications to Training Presentation. Send Translated Material to MPCA.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/23/2022 | .50 | 90.00 | 45.00 |
| | <i>Send Additional Material for Translation.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/25/2022 | .50 | 90.00 | 45.00 |
| | <i>Summary of Work for May.</i> | | | | |
| X11975 | 110 - Randolph, Caralie | 5/26/2022 | .50 | 90.00 | 45.00 |
| | <i>Meet with MPCA on Timeline for Registration Rollout.</i> | | | | |
| Senior Project Manager | | | | | |
| X11974 | 107 - Fortin, Constance | 5/2/2022 | .50 | 200.00 | 100.00 |

| Project | OX1.127007 | LMRWMO/Spanish Language Smart Salting | | | Invoice | 0292398 |
|-----------------------|---|---------------------------------------|-------|--------------------|----------|------------|
| | reschedule meetings with translator, prepare new path forward | | | | | |
| X11974 | 107 - Fortin, Constance | 5/6/2022 | 4.00 | 200.00 | 800.00 | |
| | PPT reformat to make simpler for Spanish translation, MPCA manual discussion Chandi, Tech Host requests for tranlation & practice, Meet with LMRWMO, work with Caralie on PPT | | | | | |
| X11974 | 107 - Fortin, Constance | 5/10/2022 | 1.00 | 200.00 | 200.00 | |
| | review translation materials | | | | | |
| X11974 | 107 - Fortin, Constance | 5/11/2022 | .50 | 200.00 | 100.00 | |
| | Review revised materials for translation | | | | | |
| X11974 | 107 - Fortin, Constance | 5/18/2022 | .50 | 200.00 | 100.00 | |
| X11974 | 107 - Fortin, Constance | 5/19/2022 | 1.00 | 200.00 | 200.00 | |
| X11974 | 107 - Fortin, Constance | 5/26/2022 | 1.50 | 200.00 | 300.00 | |
| | MPCA meeting: registration, registration practice w/spanish speakers, advertising, internal discussions | | | | | |
| | Totals | | 25.50 | | 3,285.00 | |
| | Total Labor | | | | | 3,285.00 |
| | | | | Total this Task | | \$3,285.00 |
| <hr/> | | | | | | |
| Task | 003 | Reporting and Results Tracking | | | | |
| Professional Services | | | | | | |
| | | | Hours | Rate | Amount | |
| Specialist | | | | | | |
| X11979 | 110 - Dindorf, Carolyn | 5/6/2022 | .50 | 180.00 | 90.00 | |
| | Budget Management | | | | | |
| | Totals | | .50 | | 90.00 | |
| | Total Labor | | | | | 90.00 |
| | | | | Total this Task | | \$90.00 |
| | | | | Total this Project | | \$3,865.00 |
| | | | | Total this Report | | \$3,865.00 |

CAMPBELL KNUTSON
Professional Association
Attorneys at Law
Federal Tax I.D. #41-1562130
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
(651) 452-5000

Lower Mississippi River WMO
c/o Nancy Bauer
City of Mendota Heights
1101 Victoria Curve
Mendota Heights MN 55118

Page: 1
May 31, 2022
Account # 601-0000G
79

RE: GENERAL SERVICES
RENDERED TO DATE:

| | | | HOURS | |
|------------|-----|--|-------|-----------------|
| 05/10/2022 | JJJ | Emails Joe and Sharon re: WMO website ADA accessibility questions. | 0.50 | 85.00 |
| 05/27/2022 | JJJ | Emails Joe re: website ADA issues. | 0.20 | 34.00 |
| 05/31/2022 | JMO | Review email; revise JPA with Mendota Heights to reflect the Interstate Valley Creek Feasibility Study project; email document to Joe. | 0.50 | 40.00 |
| | JJJ | Review/revise draft JPA. | 0.30 | 51.00 |
| | | AMOUNT DUE | 1.50 | 210.00 |
| 05/31/2022 | | Photocopy expense. | | 1.40 |
| | | TOTAL DISBURSEMENTS | | 1.40 |
| | | TOTAL CURRENT WORK | | 211.40 |
| | | PREVIOUS BALANCE | | \$639.40 |
| 05/24/2022 | | Payment - thank you | | -85.00 |
| | | TOTAL AMOUNT DUE | | <u>\$765.80</u> |

Campbell
Knutson 6/20
mailed
Check \$534.40

\$ 765.80
- 534.40

\$ 211.40

Amounts due over 30 days will be subject to a finance charge of .5% per month (or an annual rate of 6%). Minimum charge - 50 cents.

| LMRWMO 2022 Budget & Financial Summary | | | | | | | | | | | | 2022 Monthly Revenue | | | | |
|--|--------------|----------------------------|---------------------|---------------------|------------------------|------------------------|----------------------|-----------------------|-----------------------|-----------------------|--|----------------------|------------------|------------------|--|--|
| Revenue | Budget | Dec 9, 2021 - Jan 12, 2022 | Jan 13 - Feb 9 2022 | Feb 10 - Mar 9 2022 | Mar 10 - April 13 2022 | April 14 - May 11 2022 | May 12 - June 8 2022 | June 9 - July 13 2022 | July 14 - Aug 10 2022 | Aug 11 - Sept 14 2022 | | 2022 Total | Variance | Percent Received | | |
| Dues from Members | \$115,735.00 | | | | \$62,116.27 | \$53,619.29 | | | | | | \$115,735.56 | (\$0.56) | 100% | | |
| Interest | \$600.00 | \$33.70 | \$33.56 | \$30.16 | \$39.24 | \$34.16 | \$30.75 | \$57.32 | | | | \$258.89 | \$341.11 | 43% | | |
| LMCIT Rebate | \$500.00 | \$920.00 | | | | | | | | | | \$920.00 | (\$420.00) | 184% | | |
| Combined Grant Income | \$131,975.00 | | | | | | | | | | | \$0.00 | \$131,975.00 | 0% | | |
| Subtotal Operating Revenue | \$248,810.00 | \$953.70 | \$33.56 | \$30.16 | \$62,155.51 | \$53,653.45 | \$30.75 | \$57.32 | \$0.00 | \$0.00 | | \$116,914.45 | | | | |
| Grant Income | \$131,975.00 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| 2022 Monthly Expenses | | | | | | | | | | | | | | | | |
| Expenses | Budget | Dec 9, 2021 - Jan 12, 2022 | Jan 13 - Feb 9 2022 | Feb 10 - Mar 9 2022 | Mar 10 - April 13 2022 | April 14 - May 11 2022 | May 12 - June 8 2022 | June 9 - July 13 2022 | July 14 - Aug 10 2022 | Aug 11 - Sept 14 2022 | | 2022 Total | Remaining Budget | Percent Expended | | |
| Engineering/Technical Assistance | | | | | | | | | | | | | | | | |
| Technical Assistance | \$5,500.00 | \$156.00 | \$411.00 | \$697.50 | \$110.50 | \$53.00 | \$217.50 | | | | | \$1,645.50 | \$6,000.00 | 30% | | |
| Meetings | \$6,000.00 | \$300.00 | \$750.00 | \$341.00 | \$542.50 | \$544.50 | \$790.50 | | | | | \$3,268.50 | \$6,500.00 | 54% | | |
| Watershed Plan Amendment | \$40,000.00 | \$1,845.00 | \$1,038.00 | \$1,362.50 | \$3,706.00 | \$6,913.50 | \$3,996.50 | | | | | \$18,861.50 | \$21,138.50 | 47% | | |
| Project Planning/Implementation | | | | | | | | | | | | | | | | |
| Plan Implementation | \$5,000.00 | | | | | | | | | | | \$0.00 | \$5,000.00 | 0% | | |
| Landscaping for Clean Water Projects | \$12,000.00 | | \$4,500.00 | | | | | | | | | \$4,500.00 | \$7,500.00 | 38% | | |
| Water Monitoring ¹ | \$22,000.00 | \$2,660.00 | \$2,115.75 | | | \$935.00 | | | | | | \$5,710.75 | \$16,289.25 | 26% | | |
| Ramsey County Subwatershed Analysis ² | \$4,250.00 | | | | | | | | | | | \$0.00 | \$4,250.00 | 0% | | |
| Grant Matching Funds | \$4,640.00 | | | | | \$3,040.00 | | | | | | \$3,040.00 | \$1,600.00 | 66% | | |
| Education | | | | | | | | | | | | | | | | |
| Landscaping for Clean Water Workshops | \$6,400.00 | | | | | | | | | | | \$0.00 | \$6,400.00 | 0% | | |
| MN Water Stewards Program | \$10,000.00 | | \$120.00 | \$600.00 | | \$892.50 | | | | | | \$1,612.50 | \$8,387.50 | 16% | | |
| Storwater Signage Program | \$2,500.00 | | | | | | | | | | | \$0.00 | \$2,500.00 | 0% | | |
| WMO Tabling/Event Materials | \$500.00 | | | | | | | | | | | \$0.00 | \$500.00 | 0% | | |
| General Education Requests | \$2,000.00 | | | | | \$1,912.50 | | | | | | \$1,912.50 | \$87.50 | 96% | | |
| Metro Watershed Partners | \$1,000.00 | | \$1,000.00 | | | | | | | | | \$1,000.00 | \$0.00 | 100% | | |
| Website Update / Maintenance ³ | \$4,000.00 | | \$1,380.00 | | | \$5,305.00 | | | | | | \$6,685.00 | (\$2,685.00) | 167% | | |
| Board Education | \$500.00 | | | | | | | | | | | \$0.00 | \$500.00 | 0% | | |
| Administration | | | | | | | | | | | | | | | | |
| General Administration | \$36,000.00 | \$2.00 | \$5,252.00 | \$2.00 | \$61.83 | \$7,999.50 | | \$4.00 | | | | \$13,321.33 | \$22,678.67 | 37% | | |
| Insurance | \$2,500.00 | | | | | | | | | | | \$0.00 | \$2,500.00 | 0% | | |
| Attorney and Audit | \$5,000.00 | | | | \$204.00 | \$85.00 | \$554.40 | \$211.40 | | | | \$1,054.80 | \$3,945.20 | 21% | | |
| Subtotal Operating Expenses | \$169,790.00 | \$4,963.00 | \$16,566.75 | \$3,003.00 | \$4,624.83 | \$27,680.50 | \$5,558.90 | \$215.40 | \$0.00 | \$0.00 | | \$62,612.38 | \$113,091.62 | 37% | | |
| Subtotal Grant Expenses | \$198,324.00 | \$5,985.63 | \$4,395.83 | \$0.00 | \$0.00 | \$10,940.50 | \$3,846.29 | \$3,865.00 | \$0.00 | \$0.00 | | \$29,033.25 | \$213,683.24 | 15% | | |
| Overall Fund Balance | | \$263,000.97 | \$242,071.95 | \$239,099.11 | \$296,629.79 | \$311,662.24 | \$302,287.80 | \$298,264.72 | \$298,264.72 | \$298,264.72 | | | | | | |
| Total Grant Balance | | \$112,870.37 | \$108,474.54 | \$108,474.54 | \$108,474.54 | \$97,534.04 | \$93,687.75 | \$89,822.75 | \$89,822.75 | \$89,822.75 | | | | | | |
| LMRWMO Operating Fund Balance | | \$150,130.60 | \$133,597.41 | \$130,624.57 | \$188,155.25 | \$214,128.20 | \$208,600.05 | \$208,441.97 | \$208,441.97 | \$208,441.97 | | | | | | |
| Unencumbered Operating Fund Balance ¹ | | \$140,130.60 | \$123,597.41 | \$120,624.57 | \$178,155.25 | \$204,128.20 | \$198,600.05 | \$198,441.97 | \$198,441.97 | \$198,441.97 | | | | | | |

Carryover Fund Balance from Dec. 8, 2021 **\$267,010.27**
Anticipated use of Fund Balance in 2022 **\$39,955.00**

2022 Budget Notes:

- \$10,000 set aside in 2022 for 2033 Watershed Plan Update, will add \$5,000 annually to encumbered amount.
- Is carryover from November 2020 approved expenditure. Budget amended on 3-9-22 due to omission from original 2022 budget.
- Is carryover from May 2020 approved expenditure. Amended on 3-9-22 due to omission from original 2022 budget.
- Board approved additional \$13,000 towards Lake Augusta monitoring in 2022 on 3-9-22.

General: Budget is an estimate and will vary depending on changing priorities and grant project progress.

| LMRWMO 2022 Grant Budget & Financial Summary | | | | | | | | | | | | | | |
|--|---------------------|--|-------------------------------|------------------------|------------------------|---------------------------|---------------------------|-------------------------|--------------------------|--------------------------|--------------------------|---------------------|---------------------|----------------------------------|
| | Budget | Accumulated Prior to Dec 9, 2021 | Dec 9, 2021 - Jan 12, 2022 | Jan 13 - Feb 9 2022 | Feb 10 - Mar 9 2022 | Mar 10 - April 13 2022 | April 14 - May 11 2022 | May 12 - June 8 2022 | June 9 - July 13 2022 | July 14 - Aug 10 2022 | Aug 11 - Sept 14 2022 | Total | Variance | Percent Received/ Expended |
| BWSR - FY 2019 Watershed Based Implementation Funding | | | | | | | | | | | | | | |
| Revenue | | | | | | | | | | | | | | |
| BWSR FY-2019 WBIF Payment | \$144,670.00 | \$72,335.00 | | | | | | | | | | \$72,335.00 | \$72,335.00 | 50% |
| WBIF Matching Funds | \$59,640.00 | | | | | | | | | | | \$0.00 | \$59,640.00 | 0% |
| Total Revenue | \$204,310.00 | \$72,335.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$72,335.00 | \$131,975.00 | 35% |
| Expenses | | | | | | | | | | | | | | |
| Grant Administration | \$8,000.00 | \$497.43 | | | | | \$2,080.00 | | | | | \$2,577.43 | \$5,422.57 | 32% |
| Education Program Implementation | \$36,000.00 | \$1,899.87 | | \$492.64 | | | \$2,684.00 | \$2,360.00 | \$3,865.00 | | | \$11,301.51 | \$24,698.49 | 31% |
| Education Program Project Dev. | \$4,670.00 | \$913.75 | | \$3,258.97 | | | | | | | | \$4,172.72 | \$497.28 | 89% |
| (WMO) | \$4,640.00 | | | | | | \$3,040.00 | | | | | \$3,040.00 | \$1,600.00 | 66% |
| Interstate Valley Creek Project Dev. | \$4,000.00 | \$339.96 | | | | | \$2,972.00 | | | | | \$3,311.96 | \$688.04 | 83% |
| Interstate Valley Creek Study | \$44,000.00 | | | | | | | | | | | \$0.00 | \$44,000.00 | 0% |
| Interstate Valley Creek Study Match | \$25,000.00 | | | | | | | | | | | \$0.00 | \$25,000.00 | 0% |
| Lake Augusta Project Development | \$4,000.00 | \$2,334.62 | | \$644.22 | | | \$3,050.00 | | | | | \$6,028.84 | (\$2,028.84) | 151% |
| Lake Augusta Study | \$44,000.00 | | | | | | \$154.50 | \$1,486.29 | | | | \$1,640.79 | \$42,359.21 | 4% |
| Lake Augusta Study Match | \$30,000.00 | | | | | | | | | | | \$0.00 | \$30,000.00 | 0% |
| Total Expenses | \$204,310.00 | \$5,985.63 | \$0.00 | \$4,395.83 | \$0.00 | \$0.00 | \$13,980.50 | \$3,846.29 | \$3,865.00 | \$0.00 | \$0.00 | \$32,073.25 | \$172,236.75 | 16% |
| FY-19 WBIF Balance | | \$66,349.37 | \$66,349.37 | \$61,953.54 | \$61,953.54 | \$61,953.54 | \$47,973.04 | \$44,126.75 | \$40,261.75 | \$40,261.75 | \$40,261.75 | \$40,261.75 | | |
| BWSR - FY 2021 Watershed Based Implementation Funding | | | | | | | | | | | | | | |
| Revenue | | | | | | | | | | | | | | |
| BWSR FY-2021 WBIF Payment | \$93,042.00 | \$46,521.00 | | | | | | | | | | \$46,521.00 | \$46,521.00 | 50% |
| WBIF Matching Funds | \$9,304.00 | | | | | | | | | | | \$0.00 | \$9,304.00 | 0% |
| Total Revenue | \$102,346.00 | \$46,521.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$46,521.00 | \$55,825.00 | 45% |
| Expenses | | | | | | | | | | | | | | |
| Grant Administration | \$10,042.00 | | | | | | | | | | | \$0.00 | \$10,042.00 | 0% |
| Erosion & Direct Drainage Study | \$71,000.00 | | | | | | | | | | | \$0.00 | \$71,000.00 | 0% |
| (WMO) | \$9,304.00 | | | | | | | | | | | \$0.00 | \$9,304.00 | 0% |
| Project Development | \$12,000.00 | | | | | | | | | | | \$0.00 | \$12,000.00 | 0% |
| Total Expenses | \$102,346.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$102,346.00 | 0% |
| FY-21 WBIF Balance | | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | \$46,521.00 | | |
| MN DNR - Seidls Lake Shoreline LCCMR Grant | | | | | | | | | | | | | | |
| Revenue | | | | | | | | | | | | | | |
| Grant Reimbursement Payments | \$382,000.00 | | | | | | | | | | | \$0.00 | \$382,000.00 | 0% |
| Matching funds | \$75,000.00 | | | | | | | | | | | \$0.00 | \$75,000.00 | 0% |
| Total Revenue | \$457,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$457,000.00 | 0% |
| Expenses | | | | | | | | | | | | | | |
| Grant Administration/Project Mgmt | \$26,000.00 | | | | | | | | | | | \$0.00 | \$26,000.00 | 0% |
| Construction | \$356,000.00 | | | | | | | | | | | \$0.00 | \$356,000.00 | 0% |
| Engineering - Construction Docs | \$37,500.00 | | | | | | | | | | | \$0.00 | \$37,500.00 | 0% |
| Engineering - Const. Mgmt, Permits, Bids | \$37,500.00 | | | | | | | | | | | \$0.00 | \$37,500.00 | 0% |
| Total Expenses | \$457,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$419,500.00 | 0% |
| Seidls Lake Shoreline Balance | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| | Budget | Accumulated Prior Years | Dec 9, 2021 - Jan 12, 2022 | Jan 13 - Feb 9 2022 | Feb 10 - Mar 9 2022 | Mar 10 - April 13 2022 | April 14 - May 11 2022 | May 12 - June 8 2022 | June 9 - July 13 2022 | July 14 - Aug 10 2022 | Aug 11 - Sept 14 2022 | Total | Variance | Percent Received/ Expended |
| TOTAL GRANT FUNDS RECEIVED | \$763,656.00 | \$118,856.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$118,856.00 | \$644,800.00 | 16% |
| PASS THROUGH MATCH RECEIVED | \$130,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$143,944.00 | 0% |
| LMRWMO MATCH PROVIDED | \$13,944.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,040.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,040.00 | \$644,800.00 | 22% |
| GRANT EXPENSES (MINUS WMO MATCH) | \$749,712.00 | \$5,985.63 | \$0.00 | \$4,395.83 | \$0.00 | \$0.00 | \$10,940.50 | \$3,846.29 | \$3,865.00 | \$0.00 | \$0.00 | \$32,073.25 | \$717,638.75 | 4% |
| PASS THROUGH MATCH EXPENSES | \$130,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,040.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,040.00 | \$126,960.00 | 2% |
| NET PASS THROUGH MATCH FUND BALANCE | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$3,040.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| NET FUND BALANCE (MINUS WMO MATCH) | | \$112,870.37 | \$112,870.37 | \$108,474.54 | \$108,474.54 | \$108,474.54 | \$97,534.04 | \$93,687.75 | \$89,822.75 | \$89,822.75 | \$89,822.75 | \$86,782.75 | | |



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



Memorandum

To: Lower Mississippi River Watershed Management Organization Board of Managers
From: Greg Williams and Joe Barten
Subject: LMRWMO Plan Update – Review of complete draft Plan document and remaining Plan review schedule
Date: July 5, 2022
Project: 23191436.00

The Lower Mississippi River Watershed Management Organization (LMRWMO) is in the process of updating its 4th generation Watershed management Plan (Plan). The Plan outlines the LMRWMO's priorities and actions over a 10-year period from 2023-2032. A complete draft Plan is currently available for download from the LMRWMO website. Section 3 and Section 5 of the complete draft Plan were previously provided as part of the June 8, 2022, LMRWMO meeting packet.

Barr Engineering Co. (Barr) staff and the LMRWMO Administrator seek review and comment from the LMRWMO managers, alternates, and member city staff prior to submitting the draft Plan for 60-day formal Plan review required per Minnesota Statutes 103B.231 Subd. 7. Significant comments are sought prior to or at the July 13, 2022, LMRWMO meeting to allow for discussion and consensus-building regarding significant issues and how to address them.

If comments from the Board of Managers and member city staff are minor, we will seek authorization from the Board of Managers to revise the Plan consistent with discussion at the July 13, 2022, meeting and submit the Plan for formal 60-day review. If the Board of Managers authorize submittal of the draft Plan, we anticipate the following schedule:

- **July 13, 2022** – Board of Managers authorize staff to submit for 60-day formal review
- **~July 22, 2022** – Staff submit the draft Plan for 60-day formal review
- **~September 20, 2022** – The 60-day formal review period closes; staff review comments and prepare draft responses for Board of Manager review
- **October 12, 2022** – Board of Managers review the draft responses to comments, revise as needed, and authorize staff to distribute responses and schedule a public hearing (assumed to be held at the November LMRWMO meeting)
- **November 9, 2022** – Board of Managers host a public hearing on the draft Plan, receive comments, and authorize staff to revise the Plan as needed and submit for final 90-day review
- **~November 18, 2022** – Staff submit the draft Plan for final BWSR review

To: Lower Mississippi River Watershed Management Organization Board of Managers
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- **January, 2023** – Staff present the draft Plan to the BWSR regional subcommittee; we anticipate BWSR approves the draft Plan in January, 2023
- **February 8, 2022** – Managers adopt 2023-2032 Watershed Management Plan

Requested Manager Action:

- Review the draft Plan, provide and discuss comments at the July 13, 2022, LMRWMO meeting.
- If comments on the draft Plan are minor, authorize staff to submit the draft Plan for 60-day formal review consistent with Minnesota Statutes 103B.231 Subd. 7.

To: Lower Mississippi River Watershed Management Organization Board of Managers
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