



## Board of Managers Meeting Agenda

**Wednesday - November 8<sup>th</sup>, 2023 - 3:00 p.m.**

**Villa Del Sol Community Room  
88 Cesar Chavez St, St Paul, MN 55107**

1. Call Meeting to Order
  - 1.1 Identification of Voting Board Members
  - 1.2 Approval of Agenda\* (Additions/Corrections/Deletions) Action
2. Approve October 11<sup>th</sup>, 2023 Meeting Minutes - Chair\* Action
3. Approve November 8<sup>th</sup>, 2023 Financial Summary & Invoice Payment - Treasurer\* Action
4. Presentation on PCBs by Ali Ling, Assistant Professor, Univ. of St. Thomas\*\* Information/Discussion
5. Review SWCD Work Plan for 2024 Services & Authorize Board Chair to Execute Agreement with Dakota County SWCD - SWCD\* Action
6. Identify Gateway Bank as LMRWMO Financial Depository - SWCD\* Action
7. Updates & Handout
  - 7.1: Member City Updates Information
8. Next Meeting: December 13<sup>th</sup>, 2023 - West St. Paul City Hall
9. Adjourn

\* Materials included in full packet

\*\* Materials available separately on website:

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



## Board of Managers Meeting Minutes

Wednesday - October 11<sup>th</sup>, 2023 - 3:00 p.m.  
West St. Paul City Hall

### Managers and Alternates in Attendance:

Sharon Lencowski (Chair), Inver Grove Heights  
Analiese Miller, West St. Paul  
Daniel Anderson, South St. Paul  
Mary Kleinberg, Lilydale

Shannon Nelson, Sunfish Lake  
Michael Randle, South St. Paul  
Tom Sutton, Lilydale  
Leslie Pilgrim, Mendota Heights

### Advisors and Others in Attendance:

Krista Spreiter, Mendota Heights  
Pat Murphy, Saint Paul  
Laura Zanmiller, Dakota County SWCD  
Greg Williams, Barr Engineering  
Joe Barten, Dakota County SWCD

Ross Beckwith, West St. Paul  
Paul Merchlewicz, Inver Grove Heights  
Anne Sawyer, BWSR  
Brian Jastram, Rock Leaf Water Environmental

### 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 Sutton to approve the agenda, second by Nelson; motion passed.

### 2. Approve September 13<sup>th</sup>, 2023 Meeting Minutes

**Motion** by Nelson to approve the previous meeting minutes, second by Sutton; motion passed.

### 3. Approve October 11<sup>th</sup>, 2023 Financial Summary & Invoices

Spreiter provided a summary of the financial information.

**Motion** by Sutton to approve the financial summary, second by Nelson; motion passed.

### 4. Review Revised Watershed Plan Goal Tracking Sheets

Williams summarized the revised tracking sheets and the Board discussed approval of the condensed version. Barten asked for any further suggestions be sent to him prior to finalizing the documents with Barr staff.

## **5. Updates and Handouts**

5.1 Barten noted that he had met with Mr. Leslie, who wrote the letter to the LMRWMO Board to voice his support for the LMRWMO moving forward with future study of Ivy Falls Creek erosion issues as soon as is feasible.

5.2 City Staff provided updates on relevant topics and projects in their City.

## **6. Agenda Items for Next Meeting**

The next Board meeting is scheduled for October 11<sup>th</sup>, 2023 at the West St. Paul City Hall. The Board moved to Thompson County Park for a tour of LMRWMO projects.

## **7. Meeting Adjourned at 3:40 pm**



**FINANCIAL SUMMARY**  
**October 12, 2023 to November 8, 2023**

<b><u>Beginning Balance - Key Community Bank</u></b>			<b>\$124,186.06</b>
<b>Interest</b>	9/29/2023	September 2023 Interest	+
			+ \$1.25
<b>Deposits</b>			+
			+
			+
<b>To be approved at this meeting:</b>			
<b><u>Key Community Bank:</u></b>			
<b>Bank Fee</b>			-
<b>Note:</b>		check 3804 was voided in October and check 3805 was issued	-
		October summary states check 3804 was written to Dakota County	-
		Soil & Water - check #3805 issued in its place	-
<b>3806</b>	11/8/2023	Barr Engineering	- \$2,635.00
<b><u>Available Balance at Key Community Bank</u></b>			<b><u>\$121,552.31</u></b>
<hr/>			
<b><u>Gateway Bank Accounts:</u></b>			
<b><u>Savings</u></b>		<i>Balance</i>	\$73,286.78
<b>Deposits</b>	10/31/2023	October 2023 Interest	+ \$160.83
		<i>Savings Ending Balance</i>	<b><u>\$73,447.61</u></b>
<b><u>Checking</u></b>		<i>Balance</i>	\$1,000.00
		<i>Checking Ending Balance</i>	- <b><u>\$1,000.00</u></b>
<b><u>Available Balance at Gateway Bank</u></b>			<b><u>\$74,447.61</u></b>
<hr/>			
<b><u>Available Balance - Key Community &amp; Gateway Banks</u></b>			<b><u>\$195,999.92</u></b>



# INVOICE

**Barr Engineering Co.**  
**4300 MarketPointe Drive, Suite 200**  
**Minneapolis, MN 55435**  
**Phone: 952-832-2600; Fax: 952-832-2601**  
**FEIN #: 41-0905995 Inc: 1966**

Mr. Joe Barten  
 Lower Mississippi River Water Mgmt. Org.  
 c/o Dakota County SWCD  
 Suite 102  
 4100 220th Street West  
 Farmington, MN 55024

**Remittance address:**  
**Lockbox 446104**  
**PO Box 64825**  
**St Paul, MN 55164-0825**

October 10, 2023  
 Invoice No: 23191436.00 - 29

<b>Total this Invoice</b>	<b>\$1,771.00</b>
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**Regarding: Fourth generation update to the Lower Mississippi River WMO Watershed Management Plan**

The following invoice is for professional services related to the above project, which include:

- Developing Watershed Management Plan goal tracking templates for biennial progress reporting required per Minnesota Rules 8410
- Communicating with LMRWMO Administrator and project management

Job	Task	Contract Budget	Previously Billed	Invoice Amount	Total Billed	Balance
ENG - Stakeholder Engagement	1A0	\$ 1,210.00	\$ 2,162.00		\$ 2,162.00	\$ (952.00)
	1B0	\$ 2,930.00	\$ 3,865.00		\$ 3,865.00	\$ (935.00)
	1C0	\$ 1,550.00	\$ 898.50		\$ 898.50	\$ 651.50
	1D0	\$ -	\$ -		\$ -	\$ -
	1E0	\$ 3,580.00	\$ -		\$ -	\$ 3,580.00
	1F0	\$ 3,520.00	\$ 818.00		\$ 818.00	\$ 2,702.00
	1G0	\$ 4,880.00	\$ 4,861.50		\$ 4,861.50	\$ 18.50
	1H0	\$ 3,170.00	\$ 3,962.00		\$ 3,962.00	\$ (792.00)
PLAN - Prepare Draft Plan	2A0	\$ 6,890.00	\$ 7,647.50		\$ 7,647.50	\$ (757.50)
	2B0	\$ 6,730.00	\$ 2,586.00		\$ 2,586.00	\$ 4,144.00
	2C0	\$ 6,840.00	\$ 8,336.50	\$ 1,771.00	\$ 10,107.50	\$ (3,267.50)
	2D0	\$ 7,540.00	\$ 3,999.00		\$ 3,999.00	\$ 3,541.00
	2E0	\$ 7,710.00	\$ 6,995.50		\$ 6,995.50	\$ 714.50
REV - Review and Adoption	3A0	\$ 4,240.00	\$ 1,258.70		\$ 1,258.70	\$ 2,981.30
	3B0	\$ 3,600.00	\$ 2,914.00		\$ 2,914.00	\$ 686.00
	3C0	\$ -	\$ 391.50		\$ 391.50	\$ (391.50)
	3D0	\$ 5,000.00	\$ 6,577.00		\$ 6,577.00	\$ (1,577.00)
	3E0	\$ 2,260.00	\$ 2,255.00		\$ 2,255.00	\$ 5.00
<b>Total</b>		\$ 71,650.00	\$ 59,527.70	\$ 1,771.00	\$ 61,298.70	\$ 10,351.30

**Professional Services from August 12, 2023 to September 8, 2023**

Job	PLAN	Prepare Draft Plan
Task	2C0	review policies and performance stds

**Labor Charges**

	Hours	Rate	Amount
Engineer / Scientist / Specialist III Williams, Sterling	10.60	165.00	1,749.00

Terms: Due upon receipt. 1 1/2% per month after 30 days. Please refer to the contract if other terms apply.

Support Personnel II				
Nypan, Nyssa	.20	110.00	22.00	
	10.80		1,771.00	
<b>Subtotal Labor</b>				<b>1,771.00</b>
		<b>Task Subtotal</b>		<b>\$1,771.00</b>
		<b>Job Subtotal</b>		<b>\$1,771.00</b>
		<b>Total this Invoice</b>		<b>\$1,771.00</b>

Thank you in advance for your prompt processing of this invoice. If you have any questions, please contact Greg Williams, your Barr project manager at 952.832.2945 or email at [gwilliams@barr.com](mailto:gwilliams@barr.com).

Barr declares under the penalties of law that this account, claim or demand is just and no part of it has been paid.



Authorized By: \_\_\_\_\_

Janna Kieffer

LMRWMO 2023 Budget & Financial Summary		2022 Carrover				2023 Monthly Revenue							
Revenue	Budget	Dec 15, 2022 - Jan 11 2023	Jan 12 - Feb 8 2023	Feb 9 - Mar 8 2023	Mar 9 - April 12 2023	April 13 - June 14 2023	June 15 - Aug 9 2023	Aug 10 - Sept 13 2023	Sept 14 - Oct 11 2023	Oct 12 - Nov 8 2023	2023 Total (Feb 9-Aug 9)	Variance	Percent Received
Dues from Members	\$127,309.00		\$127,309.12								\$127,309.12	(\$0.12)	100%
Interest	\$600.00	\$114.78	\$123.09	\$116.62	\$131.61	\$277.49	\$145.76	\$313.57	\$155.85	\$162.08	\$1,540.85	(\$940.85)	257%
LMCIT Rebate	\$250.00		\$598.00								\$598.00	(\$348.00)	239%
Combined Grant Income	\$154,260.50				\$117,061.00		\$14,467.00	\$25,000.00			\$156,528.00	(\$2,267.50)	101%
<b>Subtotal Operating Revenue</b>	<b>\$282,419.50</b>	<b>\$114.78</b>	<b>\$128,030.21</b>	<b>\$116.62</b>	<b>\$117,192.61</b>	<b>\$277.49</b>	<b>\$14,612.76</b>	<b>\$25,313.57</b>	<b>\$155.85</b>	<b>\$162.08</b>	<b>\$285,975.97</b>		
<b>Grant Income</b>	<b>\$154,260.50</b>												
Expenses		2022 Carryover				2023 Monthly Expenses							
Expenses	Budget	Dec 15, 2022 - Jan 11 2023	Jan 12 - Feb 8 2023	Feb 9 - Mar 8 2023	Mar 9 - April 12 2023	April 13 - June 14 2023	June 15 - Aug 9 2023	Aug 10 - Sept 13 2023	Sept 14 - Oct 11 2023	Oct 12 - Nov 8 2023	2023 Total (Feb 9-Aug 9)	Remaining Budget	Percent Expended
<b>Engineering/Technical Assistance</b>													
Technical Assistance	\$5,500.00		\$956.00	\$777.50	\$596.50	\$20.00		\$964.50		\$534.00	\$2,892.50	\$2,607.50	53%
Meetings	\$6,500.00		\$605.50	\$372.00	\$1,265.00	\$2,060.88		\$1,490.50		\$330.00	\$5,518.38	\$981.62	85%
Pine Bend Ravine Study	\$5,000.00										\$0.00	\$5,000.00	0%
Watershed Plan Amendment <sup>3</sup>	\$26,500.00		\$3,902.35	\$1,388.00	\$5,111.00	\$674.50				\$1,771.00	\$7,173.50	\$19,326.50	27%
<b>Project Planning/Implementation</b>													
Plan Implementation	\$5,400.00					\$180.00					\$180.00	\$5,220.00	3%
WBIF-19 Matching Funds	\$0.00				\$546.00						\$546.00	(\$546.00)	
WBIF-21 Matching Funds	\$9,300.00										\$0.00	\$9,300.00	0%
Landscaping for Clean Water Projects	\$12,000.00		\$1,500.00						\$7,500.00		\$7,500.00	\$4,500.00	63%
Water Monitoring	\$12,200.00	\$1,900.00	\$5,018.50			\$4,005.00	\$3,450.00		\$2,112.49		\$9,567.49	\$2,632.51	78%
<b>Education</b>													
Landscaping for Clean Water Classes	\$10,800.00						\$10,800.00				\$10,800.00	\$0.00	100%
MN Water Stewards Program	\$10,000.00		\$382.50			\$360.00	\$1,215.00		\$765.00		\$2,340.00	\$7,660.00	23%
Storm Drain Stenciling Program	\$4,500.00					\$2,070.00	\$630.00		\$3,286.09		\$5,986.09	(\$1,486.09)	133%
Adopt A Drain Welcome Kits <sup>2</sup>	\$1,500.00										\$0.00	\$1,500.00	0%
WMO Tabling/Event Materials	\$500.00										\$0.00	\$500.00	0%
Illicit Discharge Video <sup>4</sup>	\$1,200.00		\$1,400.00								\$1,400.00	(\$200.00)	117%
Tour	\$5,400.00		\$85.00			\$855.00					\$855.00	\$4,545.00	16%
Metro Watershed Partners Membership	\$1,000.00	\$1,000.00									\$1,000.00	\$0.00	100%
Website Update / Maintenance	\$2,800.00		\$85.00			\$1,125.00	\$45.00		\$90.00		\$1,260.00	\$1,540.00	45%
Board Education	\$200.00										\$0.00	\$200.00	0%
<b>Administration</b>													
General Administration	\$34,400.00	\$2.00	\$9,869.50	\$2.00	\$2.00	\$9,909.00	\$6,262.00		\$6,769.04		\$22,944.04	\$11,455.96	67%
Insurance	\$2,500.00						\$2,477.00				\$2,477.00	\$23.00	99%
Attorney and Audit	\$5,500.00	\$401.00	\$182.60	\$34.00			\$4,100.00				\$4,316.60	\$1,183.40	78%
<b>Subtotal Operating Expenses</b>	<b>\$162,700.00</b>	<b>\$3,303.00</b>	<b>\$23,986.95</b>	<b>\$2,573.50</b>	<b>\$7,520.50</b>	<b>\$21,259.38</b>	<b>\$28,979.00</b>	<b>\$2,455.00</b>	<b>\$20,522.62</b>	<b>\$2,635.00</b>	<b>\$85,945.00</b>	<b>\$75,943.40</b>	<b>53%</b>
<b>Grant Expenses</b>	<b>\$138,000.00</b>	<b>\$19,331.27</b>	<b>\$15,133.60</b>	<b>\$24,651.50</b>	<b>\$14,958.50</b>	<b>\$2,091.00</b>	<b>\$415.00</b>	<b>\$0.00</b>	<b>\$5,081.50</b>	<b>\$0.00</b>	<b>\$81,662.37</b>		<b>59%</b>
<b>Overall Fund Balance</b>		<b>\$82,401.78</b>	<b>\$171,311.44</b>	<b>\$144,203.06</b>	<b>\$238,916.67</b>	<b>\$215,843.78</b>	<b>\$201,062.54</b>	<b>\$223,921.11</b>	<b>\$198,472.84</b>	<b>\$195,999.92</b>			
<b>Total Grant Balance</b>		<b>-\$45,618.31</b>	<b>-\$60,751.91</b>	<b>-\$85,403.41</b>	<b>\$16,699.09</b>	<b>\$14,608.09</b>	<b>\$28,660.09</b>	<b>\$53,660.09</b>	<b>\$48,578.59</b>	<b>\$48,578.59</b>			
<b>Operating Fund Balance</b>		<b>\$36,783.47</b>	<b>\$110,559.53</b>	<b>\$58,799.65</b>	<b>\$222,217.58</b>	<b>\$201,235.69</b>	<b>\$172,402.45</b>	<b>\$277,581.20</b>	<b>\$247,051.43</b>	<b>\$244,578.51</b>			
<b>Unencumbered Operating Fund Balance<sup>1</sup></b>		<b>\$21,783.47</b>	<b>\$95,559.53</b>	<b>\$43,799.65</b>	<b>\$207,217.58</b>	<b>\$186,235.69</b>	<b>\$157,402.45</b>	<b>\$262,581.20</b>	<b>\$232,051.43</b>	<b>\$229,578.51</b>			

**2023 Budget Notes:**

- \$15,000 set aside for 2033 Watershed Plan Update, \$5,000 additional annually encumbered.
  - \$1,500 Added to Budget for Adopt a Drain Welcome Kits at 1-8-23 Meeting
  - Includes \$20,000 in unspend carryover from 2022.
  - Is an unspent carryover from 2022.
- General: Budget is an estimate and will vary depending on changing priorities and grant project progress.

**Balances Explained:**

Overall Fund Balance	Balance of all bank accounts.
Total Grant Balance	Grant funds in-hand
Operating Fund Balance	WMO funds without grants
Unencumbered Operating Fund Balance	WMO funds not dedicated to a future operating item

LMRWMO 2023 Grant Budget & Financial Summary														
	Budget	Aggregate Prior to Jan 12, 2022	Jan 13, 2022 - Jan 11, 2023	Jan 12 - Feb 8 2023	Feb 9 - Mar 8 2023	Mar 9 - April 12 2023	April 13 - June 14 2023	June 15 - Aug 9 2023	Aug 10 - Sept 13 2023	Sept 14 - Oct 11 2023	Oct 12 - Nov 8 2023	Total	Variance	Percent Received/ Expended
<b>BWSR - FY 2019 Watershed Based Implementation Funding (Augusta, Interstate Valley Creek, Education)</b>														
<b>Revenue</b>														
BWSR FY-2019 WBIF Payment	\$144,670.00	\$72,335.00				\$57,868.00		\$14,467.00				\$144,670.00	\$0.00	100%
WBIF Matching Funds	\$59,640.00							\$25,000.00				\$25,000.00	\$34,640.00	42%
<b>Total Revenue</b>	<b>\$204,310.00</b>	<b>\$72,335.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$57,868.00</b>	<b>\$0.00</b>	<b>\$14,467.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$169,670.00</b>	<b>\$34,640.00</b>	<b>83%</b>
<b>Expenses</b>														
Grant Administration	\$8,000.00	\$497.43	\$2,767.00	\$1,219.00		\$2,847.00						\$7,330.43	\$669.57	92%
Education Program Implementation	\$36,000.00	\$1,899.87	\$24,294.44	\$3,140.40	\$1,350.00							\$30,684.71	\$5,315.29	85%
Education Program Project Dev.	\$4,670.00	\$913.75	\$7,172.47	\$197.50								\$8,283.72	(\$3,613.72)	177%
Education Program Project Dev. Match (WMO)	\$4,640.00		\$3,040.00			\$546.00						\$3,586.00	\$1,054.00	77%
Interstate Valley Creek Project Dev.	\$4,000.00	\$339.96	\$6,323.50	\$1,224.50		\$702.00						\$8,589.96	(\$4,589.96)	215%
Interstate Valley Creek Study	\$44,000.00		\$32,873.25		\$11,397.50							\$44,270.75	(\$270.75)	101%
Interstate Valley Creek Study Match	\$25,000.00		\$25,000.00									\$25,000.00	\$0.00	100%
Lake Augusta Project Development	\$4,000.00	\$2,334.62	\$4,498.22	\$1,382.50		\$351.00						\$8,566.34	(\$4,566.34)	214%
Lake Augusta Study (Added \$13k for monitoring)	\$57,000.00		\$25,559.80	\$7,969.70	\$11,904.00	\$11,058.50						\$56,492.00	\$508.00	99%
Lake Augusta Study Match	\$30,000.00		\$30,000.00									\$30,000.00	\$0.00	100%
<b>Total Expenses</b>	<b>\$217,310.00</b>	<b>\$5,985.63</b>	<b>\$161,528.68</b>	<b>\$15,133.60</b>	<b>\$24,651.50</b>	<b>\$15,504.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$222,803.91</b>	<b>-\$5,493.91</b>	<b>103%</b>
<b>FY-19 WBIF Balance</b>		<b>\$66,349.37</b>	<b>-\$95,179.31</b>	<b>-\$110,312.91</b>	<b>-\$134,964.41</b>	<b>-\$92,600.91</b>	<b>-\$92,600.91</b>	<b>-\$78,133.91</b>	<b>-\$53,133.91</b>	<b>-\$53,133.91</b>	<b>-\$53,133.91</b>	<b>-\$53,133.91</b>		
<b>BWSR - FY 2021 Watershed Based Implementation Funding (Miss. River Direct Drainage Study)</b>														
<b>Revenue</b>														
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%
<b>Total Revenue</b>	<b>\$102,346.00</b>	<b>\$46,521.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,521.00</b>	<b>\$55,825.00</b>	<b>45%</b>
<b>Expenses</b>														
Grant Administration	\$10,042.00						\$156.00					\$156.00	\$9,886.00	2%
Erosion & Direct Drainage Study	\$71,000.00											\$0.00	\$71,000.00	0%
Erosion & Direct Drainage Study Match (WMO)	\$9,304.00											\$0.00	\$9,304.00	0%
Project Development	\$12,000.00								\$1,488.50			\$1,488.50	\$10,511.50	12%
<b>Total Expenses</b>	<b>\$102,346.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$156.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,488.50</b>	<b>\$0.00</b>	<b>\$1,644.50</b>	<b>\$100,701.50</b>	<b>2%</b>
<b>FY-21 WBIF Balance</b>		<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,365.00</b>	<b>\$46,365.00</b>	<b>\$46,365.00</b>	<b>\$44,876.50</b>	<b>\$44,876.50</b>	<b>\$44,876.50</b>		
<b>BWSR - FY 2023 Watershed Based Implementation Funding (Priority Watershed Project ID &amp; Model - Thompson, Rogers, Seidls)</b>														
<b>Revenue</b>														
BWSR FY-2021 WBIF Payment	\$118,385.00					\$59,193.00						\$59,193.00	\$59,192.00	50%
WBIF Matching Funds	\$12,000.00											\$0.00	\$12,000.00	0%
<b>Total Revenue</b>	<b>\$130,385.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,193.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,193.00</b>	<b>\$71,192.00</b>	<b>45%</b>
<b>Expenses</b>														
Grant Administration	\$8,000.00											\$0.00	\$8,000.00	0%
Priority Watershed Project ID & Model (WMO)	\$100,385.00											\$0.00	\$100,385.00	0%
Project Development	\$12,000.00											\$0.00	\$12,000.00	0%
<b>Total Expenses</b>	<b>\$130,385.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,385.00</b>	<b>0%</b>
<b>FY-21 WBIF Balance</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>		
<b>MN DNR - Conservation Partners Legacy Grant (Seidls Lake Shoreline Restoration)</b>														
<b>Revenue</b>														
Grant Reimbursement Payments	\$382,000.00											\$0.00	\$382,000.00	0%
Matching funds	\$75,000.00											\$0.00	\$75,000.00	0%
<b>Total Revenue</b>	<b>\$457,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$457,000.00</b>	<b>0%</b>
<b>Expenses</b>														
Grant Administration/Project Mgmt	\$26,000.00						\$1,935.00	\$415.00		\$3,593.00		\$5,943.00	\$20,057.00	23%
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%
<b>Total Expenses</b>	<b>\$457,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,935.00</b>	<b>\$415.00</b>	<b>\$0.00</b>	<b>\$3,593.00</b>	<b>\$0.00</b>	<b>\$5,943.00</b>	<b>\$413,557.00</b>	<b>1%</b>
<b>Seidls Lake Shoreline Balance</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$1,935.00</b>	<b>-\$2,350.00</b>	<b>-\$2,350.00</b>	<b>-\$5,943.00</b>	<b>-\$5,943.00</b>	<b>-\$5,943.00</b>	
	Budget	Aggregate Prior to Jan 12, 2022	Jan 13, 2022 - Jan 11, 2023	Jan 12 - Feb 8 2023	Feb 9 - Mar 8 2023	Mar 9 - April 12 2023	April 13 - June 14 2023	June 15 - Aug 9 2023	Aug 10 - Sept 13 2023	Sept 14 - Oct 11 2023	Oct 12 - Nov 8 2023	Total	Variance	Percent Received/ Expended
<b>TOTAL GRANT FUNDS RECEIVED</b>	<b>\$763,656.00</b>	<b>\$118,856.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117,061.00</b>	<b>\$0.00</b>	<b>\$14,467.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$275,384.00</b>	<b>\$547,465.00</b>	<b>36%</b>
<b>PASS THROUGH MATCH RECEIVED</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$118,944.00</b>	<b>19%</b>
<b>LMRWMO MATCH PROVIDED</b>	<b>\$13,944.00</b>	<b>\$0.00</b>	<b>\$3,040.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$546.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,586.00</b>	<b>\$547,465.00</b>	<b>26%</b>
<b>GRANT EXPENSES (MINUS WMO MATCH)</b>	<b>\$762,712.00</b>	<b>\$5,985.63</b>	<b>\$158,488.68</b>	<b>\$15,133.60</b>	<b>\$24,651.50</b>	<b>\$14,968.50</b>	<b>\$2,091.00</b>	<b>\$415.00</b>	<b>\$0.00</b>	<b>\$5,081.50</b>	<b>\$0.00</b>	<b>\$230,391.41</b>	<b>\$532,320.59</b>	<b>30%</b>
<b>PASS THROUGH MATCH EXPENSES</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$58,040.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$546.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$58,586.00</b>	<b>\$71,414.00</b>	<b>45%</b>
<b>NET FUND BALANCE (MINUS WMO MATCH)</b>		<b>\$112,870.37</b>	<b>-\$45,618.31</b>	<b>-\$60,751.91</b>	<b>-\$85,403.41</b>	<b>\$16,699.09</b>	<b>\$14,608.09</b>	<b>\$28,660.09</b>	<b>\$53,660.09</b>	<b>\$48,578.59</b>	<b>\$48,578.59</b>	<b>\$48,578.59</b>		



**2024 Dakota County SWCD Work Plan and Budget for the  
Lower Mississippi River Watershed Management Organization**

TASK	CALCULATION			SUBTOTAL
	Hours	Rate	Fees	
<b>Administration</b>				
<b>Admin, Planning, Correspondence, Grant Coord.</b>	335	\$95.00	\$200.00	\$32,025.00
<ul style="list-style-type: none"> <li>• Develop and distribute Board packet materials for 12 meetings including, minutes, meeting space, relevant agenda items, and support information.</li> <li>• Prepare annual reports, newsletter, plans, financial reports, Board lists, meeting information, and any other information requested by the State.</li> <li>• Maintain all LMRWMO documents as required.</li> <li>• Coordinate audit, financial tracking, member dues.</li> <li>• Prepare annual budget from approved plan and LMRWMO Board priorities.</li> <li>• Participate in State grant funding process, ie. WBIF.</li> <li>• All other duties as necessary.</li> <li>• Coordinate and correspond with state agencies, regional organizations, and Member Cities, regarding watershed management or WMO topics.</li> <li>• Submit grant proposals to seek funding, coordinate with grant recipients, execute grant agreements.</li> </ul>			Fee for paper, printing, and postage	
<b>Administration Total</b>				<b>\$32,025.00</b>

<b>Education and Outreach</b>				
	Hours	Rate	Fees	
<b>Website Hosting and Maintenance</b>	20	\$95.00	\$1,000.00	\$2,900.00
<ul style="list-style-type: none"> <li>• Host and maintain a website, as required by BWSR, with meeting information, plans, reports, grants and other information.</li> </ul>			Fee is for web hosting	
<b>Landscaping for Clean Water (LCW)</b>			\$9,500.00	\$9,500.00
<ul style="list-style-type: none"> <li>• Provide access to the Landscaping for Clean Water Introduction Class Materials, Design Course Materials and Maintenance Workshop <i>(Includes online registration, partner coordination, presentation creation and updates, creation of education and outreach materials, participant tracking, one-on-one design assistance. Some classes will be virtual in 2024)</i></li> </ul>			Introduction Class = \$1,900 Design Course = \$3,800 Maint. Workshop = \$1,900 Shoreline Class = \$1,900	
<b>E-Newsletter Creation</b>	40	\$95.00	\$0.00	\$3,800.00
<ul style="list-style-type: none"> <li>• Setup email list, email generation web tools, produce biannual (2x per year) e-newsletter</li> </ul>				
<b>Water Stewards Program</b>	42	\$95.00	\$0.00	\$3,990.00
<ul style="list-style-type: none"> <li>• Coordinate with Freshwater Society and past Stewards on volunteer opportunities, hold existing steward meetings. (assumes not funding new Stewards in 2024)</li> </ul>				

**2024 Dakota County SWCD Work Plan and Budget for the  
Lower Mississippi River Watershed Management Organization**

<b>Storm Drain Stenciling Program</b>	32	\$95.00	\$0.00	\$3,040.00
<ul style="list-style-type: none"> <li>• Roll out and implement the storm drain stenciling program with volunteers and City contacts.</li> </ul>				
<b>General Education Items</b>	11	\$95.00	\$0.00	\$1,045.00
<ul style="list-style-type: none"> <li>• Participate in Metro Watershed Partners organizational meetings and programs.</li> <li>• Respond to public education requests for information, provide educational materials to Member Cities for use in social media and meeting MS4 requirements.</li> </ul>				
<b>Education and Outreach Total</b>				<b>\$24,275.00</b>

<b>Technical Assistance</b>	<b>Hours</b>	<b>Rate</b>	<b>Fees</b>	
<b>Water Monitoring &amp; Data Management</b>	92	\$95.00	\$5,020.00	\$13,760.00
<ul style="list-style-type: none"> <li>• Coordinate with Met Council on sampling program, volunteer recruitment and training, sample pickup and dropoff, and sample analysis.</li> <li>• Manage data transfer from volunteers and process data for reporting and lake factsheets.</li> <li>• Prepare annual monitoring reports and provide monitoring data to State agencies or Cities.</li> <li>• Perform up to 2 monitoring events as necessary for CAMP volunteers.</li> <li>• Perform 2 choride sampling events at Thompson Lake, (Dakota County funds other 2 events).</li> </ul>			Fee is for samples to be analyzed at Met Council lab for all monitoring.	
<b>Plan Implementation &amp; Project Management</b>	64	\$95.00	\$0.00	\$6,080.00
<ul style="list-style-type: none"> <li>• Provide technical and project management assistance to implement projects identified in Watershed Plan.</li> <li>• Coordinate with stakeholders, develop projects or grant applications.</li> <li>• Hold annual TAC meetings with stakeholders.</li> <li>• Review and comment on wetand issues, EIS's, or EAWs.</li> </ul>				
<b>Landscaping for Clean Water</b>			\$9,600.00	\$9,600.00
<ul style="list-style-type: none"> <li>• Provide technical assistance to homeowners including project layout, mid-point checks, and final inspections for raingardens, native plantings and shoreline stabilizations.</li> </ul>			\$600 in technical assistance per project with 16 projects in 2024	
<b>Technical Assistance Total</b>				<b>\$29,440.00</b>

**2024 Dakota County SWCD Work Plan and Budget for the  
Lower Mississippi River Watershed Management Organization**

<b>Cost Share</b>		<b>Fees</b>	
<b>Landscaping for Clean Water</b>		\$4,000.00	\$4,000.00
<ul style="list-style-type: none"> <li>• Provide cost share to landowners for projects including raingardens, native plantings and shoreline stabilization projects consistent with SWCD cost share policies.</li> </ul>		\$250 grant per project, with 16 projects in 2024	
<b>Cost Share Total</b>			<b>\$4,000.00</b>

<b>Total Agreement Not-to Exceed</b>		<b>\$89,740.00</b>
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**Note:** Additional items may be required of the SWCD during the workplan timeframe and individual budget amounts may change as work progresses. If proposed changes are to exceed the total agreed amount, this work plan can be amended as jointly approved by the LMRWMO and SWCD.

## **2024 Dakota County SWCD Work Plan and Budget for the Lower Mississippi River Watershed Management Organization**

LCW for future: Consider including future additional costs for followup inspections and "check-ins", books, web processing fees, other new or increasing costs. Look to \$2,000 per workshop in future to cover cost.



## MEMORANDUM

**To:** LMRWMO Board of Managers  
**From:** Joe Barten, Dakota County SWCD  
**Subject:** LMRWMO Financial Items  
**Date:** September 7, 2023

### Summary

The LMRWMO Board is responsible for fiscal management of the organization. Below are requests for Board action:

1. Authorize on-line banking access **(Completed)**
2. Authorize select Member staff to transfer funds between accounts of financial depositories **(Completed)**
3. Identify financial depositories (as recommended by Office of State Auditor) **(Requesting Action)**
4. Authorize select Member staff and the LMRWMO Administrator to process changes to named signature authorities **(Completed)**

### Financial Information

City of Mendota Heights staff provides financial management assistance to the LMRWMO along with Dakota County SWCD staff. Board officers (Chair, Vice-Chair, and Secretary/Treasurer) have signatory authority for LMRWMO checks. The current LMRWMO joint powers agreement requires two Board signatures on checks. In the past, there have been administrative delays on check signatures and the need for documented Board action for staff to manage bank accounts and signatories. The requested Board actions are meant to simplify necessary financial administration.

### LMRWMO Financial Depositories and Interest Rates

The Board requested additional information on the status of LMRWMO accounts as they relate to maximizing interest earned.

Below are the current interest rates for the LMRWMO Bank Accounts at Key Community Bank and Gateway Bank. The LMRWMO splits funds between two banks as our fund balance can fluctuate

above the \$250,000 FDIC insured limit for one bank and in the past Gateway Bank was not able to provide pledged collateral, which is why two accounts were maintained. However, Gateway Bank is now able to provide pledged collateral above the FDIC insured limit. Additionally, there are significant differences between the interest rates between the two current LMRWMO Bank Accounts. Highlighted in red are the two highest rates for checking and savings accounts.

<b>Key Community Bank Checking (\$165,000 current balance)</b>			
Balance		Interest Rate	
\$25k-\$50k		0.01%	
\$50k+		0.01%	

  

<b>Gateway Bank Checking (\$1,000 current balance)</b>			
Balance		Interest Rate	
\$10k-\$50k		0.20%	
\$50k+		0.25%	

  

<b>Key Community Bank Savings (Don't currently have an account)</b>			
Balance		Interest Rate	
\$25k-\$50k		0.04%	
\$50k+		0.05%	

  

<b>Gateway Bank Savings (\$72,677 current balance)</b>			
Balance		Interest Rate	
\$25k-\$50k		0.45%	
\$50k+		2.20%	

**Board Actions Requested:**

Authorize online banking access for all LMRWMO bank accounts to Nancy Bauer, Deputy City Clerk for the City of Mendota Heights (or her successor) and to Joe Barten, LMRWMO Administrator via the Dakota County SWCD (or his successor) to view online bank statements. **COMPLETED ON 9-12-23**

Authorize the transfer of LMRWMO funds between checking and savings accounts within the same bank via online banking to Nancy Bauer, Deputy City Clerk for the City of Mendota Heights (or her successor) to best utilize LMRWMO funds and maximize interest earned. **COMPLETED ON 9-12-23**

Discuss what financial institution is to be used as the primary and secondary (if applicable) checking and savings accounts for the LMRWMO, noting that Gateway Bank can now provide pledged collateral for LMRWMO balances over the FDIC insured amount of \$250,000. Staff recommend transferring all LMRWMO Funds to Gateway Bank to both maximize interest earned and simplify banking and to then close the Key Community Bank account. **REQUESTING ACTION**

Authorize automatic removal of all previous signatories from all LMRWMO Bank accounts upon resignation of their appointed officer positions on the LMRWMO Board and the automatic addition of the current Board Officers as signatories upon their election to the LMRWMO Board as Chair, Vice-Chair, or Secretary/Treasurer. (Current Board members as of August 9<sup>th</sup>, 2023 are Sharon Lencowski - Chair, Karen Reid – Vice Chair, and Steven Gebauer – Secretary/Treasurer.) **COMPLETED ON 9-12-23**

**Attached:** None