LMRWMO
LOWER MISSISSIPPI RIVER
WATERSHED MANAGEMENT ORGANIZATION

Board of Managers Meeting Agenda

Wednesday - January 14th, 2026 - 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 Identification of Voting Board Members
- 1.2 Approval of Agenda* (Additions/Corrections/Deletions) — Action
- 1.3 Opportunity for Public Comment (Please limit to 2 minutes per person)

2. Election of Officers (Chair, Vice-Chair, Secretary/Treasurer) - SWCD * — Action

3. Approve December 10th, 2025 Meeting Minutes - Chair * — Action

4. Approve January 14th, 2026 Financial Summary & Invoice Payment - Treasurer * — Action

5. Discuss Concord Street Ravine Assessment Proposal - SWCD * — Action

6. Updates & Handouts
- 6.1 Campaign Finance Board Reporting and Conflict of Interest Notice
- 6.2 Member City Updates

7. Adjourn - Next Meeting: February 11th, 2026 – Veterans Memorial Community Center

* Materials included in full packet
** Materials available separately on website
https://LMRWMO.org/about-us/meeting-information/

JOE BARTEN - LMRWMO ADMINISTRATOR
C/O DAKOTA COUNTY SOIL & WATER CONSERVATION DISTRICT
www.LMRWMO.org

4100 220TH ST. WEST SUITE 102
FARMINGTON, MN 55024

LMRWMO Board of Managers Officer Elections Protocols

(Modified from Robert's Rules of Order)

General

Annual elections for Board officers are held at the first meeting of the year. LMRWMO Board officers include the Chair, Vice-Chair, and Secretary/Treasurer. It can be helpful for elections to follow the nomination for each individual office. For example, nominate and elect the Chair, then nominate and elect the Vice-Chair, then nominate and elect the Secretary/Treasurer. The main advantage here is that it allows members to consider the election results of one office before proceeding to the election of another office.

Nominations for an Office

Nominations can be made in a few ways:

- From the floor – any member can call out a person to be nominated
- By the chair – the chair can nominate any member or themselves for a position
- A member can nominate themselves

The Chair can ask if anyone has interest to allow for discussion prior to official nominations.

Nominees don't have to leave the room during nominations, when a vote is taken, or when the vote is counted. If there are multiple nominees and the Chair would like to use a roll call, they can ask the multiple nominees to step out of the room to keep the vote anonymous.

A person can serve in more than one office if elected.

Motions to close nominations are unnecessary. The Chair waits until no one wishes to make further nominations, then the chair declares nominations closed after asking 3 times for more nominations.

Election for an Office Options to Utilize at Board Chair Discretion

If someone wants to nominate all current officers for another year and there is only one nomination per officer, they can do so via a voice vote:

- Board Chair: "The existing officers have been nominated to serve again in the following year in their existing positions, do we have a motion for them to serve again in 2026?" Motion is then seconded and passed.

If only one candidate nominated at a time, they can easily be elected via a voice vote:

- Board Chair: "John Smith has been nominated for the office of Vice-Chair, do we have a motion for John Smith to serve as the LMRWMO Vice-Chair for 2026?" Motion is then seconded and passed.

If multiple nominations, can do a voice vote:

- Ask members to raise their hand for Candidate A, count hands. Then ask to raise hands for Candidate B, count hands. This can tend to favor the candidate listed first.

If multiple nominations, can do a roll call vote:

- Each member announces their vote when their name is called. The secretary repeats the vote after recording it, to ensure accuracy. Nominees could remain in room or be asked to leave room.

If multiple nominations, can do a ballot vote:

- Ask nominees to leave room and then ask members to raise their hand for Candidate A, count hands. Then ask to raise hands for Candidate B, count hands. Call nominees back into room. This could be a more fair way to vote with multiple candidates.

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Board of Managers Meeting Minutes

Wednesday - December 10th, 2025 - 3:00 p.m.
Mendota Heights City Hall

Managers and Alternates in Attendance:

Karen Reid (Vice-Chair), Saint Paul
Steve Gebauer (Sec/Tres), Mendota Heights
Analiese Miller, West St. Paul
Daniel Halvorsen, Sunfish Lake
Brian Jastram, Saint Paul
Tom Sutton, Lilydale
Leslie Pilgrim, Mendota Heights

Advisors and Others in Attendance:

Krista Spreiter, Mendota Heights
Pat Murphy, Saint Paul
Chris English, Inver Grove Heights
Laura Jester, Dakota SWCD
Joe Barten, Dakota County SWCD
Jess Hall, West St. Paul
Brady Zeug, Saint Paul
Kelsey Gelhar, South St. Paul
Greg Williams, Barr Engineering

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)

Williams requested the addition of the discussion for Barr Engineering to provide a review of the Inver Grove Heights local water management plan to the agenda.

Motion by Sutton to approve the meeting agenda with the noted addition, second by Halvorsen; motion passed.

2. Approve November 12th, 2025 Meeting Minutes

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

3. Approve December 10th, 2025 Financial Summary & Invoices

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

4. Review and Approve 2026 Meeting Schedule

Motion by Sutton to approve the 2026 meeting schedule as shown in the packet, second by Miller; motion passed.

5. Review and Approve 2026-2027 Ramsey County & LMRWMO Agreement

Barten explained that the LMRWMO has contracted with Ramsey County for services related to Landscaping for Clean water and general technical assistance for the last five years and most recently via a 2 year agreement for services as outlined in the work plan included in the packet. The Board discussed the services provided to the LMRWMO and member Cities, primarily St. Paul, and the execution of the agreement.

Motion by to approve the 2026-2027 Ramsey County work plan and budget and authorize the Board Chair to execute an agreement with Ramsey County for services, second by Gebauer; motion passed.

6. Authorize Review of Inver Grove Heights Local Water Management Plan

Williams noted that it will be necessary for the LMRWMO to review and comment on the draft Inver Grove Heights surface water management plan for conformance with LMRWMO standards.

Motion by Halvorsen to authorize Barr Engineering staff to review the draft Inver Grove Heights surface water management plan on behalf of the LMRWMO and to provide a summary of recommended changes and/or comments to the City and LMRWMO upon completion of the review, second by Sutton; motion passed.

7. Member City Updates

Advisors and Members provided updates on relevant projects in their cities.

8. Adjournment & Next Meeting

Meeting adjourned at 4:10 pm. The next Board meeting is scheduled for December 10th, 2025 at Mendota Heights City Hall.

LMR WMO
LOWER MISSISSIPPI RIVER
WATERSHED MANAGEMENT ORGANIZATION

FINANCIAL SUMMARY
December 11, 2025 to January 14, 2026

Beginning Balance - Gateway Bank Checking Account:				**$139,578.35**
Deposit			+	
Payments				
5046	*1/14/2025*	*Barr Engineering*	-	$3,283.50
5047	*1/14/2025*	*Campbell Knutson*	-	$68.00
5048	*1/14/2025*	*Metro Watershed Partners Program 2026 Dues*	-	$1,000.00
			-	
		Checking Ending Balance		**$135,226.85**
Beginning Balance - Gateway Bank Savings Account:				
				$268,817.78
Dep	12/31/2025	December 2025 Interest	+	$582.19
			-	
		Savings Ending Balance		**$269,399.97**
Available Balance at Gateway Bank				**$404,626.82**

LMRWMO 2025 Budget & Financial Summary

Revenue	Budget	2024 Carryover: Dec 12, 2024 - Jan 8 2025	2025 Monthly Revenue: Jan 9 - Feb 12 2025	Feb 13 - Mar 12 2025	Mar 13 - May 8 2025	May 9 - July 9 2025	July 10 - Aug 13 2025	Aug 14 - Sept 10 2025	Sept 11 - Nov 12 2025	Nov. 13 - Dec 10 2025	Dec 11 2025 - Jan 14 2026	2025 Total	Variance	Percent Received
Dues from Members	**$153,725.00**					$87,861.47	$65,864.29					$153,725.76	**($0.76)**	**100%**
Interest & LMCIT Rebate	**$3,000.00**	$326.70	$490.14	$236.75	$492.21	$494.30	$252.01	$504.06	$1,139.56	$562.24	$582.19	$5,080.16	**($2,080.16)**	**169%**
Grant Revenue	**$440,000.00**				$43,893.50	$283,112.21			$74,843.85			$401,849.56	**$38,150.44**	**91%**
Subtotal Operating Revenue	**$156,725.00**	**$326.70**	**$490.14**	**$236.75**	**$44,385.71**	**$371,467.98**	**$66,116.30**	**$504.06**	**$75,983.41**	**$562.24**	**$582.19**	**$560,655.48**		

Expenses	Budget	2024 Carryover: Dec 12, 2024 - Jan 8 2025	2025 Monthly Revenue: Jan 9 - Feb 12 2025	Feb 13 - Mar 12 2025	Mar 13 - May 8 2025	May 9 - July 9 2025	July 10 - Aug 13 2025	Aug 14 - Sept 10 2025	Sept 11 - Nov 12 2025	Nov. 13 - Dec 10 2025	Dec 11 2025 - Jan 14 2026	2025 Total	Remaining Budget	Percent Expended
Engineering/Technical Assistance														
Meetings	**$7,000.00**	$621.80	$1,189.80		$2,400.50	$555.00		$555.00	$647.50	$795.50	$462.50	$6,605.80	**$394.20**	**94%**
Technical Assistance[2]	**$6,500.00**	$2,153.50	$227.50		$3,800.00	$2,435.00		$1,183.50	$1,089.50	$797.50	$840.50	$10,373.50	**($3,873.50)**	**160%**
Plan Implementation / Project Mgmt.	**$5,000.00**		$997.50				$900.00		$3,250.00			$5,147.50	**($147.50)**	**103%**
Grant Development / Review	**$3,000.00**											$0.00	**$3,000.00**	**0%**
Biennial Progress Review	**$2,000.00**											$0.00	**$2,000.00**	**0%**
Watershed Plan Amendment	**$1,000.00**											$0.00	**$1,000.00**	
Project Study/Implementation														
Miss. River Direct Drainage - FY-21 WBIF Match	**$9,304.00**	$552.00	$5,394.75									$5,394.75	**$3,909.25**	**58%**
Interstate Valley Creek Stabilization (FY-24 SWCD CWF Match)	**$10,000.00**				$4,266.50		$4,345.00		$1,425.00			$10,036.50	**($36.50)**	**100%**
Priority Watershed Modeling - $100,000 (FY-23 WBIF Match)	**$12,000.00**											$0.00	**$12,000.00**	**0%**
Seidls Lake Improvements - $356,000 (FY-22 CPL % Match)	**$2,500.00**											$0.00	**$2,500.00**	**0%**
Landscaping for Clean Water Projects	**$14,000.00**		$850.00						$3,400.00			$4,250.00	**$9,750.00**	**30%**
Monitoring														
Lake and Stream Water Monitoring (CAMP) and Reports	**$14,000.00**	$2,660.00	$2,421.89		$2,016.50		$3,901.14		$7,012.02			$15,351.55	**($1,351.55)**	**110%**
Education														
WMO Biannual E-Newsletter	**$3,200.00**											$0.00	**$3,200.00**	**0%**
Board Tour of Projects	**$1,000.00**											$0.00	**$1,000.00**	**0%**
Water Resources Videos Partnership Campaign	**$7,500.00**								$7,500.00			$7,500.00	**$0.00**	**100%**
Landscaping for Clean Water Classes	**$9,500.00**						$10,000.00					$10,000.00	**($500.00)**	**105%**
MN Water Stewards Support	**$3,000.00**											$0.00	**$3,000.00**	**0%**
Storm Drain Stenciling Program	**$5,000.00**				$50.00							$50.00	**$4,950.00**	**1%**
Engage Residents at Public Events / WMO Tabling	**$500.00**				$300.00							$300.00	**$200.00**	**60%**
General Education Requests & Materials	**$1,500.00**		$665.00		$150.00				$300.00			$1,115.00	**$385.00**	**74%**
Metro Watershed Partners Membership & Welcome Kits	**$1,000.00**	$1,000.00	$891.00								$1,000.00	$1,891.00	**($891.00)**	**189%**
Website Maintenance and Updates	**$3,000.00**		$547.50		$1,550.00		$350.00		$800.00			$3,247.50	**($247.50)**	**108%**
Board Education	**$500.00**											$0.00	**$500.00**	**0%**
												$0.00	**$0.00**	
Administration														
General Administration	**$36,000.00**		$6,842.50		$16,400.00		$6,300.00		$5,800.00			$35,342.50	**$657.50**	**98%**
Hold Annual TAC Meeting	**$1,000.00**											$0.00	**$1,000.00**	**0%**
Insurance	**$2,500.00**							$2,736.00				$2,736.00	**($236.00)**	**109%**
Attorney and Audit	**$5,800.00**					$769.12	$4,400.00			$255.00	$68.00	$5,492.12	**$307.88**	**95%**
Subtotal Operating Expenses	**$167,304.00**	$6,987.30	$20,027.44	$0.00	$30,933.50	$3,759.12	$30,196.14	$4,474.50	$31,224.02	$1,848.00	$2,371.00	$124,833.72	**$42,470.28**	**75%**
Grant Expenses	**$400,000.00**	$0.00	$9,774.00	$0.00	$987.00	$0.00	$174,993.21	$0.00	$2,726.00	$0.00	$1,980.50	$190,460.71	**$209,539.29**	**48%**
Overall Fund Balance		**$159,592.47**	**$130,281.17**	**$130,517.92**	**$142,983.13**	**$510,691.99**	**$371,618.94**	**$367,648.50**	**$409,681.89**	**$408,396.13**	**$404,626.82**			
Total Grant Balance		**$10,911.00**	**$1,137.00**	**$1,137.00**	**$44,133.50**	**$327,245.71**	**$152,252.50**	**$152,252.50**	**$224,370.35**	**$224,370.35**	**$222,389.85**			
Operating Fund Balance		**$148,681.47**	**$129,144.17**	**$129,380.92**	**$98,849.63**	**$183,446.28**	**$219,366.44**	**$215,396.00**	**$185,311.54**	**$184,025.78**	**$182,236.97**			
Unencumbered Operating Fund Balance[1]		**$123,681.47**	**$99,144.17**	**$99,380.92**	**$68,849.63**	**$163,446.28**	**$199,366.44**	**$195,396.00**	**$165,311.54**	**$164,025.78**	**$162,236.97**			

2025 Budget Notes:

1. $30,000 set aside for 2033 Watershed Plan Update, $10,000 additional annually encumbered.
2. Includes additional time to develop modeling standards, goal tracking, and 3M Grant App.

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

Balances Explained:

Overall Fund Balance
Total Grant Balance
Operating Fund Balance
Unencumbered Operating Fund Balance

LMRWMO 2025 Grant Budget & Financial Summary

	Budget	Aggregate Prior to Jan 12, 2022	Jan 13, 2022 - Jan 11, 2023	Jan 12 2023 - Jan 10 2024	Jan 11, 2024 - Jan 8 2025	Jan 9 - Feb 12 2025	Feb 13 - Mar 12 2025	Mar 13 - May 8 2025	May 9 - July 9 2025	July 10 - Aug 13 2025	Aug 14 - Sept 10 2025	Sept 11 - Nov 12 2025	Nov. 13 - Dec 10 2025	Dec 11 2025 - Jan 14 2026	Total	Variance	Percent Received/ Expended
BWSR - FY 2023 Watershed Based Implementation Funding (Priority Watershed Project ID & Model - Thompson, Rogers, Seidls)																	
Revenue																	
BWSR FY-2023 WBIF Payment	**$118,385.00**			$59,193.00											$59,193.00	**$59,192.00**	**50%**
WBIF Matching Funds (LMRWMO)	**$12,000.00**														$0.00	**$12,000.00**	**0%**
Total Revenue	**$130,385.00**	**$0.00**	**$0.00**	**$59,193.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$59,193.00**	**$71,192.00**	**45%**
Expenses																	
Grant Administration	**$8,000.00**				$769.50			$517.00							$1,286.50	**$6,713.50**	**16%**
Project Development	**$10,000.00**				$1,491.00					$987.00		$2,726.00			$5,204.00	**$4,796.00**	**52%**
Priority Watershed Project ID & Model	**$100,385.00**													$983.50	$983.50	**$99,401.50**	**1%**
Priority Watershed Project ID & Model (WMO Match)	**$12,000.00**														$0.00	**$12,000.00**	**0%**
Total Expenses	**$130,385.00**	**$0.00**	**$0.00**	**$0.00**	**$2,260.50**	**$0.00**	**$0.00**	**$517.00**	**$0.00**	**$987.00**	**$0.00**	**$2,726.00**	**$0.00**	**$983.50**	**$7,474.00**	**$122,911.00**	**6%**
FY-23 WBIF Balance		**$0.00**	**$0.00**	**$59,193.00**	**$56,932.50**	**$56,932.50**	**$56,932.50**	**$56,415.50**	**$56,415.50**	**$55,428.50**	**$55,428.50**	**$52,702.50**	**$52,702.50**	**$51,719.00**	**$51,719.00**		
BWSR - FY 2025 Watershed Based Implementation Funding (Ivy Falls Creek Study)																	
Revenue																	
BWSR FY-2025 WBIF Payment	**$102,410.00**								$51,205.00						$51,205.00	**$51,205.00**	**50%**
WBIF Matching Funds (LMRWMO)	**$10,241.00**														$0.00	**$10,241.00**	**0%**
Total Revenue	**$112,651.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$51,205.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$51,205.00**	**$61,446.00**	**45%**
Expenses																	
Grant Administration	**$6,410.00**														$0.00	**$6,410.00**	**0%**
Project Development	**$28,000.00**														$0.00	**$28,000.00**	**0%**
Ivy Falls Stream and Watershed Study	**$68,000.00**														$0.00	**$68,000.00**	**0%**
Ivy Falls Stream and Watershed Study (WMO Match)	**$10,241.00**														$0.00	**$10,241.00**	**0%**
Total Expenses	**$112,651.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$112,651.00**	**0%**
FY-25 WBIF Balance		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$51,205.00**	**$51,205.00**	**$51,205.00**	**$51,205.00**	**$51,205.00**	**$51,205.00**	**$51,205.00**		
MN DNR - Conservation Partners Legacy Grant (Seidls Lake Shoreline Restoration)																	
Revenue																	
Grant Reimbursement Payments	**$382,000.00**				$70,192.78				$182,907.21			$74,843.85			$327,943.84	**$54,056.16**	**86%**
City Matching funds	**$75,000.00**														$0.00	**$75,000.00**	**0%**
Total Revenue	**$457,000.00**	**$0.00**	**$0.00**	**$0.00**	**$70,192.78**	**$0.00**	**$0.00**	**$0.00**	**$182,907.21**	**$0.00**	**$0.00**	**$74,843.85**	**$0.00**	**$0.00**	**$327,943.84**	**$129,056.16**	**72%**
Expenses																	
Grant Administration/Project Mgmt	**$26,000.00**			$15,118.00	$6,171.50	$1,740.50		$470.00		$3,001.00					$26,501.00	**($501.00)**	**102%**
Construction	**$356,000.00**				$27,486.03					$148,549.71					$176,035.74	**$179,964.26**	**49%**
Engineering - Construction Docs	**$37,500.00**				$31,578.75										$31,578.75	**$5,921.25**	**84%**
Engineering - Const. Mgmt, Permits, Bids	**$37,500.00**									$22,455.50					$22,455.50	**$15,044.50**	**60%**
Total Expenses	**$457,000.00**	**$0.00**	**$0.00**	**$15,118.00**	**$65,236.28**	**$1,740.50**	**$0.00**	**$470.00**	**$0.00**	**$174,006.21**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$256,570.99**	**$200,429.01**	**56%**
Seidls Lake Shoreline Balance		**$0.00**	**$0.00**	**-$15,118.00**	**-$10,161.50**	**-$11,902.00**	**-$11,902.00**	**-$12,372.00**	**$170,535.21**	**-$3,471.00**	**-$3,471.00**	**$71,372.85**	**$71,372.85**	**$71,372.85**	**$71,372.85**		
BWSR - FY-25 Accelerated Implementation Grant (Modeling)																	
Revenue																	
Grant Reimbursement Payments	**$98,000.00**								$49,000.00							**$98,000.00**	**0%**
Matching funds (LMRWMO)	**$9,800.00**															**$9,800.00**	**0%**
Total Revenue	**$107,800.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$49,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$107,800.00**	**0%**
Expenses																	
Grant Administration	**$7,000.00**															**$7,000.00**	**0%**
Project Development	**$11,000.00**															**$11,000.00**	**0%**
Consultant - Develop Models	**$80,000.00**													$997.00		**$80,000.00**	**0%**
Consultant - Develop Models (WMO Match)	**$9,800.00**															**$9,800.00**	**0%**
Total Expenses	**$107,800.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$997.00**	**$0.00**	**$107,800.00**	**0%**
FY-25 AIG Balance		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$49,000.00**	**$49,000.00**	**$49,000.00**	**$49,000.00**	**$49,000.00**	**$48,003.00**	**$0.00**		

	Budget	Aggregate Prior to Jan 12, 2022	Jan 13, 2022 - Jan 11, 2023	Jan 12 2023 - Jan 10 2024	Jan 9, 2025 - Feb 12 2025	Jan 9 - Feb 12 2025	Feb 13 - Mar 12 2025	Mar 13 - May 8 2025	May 9 - July 9 2025	July 10 - Aug 13 2025	Aug 14 - Sept 10 2025	Sept 11 - Nov 12 2025	Nov. 13 - Dec 10 2025	Dec 11 2025 - Jan 14 2026	Total	Variance	Percent Received/ Expended
TOTAL GRANT FUNDS RECEIVED	**$587,385.00**	**$46,521.00**	**$0.00**	**$59,193.00**	**$70,192.78**	**$0.00**	**$0.00**	**$43,983.50**	**$283,112.21**	**$0.00**	**$0.00**	**$74,843.85**	**$0.00**	**$0.00**	**$438,341.84**	**$200,248.16**	**75%**
PASS THROUGH MATCH RECEIVED	**$75,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$87,000.00**	**0%**
LMRWMO MATCH PROVIDED	**$12,000.00**	**$0.00**	**$0.00**	**$0.00**	**$3,647.25**	**$5,394.75**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$983.50**	**$200,248.16**	**8%**
GRANT EXPENSES (MINUS WMO MATCH)	**$487,000.00**	**$0.00**	**$0.00**	**$18,007.50**	**$146,988.28**	**$9,774.00**	**$0.00**	**$987.00**	**$0.00**	**$174,993.21**	**$0.00**	**$2,726.00**	**$0.00**	**$1,980.50**	**$263,061.49**	**$326,348.51**	**54%**
PASS THROUGH MATCH EXPENSES	**$75,000.00**	**$0.00**	**$0.00**	**$0.00**	**$31,578.75**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$22,455.50**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$55,017.75**	**$19,982.25**	**73%**

NET GRANT FUNDS BALANCE (MINUS WMO MATCH)	**$46,521.00**	**$46,521.00**	**$87,706.50**	**$10,911.00**	**$1,137.00**	**$1,137.00**	**$44,133.50**	**$327,245.71**	**$152,252.50**	**$152,252.50**	**$224,370.35**	**$224,370.35**	**$222,389.85**

December 19, 2025

Mr. Joe Barten, Administrator
Lower Mississippi River WMO
4100 220th St. West, Suite 102
Farmington, MN 55024

Re: Concord St. Ravine Stabilization Scope Proposal
WSB Project No. 024938-000

Dear Mr. Barten:

Thank you for your interest in working with WSB to develop a concept stabilization design for the Concord St. Ravine. This letter provides our proposed scope of services, schedule, and budget for the task as you have requested.

Task 1 – Ravine Survey. WSB will survey the Concord Street ravine from the existing pond outlet to Concord Street Ravine following snowmelt in spring 2026. Because the ravine is on private property, WSB assumes either LMRWMO or City of Inver Grove Heights staff will secure access permission for two WSB staff to complete a topographic survey of the ravine and the inlet and outlet structures. WSB will also survey and count trees on either side of the ravine which may be damaged or removed during construction. WSB will provide all data collected during this survey to LMRWMO and City of Inver Grove Heights at the end of the project. The cost for this task is $5,300.

Task 2 – Draft Concept Design and Memo. Following the survey, WSB will create a concept design for ravine stabilization. WSB will also provide pollutant load reduction estimates as well as cost estimates for project design and construction. WSB will provide these estimates and the concept design as a memo that is intended to serve as an addendum to the Mississippi Direct Drainage report prepared by WSB and dated December 13, 2024. WSB will provide this memo to LMRWMO and City of Inver Grove Heights staff by June 5, 2026. The cost for this task is $4,900.

Task 3 – Design Review Meeting and Finalize Design and Memo. On or before June 26, 2026 WSB will meet with LMRWMO and Inver Grove Heights staff to review the findings of the ravine survey and the concept design. WSB will compile comments received at the meeting and make any necessary changes to the concept design, pollutant load reductions, and concept cost estimates. WSB will provide the final design memo and all supporting files and documentation to LMRWMO and City of Inver Grove Heights by July 24, 2026. The cost for this task is $3,500.

Table 1 summarizes the tasks, scope, and schedule for this letter proposal.

Table 1 - Concord Street Ravine Stabilization Summary

Task Description	Cost	Deadline
Task 1 - Ravine Survey	$ 5,300	5/15/2026
Task 2 - Draft Concept Design and Memo	$ 4,900	6/5/2026
Task 3 - Finalize Concept Design and Memo	$ 3,500	7/24/2026
Total	$ 13,700	

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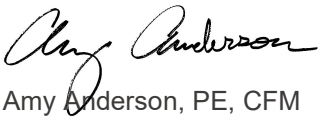
If you have any questions about the items proposed, please contact me at aanderson@wsbeng.com or 612-209-8602. Thank you for the opportunity to continue to work with LMRWMO on stabilization issues and we look forward to hearing from you soon.

Sincerely,
WSB



Amy Anderson, PE, CFM
Senior Professional Engineer