

Elm Creek Watershed Management Commission Treasurer's Report

		2022 Budget	Dec 2022	Jan 2023	2022 Budget YTD
EXPENSES					
Administrative		95,000	9,543.97	11,485.68	117,893.09
Grant Writing		500			0.00
Website		3,000	94.91	24.75	731.16
Legal		2,000	31.00		713.00
Audit		6,000			6,700.00
Insurance		3,800	(787.00)		2,978.00
Meeting Expense				3,100.00	1,250.00
Miscellaneous/Contingency		1,000			0.00
Technical Support - HCEE		12,000	3,819.78	4,531.26	17,000.00
Floodplain Mapping		0	165.00		45,321.75
Project Review Technical		107,500	6,722.50	4,770.00	186,794.50
Other Technical		77,500	4,534.31	3,922.00	79,341.11
Project Reviews - Admin Support		15,000	1,698.23	915.57	22,702.88
WCA - Admin		0			1.22
Stream Monitoring USGS		24,000			12,500.00
Stream Monitoring TRPD		9,345	9,345.00		9,345.00
DO Longitudinal Survey		1,200			0.00
Rain Gauge		420	28.42	28.42	368.47
Lakes Monitoring - CAMP		840			0.00
Lakes Monitoring - TRPD					0.00
Sentinel Lakes		8,460	8,460.00		8,460.00
Additional Lake		1,352	1,352.00		1,352.00
Aquatic Vegetation Surveys		1,300	1,300.00		1,300.00
Wetland Monitoring (WHEP)		4,000			0.00
Education		2,500		71.08	1,262.27
Education 2023				500.00	
WMWA General Activities		5,000			3,000.00
WMWA Implementation/Watershed Prep		4,500			2,000.00
Rain Garden Wkshops/Intensive BMPs/Special Proj		2,000			2,000.00
Macroinvertebrate Monitoring-River Watch		3,000			0.00
Studies / Project ID / SWA		0			0.00
CIPs General		3,000			1,182.24
Rush Creek SWA Implementation		106,050			
Plan Amendment		2,000			1,157.92
Contribution to 4th Gen Plan		12,500			0.00
Transfer to (from) Capital Projects (see CIP Tr		291,638			249,073.34
Transfer to (from) Cash Sureties (see below)			-	-	504.11
Transfer to (from) Grants (see below)		125,000	8,176.20	19,971.75	98,936.07
To Fund Balance					0.00
TOTAL - Month			54,484.32	49,320.51	873,868.13
TOTAL Paid in 2022, incl late 2021 Expenses		931,405.00	913,874.13	963,194.64	2022 Paid
				2022 Activity	

Elm Creek Watershed Management Commission Treasurer's Report

		2022 Budget	Dec 2022	Jan 2023	2022 Budget YTD
INCOME					
Project Review Fee		107,500	8,672.00		163,104.00
Refund Project Fee					(13,233.00)
Nonrefundable Admin		15,000	550.00		13,100.00
Nonrefundable Technical		16,125	825.00		19,650.00
Water Monitoring - TRPD Co-op Agmt		6,000			0.00
Member Dues		237,300			237,300.00
Interest/Dividends Earned		5,250	4,742.86		21,695.69
Transfer to (from) Capital Projects (see CIP Tr		291,638	139,064.34		291,292.39
Transfer to (from) Grants (see below)		125,000	-	-	67,243.00
Rush Creek SWA Implementation		79,537			
Transfer from Assigned Fund Balance		26,513			
Misc Income / Contingency		10,750			0.00
From Unrestricted Cash Reserves		10,792			0.00
Total - Month			153,854.20	0.00	800,152.08
TOTAL Rec'd 2022, incl late 2021 Income		931,405.00	809,603.07	809,603.07	2022 Received
				2022 Activity	
CASH SUMMARY		Balance Fwd			
Checking		0.00			
4M Fund		1,503,168.70	1,398,897.64	1,349,577.13	
Cash on Hand			1,398,897.64	1,349,577.13	
Claims Presented		General Ledger Account No	December	Jan 2023	TOTAL
Campbell Knutson - Legal		521000			0.00
Connexus - Rain Gauge		551100		28.42	28.42
Hennepin County Treasurer					24,503.01
HCEE Technical-Public Inquiries & Conservation		578200		4,531.26	
HCEE-Rush Creek Project (WBIF Grant)		584005		19,971.75	
Plymouth Parks & Rec - 2023 Room Rental		520000		3,100.00	3,100.00
Surface Water Solutions					2,262.50
Project Review Technical		578050		1,800.00	
Other Technical		578050		462.50	
Watershed Partners -Membership 2023		590000		500.00	500.00
Stantec					6,429.50
Project Review Technical		578050		2,970.00	
Other Technical		578050		3,459.50	
JASS					12,497.08
Administration		511000		10,029.55	
TAC Support		511000		513.79	
Annual Reporting/Work Plan		511000		855.75	
Website		581000		24.75	
Project Reviews		578100		398.82	
Project Reviews - Project Specific Admin		578100		516.75	
HUC-8 -Floodplain Mapping Admin		580430		86.59	
Education		590000		71.08	
CIPs General		563001			
TOTAL CLAIMS					49,320.51



Account Number:
481113-238425

ELM CREEK WATERSHED MGMT ORG

Monthly Statement

Service Address
ELM CREEK RD
DAYTON MN

Billing Summary

Billing Date: Dec 16, 2022

Previous Balance	\$28.42
Payments - Thank You!	\$28.42
Balance Forward	\$0.00
New Charges	\$28.42

Total Amount Due **\$28.42**

Payment must be received on or before January 13, 2023

Total Amount Due

\$28.42

Due Date

January 13, 2023

Message Center

Electrify your fleet

Rebates are available for electric vehicles AND electric forklifts! Up to \$2,000 per rebate. Contact your business representative today.

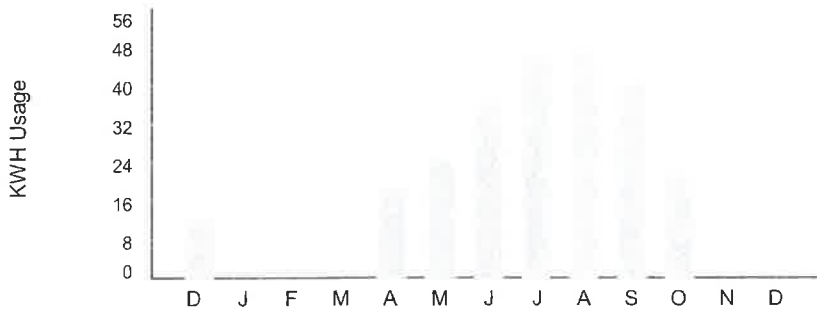
Holiday Office Hours

Our office will be closed on December 23 & 26, 2022 and January 2, 2023. In the event of a power outage, please call 763.323.2660 or report your outage online at connexusenergy.com.

Energy Comparison

Previous Months' Usage

Current Month's Usage



How to contact us

Member Services / Moving - 763-323-2650
Outages and Emergencies - 763-323-2660
Hearing/Speech Impaired Call - 711 or 800-627-3529
Email: info@connexusenergy.com
www.connexusenergy.com
Gopher State One Call - 811
14601 Ramsey Boulevard, Ramsey, MN 55303

▼ Please detach at perforation and return this portion with a check or money order made payable to Connexus Energy ▼

TRA3-D-006881/006077 VG1XPY S1-ET-M1-C00002



Account Number:

481113-238425

Total Amount Due

\$28.42

Payment Due By

January 13, 2023

006881 1 AB 0.488 002891/006881/006077 023 02 VG1XPY
ELM CREEK WATERSHED MGMT ORG
3235 FERNBROOK LN N
PLYMOUTH MN 55447-5325



Connexus Energy
PO Box 1808
Minneapolis, MN 55480-1808

00002842 0004811130238425 000000 00000 00000000000 0000002



Hennepin County
Public Works

Department of Environment and Energy
701 Fourth Avenue South, Suite 700
Minneapolis, Minnesota 55415-1842

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

Bill To:

Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Invoice

Date

1/4/23

Contract

A2211171

Description	Total Amount Due
2022 Invoice 3 (October 1 – December 31)	
Task 2: Public Inquiries and Conservation Promotion	
<ul style="list-style-type: none">Hours: 147Value: \$9,375.24<ul style="list-style-type: none">50%: \$4,687.62Amount due: \$4,531.26Task 2 NTE: \$17,000Task 2 Remaining: \$0	\$4,531.26
Task 3: Rush Creek Project Implementation	
Stotts Phase 1A Waterways: <ul style="list-style-type: none">Payment 1 Invoice: \$99,920ECWMC share of costs incurred (15%): \$14,988.00 Mattila Barn Gutters and Livestock Waterers: <ul style="list-style-type: none">Payment 1 Invoice: \$33,225ECWMC share of costs incurred (15%): \$4,983.75 Task 3 NTE: 106,050 <ul style="list-style-type: none">Amount Remaining: \$74,356.93	\$19,971.75
AMOUNT DUE	\$24,503.01

Make check payable to: Hennepin County Treasurer

Invoice (please include as reference on payments): 1000196794

Remit to: Hennepin County Accounts Receivable
300 South 6th Street
Mail Code 129
Minneapolis, MN 55487

Direct questions to: Karen Galles 612-235-0712

INVOICE

Comments

Surface Water Solutions LLC
6533 Nedderson Circle
Brooklyn Park, MN 55445-3206
952-456-4091
surfacewatersolutions@outlook.com

Stantec Project #

Invoice Date: December 12, 2022
Invoice Number: 2022-11

Type	Date	Hours	Job	Task	Memo	Amount	Paid	Column1
ECWMC	11/17/2020	0.25	Project Reviews	2022-012	Graco 15.99 email reminder	31.25		
ECWMC	11/23/2022	0.80	Project Reviews	2022-012	filler basin question/research/email/voicemail	100.00		
ECWMC	11/29/2022	2.50	Project Reviews	2022-012	project review	312.50		87.50
ECWMC	11/30/2022	1.00	Project Reviews	2021-025	pie meeting review/conference call and follow up	125.00		
ECWMC	12/1/2022	0.30	Project Reviews	2022-040	file upload/15.99 email	37.50		
ECWMC	12/1/2022	0.25	Project Reviews	2022-045	15.99 extension	31.25		1,250.00
ECWMC	12/1/2022	0.40	Project Reviews	2022-047	suille living/markets at rush creek research	50.00		\$1,337.50
ECWMC	12/7/2022	1.50	Project Reviews	2021-025	TEP	187.50	2021-025	312.50
ECWMC	12/7/2022	3.00	Project Reviews	2022-040	project revisions review/findings/email	375.00	2022-012	443.75
ECWMC	12/7/2022	0.70	Technical Services	Meetings	staff report	87.50	2022-040	412.50
ECWMC						0.00	2022-045	31.25
ECWMC						0.00	2022-047	50.00
Total						1,337.50		\$1,250.00

INVOICE

Comments

Surface Water Solutions LLC
6533 Nedderson Circle
Brooklyn Park, MN 55445-3206
952-456-4091
surfacewatersolutions@outlook.com

Stantec Project #

Invoice Date: January 4, 2023
Invoice Number: 2022-12

Type	Date	Hours	Job	Task	Memo	Amount	Paid	Column1
ECWMC	12/12/2022	1.25	Project Reviews	2022-040	revisions review/Findings updates/emails/phone calls	156.25		
ECWMC	12/12/2022	0.20	Project Reviews	2022-040	presentation work for meeting	25.00		
ECWMC	12/12/2022	0.20	Project Reviews	2022-045	presentation work for meeting	25.00		
ECWMC	12/12/2022	0.50	Project Reviews	2021-025	TEP memo review/email reviews/E.M phone call	62.50		
ECWMC	12/14/2022	2.00	Technical Services	Meetings	meeting/meeting prep /meeting follow-up	250.00		
ECWMC	12/22/2022	1.75	Project Reviews	2022-042	revisions review and updates to FOF	218.75		
ECWMC	13/2023	1.00	Technical Services	Meetings	staff report updates for January meeting	125.00		
ECWMC	13/2023	0.50	Project Reviews	2022-042	Revisions review and updates to FOF	62.50		
ECWMC						0.00		
Total						925.00		
							Pre-Project Reviews (100)	
							Meetings (300)	375.00
							General (400)	
							Project Reviews (200)	550.00
								\$925.00
							2021-025	62.50
							2022-040	181.25
							2022-042	281.25
							2022-045	25.00
								\$550.00

Invoice Number	2027065
Invoice Date	January 6, 2023
Purchase Order	—
Customer Number	167501
Project Number	227704774

Bill To

Elm Creek Watershed Management Commission
Accounts Payable
3235 Fernbrook Lane
Plymouth MN 55447
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States

Project	Elm Creek '22 Technical Services		
	Project Manager	Megow, Erik Robert	Contract Upset
	Current Invoice Total (USD)	6,429.50	Amount Billed to Date
			For Period Ending
			December 30, 2022

Accounting to email att: Judie Anderson at judie@jass.biz; Beverly@jass.biz

Top Task **100** **2022 Prereviews and General Inquiries**
Low Task **100** **2022 Prereviews and General Inquiries**

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	2.00	165.00	330.00
	Subtotal Professional Services	<u>2.00</u>		<u>330.00</u>

Low Task Subtotal **2022 Prereviews and General Inquiries** 330.00

Top Task Subtotal 2022 Prereviews and General Inquiries 330.00

Top Task **200** **2022 Project Reviews**
Low Task **200.2021.025** **Hackamore Road**

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	8.25	165.00	1,361.25
	Subtotal Professional Services	<u>8.25</u>		<u>1,361.25</u>

Low Task Subtotal **Hackamore Road** 1,361.25

Low Task **200.2022.040** **Kariniemi Meadows**

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	0.75	165.00	123.75
	Subtotal Professional Services	<u>0.75</u>		<u>123.75</u>

Invoice Number	2027065
Invoice Date	January 6, 2023
Purchase Order	—
Customer Number	167501
Project Number	227704774

Low Task Subtotal	Kariniemi Meadows	123.75
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Low Task	200.2022.043	Meander Park and Boardwalk
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	0.75	165.00	123.75
	Subtotal Professional Services	<u>0.75</u>		<u>123.75</u>

Low Task Subtotal	Meander Park and Boardwalk	123.75
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Low Task	200.2022.047	Suite Living of Maple Grove
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	0.50	165.00	82.50
	Subtotal Professional Services	<u>0.50</u>		<u>82.50</u>

Low Task Subtotal	Suite Living of Maple Grove	82.50
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Low Task	200.2022.048	Hassan Elementary 2023 Pavement Renovation
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Krautmann, Kurt Thompson	8.25	120.00	990.00
	Megow, Erik Robert	1.50	165.00	247.50
	Subtotal Professional Services	<u>9.75</u>		<u>1,237.50</u>

Low Task Subtotal	Hassan Elementary 2023 Pavement Renovation	1,237.50
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Low Task	200.2022.049	Connexus Energy South Dayton Substation
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	0.25	165.00	41.25
	Subtotal Professional Services	<u>0.25</u>		<u>41.25</u>

Low Task Subtotal	Connexus Energy South Dayton Substation	41.25
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Top Task Subtotal	2022 Project Reviews	2,970.00
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Top Task	300	Meetings
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Low Task	300	Meetings
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Invoice Number	2027065
Invoice Date	January 6, 2023
Purchase Order	—
Customer Number	167501
Project Number	227704774

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	7.50	165.00	1,237.50
	Spector, Diane F	3.00	187.00	561.00
Subtotal Professional Services		<u>10.50</u>		<u>1,798.50</u>

Low Task Subtotal	Meetings	1,798.50
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Top Task Subtotal	Meetings	1,798.50
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Top Task	400	Other Technical Services
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Low Task	400.4000.001	General
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Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Megow, Erik Robert	3.25	165.00	536.25
	Spector, Diane F	4.25	187.00	794.75
Subtotal Professional Services		<u>7.50</u>		<u>1,331.00</u>

Low Task Subtotal	General	1,331.00
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Top Task Subtotal	Other Technical Services	1,331.00
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Total Fees & Disbursements	<u>6,429.50</u>
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INVOICE TOTAL (USD)	<u>6,429.50</u>
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Due upon receipt or in accordance with terms of the contract



3235 Fernbrook Lane
Plymouth MN 55447

Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Jan 6 2023

Total by
Project Area

Administrative		70.00	0.00	
Administrative	68.330	75.00	5,124.75	
Administrative - PRAP		75.00	0.00	
PRAP - virtual		80.00	0.00	
Admin - offsite	1.580	80.00	126.40	
Office Support	20.00	200.00	4,000.00	
Storage Unit - .47	1.00	169.67	169.67	
Admin - Reimbursable Expense	608.73	1.00	608.73	10,029.550
Admin - TAC support	6.10	75.00	457.50	
Admin - TAC support	0.57	80.00	45.60	
TAC Support - Reimbursable Expense	10.69	1.00	10.69	513.790
Website		70.00	0.00	
Website	0.33	75.00	24.75	
Website - Reimbursable Expense		1.00	0.00	
Web Domain, hosting		1.00	0.00	24.750
Annual Reporting/Work Plans		70.00	0.00	
Annual Reporting/Work Plans	11.41	75.00	855.75	
Annual Reporting/Work Plan - Reimbursable Expense			0.00	855.750
Project Reviews - Secre		70.00	0.00	
Project Reviews - Admin Specific	6.89	75.00	516.75	516.750 specific
Project Reviews - Admin	4.31	75.00	323.25	
Project Reviews - Admin offsite		80.00	0.00	
Project Reviews - Admin - File Mgmt			0.00	
Project Reviews - Reimbursable Expense	75.57	1.00	75.57	398.820 nonspecific
Floodplain Mapping - Admin		70.00	0.00	
Floodplain Mapping - Virtual	0.82	80.00	65.60	
Floodplain Mapping - reimbursable	20.99	1.00	20.99	86.590
Education - Secretarial		70.00	0.00	
Education - Admin		75.00	0.00	
Education - Admin virtual - Blue Thumb Partner Eveni	0.830	80.00	66.40	
Education - Reimbursable Expense	4.68	1.00	4.68	71.080
Invoice Total			12,497.080	

Plymouth Community Center Invoice

Statement #: 8850
Statement Date: 12/27/2022
Statement #: 8850
Household: 3647

* ELM CREEK WATERSHED MANAGEMENT COMMISSION
3235 FERNBROOK LN N
PLYMOUTH MN 55447

Plymouth Parks and Recreation
3400 Plymouth Blvd.
Plymouth, MN 55447
Phone: (763)509-5200

<u>Reservation Date</u>	<u>Receipt</u>	<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
01/11/2023	533990	Birch Room on 01/11/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
02/08/2023	533990	Aspen Room on 02/08/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
03/08/2023	533990	Birch Room on 03/08/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
04/12/2023	533990	Aspen Room on 04/12/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
05/10/2023	533990	Aspen Room on 05/10/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
06/14/2023	533990	Aspen Room on 06/14/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$350.00
07/12/2023	533990	Aspen Room on 07/12/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
08/09/2023	533990	Aspen Room on 08/09/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
09/13/2023	533990	Aspen Room on 09/13/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
10/11/2023	533990	Aspen Room on 10/11/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
11/08/2023	533990	Aspen Room on 11/08/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
12/13/2023	533990	Aspen Room on 12/13/2023 at 9:30 am to 2:30 pm at Plymouth Community Center-Event Wing (*)	1	\$250.00
Total Fees				\$3,100.00
Total Taxes				\$0.00
Total Paid				\$0.00
Total Due				\$3,100.00

Thank you for booking the Plymouth Community Center. Please call 763-509-5608 to make payment over the phone or mail a check to the Plymouth Community Center.

Plymouth Community Center Invoice

Statement #: 8850
Statement Date: 12/27/2022
Household: 3647

Please return the lower portion with your remittance

Household: 3647

* Elm Creek Watershed Management Commission
3235 Fernbrook Ln N
Plymouth MN 55447

Statement Date: 12/27/2022
Due Date: 01/11/2024
Statement #: 8850
Amount Due: \$3,100.00

Remit To:
Plymouth Parks and Recreation
3400 Plymouth Blvd.
Plymouth, MN 55447
Phone: (763)509-5200

Facility Reservations
Amount Paid: _____
Payment Type: _____ Check _____ Other (No Credit Cards)
Check Number Or Other Reference: _____

METRO WATERSHED PARTNERS



MINNESOTA WATER
LET'S KEEP IT CLEAN

INVOICE

651-523-2812
jabere01@hamline.edu

Attention: Amy Juntunen
Elm Creek WMC
3235 Fernbrook Lane N.
Plymouth, MN 55447
Date: 12/7/22

Metro Watershed Partners
Hamline University
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Clean Water Minnesota

Description	Cost
2023 Membership: Clean Water MN and Adopt-a-Drain	\$500.00
TOTAL	\$500.00

Benefits of membership

- You and your colleagues are invited to attend our **monthly meetings**, to network and share information with other watershed education professionals, and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet via Zoom on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, and send messages to, and receive announcements from, other partners. To be added to Mobilize, please email Ann Zawistoski (azawistoski01@hamline.edu) and request to be added.
- Your organization will be **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a-drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Access to an **administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in mn.adopt-a-drain.org/nova. Contact Jenni Abere (jabere01@hamline.edu) to get admin access.
- A customized **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the marketing guide here: ms4.adopt-a-drain.org/marketing-guide. Download promotional materials from the Google Drive folder here: drive.google.com/drive/folders/1b6cLsITFI6xs9xHz2ZZTt8tLJ63rN0Bd?usp=sharing
- Access to the **CWMN photo gallery** with hundreds of high-quality photographs: docs.google.com/document/d/1D5uxIkAuZUNj-SJZOSexNbAn_ExcivXaafDN9WLvE8/edit?usp=sharing
- Portable **educational exhibits** are available for free checkout. Find more at cleanwatermn.org/partners/exhibit-check-out/
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail. Please contact Jenni Abere (jabere01@hamline.edu) for more information.

Duration of service: January 1 - December 31st, 2023. Unspent funds will rollover to support program activities in 2024.

[illegible]

Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447
Attention: Doug Baines, Chair (via email)

January 9, 2023

Subject: Letter of Interest to Provide Professional Services for 2023-2024

Dear Mr. Baines,

Geosyntec Consultants, Inc. (Geosyntec) is pleased to provide the Elm Creek Watershed Management Commission (ECWMC) with the following Statement of Qualifications (SOQ). Geosyntec offers an outstanding team of diverse individuals with water and natural resources (WNR) expertise (see more [here](#)) and the desire to help Minnesota cities better manage their resources.

Geosyntec offers these services through a Minnesota-based management team supported by a connected framework of knowledgeable stormwater practitioners to provide national support. Geosyntec offers ECWMC the following benefits:

- Nationally recognized expertise in watershed planning, lake/wetland management, stormwater (SW) management, water/water quality modeling/monitoring, dams and levees, brownfields restoration, civil site design, and water resources permitting.
- Innovative approaches that minimize long-term project costs and make permit compliance easier.
- Local project manager with a proven track record of managing many water resources projects.

We believe our Geosyntec team is optimally qualified to provide exceptional service to the ECWMC by providing close personal interaction with a single point of contact who will be backed by local administrative staff and other national experts in the field. Thank you for allowing us the opportunity to submit this SOQ. We look forward to working with the ECWMC.

Sincerely,



Nigel Pickering, Ph.D., P.E., Senior Engineer
Project Manager
npickering@geosyntec.com
612-253-8214



Matthew Bardol, P.E., Senior Principal
Senior Advisor
mbardol@geosyntec.com
630-432-5675

Firm Profile

Geosyntec is a multidisciplinary consulting and environmental engineering firm with 1,800 employees and about 200 Water and Natural Resources practitioners. The company has 90 offices worldwide with a local office in Minneapolis, Minnesota.

Key Client Issues: Watershed managers face a multitude of issues related to surface water, groundwater and the desire for healthy communities. Our clients rely on us to provide high quality and experienced professionals to help these managers.

Why Geosyntec?: Geosyntec works closely and collaboratively with clients to fully understand the nature of the problem. We provide experts along with rigorous assessment to investigate causes, then deliver a well-conceived plan and design.

Subject Matter Experts: Geosyntec has built a team of nationally recognized technical experts, with 65% having advanced technical degrees and 12% holding doctoral degrees in relevant fields (see more on the project team below).

Local Experience: Since 2009, Geosyntec has worked locally on brownfield redevelopment and site remediation. The addition of Nigel Pickering, an experienced practitioner with strong watershed ties, allowed us to expand our WNR work into Minnesota.

Key Personnel



Nigel Pickering, Ph.D., P.E., Senior Engineer (Minnesota) (assigned to ECWMC). Dr. Pickering is a Senior Water Resources Engineer with more than 30 years of experience in the academic, nonprofit, and consulting arenas, providing his expertise to watershed monitoring and modeling, water quality, water resources planning, and stormwater design and modeling. He is proficient with numerous water resources models including HEC-RAS, HydroCAD, HSPF, P8, and SWMM. Nigel has managed many large, long-term projects including full oversight from start to finish.



David Richardson, P.E., P.G., Senior Engineer (Minnesota) (assigned to ECWMC). Mr. Richardson has more than 30 years of experience in environmental and engineering projects for private and public clients. David has managed construction of two OptiRTC real time stormwater monitoring and control systems and has developed Stormwater Pollution Prevention Plans (SWPPP) and sediment control (ESC) plans for construction projects. He has provided subcontractor oversight during the excavation, drying, and off-site landfilling of impacted sediments from a stormwater pond.



Matthew Bardol, P.E., CFM, CPESC, D.WRE, Senior Principal (Illinois). Mr. Bardol has more than 25 years of environmental and water resource engineering experience. He has played a key role in developing detailed hydrologic and hydraulic studies for Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs), SW management designs, navigating intricate flood control efforts, and managing permits. His career focuses on flood mitigation strategies for large residential developments and complex stormwater studies.



David Vance, P.G., Principal (Georgia). Mr. Vance has 9 years of national experience in using fluvial geomorphology for restoration projects. He has experience in stream restoration where natural flow regimes have been altered. He provides adaptive management and restoration planning approaches and oversees construction and monitoring. Mr. Vance is certified in river restoration through Rosgen Level IV in Natural Channel Design and North Carolina Stream Restoration Institute Level III. He also has significant experience on restoring wetlands.



Lena Nyblade, B.A., Staff Scientist (Minnesota) (assigned to ECWMC). Ms. Nyblade has 3 years of experience in water resources, field sampling, data visualization and litigation. She is interested in data visualization and modeling for surface/groundwater contamination and the impacts of geology on environmental contamination and remediation. Her field and lab work experience include QA/QC, water collection, soil and sediment collection, and air monitoring. Lena combines data and Geographic Information Systems (GIS) expertise for efficient data processing for model development using Python.

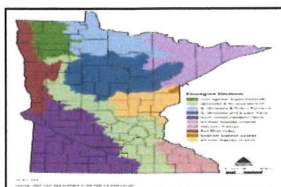
Fee Schedule for 2023-2024

Personnel Category	2023 Rate/Hour	2024 Rate/Hour	Other Expenses
Technician / Administrator	\$74	\$78	Direct Expenses: Cost plus 12% Personal Automobile (per mile): Current Government Rate
Staff	\$136	\$140	
Senior Staff	\$159	\$164	
Professional	\$180	\$185	
Project Professional	\$203	\$208	
Senior Professional	\$230	\$235	
Principal	\$250	\$255	
Senior Principal	\$269	\$275	

Relevant Project Experience

Urban Stormwater Design, Management & Monitoring

Geosyntec's national SW management practice regularly designs Best Management Practices (BMPs), including Low Impact Development (LID), Green infrastructure (GI) or real-time monitoring and control systems. We have experience in construction management and monitoring for BMPs. Geosyntec has also prepared many stormwater technical design manuals.



Development of Pretreatment Guidance for Stormwater Runoff Control Practices, Minnesota.

Geosyntec was tasked by the Minnesota Pollution Control Agency to gather information on water quality benefits and maintenance expectations for pretreatment systems such as vegetated filter strips, hydrodynamic separators, underground settling devices, swales, and forebays for incorporation into the Minnesota Stormwater Manual (Manual). The Manual assists stormwater practitioners for selecting BMPs, meeting regulatory requirements, and determining stormwater pollutant/ volume reductions.

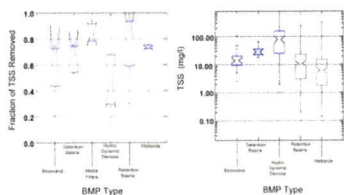
Curtiss Pond: Design and Installation of an Intelligent Stormwater Control System for Flood Mitigation, Falcon Heights, Minnesota..

The project objective was to improve the flood risk protection at Curtiss Field. A gallery of underground perforated pipes was installed at the outlet of a retention basin to optimize storage and infiltration by using an intelligent stormwater system. The system was installed in May 2015 with OptiRTC, an internet-based, real-time monitoring and control network for stormwater detention and water conservation.



Long Lake Stormwater Retrofit Design, Littleton, Massachusetts. Geosyntec used innovative watershed-based approaches to managing stormwater into Long Lake. Using LID stormwater techniques, Geosyntec created a comprehensive retrofit program to reduce sediment and nutrient loading to the lake. Geosyntec also provided stream daylighting designs, permitting and construction oversight for a stream discharging to the lake near a town beach.

Mirror Lake Stormwater Improvements, New Hampshire. Geosyntec developed a comprehensive watershed management plan for Mirror Lake. The lake is on the state List of Impaired Waters due to cyanobacteria blooms. Phase 1 of this project included development of a phosphorus loading model and a management strategy to reduce cyanobacteria blooms. The project also involved sediment sampling, vegetation surveys, and developing outreach materials. Phase 2 involved design, permitting and construction oversight of stormwater improvements, including bioretention, sand filters, and bioswales.

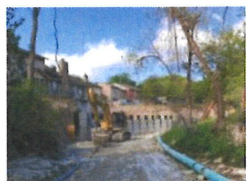


International Stormwater BMP Database, WERF. The stormwater BMP database is a collection of BMP performance information from sites throughout the United States and other countries. Geosyntec and partners designed the database based on standardized BMP performance monitoring and reporting protocols. Geosyntec assisted with the development of a guidance document for future BMP effectiveness studies such that the monitoring and reporting protocols are met. Geosyntec routinely updates the database to report on new BMP effectiveness studies.

Restoration and Management of Lakes, Wetlands, and Streams

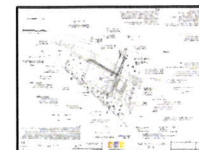
Geosyntec offers a comprehensive approach to the management of water bodies. Geosyntec practitioners are proficient in lake modeling tools including BATHTUB and CE-QUAL-W2. Our wetland scientists provide delineation, monitoring, and restoration of wetland and aquatic habitats while our stream restoration staff have significant experience with Rosgen methods.

Wetland Restoration-Confidential Client, South Carolina. Restoration of an industrial urban wetland was required by the USACE and the State following the removal of the contaminated surface soil. Geosyntec drafted a wetland restoration and monitoring plan to restore pre-disturbance form, hydrology and vegetation. The restoration plan utilizes adjacent, undisturbed vegetation and soils to establish reference conditions, and details short- and long-term monitoring plans to promote native wetland vegetation and hydrology.



Lower Buttermilk Creek Bank Stabilization Project, Austin, Texas. Lower Buttermilk Creek had significant erosion resulting from high streamflow. The eroded stream bank had undermined existing storm drain and other infrastructure. Geosyntec designed and implemented solutions to stabilize the stream bank, protect threatened infrastructure, restore native vegetation, and preserve aquatic habitat. The approach used drilled pile and concrete retaining wall for bank stabilization with limestone block facing and reinforced vegetated soil slopes to resist erosion.

Queens Mirror Lake Nutrient Reduction Facility, Casselberry, Florida. Queens Mirror Lake has elevated nutrient levels in the Lake. Geosyntec designed and implemented an inflow-based nutrient reduction facility (NURF) using alum treatment. The appropriate coagulant dosing was performed with our [SiREM laboratory](#). The full design of the facility included construction drawings, control system specifications, and permitting necessary for bidding purposes.



Mule Creek Dam Reservoir Inundation Mapping, California. Geosyntec conducted dam breach analyses, inundation mapping, and created an Emergency Action Plan (EAP). The updated EAP could aid emergency evacuation in the event of the dam breach failure. The study included data acquisition, HEC-RAS 2D model setup, model parameterization, model simulation execution, results evaluation, and inundation mapping. Sunny-day and storm-induced failure scenarios were also modeled.

Stream Restoration Design for a Metals-Impacted Brownfield, Confidential Location. This location was a metals-impacted site undergoing cleanup by removal of contaminated soil from 500 linear feet of an intermittent tributary and over two acres of adjacent wetland. Geosyntec redesigned the stream to replicate the existing stream ecosystem including native vegetation, gravel, cobble substrate, and meandering flow path. Geosyntec also managed the restoration of two acres of bordering wetland to replicate a heavily vegetated forested floodplain.



Watershed Management and Planning

Geosyntec is a national leader in watershed management, working with local government clients to meet their watershed planning, water quality, and flooding challenges. Our experienced professionals are known for their innovative work in watershed and stormwater management. Geosyntec is also recognized for transferring technologies from academia to commercial/public use.



Statewide Watershed-Based Plans, Massachusetts Department of Environmental Protection (MassDEP). Geosyntec developed a web-based tool for statewide Watershed-Based Plans (WBPs). The watershed-planning tool integrated science, engineering, public policy, and public education. Geosyntec's tool helps users develop WBPs that meet the nine elements required by the USEPA. The tool allows organizations and communities to complete a technically robust WBP efficiently and allow the state to focus on funding on watershed restoration.

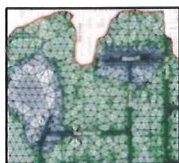
Green Infrastructure Outreach for Municipalities, Northeastern Illinois. Geosyntec worked with the Chicago Wilderness' Sustainable Watershed Action Team to help communities integrate GI into their master planning and help achieve the region's Green Infrastructure Vision. Our team worked with local agency staff to facilitate all day mapping workshops to identify spatial data and compile a GIS-based resource inventory of GI and other features to identify opportunity areas for implementing GI strategies.



Stormwater Master & Capital Improvement Planning, Framingham, Massachusetts. Geosyntec collected data for over 1,000 drainage structures and conveyance features like pipes, culverts, and open channels. Geosyntec integrated the new data into the town's asset management system. Hydrologic/hydraulic models using SWMM5 were then used to evaluate existing conditions, and then identify areas of potential flooding and high pollutant loading.

Hydrologic/Hydraulic/Water Quality Modeling

Geosyntec has excellent surface water modeling expertise including hydrology/hydraulics, sediment transport, and water quality for both upland and receiving waters. Geosyntec practitioners are proficient in variety of models including BATHTUB, CE-QUAL-W2, HEC-RAS, HSPF, P8, QUAL2K, SWMM and WINSLMM.



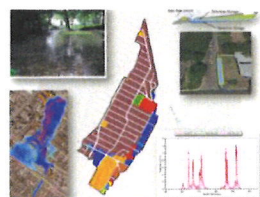
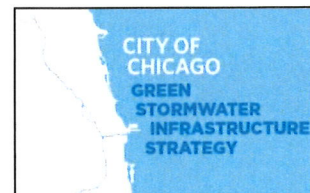
Temple Drive Drainage Retrofit, City of Winter Park, Florida. This project developed feasible engineering alternatives to provide an acceptable flooding level of service (LOS). Geosyntec compiled GIS data, reports, surveys, and plans then conducted field confirmation. ICPR4 was used for 2D overland flow and a 1D piped network to establish baseline conditions. Modeled scenarios examined mitigation alternatives, then developed conceptual plans and cost estimates for each feasible alternative.

Fox River Water Quality Model, Fox River, Illinois. The Fox River Study Group is implementing a workplan to eliminate water quality impairments due to high phosphorus concentrations. This work includes water quality monitoring/modeling and development of the Fox River Implementation Plan (FRIP). Geosyntec updated an existing model to QUAL2k for a continuous simulation of water quality. Geosyntec used the new model to simulate the various watershed management scenarios.

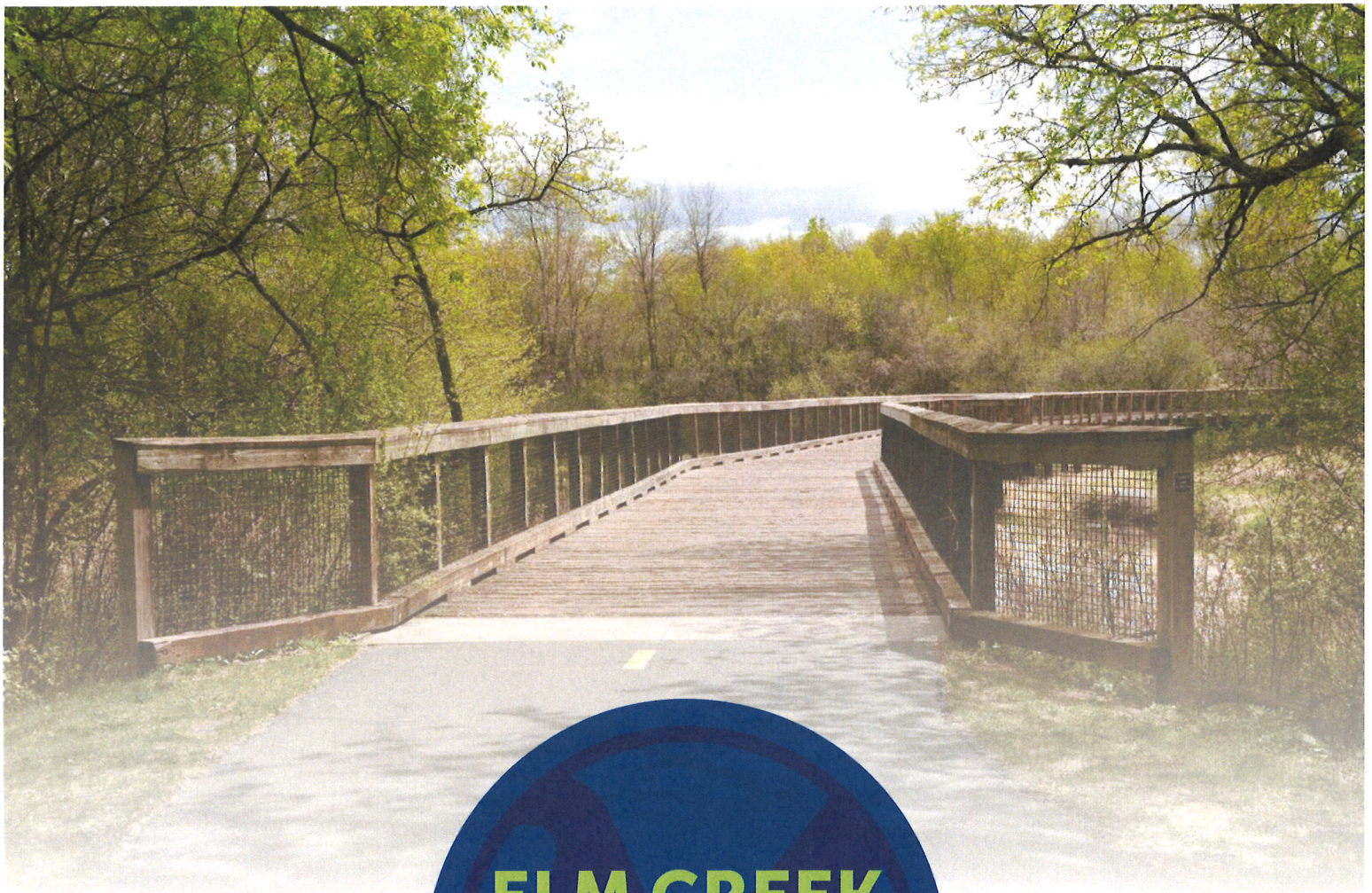


Run Reservoir System Dam 2 Tower Improvements, Portland, Oregon. A hydrodynamic and water quality model (CE-QUAL-W2) was developed for two drinking water reservoirs and the downstream river. The calibrated model was utilized to explore alternative reservoir operations management scenarios. The study facilitated upgrades to the intake tower and allow targeted water releases to protect fish habitat downstream.

Green Stormwater Infrastructure Modeling, Metropolitan Water Reclamation of Greater Chicago (MWRD-GC), Illinois. Geosyntec worked with MWRD-GC to determine the best solutions for flooding in the Chicago's Calumet Service Area. The team used innovative modeling approaches to identify GI solutions based on site conditions and evaluation criteria to outline an implementation strategy and create a long-term stormwater management plan. The study used cloud-based optimization to evaluate 70,000 scenarios and find optimal combinations of green and gray solutions.



Impact of Decentralized Green Stormwater Controls, Austin, Texas. The City of Austin is evaluating opportunities to solve flooding, channel erosion, and water quality problems in Grover Channel, which frequently exceeds its conveyance capacity and causes flooding. Geosyntec explored a decentralized, GI approach to reduce peak flows and runoff volumes to the conveyance system. Modeling used 25 years of 5-min precipitation, 6-inch resolution surface topography, and the PCSWMM 2D model for overland flow simulation to evaluate the impacts of decentralized controls on peak flowrates and runoff volumes.



LETTER OF INTEREST
**PROFESSIONAL SERVICES FOR
TECHNICAL CONSULTING**

January 09, 2023

Garrett Monson, PE | Project Manager
612.699.0429 | garrett.monson@mooreengineeringinc.com
Two Carlson Parkway, Suite 110 | Plymouth, MN 55447



mooreengineeringinc.com



January 09, 2023

Doug Baines | Elm Creek WMC Chair
Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

RE: Letter of Interest for Technical Consulting

Dear Mr. Baines and Selection Committee,

We at Moore Engineering, are excited to partner with the Elm Creek Water Management Commission (WMC) as you continue to accomplish your goals focused on restoring and protection regional water resources. The value we can provide to the WMC is summarized in this Statement of Proposal (Proposal) for General Engineering Services. We recognize that Moore Engineering will be a new firm to the WMC, but truly believe our approach will meet your expectations, as outlined below.

» Trusted Partner

Moore recognizes that leading engineering projects for WMC is about more than technical design – it is about being a trusted partner. With no staff, the WMC needs to be able to trust their consultants to act in their best interest. We earn trust with our clients through frequent communication and by listening to understand our client's needs and perspective. We are aware that many of the WMC's projects involve multiple stakeholders, whether it be working with a local municipality, coordinating with the County or park district, or soliciting input from the public. We approach all projects with our core values in mind: respect, integrity, accountability, loyalty, and kindness. Staying true to our core values helps us navigate challenging projects, where different stakeholders may have competing interests. We strive to respect all stakeholders' input, while keeping in mind we are loyal to the WMC's interests first, and foremost.

» Project Team Experience

We have assembled a project team that has the expertise and experience needed to provide the engineering and water resources services listed in your Third Generation Watershed Management Plan. Our team includes water resource engineers, ecologists, wetland scientists, watershed planners, funding specialists, and construction inspectors that have years of experience working together, successfully completing water resources projects for our clients. The needs for wetland work; BMP design and construction; and hydraulic and hydrologic modeling are particular areas where Moore excels and is excited to use our excellence to advance the WMC's goals. While the name Moore Engineering may be new to the WMC, our local team has years of experience serving the greater twin cities area.

» Community Minded

Moore's mission is "Improving lives by building strong communities"; we understand many of the WMC's projects are high visibility, intercommunal with multiple stakeholders, and focused on educating, equipping, and empowering communities to protect water resources. We do not view these types of projects as "just" water quality projects. These are opportunities to live out our vocations as water resource professionals who believe in sustainable, practical practices that protect water resources. Understanding that the WMC's projects are for the good of the public and stronger communities with diverse interests helps guide our design approach and diligence each project.

Thank you for the opportunity to submit this Proposal to the Elm Creek WMC and we look forward to working with you. Should you have any questions or need additional information, please contact me by phone at 612-699-0429 or by e-mail at Garrett.Monson@mooreengineeringinc.com.

Respectfully,
Moore Engineering Inc.

A handwritten signature in blue ink that reads 'Garrett Monson'.

Garrett Monson, PE
Project Manager
T: 612.699.0429
E: garrett.monson@mooreengineeringinc.com
Two Carlson Parkway | Plymouth, MN 55447

A handwritten signature in blue ink that reads 'Amy Denz'.

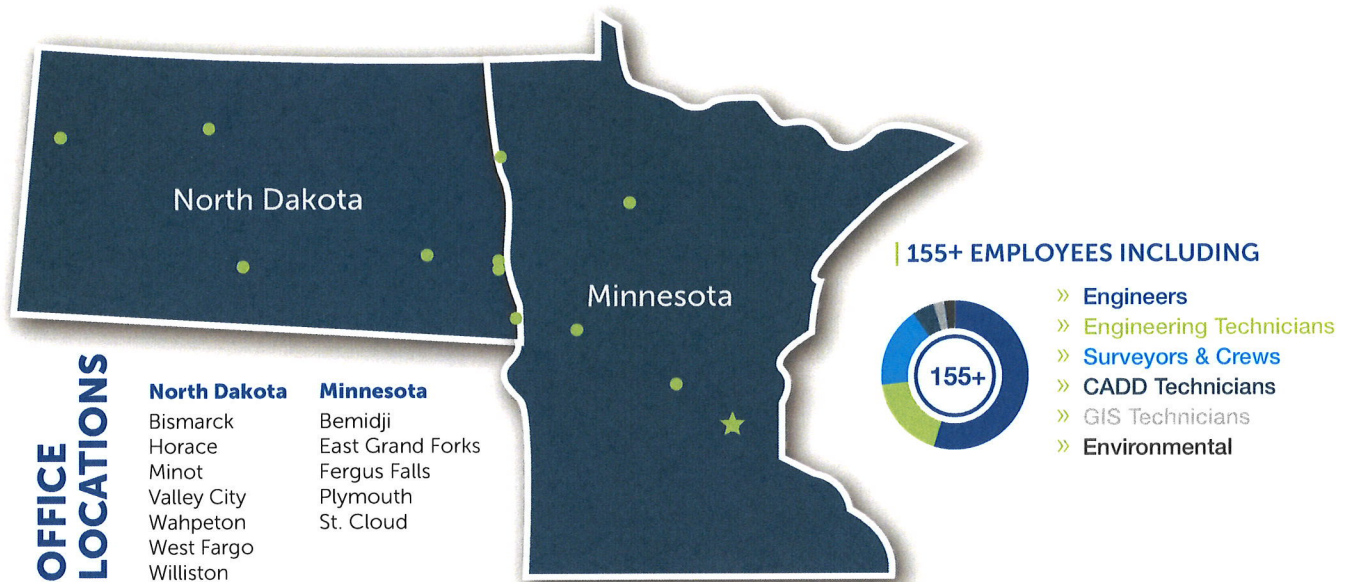
Amy Denz
Principal-in-Charge
T: 6320.281.5493
E: amy.denz@mooreengineeringinc.com
3315 Roosevelt Road | St. Cloud, MN 56301

Improving lives by building strong communities.

WHAT CAN MOORE DO FOR YOU?

Moore Engineering works with people. As a regional expert in water resource services, we have completed projects ranging from feasibility studies to constructed projects, small urban hydro-CAD models to regional SWMM models, and environmental studies to completed restorations. All the while, Moore has brought decades of experience in public engagement, project management, and the support of outside funding.

Our work in water resource management over the past half century has contributed greatly to the growth and sustainability of our region. We partner with numerous local and regional watershed districts, as well as local, state, and federal units of government helping them to develop environmentally sound solutions for the most complex challenges. From the most basic to the multifaceted, we have extensive experience, a thorough knowledge of regulatory processes, and a proven track record of bringing ideas to reality. Developing water projects can be a divisive and contentious process. We pride ourselves on bringing parties together to create successful outcomes for all stakeholders. We listen first, then work hard to develop creative and sustainable solutions, recognizing that communities are strongest when everyone feels part of the decision making process.



WHAT DOES THAT LOOK LIKE?

» Foxborough Water Quality Improvement Pond /// City of Lakeville, MN

Moore staff lead the feasibility study and provided design, modeling, plans, and specifications for a water quality improvement project within Foxborough Park in Lakeville. The feasibility study evaluated options to design a new stormwater management practice that would reduce phosphorus and total suspended solids discharging to North Creek. The new pond will provide additional treatment to an older area of the City with limited stormwater management features. The project is a joint venture between the City of Lakeville and the Vermillion River Watershed JPO. The feasibility study was used to secure grant funds to implement the project. The final design, including a wet pond with filtration bench was completed in December 2022 and the Moore team will lead the public bidding and construction administration on behalf of the City in 2023.



Kingsley-Orchard Lake Watershed Improvement

» Kingsley-Orchard Lake Watershed Improvement Projects /// City of Lakeville, MN

Kingsley and Orchard Lakes are in the northwest corner of the City of Lakeville. In 2019, the City assessed the watershed for the two lakes and identified problem areas. These included a failing outlet structure on Kingsley Lake, clogged culverts, sediment deltas transporting nutrients into the lakes, and high-water conditions potentially impacting residential properties. The Moore team, working for a different employer at the time, evaluated multiple improvement projects to help the City address the identified concerns around the two lakes. The project team led the design evaluation effort on behalf of the City, which included field assessments, topographic surveys, hydrologic modeling, and conceptual design. The process identified several improvement projects for the two lakes including: construction of a new outlet structure for Kingsley Lake to stabilize water levels, replacement of two failing culverts under a railroad connecting a large wetland complex to Orchard Lake, three separate pond/sediment delta maintenance projects, and installation of a new underground stormwater treatment device to improve water quality in stormwater runoff discharging to the lakes. The projects were broken out into several smaller phases to allow the City to secure funds for each project and allow the City

to use the more efficient quote process as opposed to a full public bid process. The project team completed engineering construction plans for each separate improvement project then led the agency permitting efforts, quote process, contractor management, and construction oversight for the City. The Kingsley Lake Outlet Structure was replaced in September of 2020. Construction of the failing railroad culverts was completed in October of 2021. The final phase of the project to install the new stormwater treatment device and complete the maintenance of the sediment deltas is undergoing construction during fall of 2022.

» Root Wetland Restoration and Mitigation Bank Creation /// Meeker County, MN

Moore staff worked with Root Farms on a property in Meeker County with frequently flooded cropland to develop a project to restore wetlands for the purposes of creating a wetland mitigation bank. The project team led Root Farms through the entire process to evaluate the existing site conditions, develop a conceptual wetland bank design, conduct watershed modeling to determine that wetland hydrology could be restored without impacting existing storm event water levels, complete the Prospectus for the banking project, and then develop the full Wetland Banking Plan for the design, vegetation establishment plan, and construction of the wetland bank. Project challenges that were successfully navigated over the course of the design included maintaining drainage for adjacent property owners, determining the proper design elevation of the control structure to maximize the wetland restoration and value of the mitigation bank, and facilitating a land trade between the project sponsor and an adjacent landowner to accommodate the target design elevation of the wetland. The final project design included the restoration of 18 acres of restored wetlands and 22 acres of native dominated upland grassland. Project construction was completed in summer of 2020 and certified by the US Army Corps of Engineers and the Minnesota Board of Soil and Water Resources. Monitoring and management of the site coordinated by Moore staff through 2022 has resulted in the site developing as planned and meeting native vegetation performance standards on schedule and the landowner receiving the credit releases into the MN Wetland Bank.



Root Farms Restoration and Mitigation Bank

HOW WILL MOORE SERVE YOU?



Garrett Monson, PE
Project Manager

Garrett, a Professional Engineer (PE) is experienced completing numerous water resource projects. He enjoys collaborating with diverse stakeholders to achieve successful outcomes for

our clients. Garrett joined Moore as a Project Manager for the Water Resources Group where he connects clients to the services that can meet their needs. Prior to working with Moore, he worked as an engineer for another firm for nine years. He is proficient in watershed projects and management, as well as regulatory programs. He has experience related to the design and development of public projects.



Tara Ostendorf | Watershed Coordinator

Tara has over 10 years working with local governments and private landowners to promote conservation and water quality. She previously worked for a watershed district and for BWSR and applies

her experience from those agencies to her approach as a consultant. She has worked on a wide variety of resource issues, from shoreland to agricultural drainage, and has first-hand experience in public administration, grant management, and community outreach. Tara is able to apply her unique work experience to achieve project success.



Dan Elemen, PE | Water Resource Engineer

Dan has over nine years of experience in water resources and environmental engineering. His experience in stormwater includes hydrologic and hydraulic analysis, best management practice design for water

quality treatment, floodplain modeling and analysis, design for stream and wetland restoration, construction oversight, and project management. His experience has included projects in the municipal, watershed, transportation, and aviation sectors, in both urban areas and rural areas.



Jeff Madejczyk | Senior Scientist | Jeff has over 22 years of consulting experience and has served as a client manager and project manager for more than 10 years to help lead clients through complex design, permitting, and construction projects



Meghan Dietrich | Wetland & Natural Resources Scientist | Meghan has nine years of experience on diverse projects including environmental permitting and compliance, wetland restoration monitoring and reporting, and environmental review.

Chad Engels, PE
Water Resources Sector Leader

Chad is a Senior Project Manager and registered Professional Engineer (MN, ND) with over 20 years' experience in the area of watershed management. Throughout his career, Chad has

managed the study, development, design, and construction of watershed improvement projects from simple best management practices to complex flood risk reduction and water quality improvement infrastructure. Chad is currently serving as the engineer for the Bois de Sioux Watershed District where he is managing several river and stream rehabilitation projects, clean water ditch retrofits, and erosion mitigation projects.



Amy Denz | Environmental Sector Leader

Amy is an experienced leader, who has worked over 22 years in the environmental field. Amy is sought out for her ability to serve client's needs, while navigating the regulatory requirements of local, state, and federal agencies, all while balancing the interests of the public. She leads planning and environmental review efforts for public clients in the watershed, transportation, and county sectors. Amy started and leads the environmental group at Moore which she has grown to over a dozen team members in the last two years.



Wes Boll | Wetland and Water Quality Scientist & Regulatory Expert

Wes brings over 20 years of environmental experience as a wetland and water quality scientist. He has worked on field assessments for lakes, streams, and wetlands for more than a dozen watershed organizations in MN. He currently specializes as a wetland restoration expert where he completes efforts for clients to restore these resources and create certified wetland banks. He is a Certified Wetland Delineator of MN and is familiar with Federal and State wetland regulations.



Yaping Chi | Hydraulics Engineer | Yaping has engineering experience in hydrologic and hydraulic study, determining feasible project alternatives, performing analysis, watershed delineation and preparation of system studies.



Nick Omodt | Field Scientist | Nick's experience has been focused on wildlife monitoring and surveys, wetland delineation, invasive species management, water quality monitoring, environmental reviews, and environmental permitting.

HOW DOES MOORE'S CULTURE BENEFIT YOU?

At Moore Engineering, Inc., we are committed to cultivating an inclusive environment within our workforce – ensuring our mission, values, and actions reflect the communities we serve. Our commitment to diversity, equity, and inclusion is part of our company policies and woven into our culture. All communities – large and small – deserve to be served by companies that care about providing quality work products to ensure infrastructure needs are met and public amenities are available to all people. Moore's company culture stays strong by providing employees with opportunities for personal and professional satisfaction and growth. We believe in building a community through fellowship, and as employee-owners we have a vested stake in the communities we serve. Moore employees enjoy working together to build community, both inside and outside our walls, in addition to working on projects that truly make a difference.

2023 AND 2024 BILLING RATES

Our category billing rates for 2023 and 2024 are provided. For our projects, Moore will perform the tasks detailed within in a defined Scope of Work specific to a project. We will bill our time on those projects on a Category Billing Rate basis, using the actual hours worked times the appropriate Category Billing Rate, plus the actual direct expenses incurred. If there are questions regarding our billing rates or defined categories, please contact us so we can provide additional information as needed.

Moore Engineering, Inc. /// 2023-2024 Billing Schedule /// Effective January 1, 2023		
DESCRIPTION	2023	2024
Principal - SR Project Manager	\$210	\$220
Project Manager - SR PE - SR Technical Advisor	\$200 - \$205	\$210 - \$215
Professional Engineer	\$185 - \$195	\$195 - \$205
Graduate - Project Engineer	\$155 - \$170	\$165 - \$180
Engineering Designer I, II, SR	\$150 - \$170	\$160 - \$180
Engineering Technician I, II, III	\$110 - \$140	\$115 - \$145
CADD Technician I, II, III	\$125 - \$145	\$130 - \$150
GIS Programmer I, II, III	\$145 - \$160	\$150 - \$170
GIS Technician I, II, III	\$130 - \$145	\$135 - \$150
Senior Land Surveyor	\$190	\$200
Land Surveyor	\$175	\$185
Survey Manager	\$160	\$170
Survey Crew Chief I, II	\$145 - \$155	\$150 - \$165
Survey Technician I, II, III	\$100 - \$120	\$105 - \$125
Construction Engineer / Specialist	\$140 - \$160	\$150 - \$170
Project Coordinator	\$175	\$180
Environmental Scientist I, II	\$125 - \$170	\$130 - \$175
Administrative Assistant	\$105	\$110

NOTE: Rates contained in this Billing Schedule are valid until December 31, 2024.
After December 31, 2024, Hourly Billing Rates may be adjusted annually.
Additional detail and expense information are available upon request.

PROPOSAL FOR TECHNICAL CONSULTING SERVICES

Doug Baines, Chair
Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

December 19, 2022

RE: Proposal for Professional Services for Administrative, Legal, and Technical Consulting

Dear Mr. Baines,

Thank you for the opportunity to provide this response to your Request for Proposals for Professional Services for Administrative, Legal, and Technical Consulting. We are a video production firm in the Twin Cities, and we are proposing the following technical consulting services for your watershed district:

- Digital Aerial Photography
- Digital Aerial Video
- Educational Video Production
- Training Video Production

Members of our staff have performed these services for numerous local agencies, including the Minnesota Department of Agriculture, MnDOT, Hennepin County, Dakota County, and Washington County. Our recent work with the Dept of Agriculture included filming at multiple surface water and ground water locations in the Cedar River, Turtle Creek, and Shell Rock River watershed districts in southeast Minnesota.

I perform our digital aerial photo and video services with a professional drone that captures 4K ultra high resolution images. I am a licensed, insured, and registered drone pilot with the FAA and the State of Minnesota. Beyond the technical aspects of flying a drone correctly and within State guidelines, I can fly in a modern, cinematic fashion that is visually appealing for online videos.

In addition to drone photography and videography, we also perform full studio video production services, including educational videos and training videos. We recently created 8 water-related educational videos for the New Mexico Office of the State Engineer, in addition to 5 recent educational videos for the Department of Agriculture. On these projects our clients have appreciated how we are able to elevate the quality of these deliverables far above most agency videos.

We have a full portable studio with high definition video, audio, and lighting equipment for interviews, location footage, training sessions, and almost any other filming need. We weave together video footage, interview footage, animation, still photos, graphic design elements, maps and charts, and background music together to create modern and engaging videos for our agency clients.

A possible application for your District would be educational videos for residents in the district on topics such as how you measure water quality, the importance of environmental stewardship, your recent projects, your grants and resources, and how they can get involved with your District.

PROPOSAL FOR TECHNICAL CONSULTING SERVICES

I would serve as the video services manager and main point of contact for your video and drone projects. I have provided multi-media design services on numerous projects in Minnesota over the past 16 years. In addition to drone and video production, I have extensive experience with graphic design, animated visualizations, public outreach, and project management.

We have 3 other staff members who specialize in video production and digital marketing. Here are our hourly rates:

Staff Role or Equipment	Hourly Rate
Video Production Lead / Drone Pilot	\$91.00
Video Producer / Digital Marketer	\$82.00
Video Editor	\$58.00
Production Assistant	\$45.00

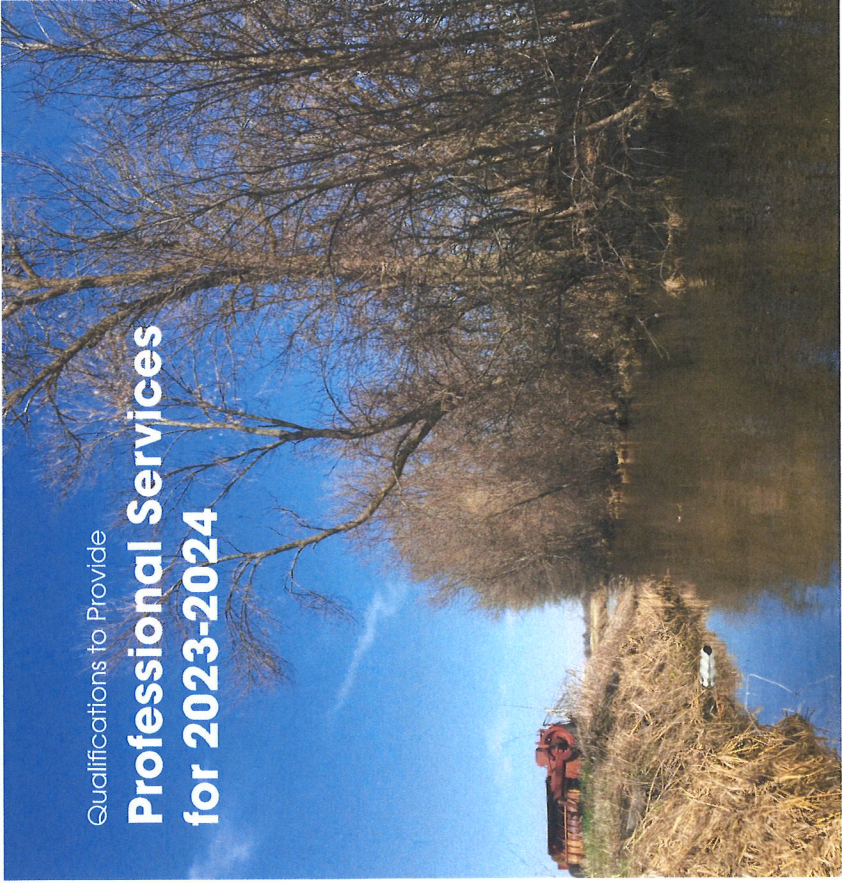
To give you an example of pricing on one project, if we were to capture drone photos and videos, along with ground videos with our cinematic cameras, we would expect 5 hours of total time for travel, equipment prep, and filming. And then if we were to edit the footage together into a beautiful video for your website or social media, we would need 4 hours of editing time, split between 2 staff members. This would result in a total cost of \$753.00 for the professional video, raw footage, and drone photographs.

Our philosophy at Moving Tree Media is to provide incredible value and the highest quality deliverables at reasonable fees. Thank you again for this opportunity, and please feel free to contact me with any questions regarding this proposal.

Sincerely,



Luke Porter, MBA	Moving Tree Media	(952) 210-0138
Owner	3198 191st Street	luke@movingtreemedia.com
Moving Tree Media, LLC	Farmington, MN 55024	www.movingtreemedia.com



PREPARED BY:
Stantec

PREPARED FOR:
Elm Creek Watershed Management Commission

JANUARY 9, 2023

Mr. Baines:

Stantec is pleased to submit our qualifications to continue assisting the Elm Creek Watershed Management Organization (ECWMO) with professional watershed and water resource engineering/ professional/ technical services. We are committed to providing ECWMO with the highest level of quality and service, helping you achieve your Management Plan objectives and serve the communities within the watershed.

Our water team members, highlighted within, have dedicated their careers to watershed/ natural resource engineering and science for watershed district clients locally and nationally. We bring our experience from all over North America to produce better outcomes for you. Our watershed clients include agricultural watersheds in greater Minnesota, Metro-area urban watersheds, and a watershed in the Boundary Waters Canoe Area Wilderness. Stantec's focus on exceptional outcomes has led to our work being nationally recognized for innovation and value by our peers.

We help build healthy, resilient legacies. Not only does the team we have assembled understand watershed management and facilitation, but we also have on-the-ground experience with BMP planning/design, floodplain management, riparian buffers and drainage, stream restoration, lake and

wetland management, wastewater management, forest management, groundwater modeling, water supply studies, and subsurface investigations. We have worked successfully with all sizes of local units of government and watershed management organizations around the state and understand their programmatic, organizational and governmental processes.

Thank you for considering Stantec to continue to provide ECWMO with professional and technical services. We are enthusiastic about supporting ECWMO and its partners to foster stewardship of the watershed and provide expertise for environmentally sustainable development. We've provided a brief synopsis of our qualifications on the pages that follow, however please do not hesitate to reach out to me with questions or if you'd like to learn more about how we may be of assistance.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Erik Megow, PE
(763) 252-6857
erik.megow@stantec.com

Related Experience

Project and Permit Reviews

Stantec has developed a strong reputation with Minnesota watershed organizations for our ability to effectively develop, implement, and oversee water resource permitting/project review programs. Stantec understands the importance of effective permit programs, which is why we emphasize timely response to applicants, develop innovative solutions, and effectively communicate with both applicants and Commissioners to meet watershed goals. Collectively, the Stantec project team undertakes approximately 500 development reviews annually for our watershed clients.

Our staff performs the primary technical review of rate control and water quality treatment detention facilities, infiltration Best Management Practice implementation, hydrologic structure design, and erosion and sediment control measures required in developing areas. A few of our watershed clients include: Capital Region Watershed District, Coon Creek Watershed District, Shingle and West Mississippi Watershed Management Commissions, and Minnehaha Creek Watershed District.

In addition, we have helped our watershed clients prepare or update their development Rules and Standards and analyze the potential costs and benefits of those regulations as well as assess their review fee structures.

Rush Creek Headwaters Subwatershed Assessment - Corcoran, MN

Stantec completed a Subwatershed Assessment in the 24 square mile Rush Creek Headwaters priority area. This subwatershed drains to the North and South Fork of Rush Creek, which are impaired by excess E. coli and low dissolved oxygen. Both the fish and macroinvertebrate and fish communities are impaired due to high nutrient concentrations and altered habitat and flow. One lake in the drainage area is impaired by excess nutrients.

The Study Area was subdivided into six Management Units (MUs) based on topography and drainage. The hydrology of each MU was modeled to estimate precipitation runoff and sediment and nutrient pollutant loading to the lakes and streams. A considerable amount of other data was collected for each MU to better understand the potential sources of sediment, nutrients, and bacteria. This data includes topography, soil type and characteristics, land cover and land use, feedlot and other animal locations, potential septic system locations, stream conditions, and known flooding areas.

Several methods and tools were used to help identify the most feasible and cost effective practices include agricultural best management practices (BMP's) such as grassed waterways, alternative tile intakes, and manure management practices to streambank stabilization, septic system inspection and repair, and education and outreach.

Auburn Wetland Monitoring and Engineering Feasibility – Victoria, MN

Stantec recently supported the Minnehaha Creek Watershed District with a hydrology and phosphorus study in the Auburn wetland downstream of Wasserman Lake in Victoria, Minnesota. The stream channel that transects the wetland drains into East Auburn Lake. Monitoring data in 2019 and 2020 indicated that dissolved phosphorus concentrations and loads were higher in the upstream portion of the channel compared to the downstream portion of the channel, indicating that the wetland is serving as a source of phosphorus to East Auburn Lake.

To further evaluate these observations, Stantec and the District installed nested monitoring wells throughout the wetland to monitor water levels and nutrient dynamics across the site. The data showed that groundwater total phosphorus concentrations were 4-5 times higher than in the stream channel. In addition, groundwater flow movement towards the channel during the early portion of the summer before the onset of severe drought conditions which indicated strong potential for groundwater phosphorus flux to the stream channel. Ultimately, this information will be used to evaluate engineering alternatives to reduce nutrient loading downstream to East Auburn Lake.

Middle Sand Creek Natural Channel Design - Coon Rapids, MN

Middle Sand Creek is located in Coon Rapids, Minnesota in the Coon Creek Watershed District. Sand Creek was over widened, incised, and degraded for habitat and biota. Stantec staff worked directly with DNR to use Natural Channel Design principles to remeander 3,300 linear feet of the straightened section of creek. Multiple practices were used, including using felled trees on outside bends for stabilization and habitat, the stream width was narrowed to increase the speed of the creek thus flushing fine particles and transferring gravel throughout the system. Rock riffles were added in multiple locations to increase oxygen and add to the adjacent pathway users auditory experience. The surrounding floodplain was lowered to allow the creek connection to the floodplain during larger storm events. The floodplain was seeded with native grasses and flowers to hold the soil in place and increase the amount of pollinator friendly species in the developed environment. The project was constructed over two years to allow for the newly constructed meanders to vegetate before being brought online. Outside bends were reinforced with shrubs to increase the root systems that hold the banks in place. Multiple species of trees and shrubs were planted to increase the forest diversity and replace the trees that were harvested during construction.

■ Middle Sand Creek Natural Channel Design



■ Bass Lake Alum Treatment



■ Lake Sediment Core



Planning and Diagnostic Studies

Stantec has a long commitment to balancing the needs of our natural environment with the demands placed on it by a growing population. We understand the intrinsic value of water resources, natural areas, and open space, and also recognize the very real benefits these areas provide to the environment and communities. We understand the national, state, regional, and local regulatory and statutory context of watershed and natural resources planning and can help our clients envision plans that are implementable, achievable, and that will make a difference in their communities.

One of our strengths is our ability to leverage outside funding assistance through our dedicated team of funding experts to help you achieve your goals, whether working towards delisting an Impaired Water or protecting a high value resource

Stantec has completed more than 50 Watershed and Local Water Management Plans in Minnesota, including multiple generations of plans for some clients ranging from agricultural watersheds in greater Minnesota, Metro-area urban watersheds, and a watershed in the Boundary Waters Canoe Area Wilderness. We have also completed hundreds of TMDLs and several Watershed Restoration and Protection Strategy (WRAPS) reports, integrating TMDL results with more detailed protection and restoration implementation plans.

Our thorough understanding of science, planning, and regulatory requirements have been crucial assisting our clients implement improvements that have improved water quality and ecological integrity in their waters. We have helped several clients restore their waters to meet state standards and achieve "delisting" from the state's list of Impaired Waters.



■ Rush Creek Open House



ERIK MEGOW PE

SENIOR WATER RESOURCES ENGINEER

Erik is a Water Resources Engineer with over twelve years of experience as a consulting engineer, nine years in water resources and three years in the nuclear energy sector. His primary expertise is stormwater best management practice design, regulatory review, hydraulic and hydrology modeling, stream restoration and stabilization design, floodplain analysis, stormwater management, and surface water mixing zone modeling. Erik has experience and is proficient using XP-SWMM, PC-SWMM, EPA-SWMM, HydroCAD, HEC-RAS, HY8, CORMIX, P8, MIDS, Qual2K, ArcMap (GIS), & ArcGIS Pro.

Representative Experience:

- Elm Creek Watershed Management Organization, Hennepin County, MN
- Shingle Creek and West Mississippi Watershed Management Organizations, Hennepin County, MN
- Minnehaha Creek Watershed District, Hennepin and Carver County, MN
- Coon Creek Watershed District, Anoka County, MN
- Auburn Wetland Monitoring and Engineering Feasibility, Victoria, MN
- Biochar- and Iron-Enhanced Sand Filter Design, Anoka County, MN



DIANE SPECTOR

SENIOR PLANNER

Diane has a diverse twenty-plus year background in water resources management, project planning and management, environmental policy, municipal public works operations, planning and analysis, as well as public participation planning. Her experience includes watershed and local water management plans, stream assessments, stream stressor identification studies, total maximum daily load (TMDL) studies, project management, educational program development, and public participation planning, in addition to several years as a Twin Cities Suburban Public Works Director. Diane also has experience with budget and policy planning at the state, county and local level.

Representative Experience:

- Elm Creek Third Generation Watershed Management Plan
- Rush Creek Headwaters Subwatershed Assessment, Corcoran, MN
- West Metro Water Alliance Staff Assistance, Coon Creek, WI
- Pleasure Creek Subwatershed Assessment, Coon Creek, WI
- Prior Lake Spring Lake Upper Watershed Blueprint
- E-grade, Minnehaha Creek Watershed District
- Local Water Management Plan Update: Eagan, Inver Grove Heights, Eden Prairie
- Pioneer-Sarah Creek Third Generation Watershed Management Plan
- Duck and Blackhawk Creeks Stream Assessment, Davenport, IA



EDWARD MATTHIESEN PE

SENIOR CIVIL ENGINEER

Ed has 40 years of extensive experience in water resources and environmental engineering. His water resources experience includes serving as District Engineer for three Twin Cities area watershed districts and four Joint Powers Associations, writing municipal comprehensive stormwater plans, outlet structure and storm sewer design, conducting evaporation studies, aquifer analysis, water quality protection plans, developing computer hydrologic and hydraulic models, as well as the design and construction of lift stations. In addition, Ed has experience in biological sampling techniques, virus isolation in surface runoff, and chemical modeling of leachate.

Representative Experience:

- Middle Sand Creek Natural Channel Restoration, Coon Rapids, MN
- Becker Park Underground Infiltration Project, Crystal, MN
- Hay Creek Trout Stream Restoration, Red Wing, MN
- Coon Rapids Large-Scale Biochar and Iron-Enhanced Sand Filters
- Coon Creek Watershed District Engineer
- Shingle Creek/West Mississippi Watershed Engineer
- Subwatershed Assessments in Blaine, Coon Rapids, Fridley, Robbinsdale, Champlin and Eden Prairie, MN
- Numerous stream restorations and ravine stabilization projects in Upper Midwest



KATY THOMPSON PE, CFM
SENIOR WATER RESOURCES ENGINEER

Katy is a water resources engineer with 20 years of experience in water and natural resources planning, design, implementation, and management across the United States. Her clients have included local governments, watershed districts, transportation and railroad authorities, and private citizens. Her background includes stakeholder engagement and outreach, master planning and feasibility studies, hydrologic and hydraulic modeling of river and urban storm drainage systems, civil design and construction management, quality control and assurance, climate resilience and risk assessments, and development of long-term adaptive management plans.

Representative Experience:

- Lower Minnesota River Watershed District, Hennepin, Carver, Dakota, and Scott County, MN
- Stormwater and Development Permit Program Manager, Cities of Circle Pines and Hugo, MN
- Shell Rock – Winnebago River One Watershed One Plan, Freeborn County, MN
- Climate Action and Resilience Plan, Metropolitan Council, MN
- FEMA Floodplain Assistance, Several Municipalities, MN



TOM BENEKE
SENIOR ENVIRONMENTAL SCIENTIST

Tom specializes in water quality assessment, geospatial data analysis and mapping, and water quality modeling. He worked on a team to develop the most recent release of EPA's Recovery Potential Screening tool, which is a state-specific analysis tool that allows users to comparatively evaluate watershed health by selecting from a suite of over 300 indicators of watershed health. For EPA's Creating Resilient Water Utilities (CRWU) program, he led the development of a utility-focused streamflow projection mapping application; this project required translating raw point-based projections to interpretable hydrography-based projections, creating a map application for visualizing multiple climate projection scenarios, and facilitating a positive user experience. In addition to these projects, Tom is an expert in TMDL modeling and development, having developed watershed models for TMDL development.

Representative Experience:

- Auburn Wetland Phosphorus Monitoring and Analysis, Victoria, MN
- Island Lake Water Quality and Phosphorus Diagnostic Study, Sturgeon Lake, MN
- Diamond Lake Restoration SWAT Model, Poweshiek County, IA



KATIE KEMMITT
ENVIRONMENTAL SCIENTIST

Katie joined Stantec in January 2020 and has over 5 years of experience in planning, collecting, analyzing, and communicating water resources information. At Stantec, Katie leads the Shingle Creek and West Mississippi Watershed monitoring programs. She combines her technical and writing skills to complete State watershed assessments and plans such as TMDLs, WRAPS, and One Watershed One Plans (1W1P). Before arriving to Stantec, Katie gained experience in research, monitoring, and regulatory settings including working at University of Minnesota laboratories, Metropolitan Council Environmental Services, and the U.S. EPA Region 4.

Representative Experience:

- Shingle Creek and West Mississippi Fourth Generation Watershed Management Plan, Hennepin County, MN
- Shake River Watershed Comprehensive Watershed Management Plan, Kanabec County, MN
- Redwood and Cottonwood River Watersheds TMDL and WRAPS, Redwood County, MN
- Penn Lake Biotic Assessment, Bloomington, MN
- Crystal Lake Management Plan, Robbinsdale, MN



STANTEC 2023 BILLING RATES

Staff Level	Billing Level	Hourly Rate
CAD Technician, Civil Designer, Inspector, Planner, Project Technician, Scientist	3	\$98
	4	\$104
	5	\$115
	6	\$119
Civil Technician, Designer, Engineer, Field Supervisor, GIS Analyst, Inspector, Land Surveyor, Landscape Architect, Project Manager, Scientist, Senior CAD Designer, Senior Civil Technician	7	\$127
	8	\$133
	9	\$142
	10	\$149
Engineer, Field Supervisor, Principal, Project Manager, Senior Engineer, Senior Landscape Architect, Senior Planner, Senior	11	\$157
	12	\$172
	13	\$187
	14	\$195
Survey Crew	15	\$220
	1-person crew	\$165
	2-person crew	\$240

* These rates are adjusted annually in accordance with the normal review procedures of Stantec.



CAMPBELL KNUTSON

PROFESSIONAL ♦ ASSOCIATION

Direct Dial: (651) 234-6219

Author's Email Address: jjamnik@ck-law.com

Elliott B. Knetsch
Joel J. Jamnik
Andrea McDowell Poehler
Soren M. Mattick
David S. Kendall
Henry A. Schaeffer, III
Alina Schwartz
James J. Mongé, III
Jerome M. Porter
Leah C.M. Koch
Meagan K. Kelley
Benjamin J. Colburn
Jared D. Shepherd
Cara A. McDonald
Jack S. Brooksbank
Cole A. Birkeland

Thomas J. Campbell*
Roger N. Knutson*
*Retired

Grand Oak Office Center I
860 Blue Gentian Road
Suite 290
Eagan, Minnesota 55121
Main: 651-452-5000
Fax: 651-234-6237
www.ck-law.com

December 16, 2022

Email: judie@jass.biz

Mr. Doug Baines, Chair
Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

**RE: ELM CREEK WATERSHED MANAGEMENT COMMISSION
-Letter of Interest for Legal Consulting Services**

Dear Mr. Baines:

In conjunction with the Board's regular review of its consulting services, we want to express our strong interest in reappointment as attorneys for the Elm Creek Watershed Management Commission ("WMO") for the fiscal years 2023 and 2024. We have represented the WMO since 1994 and have enjoyed our relationship with the organization. The following information is provided to assist in your review:

- 1. NAME AND LOCATION OF FIRM.** Our firm name is Campbell Knutson, *Professional Association*, Grand Oak Office Center I, 860 Blue Gentian Road, Suite 290, Eagan, Minnesota 55121. The firm is located near the intersection of I-494 and Dodd Road in Eagan.
- 2. NUMBER OF YEARS IN OPERATION AT EAGAN LOCATION.** The firm has been located in the Eagan area since it was founded in 1986, and has been specifically located at the Grand Oak Office Center address since July 2015.
- 3. FIRM EXPERIENCE.** Campbell Knutson focuses on providing municipal clients with competent, prompt, and cost conscious service. The firm employs fifteen attorneys and twelve legal assistants. The firm's income is almost exclusively generated by the services we provide to cities and other governmental entities. Campbell Knutson currently represents five other watersheds in the seven county area. The firm has been active in every aspect of watershed law including drafting joint powers agreements, reviewing 509 Plans, advising clients on law and rule changes, reviewing grant applications, WCA administration and assisting with improvement projects. Our practice of municipal law dovetails with our watershed practice. There is virtually no area of watershed law that we have not been involved with.

4. **PROFESSIONAL STAFF AVAILABLE TO THE WMO.** We propose that James Monge be designated as the lead attorney for the WMO and will attend Board meetings, as needed. Andrea Poehler, Soren Mattick, and Joel Jamnik would also be available to provide legal services to the WMO, although Mr. Jamnik is scheduled to retire mid-2023.

5. **ATTORNEY QUALIFICATIONS/EXPERIENCE.** James provides general municipal services for all of the firm's clients and is the lead city attorney for Lindstrom, Shafer and Stacy and the attorney for North Cannon River WMO. Prior to joining the firm in 2015, James worked at the League of Minnesota Cities for 15 years. At the League, James served as Senior Land Use Litigator, Property/Casualty Litigator, and Research Attorney.

James has been a land use instructor for Government Training Services. He has also lectured to the League of Minnesota Cities and Continuing Legal Education classes for attorneys on various municipal law topics.

Individual resumés for James Mongé, Andrea Poehler, Soren Mattick, and Joel Jamnik are enclosed for your information as well.

6. **YEARS EXPERIENCE WITH WMO'S.** Campbell Knutson has represented seven other watersheds since 1982 and was appointed as attorneys for the Elm Creek Watershed Management Commission and the Pioneer-Sarah Creek Watershed Management Commission in 1994. Campbell Knutson has represented the Lower Mississippi River WMO since 1986, the Eagan-Inver Grove Heights Watershed Management Organization since 2014, and the North Cannon River WMO since 2019. All of the attorneys at Campbell Knutson are involved in representing our municipal clients, and the firm is well known for its expertise in municipal government, watersheds, zoning, land use and planning.

7. **OTHER WMO'S REPRESENTED BY THE FIRM AND CONTACT INFORMATION FOR EACH.**

North Cannon River
Ashley Gallagher, Administrator
(651) 480-7777

Black Dog Lake
Daryl Jacobson, Administrator
(612) 895-4574

Eagan-Inver Grove Heights
Brian Watson, Administrator
(651) 480-7778

Lower Mississippi River
Joe Barten, Administrator
(651) 480-7784

Pioneer-Sarah Creek
Amy Juntunen, Administrator
(763) 553-1144

8. **HOURLY BILLING RATE FOR 2023 AND 2024.** Campbell Knutson proposes to provide general legal services to the Elm Creek WMO at the following rates for the fiscal years of 2023 and 2024:

Attorneys	\$ 185.00/hour
Law Clerks	125.00/hour
Legal Assistants	110.00/hour

Services rendered are billed according to the actual time incurred, with a minimum increment of one-tenth of an hour. We would also bill for photocopies at \$.20 each and computerized research (Lexis/Nexus or Westlaw) at actual cost. The WMO would not be charged for any other items. For any of our work that the Commission passes through to developers we would bill in accordance with our firm's schedule of pass-through rates (generally \$200-300 per hour depending on the attorney, for example, James' current pass-through rate is \$250/hour).

We have enjoyed working with the WMO in the past and hope to work with you in the future. If you have any questions or require any additional information, please feel free to contact me.

Very truly yours,

CAMPBELL KNUTSON
Professional Association

By: 
Joel J. Jannik, Vice-President

JJJ/jmo
Enclosures



JAMES J. MONGÉ, III

Associate

jmonge@ck-law.com
(651) 234-6201



PROFESSIONAL EXPERIENCE

James joined the firm in 2015. From 2000-2015 James served as a Senior Land Use Litigator, Property/Casualty Litigator, and Research Attorney for the League of Minnesota Cities. From 1998-2000, James served as judicial law clerk for the Honorable Paul T. Benshoof in the Ninth Judicial District.

James has an extensive background in municipal law, including land use, open meeting law, data practices, and ordinance drafting. He also has significant litigation experience.

NOTABLE CASES

Sawh v. Lino Lakes, 823 N.W.2d 627 (Minn. 2012) (city's determination that dog was a dangerous animal did not violate owner's constitutional right to procedural due process and was supported by a substantial basis in the record).

Ortell v. City of Nowthen, 814 N.W.2d 40 (Minn. App. 2012) (city's denial of application for a variance upheld).

Wessman v. City of Mankato, 2011 Minn. App. Unpub. LEXIS 597 (trial court's dismissal of plaintiff's substantive due process and temporary regulatory taking claims affirmed).

Hess v. Fergus Falls, 2007 Minn. App. Unpub. LEXIS 1061 (city decision to vacate right of way upheld).

PRESENTATIONS

James' recent presentations include:

- 2016 Minnesota Association of City Attorneys Legislative Update
 - o Law Enforcement Data
- 2015 Minnesota Association of City Attorneys Legislative Update
 - o We've Got Plenty of Data But Who Has the Answers? (Co-presenter)
- 2014 Minnesota Municipal Clerks Institute
 - o Municipal Liability
- 2012 Minnesota Association of City Attorneys Educational Conference
 - o The eDiscovery Minefield (Co-presenter)

EDUCATION

Marquette University Law School J.D., 1998

Boston College
B.A., 1995

PROFESSIONAL MEMBERSHIPS

- Minnesota State Bar Association
- Wisconsin State Bar Association
- Ramsey County Bar Association
- Warren E. Burger Inn of Court

RECOGNITION

Super Lawyers
Rising Star, 2007 & 2008

BAR ADMISSIONS

Minnesota 1999

Wisconsin 1998

U.S. District Court,
District of Minnesota 2003



**ANDREA MCDOWELL
POEHLER**

Shareholder

apoehler@ck-law.com
(651) 234-6224



CITY ATTORNEY FOR:

Elko New Market, Farmington EDA, Plymouth HRA

PROFESSIONAL EXPERIENCE

Before joining the firm, Andrea clerked for the Honorable Jack Davies of the Minnesota Court of Appeals. Andrea has been a member of the firm since 1993 and a shareholder since 2000.

PRACTICE AREAS

Andrea attends Lakeville Planning Commission meetings and acts as an assistant city attorney for all of the firm's clients. Andrea specializes in the following areas of law:

- Real Estate
- Land Use
- Employment Law
- Housing and redevelopment authority law
- Economic development authority law

PRESENTATIONS & PUBLICATIONS

- Minnesota Continuing Legal Education Presenter, 2015
 - o Land Use Law
- *Land Use, The Complete Real Estate Lawyer's Quick Answer Book*, 2015

EDUCATION

William Mitchell College
of Law
J.D., cum laude, 1991

St. Olaf College, B.A.
(dual major in English and
Mathematics), 1986

**PROFESSIONAL
MEMBERSHIPS**

- Minnesota Association
of City Attorneys
- Minnesota State Bar
Association, Public
Law Section & Real
Estate Section
- Sensible Land Use
Coalition
- American Planning
Association
- Dakota County Bar
Association
- 2016 Young Lawyer
Mentorship Program

BAR ADMISSIONS

Minnesota 1991



SOREN M. MATTICK

Shareholder

smattick@ck-law.com

(651) 234-6217



CITY ATTORNEY FOR THE CITIES OF:

Big Lake, Lindström, North St. Paul, Orono, St. Louis Park, Stillwater Township, and Zimmerman

PROFESSIONAL EXPERIENCE

Soren was an Assistant Rice County Attorney from 1997 to 2000, with primary responsibility for land use, waste management, and forfeiture issues.

PRACTICE AREAS

Soren joined the firm in 2001 after spending five years with the Rice County Attorney's office and is a shareholder of the firm. Soren provides general municipal services for all of the firm's clients and is the lead attorney for the cities of Big Lake, Lindström, North St. Paul, Orono, St. Louis Park, Zimmerman, and Stillwater Township. In addition, Soren handles all aspects of civil litigation on behalf of the firm's clients as well as code enforcement. He has been a land use instructor for Government Training Services.

PROFESSIONAL MEMBERSHIPS

- Minnesota State Bar Association
- Rice and Dakota County Bar Associations

EDUCATION

Hamline University Law School
J.D., 1997

Luther College, B.A.,
1994

BAR ADMISSIONS

Minnesota 1997



JOEL J. JAMNIK

Shareholder

jjamnik@ck-law.com

(651) 234-6219



CITY ATTORNEY FOR THE CITIES OF:

Arden Hills, Braham, Burnsville, Farmington, Monticello, Mora and Woodland

PROFESSIONAL EXPERIENCE

From 1980 to 1997, Joel served as Research Assistant, Legislative Counsel and finally Senior Intergovernmental Relations Representative for the League of Minnesota Cities. Joel was primarily responsible for city-state relations in the areas of land use, environmental law, criminal law, transportation, personnel, public safety and general governmental policy. He was chief author of the Handbook for Minnesota Cities 1983-1995, and frequent presenter for the LMC and Government Training Services.

PRACTICE AREAS

Joel has an extensive background in municipal law, including lobbying, land use planning and development, zoning, contracts, personnel, data practices, and ordinance preparation.

PROFESSIONAL MEMBERSHIPS

- Minnesota State Bar Association
 - o Public Law Section
- Dakota County Bar Association
- Minnesota Association of City Attorneys (Past President and Board Member)
- International Municipal Lawyers Association

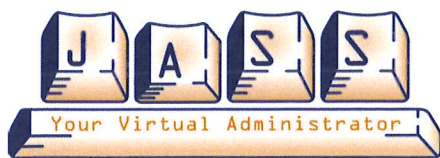
EDUCATION

William Mitchell College of Law
J.D., magna cum laude

St. Cloud State University,
B.A. with honors (dual major in CJS and Political Science)

BAR ADMISSIONS
Minnesota

U.S. District Court,
District of Minnesota



3235 Fernbrook Lane
Plymouth, MN 55447
(763) 553-1144
Fax: (763) 553-9326

December 12, 2022

Doug Baines, Chair
Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447

Dear Mr. Baines:

In accordance with state law and the recent publication in the *State Register*, please accept this letter as an expression of JASS' interest in continuing to provide administrative services for the Elm Creek Watershed Management Commission. Below is a brief listing of the services JASS currently provides to the Commission.

- Facilitates and attends regular, Technical Advisory Committee, budget, and other special meetings. Establishes effective administrative procedures. Creates minutes, maintains documents of the Commission as governed by Minnesota Statute 138.17.
- Coordinates and facilitates strategic planning and implementation, provides project oversight.
- Acts as liaison between the Commission and the public, member communities, county, state and federal agencies, watershed management organizations, and the technical and legal advisors of the Commission.
- Facilitates communications among the Commission's members and stakeholders.
- Serves on the West Metro Watershed Alliance (WMWA). Coordinates educational activities and other outreach events. Assists in developing educational programming for citizens, public officials, educators, students, and city staffs.
- Judie Anderson serves as Deputy Treasurer of the Commission and is responsible for oversight of the Commission's financial transactions and internal controls of Commission financial management among JASS staff. She also assists with the annual audit and development of the Commission's annual operating budget. Anderson also oversees the Commission's website content and provides monthly and annual reporting.

- Amy Juntunen serves as JASS' Vice President of Operations, and Anderson's primary back-up to the Commission. She is responsible for Watershed-based Funding activities and serves as administrative support for WMWA.
- Beverly Love is responsible for the day-to-day financial operations of the Commission, assists with the annual audit, and oversees administrative coordination for project reviews.
- Other staff members provide ongoing records maintenance, maintain the Commission website, coordinate meeting packets, and serve in various other ancillary roles.

JASS has the personnel and equipment to maintain an efficient and effective general office environment. Our current billing rates range from \$75.00/hour for office support to \$85.00/hour for meeting attendance and offsite administration.

In addition to the Elm Creek Commission, JASS also provides administrative services for the Shingle Creek, West Mississippi, Pioneer-Sarah Creek, and Mississippi Watershed Management Commissions, the Clearwater River Watershed District, and WMWA, of which the Commission is a member.

We will be happy to provide the Commissioners with any additional information they require. Thank you for your consideration of Judie Anderson's Secretarial Services, Inc. as your administrative support provider in 2023-2024.

Sincerely,



Judie A. Anderson
President

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