

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



Regular Meeting of the Middle St. Croix Watershed Management Organization Bayport Public Library, Bayport, MN Thursday, June 8, 2017 6:00PM

1. Call to Order – 6:00PM
2. Approval of Minutes
 - a) Draft minutes- April 13 , 2017- **pages 2-4**
3. Treasurer’s Report
 - a. Report of savings account, assets for June 8, 2017
 - b. Approve payment of bills for June 8, 2017
4. Public Comments
5. Old Business
6. New Business
 - a. 2016 Financial Audit-*Action Item* **pages 5-22**
 - b. EPA Subgrant Application- St. Mary’s Point Buffer Installation-*Action Item* **page 23**
 - c. Washington County Master Water Stewards Program - *Action Item* **page 24**
 - d. Lily Lake Open House Tuesday, July 11 at the Chilkoot Café, Stillwater –*Discussion* **page 25**
7. Grant and Cost Share Applications
 - a. Andersen Windows Native Prairie Restoration –Bayport **pages 26-38**
 - b. Riley Native Bluffland Planting –Lakeland **pages 39-42**
 - c. Meyer Infiltration Basin, Raingarden, and Bluff Drainage Improvement- Lakeland **page 43**
8. Plan Reviews/Submittals
 - a. 2017 Infrastructure Improvements- Bayport
 - b. Oak Park Senior Living Phase V- Oak Park Heights
9. Administrator’s Report **page 44-45**
10. Adjourn

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Minutes of the Middle St. Croix Watershed Management Organization Bayport Public Library, Bayport, MN Thursday, April 13, 2017 6:00PM

Present: Brian Zellar, Lakeland Shores; Doug Menikheim, Stillwater; Dave Schultz, West Lakeland Twp; Joe Paiement, Lakeland; Mike Runk, Oak Park Heights; Nancy Karras-Anderson, St. Mary's Point; Annie Perkins, Afton; Tom McCarthy, Lake St. Croix Beach; John Fellegly, Baytown Twp.; Patrick McGann, Bayport; Administrative Assistant Jenn Radtke, Administrator Mike Isensee.

1. Call to Order – 6:00PM

The meeting was called to order by Brain Zellar at 6:00pm.

2. Approval of Minutes

- a) Draft minutes- February 9 , 2017
- b) Draft minutes – January 12, 2017

Motion to approve the minutes was made by Mr. John Fellegly, seconded by Ms. Nancy Anderson. Motion carried, one abstaining.

3. Treasurer's Report

- a. Report of savings account, assets for April 13, 2017
- b. Approve payment of bills for April 13, 2017

The treasurer's report was presented by Administrator Isensee. The remaining checking account balance is \$114,030.31. First State Bank CDs are valued at \$32,094.13. The ending balance in the RBC savings account is \$48,659.37.

Bills to be approved this month are:

Emmons & Olivier: \$634.50;
League of MN Cities: \$2,285.00;
SavATree: \$6,787.44;
Washington Conservation District (Administration) \$3,509.50;
Washington Conservation District (Technical Services) \$11,651.50;
Washington Conservation District (EMWREP) \$1,500;
Washington Conservation District (Water Monitoring); \$6,058.55;
Total: \$35,426.49

Mr. John Fellegly moved to approve the treasurer's report and pay the bills presented, Ms. Nancy Anderson seconded the motion, and the motion carried.

4. Public Comments

Natalie Warren, St. Croix River Association, came to share about a Workshop Series for Local Officials in Stillwater, MN. The workshops are:

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April 18th – A Practical Guide to Variances in the Lower St. Croix River

April 25th – Basics of Planning & Zoning

May 2nd – Beyond the Basics of Planning and Zoning

www.regonline.com/2017landuse

5. Old Business

a. **WCD 2017 Maintenance Crew Agreement- Action**

Motion by Mr. John Fellegly, seconded by Ms. Nancy Anderson, to approve the 2017 Agreement for Services with the Washington Conservation District for a maintenance crew.

6. New Business

a. 2016 MSCWMO Water Monitoring Final Report

Administrator Isensee provided an overview of the goals and mission of the MSCWMO, as well as the results of the 2016 water monitoring season. The full report is available at www.mscwmo.org.

Motion by Mr. Brian Zellar, seconded by Mr. Mike Runk, to approve the 2016 Water Monitoring Final Report. Motion carried.

b. 2015-2016 Lily Lake Targeted Monitoring Summary

The full report will be posted on the website.

Motion by Mr. Doug Menikheim, seconded by Ms. Annie Perkins, to approve the 2016 Lily Lake Targets Monitoring Summary. Motion carried.

c. 2016 Perro Pond/Creek Targeted Monitoring Summary

The full report will be posted on the website.

Motion by Mr. Doug Menikheim, seconded by Ms. Annie Perkins, to approve the 2016 Perro Pond/Creek Targeted Monitoring Summary. Motion carried.

d. 2014 Clean Water Fund Grant- Integrating MIDS into Local Ordinance Final Financial Report

Motion by Mr. Mike Runk, seconded by Ms. Nancy Anderson, to approve and sign the Integration MIDS into Local Ordinance Final Financial Report. Motion carried.

e. Water Monitoring Equipment Replacement Purchase Proposal

Motion by Mr. Brian Zellar, seconded by Ms. Annie Perkins, to approve the purchase of used water quality sampling equipment from the Washington Conservation for a total amount not to exceed \$3,182.00. Motion carried.

f. 2017 MSCWMO Board Managers Watershed Tour Date and Time

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Discussion only. Proposed: 2 hour tour, Wednesday or Thursday summer afternoon, to visit clean water projects in the communities.

g. St. Croix River Association Grant Award Contract

Motion by Mr. Brian Zellar, seconded by Mr. Doug Menikheim, to sign the grant contract for the St. Croix River Association Grant Agreement for \$20,000.00. Motion carried.

7. Plan Reviews/Submittals

a. Cover Park Improvement Projects- Oak Park Heights

Motion by John Fellegly, seconded by Mr. Tom McCarthy, to recommend approval of the Cover Park Improvement Projects. Motion carried.

b. 195 Lakeland Shores Rd., Lakeland

Information only.

c. St. Croix Preparatory Academy Athletic Fields, Baytown Township

Motion by Mr John Fellegly, seconded by Ms. Nancy Anderson, to recommend approval of the St. Croix Preparatory Academy Athletic Fields project with the 5 required conditions listed on the permit. Motion carried.

d. Bayport 2017 Infrastructure Improvements, Bayport

Motion by Mr. Brian Zellar, seconded by Ms. Nancy Anderson, to recommend approval of the Infrastructure Improvements in Bayport with the 5 conditions listed on the permit. Motion carried.

8. Administrator's Report

Administrator Isensee gave a watershed report. More information about the Clean Water Land and Legacy Fund Grants are available on the MSCWMO website.

9. Adjourn

The motion to adjourn was made by Mr. John Fellegly, seconded by Mr. Tom McCarthy. The motion carried and the meeting was adjourned at 7:03p.m.

**MIDDLE ST. CROIX
WATERSHED MANAGEMENT ORGANIZATION**

FINANCIAL STATEMENTS

DECEMBER 31, 2016

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INDEPENDENT AUDITOR'S REPORT

Board of Supervisors
Middle St. Croix Watershed Management Organization
Oakdale, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of Middle St. Croix Watershed Management Organization, Oakdale, Minnesota, as of and for the year ended December 31, 2016 and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Middle St. Croix Watershed Management Organization as of December 31, 2016, and the respective changes in financial position, and, the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3–5 and the budgetary comparison statement on page 13 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 25, 2017, on our consideration of the Middle St. Croix Watershed Management Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Middle St. Croix Watershed Management Organization's internal control over financial reporting and compliance.

Peterson Company Ltd

PETERSON COMPANY LTD.
Certified Public Accountants
Waconia, Minnesota

April 25, 2017

**MANAGEMENT'S DISCUSSION AND ANALYSIS
MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
DECEMBER 31, 2016**

The Middle St. Croix Watershed Management Organization's discussion and analysis provides an overview of the Organization's financial activities for the fiscal year ended December 31, 2016. Since this information is designed to focus on the current year's activities, resulting changes, and currently known facts, it should be read in conjunction with the financial statements.

USING THIS ANNUAL REPORT

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Organization as a whole and present a longer-term view of the Organization's finances. For governmental activities, financial statements tell how services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Organization's operations in more detail than the government-wide statements by providing information about the Organization's general fund. Since Organizations are single-purpose, special-purpose government units, the Organization combines the government-wide and fund financial statements into a single presentation.

The Statement of Net Position and the Statement of Activities

One of the most important questions asked about the Organization's finances is, "Is the Organization as a whole better or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Organization as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Organization's net position and changes in them. You can think of the Organization's net position — the difference between assets and liabilities — as one way to measure the Organization's financial health, or financial position. Over time, increases or decreases in the Organization's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the state and local governmental funding, to assess the overall health of the Organization.

In the Statement of Net Position and the Statement of Activities, the Organization presents governmental activities. All of the Organization's basic services are reported here. Appropriations from the county and state finance most activities.

Reporting the Organization's General Fund

Our analysis of the Organization's general fund is part of this report. The fund financial statements provide detailed information about the general fund—not the Organization as a whole. The Organization presents only a general fund, which is a governmental fund. All of the Organization's basic services are reported in the general fund, which focuses on how money flows into and out of the fund and the balances left at year-end that are available for spending. The fund is reported

using an accounting method called modified accrual accounting. This method measures cash and all other financial assets that can be readily converted to cash. The general fund statements provide a detailed short-term view of the Organization's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Organization's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation included with the financial statements.

THE ORGANIZATION AS A WHOLE

Our analysis focuses on the net position and change in net position of the Organization's governmental activities.

Net Position:

	Governmental Activities	
	2016	2015
Current Assets	<u>\$ 222,387</u>	<u>\$ 259,375</u>
Total Assets	<u><u>\$ 222,387</u></u>	<u><u>\$ 259,375</u></u>
Current Liabilities	<u>\$ 174,633</u>	<u>\$ 179,363</u>
Total Liabilities	<u>\$ 174,633</u>	<u>\$ 179,363</u>
Unrestricted	<u>\$ 47,754</u>	<u>\$ 80,012</u>
Total Net Position	<u><u>\$ 47,754</u></u>	<u><u>\$ 80,012</u></u>

Net position of the Organization's governmental activities decreased by \$32,258. Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements changed from \$80,012 at December 31, 2015 to \$47,754 at December 31, 2016.

Change in Net Position:

	Governmental Activities	
	2016	2015
<u>Revenues</u>		
Intergovernmental	\$ 240,436	\$ 185,362
Investment Earnings	1,335	105
Miscellaneous	8,000	3,445
Total Revenues	<u>\$ 249,771</u>	<u>\$ 188,912</u>
 <u>Expenditures</u>		
Conservation	\$ 282,029	\$ 255,144
Total Expenditures	<u>\$ 282,029</u>	<u>\$ 255,144</u>
 Increase (decrease) in Net Position	 <u>\$ (32,258)</u>	 <u>\$ (66,232)</u>

The Organization's total revenues increased by \$60,859. The total cost of programs and services increased by \$26,885.

THE ORGANIZATION'S FUNDS

As the Organization completed the year, its general fund as presented in the balance sheet reported a combined fund balance of \$47,754, which is below last year's total of \$80,012.

General Fund Budgetary Highlights

The actual charges to appropriations (expenditures) were \$149,259 above the final budgeted amounts. The most significant negative variance of \$139,947 occurred in Contracted Personnel Services. The most significant positive variance of \$74,298 occurred in Local Revenue.

CONTACTING THE ORGANIZATION'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, customers and creditors with a general overview of the Organization's finances and to show the Organization's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Middle St. Croix Watershed Management Organization at 455 Hayward Ave North, Oakdale, MN 55128. The phone number is 651-330-8220.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
OAKDALE, MINNESOTA
STATEMENT OF NET POSITION AND
GOVERNMENTAL FUND BALANCE SHEET
DECEMBER 31, 2016**

	General Fund	Adjustments	Statement of Net Position
Assets			
Cash and Investments	\$ 222,387	\$ -	\$ 222,387
Total Assets	<u>\$ 222,387</u>	<u>\$ -</u>	<u>\$ 222,387</u>
Liabilities			
Current Liabilities:			
Unearned Revenue	\$ 140,062	\$ -	\$ 140,062
Accounts Payable	34,571	-	34,571
Total Liabilities	<u>\$ 174,633</u>	<u>\$ -</u>	<u>\$ 174,633</u>
Fund Balance/Net Position			
Fund Balance			
Unassigned	\$ 47,754	\$ (47,754)	\$ -
Total Fund Balance	<u>\$ 47,754</u>	<u>\$ (47,754)</u>	<u>\$ -</u>
Net Position			
Unrestricted		\$ 47,754	\$ 47,754
Total Net Position		<u>\$ 47,754</u>	<u>\$ 47,754</u>

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
OAKDALE, MINNESOTA
STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2016**

	General Fund	Adjustments	Statement of Activities
Revenues			
Intergovernmental	\$ 240,436	\$ -	\$ 240,436
Investment Earnings	1,335	-	1,335
Miscellaneous	8,000	-	8,000
Total Revenues	<u>\$ 249,771</u>	<u>\$ -</u>	<u>\$ 249,771</u>
Expenditures/Expenses			
Conservation			
Current	\$ 282,029		\$ 282,029
Total Expenditures/Expenses	<u>\$ 282,029</u>	<u>\$ -</u>	<u>\$ 282,029</u>
Excess of Revenues Over (Under) Expenditures/Expenses	\$ (32,258)	\$ -	\$ (32,258)
Fund Balance/Net Position January 1	<u>\$ 80,012</u>	<u>\$ -</u>	<u>\$ 80,012</u>
Fund Balance/Net Position December 31	<u><u>\$ 47,754</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 47,754</u></u>

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2016**

Note 1 - Summary of Significant Accounting Policies

The financial reporting policies of the Middle St. Croix Watershed Management Organization conform to generally accepted accounting principles. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations).

Financial Reporting Entity

The Middle St. Croix Watershed Management Organization was established in 1984 by a joint powers agreement pursuant to Minnesota Statutes 471-59 and 103B.211 to develop a Surface Water Management Plan and institute programs to conserve soil and water resources through implementation of practices that preserve and use natural storage area, control excessive volumes and rates of run-off, effectively reduce or prevent erosion and sedimentation, promote ground water recharge, improve water quality, and prevent flooding in order to protect and manage the natural and artificial water conveying systems of the Middle St. Croix River Watershed. The affairs of the Organization are governed by a Board of Commissioners, consisting of one commissioner from each of the governmental units that is a party to the joint powers agreement. The joint powers agreement consists of the following governmental units: Afton, St. Mary's Point, Lake St. Croix Beach, Lakeland Shores, Lakeland, West Lakeland Township, Bayport, Baytown Township, Oak Park Heights, and Stillwater.

Each fiscal year the Organization develops a work plan which is used as a guide in using resources effectively to provide maximum conservation of all lands within its boundaries. The work plan includes guidelines for employees and technicians to follow in order to achieve the Organization's objectives.

Generally accepted accounting principles require that the financial reporting entity include the primary government and component units for which the primary government is financially accountable. Under these principles the Organization does not have any component units.

Government-Wide Financial Statements

The government-wide financial statements (i.e. The Statement of Net Position and The Statement of Activities) report information on all of the nonfiduciary activities of the Organization.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function.

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

Fund Financial Statements

The government reports the General Fund as its only major governmental fund. The general fund accounts for all financial resources of the government.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2016**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose the Organization considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period.

Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures are recorded when a liability is incurred under accrual accounting.

Intergovernmental revenues are reported in conformity with the legal and contractual requirements of the individual programs. Generally, grant revenues are recognized when the corresponding expenditures are incurred.

Investment earnings are recognized when earned. Other revenues are recognized when they are received in cash because they usually are not measurable until then.

In accordance with Governmental Accounting Standards Board Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, revenues for nonexchange transactions are recognized based on the principal characteristics of the revenue. Exchange transactions are recognized as revenue when the exchange occurs.

Budget Information

The Organization adopts an estimated revenues and expenditures budget for the general fund. Comparisons of estimated revenues and budgeted expenditures to actual are presented in the financial statements in accordance with generally accepted accounting principles. Amendments to the original budget require Board approval. Appropriations lapse at year-end. The Organization does not use encumbrance accounting.

Use of Estimates

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

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position

Assets

Investments are stated at fair value, except for non-negotiable certificates of deposit, which are on a cost basis and short-term money market investments, which are stated at amortized cost.

Receivables are collectible within one year.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2016**

Unearned Revenue

Governmental funds and government-wide financial statements report unearned revenue in connection with resources that have been received, but not yet earned.

Classification of Net Position

Net position in the government-wide financial statements is classified in the following categories:

Investment in capital assets – the amount of net position representing capital assets net of accumulated depreciation.

Restricted net position – the amount of net position for which external restrictions have been imposed by creditors, grantors, contributors, or laws or regulations of other governments; and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position – the amount of net position that does not meet the definition of restricted or investment in capital assets.

Classifications of Fund Balances

Fund balance is divided into five classifications based primarily on the extent to which the Organization is bound to observe constraints imposed upon the use of the resources in the General Fund. The classifications are as follows:

Nonspendable – the nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

Restricted – fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or are imposed by law through constitutional provisions or enabling legislation.

Committed – the committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (resolution) of the Board. Those committed amounts cannot be used for any other purposes unless the Board removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts.

Assigned – amounts in the assigned fund balance classification the Organization intends to use for specific purposes that do not meet the criteria to be classified as restricted or committed. In the General Fund, assigned amounts represent intended uses established by the Board or the Board Administrator who has been delegated that authority by Board resolution.

Unassigned – Unassigned fund balance is the residual classification for the general fund and includes all spendable amounts not contained in the other fund balance classifications.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2016**

The Organization applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Risk Management

The Organization is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; workers' compensation claims; and natural disasters. Property and casualty liabilities and workers' compensation are insured through Minnesota Counties Intergovernmental Trust. The Organization retains risk for the deductible portion of the insurance. The amounts of these deductibles are considered immaterial to the financial statements.

The Minnesota Counties Intergovernmental Trust is a public entity risk pool currently operated as a common risk management and insurance program for its members. The Organization pays an annual premium based on its annual payroll. There were no significant increases or reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

Note 2 - Detailed Notes

Unearned Revenue

Unearned revenue represents unearned advances from the Minnesota Board of Water and Soil Resources (BWSR) for administrative service grants and for the cost-share program. Revenues will be recognized when the related program expenditures are recorded. Unearned revenue for the year ended December 31, 2016, consists of the following: Lake St. Croix Direct Phase I and II \$98,036; MIDS Accelerated Implementation Grant \$9,954; Lily Lake Phase III \$32,072; Total \$140,062.

Deposits

Minnesota Statutes 118A.02 and 118A.04 authorize the Organization to designate a depository for public funds and to invest in certificates of deposit. Minnesota Statute 118A.03 requires that all Organization deposits be protected by insurance, surety bond, or collateral. When not covered by insurance or surety bonds, the market value of collateral pledged shall be at least ten percent more than the amount on deposit (plus accrued interest) at the close of the financial institution's banking day.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2016**

Custodial Credit Risk Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the Organization's deposits may not be returned to it. The Organization does not have a deposit policy for custodial credit risk. As of December 31, 2016, the Organization's deposits were not exposed to custodial credit risk.

Note 3 - Operating Leases

Office space is provided by the Washington Conservation District, the fiscal agent for the Organization.

Note 4 - Stewardship, Compliance and Accountability

Excess of expenditures over budget – The General Fund had expenditures in excess of budget for the year as follows: Expenditures \$282,029; Budget \$132,770; Excess \$149,259.

Note 5 - Reconciliation of Fund Balance to Net Position

Governmental Fund Balance, January 1	\$ 80,012
Less: Excess of Expenditures Over Revenue	<u>(32,258)</u>
Governmental Fund Balance, December 31	<u>\$ 47,754</u>
 Net Position	 <u>\$ 47,754</u>

Note 6 - Reconciliation of Change in Fund Balance to Change in Net Position

Change in Fund Balance	<u>\$ (32,258)</u>
Change in Net Position	<u>\$ (32,258)</u>

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION
OAKDALE, MINNESOTA
BUDGETARY COMPARISON STATEMENT
BUDGET AND ACTUAL
GENERAL FUND
YEAR ENDED DECEMBER 31, 2016**

	Original/ Final Budget	Actual	Variance With Final Budget Positive (Neg)
Revenues			
Intergovernmental			
Local	\$ 39,000	\$ 113,298	\$ 74,298
State	208,000	127,138	(80,862)
Total Intergovernmental	<u>\$ 247,000</u>	<u>240,436</u>	<u>\$ (6,564)</u>
Miscellaneous			
Investment Earnings	\$ -	\$ 1,335	\$ 1,335
Other	-	8,000	8,000
Total Miscellaneous	<u>\$ -</u>	<u>\$ 9,335</u>	<u>\$ 9,335</u>
 Total Revenues	 <u>\$ 247,000</u>	 <u>\$ 249,771</u>	 <u>\$ 2,771</u>
Expenditures			
District Operations			
Contracted Personnel Services	\$ 29,200	\$ 169,147	\$ (139,947)
Other Services and Charges	10,000	5,400	4,600
Total District Operations	<u>\$ 39,200</u>	<u>\$ 174,547</u>	<u>\$ (135,347)</u>
Project Expenditures			
Local	\$ 93,570	\$ 26,740	\$ 66,830
State	-	80,742	(80,742)
Total Project Expenditures	<u>\$ 93,570</u>	<u>\$ 107,482</u>	<u>\$ (13,912)</u>
 Total Expenditures	 <u>\$ 132,770</u>	 <u>\$ 282,029</u>	 <u>\$ (149,259)</u>
Excess of Revenues Over (Under) Expenditures	<u>\$ 114,230</u>	<u>\$ (32,258)</u>	<u>\$ (146,488)</u>
Fund Balance - January 1	\$ 80,012	\$ 80,012	\$ -
Fund Balance - December 31	<u>\$ 194,242</u>	<u>\$ 47,754</u>	<u>\$ (146,488)</u>

Notes are an integral part of the basic financial statements.

MINNESOTA LEGAL COMPLIANCE REPORT

Board of Supervisors
Middle St. Croix Watershed Management Organization
Oakdale, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* (issued by the Comptroller General of the United States), the financial statements of Middle St. Croix Watershed Management Organization of Oakdale, Minnesota, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Middle St. Croix Watershed Management Organization's basic financial statements, and have issued our report thereon dated April 25, 2017.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes 6.65, contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions. Our audit considered all of the listed categories, except that we did not test for compliance with the provisions for public indebtedness because the Organization is not allowed to issue debt.

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

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

Peterson Company Ltd

PETERSON COMPANY LTD.
Certified Public Accountants
Waconia, Minnesota

April 25, 2017

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Supervisors
Middle St. Croix Watershed Management Organization
Oakdale, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of Middle St. Croix Watershed Management Organization, Oakdale, Minnesota, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise Middle St. Croix Watershed Management Organization's basic financial statements, and have issued our report thereon dated April 25, 2017.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Middle St. Croix Watershed Management Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Peterson Company Ltd

PETERSON COMPANY LTD.
Certified Public Accountants
Waconia, Minnesota

April 25, 2017

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: June 8, 2017

6b) St. Croix Master Water Stewards Program EPA Subgrant

The MSCWMO has been requested to host an EPA Subgrant for the St. Croix Master Water Stewards Project to establish native shoreline vegetation on Lake St. Croix. The \$2,535.00 grant will cover up to \$630 in MSCWMO expenses and materials to install native shoreline plantings along the St. Croix in St. Mary's Point.

The St. Croix Master Watershed Stewards Certificate Program is a 2-year pilot project, one of just three in the nation funded in the fall of 2015 by the EPA Office of Environmental Education. Nancy Anderson, Council Member at St. Mary's Point, participated in the program and is coordinating the installation of the project.

St. Croix Master Water Stewards EPA Subgrant

Motion by Board Member 1, seconded by Board Member 2, to complete the application and administer the EPA Subgrant of \$2,535 to install native shoreline plantings along the St. Croix in St. Mary's Point and Lake St. Croix Beach.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

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Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: June 8, 2017

6c) Washington County Master Water Stewards Program

The Washington Conservation District applied for and received a Clean Water Fund Grant to establish a Master Water Stewards program in Washington County. Master Water Stewards are modeled after the Master Gardener Program and currently coordinates 141 Master Water Stewards around the metro. After Stewards are trained, they complete hundreds of hours each year initiating and assisting watershed based volunteer efforts. The WCD is requesting the MSCWMO participate in the program by sponsoring two watershed stewards from our watershed.

Stewards attend 60 hours of training in 2018 and in 2019 and work on a water quality improvement project to complete their certification. During the training, the Stewards will work with the MSCWMO to identify and organize a volunteer project to address a need in the watershed. The WCD is requesting the MSCWMO contribute \$250 each steward to help cover training expenses and plan for cost share support (via our existing cost share program) in 2018 and 2019 for their projects. If approved, the MSCWMO would support the project through our cost share program funds.

MSCWMO Participation in the Master Water Stewards Program

Motion by Board Member 1, seconded by Board Member 2, to participate in the Washington County Master Water Stewards program in 2018 and 2019 at a cost of \$250 per MSCWMO Master Water Steward.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: June 8, 2017

6d) Lily Lake Final 45 Open House

The Lily Lake Final 45 Clean Water Fund Grant's goals are to engage the community in the targeting and development of plans to reduce phosphorous loading by at least 45 pounds per year within the areas directly draining into Lily Lake. To kick off this process the MSCWMO is hosting an open house highlighting the history of Lily Lake, past monitoring results, past practices installed, and the Watershed and City's goal to install practices to eliminate the final 45 lbs. annual phosphorous load by 2021.

All MSCWMO Board of Managers are invited to attend this informal open house on Tuesday, July 11 from 6:00-8:30 p.m.

Discussion Only

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: June 8, 2017

7a) Andersen Windows Native Prairie Restoration

Andersen Windows is contracting Prairie Restorations Incorporated to convert 24,000 ft² of turf to prairie at its Bayport manufacturing facility. The estimated cost for the installation is \$4,885.00. Modeling predicts the conversion from turf to prairie will reduce phosphorous loading to Lake St. Croix by 0.3 lbs. per year. Runoff from this site discharges via storm sewer directly to Lake St. Croix. This project qualifies for a MSCWMO Landscaping for Water Quality Grant. Staff recommends grant funding not to exceed \$500.00.

MSCWMO Participation in the Master Water Stewards Program

Motion by Board Member 1, seconded by Board Member 2, to award \$500 Landscaping for Water Quality Grant for a 24,000 square foot turf to prairie restoration at Andersen Windows in Bayport.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue OAKDALE, MINNESOTA 55128
Phone 651.275.1136 x22 www.mscwmo.org



Landscaping for Habitat and Water Quality Grant Application Form

1. Contact Information

Name Layne Olson, Building Services Technician, Andersen Windows		
Address 100 4 th Avenue North		
City Bayport	State MN	Zip Code 55003
Project Location (if different than above)		
Lake or Stream (if applicable) Lake St. Croix Watershed	Previous Grant Recipient? What Project? No	
Office Phone 651 264 4181	Work or Cell Phone 651 308 3322	
Email Address Layne.Olson@AndersenCorp.com	Other Contact Info	

2. Project Type Raingarden Native Slope Stabilization Native Prairie Restoration

3. Source of Runoff Roof Driveway Other (specify) N/A

4. Project Measurements

Size of Runoff Area (square feet)	Size of Raingarden / Native Slope Stabilization / Native Shoreline (square feet)	
	24,000 square feet Native Prairie Restoration	

5. Attach Project Plans and Completed Cost Estimate Worksheet.

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate. I acknowledge that if approved, cost share funding expires on November 30, 2017, unless an extension is granted by the MSCWMO prior to the expiration.

Signature of Applicant/Contact	Date	Signature of Property Owner	Date

Grants Policy

- Eligible project types are limited to native plant restoration, raingardens and native shoreline stabilizations.
- Grant applicants must submit a grant application, project plan and cost estimate for the watershed to review and approval prior to beginning the installation. (Grant is not retroactive)
- Watershed staff will review applications, select grant recipients, verify completed projects and distribute grants in accordance to program policy.
- Applications requesting grant approval will be reviewed in two application rounds. Application must be received by a round's start date and awarded grants automatically expire if the project is not completed by the end date of the round it was awarded in. Round 1 ...May 1st, 2017 Round 2 ...June 5th, 2017
- The Landscaping for Habitat Grant amount is limited to \$250.00 per approved application.
- The Landscaping for Water Quality amount is limited to \$500.00 per approved application. Qualifying projects must be raingardens or native shoreline restorations within the direct discharge areas of Lily Lake, Lake McKusick, Lake St. Croix or Perro Creek.
- Only one grant allowed per applicant per year. Applications not approved in a preceding round may be resubmitted for review in following rounds.
- District Staff will prioritize grant awards based on watershed location, proximity to water resources and potential to provide water quality benefits.
- Blue Thumb Grants are subject to funding availability and may be discontinued or subject to policy revisions by the Board as it determines to be appropriate.

Proposal to Create a Native Landscape at Andersen Corporation Bayport, MN

Prepared for:

Layne Olson
Building Service Technician
100 4th Avenue North
Bayport MN 55003

Layne.olson@andersencorp.com

651.308.3322 cell
651.264.4181 office

Prepared by:

Jeff West
Site Manager
jwest@prairieresto.com

Project Area:

Area #1 - 0.5 acres
Area #2 - 3000 square feet

Prairie Restorations, Inc. 

21120 Ozark Court North
Scandia, MN 55073
www.prairieresto.com

A. Company Background: <http://www.prairieresto.com/mission.shtml> (Follow the blue links to learn more)

Prairie Restorations, Inc. (PRI) has been dedicated to the restoration and management of native plant communities for over 39 years. We are fortunate to have worked with thousands of clients on a wide variety of projects in both the public and private sectors throughout the Upper Midwest.

The PRI staff currently consists of 45 full-time professionals and about an equal number of seasonal employees which operate out of six Minnesota locations. Most of the staff has B.S. degrees in natural resource related fields such as biology, forestry, horticulture or wildlife. As a full service restoration company, PRI is able to provide our clients expertise and service in all facets of native landscape restoration. Along with consulting, design, installation and land management services, we also produce our own local ecotype seed and plant materials which are used on all of our projects.

The PRI Team is committed to and passionate about protecting and enhancing our valuable natural resources. It is this dedication that is brought to each and every one of our projects. We are proud to offer the best expertise, services and products available in the industry and appreciate the opportunity to provide you with this proposal.

B. Project Overview:

1. Establishing a native landscape (http://www.prairieresto.com/establish_landscapes.shtml) in this area will provide a long term, ecologically sound landscape that is adapted to the existing conditions of the site. This native landscape will not require irrigation, black dirt or other soil amendments. . It will add a distinctive look to the property as well as provide valuable habitat for songbirds, butterflies, bees and other pollinators.
2. To establish this planting, the site will be treated with herbicide to kill existing weeds, tilled and harrowed to provide a smooth seedbed, seeded with native grasses and wildflowers, and mulched with straw and anchor disked/covered with straw erosion blanket to protect the seeding and enhance germination.
3. An option is given to plant native wildflower and grass plugs within the project area to add diversity and color within the project area.
4. An estimate for 3 years of Establishment Period Vegetation Management is included in this proposal.

C. Site preparation: http://www.prairieresto.com/installation_preparation.shtml

1. In areas with actively growing vegetation, apply a glyphosate herbicide (Roundup® or equivalent) and a triclopyr herbicide (Garlon 3A® or equivalent) with appropriate surfactants, as per manufacturer's directions. Allow a minimum of 30 days before disturbing the vegetation with other procedures.
2. Remove the dead vegetation by implementing a prescribed burn using appropriate procedures, equipment and permits. If this is not feasible, mow the dead vegetation and remove excess thatch as needed.
3. Disk or till the soil to stimulate weed seed germination.
4. Allow the site to green up, followed by an application of a glyphosate herbicide (Roundup® or equivalent) as per manufacturer's directions. Allow a minimum of 10 days before disturbing the vegetation with other procedures.
5. If necessary respray with a glyphosate herbicide (Roundup® or equivalent) if regrowth of vegetation occurs and when it reaches approximately 8" to 12" in height.
6. Harrow or rake the soil to create a smooth seedbed.

D. Seed and Seeding: http://www.prairieresto.com/installation_seeding.shtml

1. Seeding dates will be in the spring or summer before August 10th or in the fall between September 20th and freeze-up.
2. The grass seed will be spread by hand broadcasting throughout the project area.
3. A raking will follow to incorporate the seed into the soil.
4. Following the raking, flower seed will be spread by hand broadcasting onto the soil surface.

5. The seed mixes will consist of the following species and amounts:

Grass Seed **lbs / project area**

Custom Grass Mix:

37% Little bluestem, 32% Side oats grama,
 15% Blue grama, 8% Canada wild rye,
 4% June grass, 4% Prairie dropseed, all by PLS weight..... 7

<http://www.prairieresto.com/CategoryList.php?cID=12>

Note: A cover crop will be sown along with the native grasses at a rate of approximately 25 lbs./acre. Cover crop is an annual grass species that germinates quickly and will reduce the risk of soil erosion on the site. Oats will be used for a spring or summer seeding, and winter wheat will be used for a fall seeding.

Wildflower Seed **oz / project area**

Butterfly weed (*Asclepias tuberosa*)..... 1
 Rough blazing star (*Liatris aspera*)..... 1
 Meadow blazing star (*Liatris ligulistylus*)..... 1/2
 Wild lupine (*Lupinus perennis*) 1/2
 Yellow coneflower (*Ratibida pinnata*) 1/4

PRI Mixed Height Mesic Wildflower Mix:

18% Purple prairie clover, 15% Black-eyed Susan, 15% Hoary vervain,
 12% Leadplant, 8% Common ox-eye,
 5% Golden Alexander 5% Bush clover, 4% Smooth aster
 4% Stiff goldenrod, 3% Wild bergamot, 3% Blue vervain,
 3% Canada tick trefoil 2% Common milkweed,
 1% White prairie clover, 1% Yarrow,
 1% Northern bedstraw, all by PLS weight..... 16

<http://www.prairieresto.com/CategoryList.php?cID=13>

E. Erosion Control: http://www.prairieresto.com/installation_erosion.shtml

1. Cover crop will be sown along with the native grasses.
2. All areas not blanketed will be mulched with clean straw at the rate of 1.5 tons per acre.
3. Straw erosion blanket (S150 or equivalent) will be applied as per manufacturer’s directions to any erosion prone areas along impervious surfaces. (~300 sq yds allotted for this project)

F. Plants and Planting:

1. Optionally, the planting can be further diversified with wildflower and/or grass plants (plugs or 4 inch pots). These will be planted individually in appropriate microhabitats throughout, or in designated areas of the project. The plants used will consist primarily of species other than those previously seeded.
2. From the following list a minimum of 10 species will be used.
3. Plant a total of 480 plugs.

Wildflowers

<http://www.prairieresto.com/CategoryList.php?cID=10>

Fragrant giant hyssop (<i>Agastache foeniculum</i>)	Rough blazing star (<i>Liatris aspera</i>)
Prairie onion (<i>Allium stellatum</i>)	Meadow blazing star (<i>Liatris ligulistylis</i>)
Thimbleweed (<i>Anemone cylindrica</i>)	Pale lobelia (<i>Lobelia spicata</i>)
Pasque flower (<i>Anemone patens</i>)	Prairie phlox (<i>Phlox pilosa</i>)
Pussytoes (<i>Antennaria neglecta</i>)	Prairie cinquefoil (<i>Potentilla arguta</i>)
Prairie sage (<i>Artemisia ludoviciana</i>)	Prairie rose (<i>Rosa arkansana</i>)
Whorled milkweed (<i>Asclepias verticillata</i>)	Meadow rose (<i>Rosa blanda</i>)
Wild indigo (<i>Baptisia alba</i>)	Hairy goldenrod (<i>Solidago hispida</i>)
Harebell (<i>Campanula rotundifolia</i>)	Gray goldenrod (<i>Solidago nemoralis</i>)
White prairie clover (<i>Dalea candida</i>)	Upland goldenrod (<i>Solidago ptarmicoides</i>)
Purple prairie clover (<i>Dalea purpurea</i>)	Showy goldenrod (<i>Solidago speciosa</i>)
Rattlesnake master (<i>Eryngium yuccifolium</i>)	Lindley's aster (<i>Symphotrichum ciliolatum</i>)
Wild strawberry (<i>Fragaria virginiana</i>)	Heath aster (<i>Symphotrichum ericoides</i>)
Northern bedstraw (<i>Galium boreale</i>)	Smooth aster (<i>Symphotrichum laeve</i>)
Yellowish gentian (<i>Gentiana alba</i>)	Azure aster (<i>Symphotrichum oolentangiense</i>)
Prairie smoke (<i>Geum triflorum</i>)	Western spiderwort (<i>Tradescantia occidentalis</i>)
Stiff sunflower (<i>Helianthus pauciflorus</i>)	Prairie violet (<i>Viola pedatifida</i>)
Alum-root (<i>Heuchera richardsonii</i>)	Heart-leaved Alexander (<i>Zizia aptera</i>)
Long-leaved bluets (<i>Houstonia longifolia</i>)	

Grasses and Sedges

<http://www.prairieresto.com/CategoryList.php?cID=12>

Plains oval sedge (<i>Carex brevior</i>)	Path rush (<i>Juncus tenuis</i>)
Pennsylvania sedge (<i>Carex pensylvanica</i>)	Prairie dropseed (<i>Sporobolus heterolepis</i>)

G. Management: http://www.prairieresto.com/management_overview.shtml

1. Management (maintenance) plays a vital role in the eventual success of any native landscape installation, especially during the establishment period. Active management of your native landscape is highly recommended to give the project the best opportunity for long term success.
2. During the germination year, the project area may need to be mowed to control annual weed development. If a “closed” canopy of weed cover develops, it should be mowed to aid in the growth of the prairie seedlings by reducing competition. Mowing may also be necessary if the weeds are about to set seed. Optimum cutting height, depending on the wildflower species present, is typically 4 to 6 inches. It is important that the clippings are finely mulched in order to prevent smothering. PRI can provide the mowing services if desired. Please refer to the cost section of this proposal for a mowing quote.
3. In years following the first growing season, Integrated Plant Management (IPM) services are utilized to control annual, biennial and perennial weed species within the developing native landscape. Typical IPM services include spot herbicide spraying, spot mowing, herbicide wicking or hand weeding. These services are billed on a per trip cost agreed upon prior to the growing season. Rough estimates are provided in the cost section of this proposal for these future management activities.
4. Prescribed burning is a highly effective management tool and may be recommended for your project as it matures. Burning stimulates native species to grow more robustly and also help to deter the presence of many non-native and/or woody species. Prescribed burning, when recommended, will be provided as a separate lump sum cost.
5. In lieu of burning, or during years when the site is not burned, a Spring Dormant Mowing can be used to “clean up” previous year’s growth and set the table for the new growing season. This mowing would occur early in the spring, as soon as conditions permit. Spring Dormant Mowing, when recommended, will be provided as a separate lump sum cost.

H. Anticipated Management:

The following table conveys the anticipated management procedures for your project during the first 3 growing seasons. Estimates for these procedures are provided in the cost section of this proposal.

Year	Projected Management Procedures
2017	Complete site mowings to control annual weed canopy (1 or 2 mowings as needed). Project monitoring
2018	Complete site mowings to control annual weed canopy (2 or 3 mowings as needed). Project monitoring
2018	Integrated Plant Management (IPM) – includes spot spraying, spot mowing, wicking, hand weeding, and other techniques to control weeds and invasive species (2 to 4 visits are typical) Project monitoring
2019	Spring burn to encourage native plant growth and to help deter the presence of non-native and woody species. Integrated Plant Management (IPM) – 2 to 4 visits are typical Project monitoring

I. **Costs:**

Project Installation:

The installation work as outlined above
can be completed for the **lump sum** of..... **\$4885**

Optional Wildflower seedlings (420 plants @ \$2.25 each) \$945
*any number of seedlings can be planted at this unit price

Vegetation Management:

Germination year management quote:

Complete site mowings as needed (*1 to 2 mowings are typical*).....\$200/mowing

Future Management Estimates:

Growing season 2018 (*assumes 3 IPM/mow visits*) \$600
Growing season 2019 (*assumes 3 IPM visits*)..... \$750
Growing season 2020 (*assumes 3 IPM visits and a prescribed burn*)..... \$1650

Please note: The ***Future Management Estimates*** are meant to convey typical management costs for projects of similar size and characteristics. Prior to each growing season, you will receive a specified quote from your project manager detailing the recommended management strategies and associated costs for your project.

PRI will provide a follow-up consultation approximately 1 month after the completion of the project (if the project was seeded in the fall, the consultation will occur the following spring). The Restorationist (or salesperson) will meet with the project owner to assess the status of the project, answer any questions, and provide any necessary recommendations. This follow-up consultation will be provided at no additional cost.

J. Guarantee: Prairie Restorations, Inc. (PRI) has a great tradition of successfully installing native landscapes throughout the Upper Midwest. We feel our expertise in this industry is second to none and we stand behind every one of our projects. Because we are confident in our abilities to provide you with the best possible materials and services, we are proud to offer the following guarantee:

On projects installed by PRI crews within the specified dates, we will guarantee successful establishment within three full growing seasons, given the following conditions:

- 1. That PRI materials and PRI installation services are used on the project.*
- 2. That the failure of the project is not due to the actions of others.*
- 3. That PRI staff has been consistently involved with the maintenance of the project (consultation with the client or direct utilization of PRI management services) from the time of germination until the end of the third growing season (i.e. mowing, spot spraying, and controlled burning).*

This outline provides a step-by-step plan for accomplishing the restoration of this site. If successful establishment does not occur within three full growing seasons, all necessary steps will be taken to ensure the eventual success of the project, at no additional charge. For purposes of this guarantee, successful establishment is defined as follows: That the presence of at least 75% of the original seeded or planted species can be found on site, and that the overall density of vegetation is comprised of no less than 75% native species.

K. Contract:

If you accept the proposal as written and want to proceed with the project, please sign the contract below.

Owner (print): _____ **Date:** _____

Signed: _____ **Title:** _____

Project Name: _____ **Contract Value:** \$ _____

Contractor: *Prairie Restorations, Inc.*

Signed: _____ **Date:** _____

Jeff West – Site Manager

Prairie Restorations, Inc.
21120 Ozark Court North
Scandia MN 55073

- L. Notes:** Please note that this proposal is valid for 1 months (from the date on the proposal). If the proposal is accepted after the 1 month period, PRI reserves the right to modify the proposal based on cost fluctuations and material availability.

Restoration outline prepared by Prairie Restorations, Inc. (PRI), Princeton, Minnesota



Andersen Corporation
Pollinator Project Map

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: June 8, 2017

7b) Riley Native Bluffland Planting

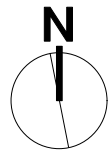
The Rileys are installing a staircase to address some bluffland erosion issues on their property located at 1119 Quintin Avenue South, Lakeland. As part of the staircase installation, they are installing between 1,000-2,000 square feet of native seed, perennial plants, and shrubs. This project qualifies for a MSCWMO Landscaping for Habitat Grant with a grant award not to exceed \$250.00. The current cost estimate for the native plant establishment is \$511.25. MSCWMO staff recommends funding the bluffland native plant restoration.

Riley Native Bluffland Planting

Motion by Board Member 1, seconded by Board Member 2, to award \$250 Landscaping for Native Habitat Grant for the installation of native seed, perennial plants and shrubs per plan at 1119 Quintin Avenue South, Lakeland.



1 Planting Plan
Scale: 1" = 30 ft



Washington Conservation District

455 Hayward Ave, Oakdale, MN 55128
Phone: 651-330-8220
Fax: 651-330-7747
WWW.MNWCD.ORG

Project Title: Riley Residence

Project Address: 1119 Quentin Ave S.
Lakeland

Watershed District: MSCWMO

40

Sheet Title: Planting Plan

Project Manager

4/25/17

Date

Sheet

L-101

Cost Estimate

MIDDLE SAINT CROIX WATERSHED DISTRICT

MSCWMO Cost-Share

Landowner: Riley
 Project Address: 1119 Quentin Ave S.
 Mailing Address: Same
 Property PIN: 1102820120002
 6/5/2017

Middle St. Croix Watershed Management Organization

c/o Washington Conservation District
 455 Hayward Ave
 Oakdale, MN 55128
 phone: 651.275.1136 ext 22



Job Description	Cost Summary	
Native planting shoreline, 2,000 sq ft	Project Cost =	\$ 511.25
	Cost Share =	\$ 250.00
	Phosphorus Reduction (lbs/yr) TP= 0.00	

Job Estimate

<u>Erosion Control Materials</u>	Qty	Unit	Unit Cost	Amount
<u>Compost, Mulch, and Rock</u>				
<u>Drainage Accessories</u>				
<u>Plants, Shrubs, and Trees</u>				
Shrubs including false indigo and bush honeysuckle #1	10	each	\$ 15.00	\$ 150.00
Plugs- select from list	250	each	\$ 1.00	\$ 250.00
Native grass seed (0.5 lb)	0.50	lb	\$ 22.50	\$ 11.25
			Plants Subtotal	\$ 411.25
<u>Excavation and Grading</u>				
<u>Misc</u>				
Plant Delivery	1	job	\$ 100.00	\$ 100.00
			Misc Subtotal	\$ 100.00

ADDITIONAL NOTES	PROJECT SUBTOTALS
	Materials
	Plants \$ 411.25
	Excavation/Grading
	Misc \$ 100.00
	Materials Estimate \$ 511.25
	Labor Estimate
	Contingency 5%
	Project Estimate \$ 511.25

Cost Share estimate available	Cost-Share	\$250.00
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MSCWMO Cost-Share

MSCWMO pays 50% of BMP installation cost (up to \$500 grant award) or a \$250 Blue Thumb Plant Grant

Summary	Project Cost	Phosphorus Removed	Cost Share Grant
MSCWMO Cost-Share	\$511.25	TP= 0.00	\$ 250.00

Part-Sun Bluffland Plant List									
Botanical Name	Common Name	Light	Habitat	Flower	Period	Height	Plant Zone	Notes	
Seed mix									
Woodland edge or savanna mix	Native Grasses	PS	Prairie Wood	Many	Many	Many	Many		
Perennials									
<i>Agastache foeniculum</i>	Anise Hyssop	S PS	Prairie	Blue	7 8 9 10	2 to 4	Transition	butterflies	
<i>Anemone cylindrica</i>	Thimbleweed	PS SH	Prairie Wood	White	5 6 7	1.5 to 2	Transition	dry sand	
<i>Anemone quinquefolia</i>	Wood anemone	PS SH	Wood	White		0.5	Transition	dry to mesic	
<i>Asclepias verticillata</i>	Whorled Milkweed	S PS	Prairie	White	7 8 9	1.5 to 2.5	Transition	butterflies	
<i>Aster ericoides</i>	Heath Aster	S PS	Prairie Wood	White	8 9 10	1.5 to 2.5	Transition	driest sandy soils	
<i>Aquilegia canadensis</i>	Wild Columbine	PS SH	Wood	Red	5 6	1.5 to 3	Transition	hummingbird	
<i>Euphorbia corollata</i>	Flowering Spurge	S PS	Prairie Wood	White	5 6 7 8	2 to 3.5	Transition	adapted to dry to moist soils	
<i>Fragaria virginiana</i>	Wild Strawberry	S SH	Prairie Wood	White	5 6	0.5	Transition	berries and groundcover	
<i>Galium boreale</i>	Northern Bedstraw	S PS					Transition		
<i>Geranium maculatum</i>	Wild Geranium	PS SH	Wood	Pink	5 6	1.5	Transition	tolerates all soils and woodland conditions	
<i>Lespedeza capitata</i>	Bush Clover	S PS	Prairie Wood	White	7 8 9 10	2 to 3	Transition	Inconspicuous flowers, though attractive winter garden	
<i>Monarda fistulosa</i>	Bergamot	S PS	Prairie Wood	Lavender	7 8	3 to 4	Transition	common wildflower, moist to dry soils, butterflies	
<i>Polygonatum biflorum</i>	Solomon's Seal	PS SH	Wood	Cream	5 6	1 to 3	Transition		
<i>Ratibida pinnata</i>	Yellow Coneflower	S PS	Prairie	Yellow	7 8 9 10	2 to 4.5	Transition	common prairie wildflowers, butterflies	
<i>Rudbeckia subtomentosa</i>	Sweet Black Eyed Susan	S PS	Prairie Shore	Yellow	7 8 9	2 to 3	Transition	Attractive yellow profuse flowers, great for gardens& restorations	
<i>Smilacina racemosa</i>	False Solomon Seal	PS SH	Wood	White	5 6	1.5 to 2	Transition	leafy stemmed lily with terminal cluster of flowers, red berries	
<i>Solidago flexicaulis</i>	Zig Zag Goldenrod	PS SH	Wood	Yellow	8 9	2.0	Transition	good woodland plant, moist to mesic soils, aggressive	
<i>Solidago nemoralis</i>	Grey Goldenrod	S PS	Prairie	Yellow	7 8 9	2.0	Transition	dry prairies to woodlands, dry sites	
<i>Tradescantia ohioensis</i>	Spiderwort	S SH	Prairie Wood Shore	Blue	6 7 8 9 10	2 to 4	Transition	clumps, moist to dry soils	
<i>Verbena stricta</i>	Hoary Vervain	S PS	Prairie Wood	Blue	6 7 8 9	2 to 3	Transition	adapted to dry, sandy soil, butterfly	
Grasses/Sedges									
<i>Bouteloua curtipendula</i>	Side Oats Grama	S PS	Prairie Wood	Red-green	7 8 9	1.5 to 2.5	Transition	common species of dry to mesic habitats	
<i>Bromus kalmii</i>	Kalm's Brome	S PS	Prairie Wood	Green	6 7	2 to 3	Transition	rhizomatous, dry prairie to swampy, very common in dry sand	
<i>Carex blanda</i>	Bland sedge	S	Wood	Green			Transition		
<i>Carex rosea</i>	Starry sedge	S	Wood	Green			Transition		
<i>Carex brevior</i>	Plains oval sedge	S SH	Prairie Wood	Green			Transition		
<i>Carex molesta</i>	Field oval sedge	S SH	Prairie Wood	Green			Transition		
<i>Carex muhlenbergii</i>	Sand-bracted Sedge	S PS	Prairie Wood	Green	5 6	1.0	Transition	low growing, forming clumps, dry prairies and tough sites	
<i>Carex pensylvanica</i>	Pennsylvania Sedge	S SH	Wood	Brown	5	0.5	Transition	great low clump forming, forming extensive stands in woods	
<i>Danthonia spicata</i>	Poverty Oat Grass	S SH	Prairie Wood	Tan	6	1.0	Transition	common grass of tough habitats, in dry areas	
<i>Elymus canadensis</i>	Canada Wild Rye	S PS	Prairie Shore	Green	7 8	3 to 4	Transition	good cover crop, rapid growth, bind soils, attractive, dry to wet	
<i>Elymus hystrix</i>	Bottlebrush Grass	S SH	Wood Shore	Green	6 7	3 to 4	Transition	clump, with bottlebrush flower, great in shade	
<i>Koeleria macrantha</i>	June Grass	S PS	Prairie	Green	6 7	1 to 2	Transition	clump, dry sandy soils, low grower, suitable for edging	
<i>Schizachyrium scoparium</i>	Little Bluestem	S PS	Prairie	Amber	7 8 9	1.5 to 3	Transition	ornamental grass native to dry sandy to mesic, clumps	
Shrubs									
<i>Amorpha fruticosa</i>	False Indigo	S PS	Shore	Purple	5 6 7	6 to 9	Transition and shore	lakeshores and riverbanks, erosion, sandy sites, fast growth	
<i>Ceanothus americanus</i>	New Jersey Tea	S PS	Prairie Wood	White	6 7 8	1 to 2	Transition	under-utilized, attractive shrub, dry sites	
<i>Corylus americana</i>	Hazelnut	S PS	Shore, Wood	Purple	3 4	6 to 8	Transition	attractive foliage and fall color, dry to wet, shade to sun, fast	
<i>Diervilla lonicera</i>	Dwarf Bush Honeysuckle	S SH	Wood	Yellow	6 7 8 9	2 to 3.5	Transition and shore	mass plantings, woodland, dry to moist, bees and butterflies	
Trees									
<i>Celtis occidentalis</i>	Hackberry	S PS	Shore, Wood	Green	5 6	100.0	Transition and shore	long-lived tree, unique bark, birds	
<i>Thuja occidentalis</i>	Eastern White Cedar	S SH	Shore, Wood	None	Evergreen	50.0	Transition and shore	tree of many arbor vitae, good screen, wildlife cover, climax	

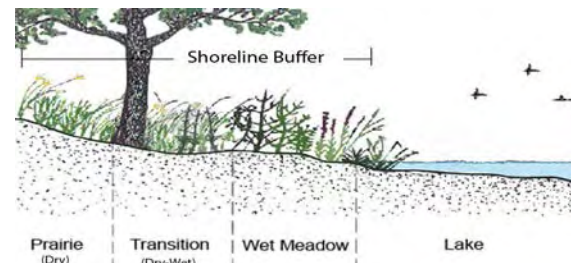
Notes:

This list is comprised of possible plant species for part sun bluffland sites. Most of the plants here are intended for upland planting; however, some of the specified trees and shrubs will be appropriate for the slope and/or the toe of the slope to further stabilize.

* Light: S = Sun, PS = Part Sun, SH = Shade
 * Period = Bloom time. Number represents Month, ex. 6 = June

Calculating Quantity: Square Footage of Garden X .45 (18" on center spacing) = Quantity of plants needed
 Ex. 450 sq ft X .45 = 203 plants

For 12" spacing use 1.0
 For 18" spacing use .45
 For 24" spacing use .25



Lake Phalen Shoreland Restoration - Walking Tour and Plant Guide 2nd

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: June 8, 2017

7c) Meyer Infiltration Basin, Raingarden, and Bluff Drainage Improvement

The Meyers have substantially completed a renovation of the property at 453 Quixote Avenue N. in Lakeland. The renovation did not trigger MSCWMO standards. The property receives stormwater runoff from approximately 0.2 acres of from 4th Street in Lakeland. The stormwater from 4th Street flows across the yard and down the bluff causing erosion. The Meyers are requesting cost share assistance to install the following practices on the south side of their property: a turf drainage swale, turf infiltration basin, a small grade stabilization structure, and a down drain. These practices will infiltrate stormwater during small storm events and safely convey water down the bluff during larger events. The Meyers are also seeking cost share assistance to install a large raingarden on the north side of their property that will divert stormwater away from the bluff and infiltrate it into a perennial planting.

The combined estimated reduction in phosphorous to Lake St. Croix is 3.7 pounds per year (from soil loss reduction and infiltration of urban stormwater).

The total estimated costs are:

South side swale and infiltration basin \$3,952.00
Grade stabilization structure and down drain \$740.00
North side raingarden \$2,959.00

Total project cost: \$7,651.00

This project qualifies for funding under the MSCWMO Water Quality Improvement Grant which is reserved to support larger water quality projects treating municipal runoff. The project includes: gully stabilization, bioretention basins, infiltration basins, and other stormwater quality improvement projects located within a catchment identified in one of the MSCWMO's Prioritized Subwatershed Analyses.

In accordance with the MSCWMO Cost Share Policies, the projects are eligible for up to 75% project cost not to exceed \$5,000.

MSCWMO Participation in the Master Water Stewards Program

Motion by Board Member 1, seconded by Board Member 2, to award a Water Quality Improvement Grant for three projects located at 453 Quixote Avenue North for a total of 75% cost share of eligible expenses not to exceed \$5,000.00.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



Administrator's Report- June 2017

Project Applications

- 2017 Bayport Street Improvements, Bayport
- Stillwater 2017 Street Improvements

MSCWMO Community Technical Assistance

- Stillwater 2017 Streets water quality practices
- Bayport parking lot plant installation (MCC Crew coordination)
- Lakeland grant administration assistance
- Lake St. Croix Beach grant administration assistance
- St. Mary's Point stormwater BMP maintenance assistance
- Stillwater stormwater BMP maintenance assistance

Landowner Technical Assistance

- Andersen Windows water quality improvement retrofit planning
- Andersen Windows native prairie restoration application
- Riley bluff planting plans
- Meyer stormwater management plans
- St. Mary's Church final raingarden plans
- Stillwater Junior High final raingarden plans

Other Administration and Technical Tasks

- Adopt A Raingarden coordination in Stillwater
- Lily Lake Annual meeting presentation
- Greeley Gully installation oversight
- Maintenance coordination in Oak Park Heights

Managing Existing Projects

COMPLETING IN JUNE! St. Croix Watershed Improvement St. Croix River Assoc. Grant

Description: \$40,000 grant from St. Croix River Association with a goal to monitor phosphorous discharge to target the location for future phosphorous reduction best management practices (2015-2017).

Activities This Month: Monitoring. Invoicing and final report writing.

COMPLETING IN 2017! Lake St. Croix Direct Discharge Clean Water Fund Grant

Description: \$142,000 grant for stormwater quality improvements in Oak Park Heights, Stillwater and Bayport (2014-2017).

Activities This Month: No activities this month.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

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COMPLETING IN 2017! Lily Lake Phase III Clean Water Fund Grant

Description: \$109,000 for stormwater quality improvements for areas discharging to Lily Lake (2014-2017)

Activities This Month: Approved submittals. Overseeing installation.

South Lake St. Croix Direct Discharge Subwatershed Analysis Grant

Description: \$10,000 grant to investigate and prioritize water quality improvement projects in the South MSCWMO (2016).

Activities This Month: None.

Lake St. Croix Direct Discharge Phase II Clean Water Fund Grant

Description: \$151,000 grant for stormwater quality improvements in Oak Park Heights, Stillwater and Bayport (2015-2018).

Activities This Month: Completed plans for cub cut raingardens at St. Mary's Church and Stillwater Junior High School. Reviewed initial plans for stormwater quality project designs at Andersen Windows in Bayport.

NEW! Lily Final 45 Clean Water Fund Grant

Description: \$58,000 grant to investigate, prioritize, and design stormwater quality improvement projects to achieve the final 45 lbs. annual phosphorous load reduction required to restore Lily Lake.

Activities This Month: Presented monitoring results to the Lake Association and organized open house.

NEW! Perro Creek Water Quality Improvement Clean Water Fund Grant

Description: \$63,000 grant to implement the Perro Creek water quality improvement projects identified in the Perro Creek Subwatershed Assessment.

Activities This Month: No activities.