

**FIRST AMENDMENT TO THE
ADMINISTRATIVE SERVICES AGREEMENT**

The Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the "Commission"), and Dawn Pape, doing business as the Lawn Chair Gardener, 5901 Birchwood Street, Shoreview, MN 55126 (the "Contractor") hereby enter into this First Amendment ("First Amendment") to the Administrative Services Agreement ("Agreement") executed by the parties in February 2017 and agree as follows:

1. Section 1 of the Agreement titled "SERVICES" is hereby amended to expand the scope of services provided by the Contractor to the Commission to include educational services as outlined in the proposal issued April 28, 2017 and attached hereto as Exhibit A ("Additional Services").
2. The Additional Services shall be provided between June 1, 2017 and January 31, 2018, and at the same compensation rate as set out in the Agreement.
3. This amendment, including the Additional Services and Exhibit A, are incorporated in and made part of the Agreement.
4. No other modifications to the Agreement are intended by this First Amendment.

IN WITNESS WHEREOF, the parties have executed this First Amendment to the Agreement effective as of the date of the last party to execute it.

CONTRACTOR

By: _____
Dawn Pape (Lawn Chair Gardener) Date

**BASSETT CREEK WATERSHED
MANAGEMENT COMMISSION**

By: _____
Chair Date

By: _____
Secretary Date



2017

OUTREACH SERVICES PROPOSAL FOR BCWMC June 1-January 31, 2017

Dawn Pape has nineteen years of experience in the field of education and thirteen years of experience specifically in water-related public education. Pape started the Blue Thumb—Planting for Clean Water® program when she was the director of outreach at the Rice Creek Watershed District. In that position, she communicated and coordinated projects with 29 communities, four counties, and many water management organizations.

Dawn Pape brings a unique skill set to projects: writing, creativity, graphic design, photography, social media, website development, friendliness, energy, practicality, implementation experience, fiscal responsibility and even public speaking and performance. With a Masters of Science in Environmental Education from University of Wisconsin—Stevens Point, Pape keeps abreast of environmental issues and technology with continuing education.

Lawn Chair Gardener

Dawn Pape
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BCWMC

Laura Jester

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Proposal Issued:
04.28.2017

Proposal Valid to:
07.28.2017

Services

1. Parking Lot & Sidewalk Winter Maintenance Training Course Oct. 13, 2017

This task includes working with the trainers and others to determine and carry out best method for getting up to 40 private contractors to the event. Other tasks include assisting Administrator with coordinating event including communications with venue staff, trainers, caterers, participants, etc.

Hourly Rate x Time

Total

Marketing/participant recruitment. Help w/ event coordination (20 hrs. @ \$40/hr)	\$800
Marketing materials	\$200

\$1,000

2. Facebook Outreach Building/Business Recognition Program

Project entails writing/designing email for Golden Valley businesses announcing that BCWMC is looking to highlight local business on the BCWMC Facebook page that are doing water-friendly practices. This initial message will double as an educational tool summarizing the types of practices that BCWMC wants the public to adopt, i.e. planting native plants and raingardens, keeping streets and sidewalks clean, minimizing salt use, etc.

Goals of project:

- Educate businesses about positive water stewardship practices
- Build Facebook page "Likes" to expand social media reach (businesses receiving praise for their efforts will likely "Like" BCWMC page and share the post about their business)
- Provide a way for businesses to receive positive, deserved recognition for helping to protect water resources
- Normalize water-friendly practices through positive social pressure

Develop/implement program + reporting results to Commission = 20 hours * \$40/hour	\$800
Purchase business email lists	\$730

\$1,530

3. Creek Crossing Signs

Coordinate fabrication/installation of BCWMC signs within Golden Valley. Coordinate with city & Commission on best sign locations. Design sign with review and approval by the Commission. Estimate installing up to 10 signs.

\$1,000 split for materials and labor.	\$1,000
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\$1,000

Labor	\$2,100.00
Materials	\$1,430.00
Total	\$3,530.00