

ADMINISTRATIVE SERVICES AGREEMENT

THIS ADMINISTRATIVE SERVICES AGREEMENT (“Agreement”) is made and entered into by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the “Commission”), and Dawn Pape, doing business as Lawn Chair Gardener, 5901 Birchwood Street, Shoreview, MN 55126 (the “Contractor”).

1. **SERVICES.** Contractor will perform the services outlined in the proposal (“Proposal”) dated January 7, 2019, which is attached hereto as Exhibit 1 and is incorporated herein, including performing social media tasks; writing newspaper columns and press releases; drafting meeting minutes for monthly Commission meetings; and posting WaterShed Partners articles to BCWMC website (collectively, the “Services”). The terms and conditions of this Agreement shall be controlling over any conflicting term or condition contained within the Proposal.
2. **COMPENSATION.** Contractor will be paid for Services at the rate of \$42 per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including Facebook boosts and promos, printing, materials, and travel (at the current IRS rate for privately owned automobiles). Travel outside of the Minneapolis/St. Paul metropolitan area and overnight accommodations must have the prior approval of the Commission. Meeting and meal expenses (other than meetings of the Commission or its committees) must have the prior approval of the Commission. The total compensation, including expenses, to be paid to Contractor for all the Services to be provided under this Agreement shall not exceed \$11,453.76.
3. **PAYMENT.** Contractor will submit monthly invoices for the Services providing detailed time records of Services provided and time spent, and shall provide receipts for eligible reimbursable expenses that are not otherwise reimbursed by the Commission through its consultants or otherwise. Invoices and records, together with supporting information, shall be submitted in a form acceptable to the Commission. The Commission will pay invoices within 45 days of receipt thereof. Invoices received by the first Thursday of the month will ordinarily be authorized for payment at that month’s regular meeting.
4. **TERM AND TERMINATION.** This Agreement shall be effective as of the date of the last party to execute it and it shall continue in effect until January 31, 2020. This Agreement may be terminated by either party at any time, and for any reason, on 35 days’ written notice of termination.
5. **SUBSTITUTION AND ASSIGNMENT.** Services provided by Contractor will generally be performed by Dawn Pape. Upon approval by the Commission, the Contractor may substitute other persons to perform some identified portion of the Services set forth in this Agreement. No assignment of this Agreement shall be permitted without a prior written amendment signed by the Commission and the Contractor.

6. **AMENDMENTS.** This document, together with any attached Exhibit, constitutes the entire Agreement between the parties and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.
7. **INDEPENDENT CONTRACTOR.** The Contractor (including the Contractor's employees, if any) is not an employee of the Commission. Contractor will act as independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Commission. Contractor shall not be considered an employee of the Commission for any purpose including, but not limited to: income tax withholding; workers' compensation; unemployment compensation; FICA taxes; liability for torts; and eligibility for benefits.

Contractor will not be provided with a place of business and will retain control over the manner and means of the Services provided as an independent contractor. Contractor will provide, at Contractor's expense, necessary office space, transportation, computer capability, an internet email address, and incidental office supplies.

8. **DATA PRACTICES AND RECORDS.** All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing Services under this Agreement shall be the exclusive property of the Commission. All such records shall be maintained with the records of the Commission and in accordance with the instructions of the Commission. The Contractor will comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Commission will provide such advice and legal services as are necessary to comply with such laws and regulations as they relate to the data maintained by the Commission.
9. **COMPLIANCE WITH LAWS.** Contractor shall comply with all applicable federal, state and local laws, regulations or ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices.
10. **AUDIT.** The Contractor agrees that the Commission, the State Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.
11. **HOLD HARMLESS.** Contractor shall defend, indemnify and hold harmless the Commission, its member cities and their elected officials, officers, employees, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation that may arise out of this Agreement for Services provided by Contractor hereunder.



ADMINISTRATIVE SERVICES

February 1, 2019-January 31, 2020

PROPOSAL FOR BCWMC

Dawn Pape has over twenty years of experience in the field of education and fifteen 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

BCWMC

Dawn Pape
5901 Birchwood St.
Shoreview, MN 55126
651.485.5171

Laura Jester

dawn@lawnchairgardener.com
lawnchairgardener.com

laura.jester@kestonewaters.com
bassettcreekwmo.org

Proposal Issued:
01.07.2019

Proposal Valid to:
03.30.2019

Services	Hourly Rate x Time	Total
Administrative Services not to exceed 21 hours/month • Breakdown of services and time estimates listed below	Labor \$42 x 21 hrs. x 12 mos.	\$ 10,584
1. Board Minutes (Feb. 2019-Jan. 2020) ~\$ 4,032 • Attend monthly meetings and write minutes (approx. 8 hrs. ea. mo.) for 12 months	\$42 x 96 hrs. =	~\$ 4,032
2. Newspaper Column in Local Newspapers, Write and Send Press Releases as Needed, Post monthly Watershed Partners Articles to BCWMC Website	\$42 x 5 hrs./month	~\$ 2,520
3. Facebook posts (1-2/week) to inform and engage public. There was a 15% increase in followers in 2018 • 2018 Reach=1,301,059 (Reach is defined as the number of unique users who had any content or information about the BCWMC page enter their screen. This includes posts, check-ins, ads, social information from people who interact with the BCWMC page and more.) • 2018 Engagement=53,627 (Engagement is defined as the number of unique users who engaged with the BCWMC Page. Engagement includes any click or story created.)	\$42 x 1-2 hrs./week x 52 weeks \$40 /mo. for 12 mos. (Facebook boosts/promos)	~\$ 3,276 \$480
4. Education Meetings and/or Meetings with Administrator • 4 meetings/year at approx. 4-5 hours in length	\$42 x 18	~\$ 756
Mileage ~\$ 320.46 • 42 miles round-trip at 2019 mileage rate of 58 cents/mile x 16 meetings (\$389.76)	Mileage	~\$389.76
	Grand Total	\$11,453.76