



## ADMINISTRATOR AGREEMENT

THIS AGREEMENT is made effective as of the 1<sup>st</sup> day of February, 2025, by and between the Bassett Creek Watershed Management Commission, a Minnesota joint powers organization (the "Commission"), and Keystone Waters, LLC, a Minnesota limited liability company (the "Contractor").

1. **SCOPE OF SERVICES:** Contractor will perform the following services as prioritized and assigned by the Commission under this Agreement, together with such other administrative services as may be assigned from time to time:
  - Implement the projects and programs of the 2015 Watershed Management Plan and guide the Commission through the Plan Amendment process, as needed.
  - Provide primary leadership and guidance for development of the 2025 Watershed Management Plan including but not limited to outreach and engagement activities, Plan Steering Committee facilitation, plan writing, and guidance through the plan review and approval process.
  - Establish processes to increase the organization's efficiency and to reduce duplication of effort.
  - Serve as the primary point of contact for Commission business and coordinate activities among consultants.
  - Provide coordination with representatives of City, County, State and Federal agencies and other stakeholder groups.
  - Coordinate consultants' projects and activities; review invoices and recommend payment.
  - Identify opportunities to secure grant funding and develop partnerships to accomplish implementation of the Commission's Watershed Management Plan.
  - Track implementation of watershed-funded annual water quality projects and activities to ensure that established objectives, project budgets, and schedules are met.
  - With the assistance of the Administrative Committee and the Deputy Treasurer, develop an operation budget on an annual basis for consideration by the Commission.
  - Develop an annual work plan and reporting system in consultation with the Commission's Administrative Committee.
  - Develop agendas for meetings; attend the monthly Commission meetings, TAC meetings and others as necessary.
  - Perform other duties or activities as may be directed by the Commission.
  
2. **COMPENSATION.** Contractor will be paid for services at the rate of \$78 per hour during the effective date of this Agreement.

Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage will not be reimbursed

for travel within the Minneapolis/St. Paul seven-county metropolitan area. Contractor will be paid at the hourly rate specified above for travel time on Commission business, but will not be paid for travel time commuting to and from home for Commission meetings. Travel outside of the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Commission or its designee. The Commission may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include Barr Engineering, member cities, or other entities.

Notwithstanding the hourly rate above, during fiscal year 2025 (February 1, 2025 through December 31<sup>st</sup>, 2025), compensation for Administration services will not exceed a total of \$75,088 and compensation for Watershed Plan Development activities will not exceed a total of \$10,000, each excluding expenses, without the prior approval of the Commission. During fiscal year 2026 (January 1, 2026 through December 31, 2026), compensation for Administration services will not exceed a total of \$81,900 and compensation for Watershed Plan Development activities will not exceed a total of \$4,000, each excluding expenses, without the prior approval of the Commission. It is anticipated that if the parties' relationship continues into fiscal year 2027, this Agreement will be either replaced or otherwise amended to address rates and not-to-exceed amounts for future years. Reimbursable expenses of the Administrator (in addition to prior approved travel) may include postage, printing, reasonable meeting refreshments, general office supplies used for Commission business, and other expenses, as approved.

3. **PAYMENT.** The Contractor will submit monthly invoices for services providing detailed time records of services provided and time spent and receipts for reimbursable expenses.

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 continue in effect indefinitely unless terminated by either party, at any time and for any reason, by providing 30 days' written notice to the other party.
5. **SUBSTITUTION AND ASSIGNMENT.** Services provided by Contractor will generally be performed by Laura Jester. Upon approval by the Commission, the Contractor may substitute other persons to perform 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.** No amendments to this Agreement may be made except in writing 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.

This Agreement is non-exclusive. Contractor may take other employment or contracts that do not interfere with Contractor's duties hereunder.

8. **DATA PRACTICES AND RECORDS; CONFIDENTIALITY.** 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. If Contractor receives a request for data pursuant to the Data Practices Act, Minnesota Statutes chapter 13 (DPA), that may encompass data (as that term is defined in the DPA) Contractor possesses or has created as a result of this Agreement, it will inform the Commission immediately and transmit a copy of the request. If the request is addressed to the Commission, Contractor will not provide any information or documents, but will direct the inquiry to the Commission. If the request is addressed to Contractor, Contractor will be responsible to determine whether she is legally required to respond to the request and otherwise what her legal obligations are, but will notify and consult with the Commission and its legal counsel before replying. Nothing in the preceding sentence supersedes Contractor's obligations under this agreement with respect to protection of Commission data, property rights in data or confidentiality. Contractor further agrees to keep confidential and not disclose to any person or entity any data or information furnished by the Commission that is marked in writing as confidential. The preceding sentence shall not apply to data or information that is independently made available as a matter of right to Contractor by a third party without obligation of secrecy or that is required to be disclosed by statute, code, regulation, subpoena, or other process of law. Finally, nothing in this section constitutes a determination that Contractor is performing a governmental function within the meaning of Minnesota Statutes section 13.05, subdivision 11, or otherwise expands the applicability of the DPA beyond its scope under governing law.



