

Date : January 4, 2021

Invoice:

2020-12

Naiad Consulting, LLC
 c/o Linda Loomis
 6677 Olson Memorial Highway, Golden Valley, MN 55427
 Phone: 763-545-4659

TO: Lower Minnesota River Watershed District
 c/o Carver County Finance Department
 Brandon Zabel
 Carver County Government Center
 600 East 4th Street, Chaska, MN 55318

FOR: Watershed Administration Services for
 December 1, 2020 through December 31, 2020

Description	Hours	Rate/Hour	Amount
General Administration	150	\$75	\$ 11,250.00
Cooperative Projects	0	\$75	\$ -
509 Plan	0	\$75	\$ -
9' Channel	0	\$75	\$ -
TOTALS	150	\$75	\$ 11,250.00

Postage (7719)		
Date	Description	Total
12/4/2020	postage to mail claims to Carver County	\$ 2.80
12/17/2020	Postage to mail claims to Carver County & Coop Agreement to Rinke Noonan	\$ 3.60
12/17/2020	Postage to Dakota County mailer	\$ 235.07
12/20/2020	Postage to mail claims to Carver County	\$ 1.60
	TOTAL:	\$ 243.07

Subscriptions & Licenses (7711)		
Date	Description	Total
12/11/2020	Upgrade version of Office 365	\$ 161.06
12/19/2020	refund from previous version of Office 365	\$ (32.88)
	TOTAL:	\$ 128.18

Office Supplies (7716)		
Date	Description	Total
12/3/2020	12 inch Envelopes	\$ 29.02
12/7/2020	Return address labels	\$ 19.98
	TOTAL:	\$ 49.00

Photocopying/Printing (7735)		
Date	Description	Total
12/3/2020	Copy of Clean Water Logo for sign	\$ 0.53
12/8/2020	copy of ST-19 for MPX Group (Dakota mailing)	\$ 0.53
12/8/2020	Order additional sign for East Chaska Creek	\$ 26.87
12/21/2020	Printing of Dakota County mailer	\$ 451.90
12/31/2020	copy of Resolution 20-11 final levy certification	\$ 0.24
	TOTAL:	\$ 480.07

Expenses - Mileage (7706)				
Date	Miles	Cost/Mile	Total	Reason for Travel
12/3/2020	47.8	\$0.575	\$ 27.49	travel to Chaska to pick up mail at office
12/10/2020	46.6	\$0.575	\$ 26.80	travel to Chaska to pick up mail at office
12/18/2020	46	\$0.575	\$ 26.45	travel to Chaska to pick up mail at office
	140.4		\$ 80.73	

Hourly Charges..... \$ 11,250.00
 Expenses..... \$ 851.32
 Mileage & Parking..... \$ 80.73
TOTAL INVOICE CHARGES..... \$ 12,182.05

Category	General Administration	Cooperative Projects/Programs	509 Plan Implementation	g' Channel	Total	Mileage Expense	Detail	Expenses
Date	24.25				24.25		Carry forward from previous month	
12/1/2020	8				8		Join virtual River Resource Forum; phone calls to/from: D. Young; join Hennepin County Chloride meeting for update; join meeting with Eden Prairie to discuss Study area #3 RFP; join MAWD proconference workshop as time allowed; emails to/from: D. DeVaney, MAWD, E. Javens, L. Frenette, C. Bleser, A. Chica, D. Young, K. Thompson, P. Kittleson, A. Deen, T. Sundby, L. Stovring, J. Hartmann, J. Kolb	
12/2/2020	8				8		Join MAWD Annual Conference; update website with both Anniversary page and Citizen Advisory Committee page; prepare press release and update mailing list; obtain President Hartmann's signature on LMRWD documents; emails to/from: C. Bleser, TimeSavers, M. Texer, E. Javens, G. Bingner, M. Johnson MPX Group, D. Young, Mail Chimp, L. Albright, M. Helgeson; prepare Mail Chimp mailing; update LMRWD website with Hennepin Chloride cost share program;	
12/3/2020	8.25				8.25	47.8	Prepare claims for payment; emails to/from: B. Wozney, J. Dulum, S. Woods,; Join Carver Water system expansion pre-construction meeting; emails to/from: D. Young, J. Dulum, Manager Frey, S. MacLean, B. Watson, L. Albright, B. Wozney, K. Spitzley, J. Donatell, A. Miller, T. Rotchadl, S. Woods, Office Depot, J. Carlson, A. Beckham, J. Emmanuel, M. Myser, BWSR; join virtual MAWD conference	
12/4/2020	6.25				6.25		Prepare claims for mailing; emails to/from: Manager Salvato, E. Javens, M. Bohn, M. Karchnia, A. Schmidt, E. Evans, B. Alcott, G. Genz, J. Joyce, S. Sparlin, MPARS, E. Brown, TimeSavers, K. Thompson, D. Snyder, B. Zabel, K. Templin, K. Spitzley, J. Carlson, D. Young; join MAWD business meeting; work on mailing to Dakota County seeking manager;	
12/5/2020	4				4		emails to/from: B. Zabel, UMWA; work on November 2020 financial report; begin work on December 2020 meeting agenda and packet; Order return address labels for the LMRWD;	
	58.75	0	0	0	58.75		WEEKLY TOTAL	
12/7/2020	6.25				6.25		Work on December meeting packet; update website; join legislative subcommittee on water policy meeting: emails to/from: BWSR, Ag-Urban partnership, Mail Chimp, Manager Salvato, J. Distel, Y. Shirk, S. Roberts, A. Felix-Gerth, Office Depot, L. Dalsin;	
12/8/2020	1.5				1.5		phone calls to/from: D. Young; virtual meet w: H. Kalbus; join the TH 13 meeting; emails to/from: S. Sparlin, K. Thompson, B/ Loney, L. Frenette, M. Johnson, J. Utecht, D. Young; Phone call to Microsoft to straighten out Office 365 subscription;	
12/9/2020	8				8		emails to/from: D. Meyer, Microsoft, Corver County, J. Kolb, S. Roberts, D. Young, J. Skancke, B. Zabel, L. Frenette, P. Kittleson, J. Carlson, P. Machajewski, M. Peterson, S. Tapp, T. Cameron, P. Moreau, S. Mueller; set up WebEx meeting for Board; review Area 3 RFP;	
12/10/2020	8				8	46.6	Phone calls to/from: D. Young; travel to Chaska to pick up mail; manage files; work on December meeting packet; emails to/from: T. Sundby, H. Kalbus, MN Valley Refuge, D. Minge, T. Rotschadl, K. Jensen, K. Thompson, L. Frenette, B. Neuendorf;	
12/11/2020	5.5				5.5		emails to/from: t. Rotchadl, B. Zabel, V. Sherry, C. Champion, J. Skancke, D. Young, K. Thompson, MPX Group, work on December meeting packet;	
12/12/2020	8				8		Work on December meeting packet; email from: E. Javens;	
12/13/2020	5.75				5.75		Edit November meeting minutes; work on December meeting packet; notify Board of meeting packet	
	43	0	0	0	43		WEEKLY TOTAL	
12/14/2020	4.25				4.25		Add pages to website for CAC; emails to/from: L. Boraas, P. Mohr, L. Frenette, MPX Group, B. Mareck, J. Kolb, D. Young, M. St. Pierre, S. Loken, D. Minge, S. Pany, K. Templin, J. Skancke; work on December Administrator's Report; review documents provided by D. Minge;	

12/15/2020	6.25				6.25	Phone calls to/from: D. Young, P. Lynch C. Luse; work on December Administrator's Report and post to website; prepare meeting notes for December Board of Manager meeting; emails to/from: MPX Group, C. Luse, K. Andrews, C. Diederichs, D. Young, E. Evans, L. Kremer, H. Kalbus C. Coudron;
12/16/2020	11.5				11.5	Phone calls to/from: A. Weeks; emails to/from: L. Stovring, S. Christopher, D. Young, J. Dullum, Manager Salvato, A. Beckham, J. Kolb, G. Genz, Manager Raby, J. Strate, C. Coudron, P. Moline, A. Weeks, T. Huniker, E. Brown, A. Beckstrom, A. Penn, K. Andrews, B. Zabel, T. Rotchadl, B. Neuendorf, Suralink, C. Coudron; attend Ag-Urban Drainage Partnership meeting; Join BWSR Pollinator mix training; join Great River Greening Sustainable Agriculture meeting; Prepare for and attend Board of Manager meeting;
12/17/2020	6.5				6.5	Work on follow up from Board meeting; virtual meet with Katy & Della, to discuss release of RFP; add pages to website for RFP; join UMWA monthly meeting; emails to/from: K. Thompson, A. Beckham, C. Luse, D. Young, L. Stovring, B. Wozney, B. Peichel, C. Hagley, A. Harwood, L. Klocek; set up WebEx for pre-proposal RFP meeting; join MN Atlas training session; review criteria for Lower MN North Watershed Based Funding;
12/18/2020	6.75				6.75	travel to Chask to pick up mail; prepare claims for payment; emails to/from: K. Spitzley, J. Kolb, M. Hancock, D. Johnson, E. Javens, FOP2. T. Rotchadl, K. Templin, K. Spitzley, Manager Salvato, J. Kolb, M. Hancock, D. Johnson, E. Javens; submit request to State Register for publication of REP for Area 3;
12/20/2020					0	Mail claims for payment; emails to/from: B. Zabel, K. Jokela, D. Young
	35.25	0	0	0	35.25	WEEKLY TOTAL
12/21/2020	7.5				7.5	Join MN River North Watershed Base Funding discussion; emails to/from: D. Young, MPX Group, D. Anderson, B. Peichel; prepare meeting minutes to send to TimeSavers; review outcome of Lower MN River North discussion;
12/22/2020	7.25				7.25	Join Seminary Fen work group meeting; virtual meet w/D. Young to discuss 2021 work plan and assess 2020 work; emails to/from: L. Bruns, B. Zabel, T. Sundby, City of Chanhassen, D. Young, R. Holst, S. Sparlin, A. Edgcumbe, K. Andrews, S. Vannavong, D. Meyer, P. Brown, C. Bleser, L. Stovring, B. Wozney, M. Helgeson, D. Braun, B. Zabel, L. Ross;
12/23/2020	4				4	Emails to/from: Redpath & Company, H. Kalbus, M. Helgson, B. Zabel, A. Harwood, L. Ross, President Hartmann, C. Coudron, D. Braun, TimeSavers, D. Young; set up virtual meeting w/ Dakota SWCD;
12/24/2020					0	Phone call from: Dakota County
	18.75	0	0	0	18.75	WEEKLY TOTAL
12/28/2020	4.25				4.25	phone calls to/from: S. Longman, P. Brown; emails to/from: L. Stovring, E. Mathithiesen, S. Vannavong, K. Thompson, S. Plemmons, A. Sullivan; certify final levy to Dakota and Hennepin Counties; Check State Register for LMRWD advertisement;
12/29/2020	8				8	virtual meet with D. Young; emails to/from: D. Young, elink, B. Zabel, L. Syde-Hagen, D. Anderson, C. Campos, S. Vannavong, P. Brown, K. Thompson, M. King, B. Mareck, B. Zabel; certify levy with Scott and Carver Counties; get ready for meeting w/C. Coudron; virtual meet with C. Coudron to discuss Dakota Fen project; make edits to CAC page on website;
12/30/2020	4				4	Work on Dakota fen grant expense reconciliation; virtual meet w/D. Young, K. Thompson to prepare for pre-proposal meeting with interested parties; emails to/from: D. Young, K. Thompson, J. Dulum, K. Francis, J. Strate, L. Rotty, L. Frenette, K. Bigalke, Managers, Manager Salvato ; phone calls to/from: J. Strate; review invoice from state register;
12/31/2020	6.5				6.5	emails to/from: A. Sullivan, R. Holst, President Hartmann, S. Tietz; make copy of Resolution 20-11 final certification of levy; meet with President Hartmann to get signatures on documents; prepare claims for payment; watch recording of Legislative Subcommittee on Water Policy Meeting from December 28th; make copy of resolution 20-11 at Office Depot;
	22.75				22.75	WEEKLY TOTAL
					0	
	178.5	0	0	0	178.5	MONTHLY TOTAL
					150	
					28.5	