



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, May 15, 2024

Agenda Item

Item 7. D. – Administrator Agreement Amendment #4

Prepared By

Linda Loomis, Administrator

Summary

At the March 20, 2024, Board of Manager meeting, the Board requested an amendment to the administrator agreement that reflects how administrative hours are managed when 150 hours per month is exceeded. It has been accepted practice of the LMRWD to allow excess hours to be carried over to the following month, without prior approval of the Board, or its authorized officers, as stipulated in the Administrator Agreement.

When hours over 150 hours per month are necessary, it is not always practical to get approval from the Board. The Board authorized previous Presidents to approve hours, however, past Presidents, authorized the Administrator to carry over hours more than 150 hours to the next month. The current Board asked that the Administrator Agreement be amended to reflect that practice.

Attachments

Administrator Agreement dated November 25, 2013, as amended

Administrator Agreement Amendment #4_redlined

Administrator Agreement Amendment #4_clean copy

Recommended Action

Motion to approve Amendment #4 to the Administrator Agreement

AMENDMENT #3 TO

ADMINISTRATOR AGREEMENT

THIS AMENDMENT is made as of this 17th day of January, 2024 by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor")

RECITALS

WHEREAS, LMRWD and Contractor entered into that certain Administrator Agreement dated November 25, 2013, amended October 21, 2015 and January 7, 2019 and attached as Exhibit 1 ("Agreement"); and

WHEREAS, LMRWD and Contractor wish to continue the Agreement with the amendments specified below:

NOW, THEREFORE, the parties agree as follows:

1. Section 2, Compensation of the agreement shall be replaced with the following:

"COMPENSATION: Contractor will be paid for Services at the rate of \$90 per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage and time will be reimbursed for travel with the Minneapolis/ St. Paul seven-county metropolitan area. Travel outside the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Board or its designee. The Board may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include existing LMRWD consultants, member cities or other entities.

Contractor's billable hours will not exceed 150 hours per month, without the prior written approval of the Board or its authorized officers."

2. In all other respects, the provisions set forth in the Agreement, as amended, shall remain unchanged.

WHEREUPON, the undersigned hereunder set their hands to this Amendment as of the day first above written.

NAIAD CONSULTING, LLC

BY: Linda R. Loomis

Its: Owner/Principal

LOWER MINNESOTA RIVER WATERSHED DISTRICT

BY: [Signature]

Its: President

AMENDMENT #2 TO
ADMINISTRATOR AGREEMENT

THIS AMENDMENT is made as of this 7th day of January, 2019 by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor")

RECITALS

WHEREAS, LMRWD and Contractor entered into that certain Administrator Agreement dated November 25, 2013, amended October 21, 2015 and attached as Exhibit 1 ("Agreement"); and

WHEREAS, LMRWD and Contractor wish to continue the Agreement with the amendments specified below:

NOW, THEREFORE, the parties agree as follows:

1. Section 2, Compensation of the agreement shall be replaced with the following:

"COMPENSATION: Contractor will be paid for Services at the rate of \$75 per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage and time will be reimbursed for travel with the Minneapolis/ St. Paul seven-county metropolitan area. Travel outside the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Board or its designee. The Board may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include existing LMRWD consultants, member cities or other entities.

Contractor's billable hours will not exceed 150 hours per month, without the prior written approval of the Board or its authorized officers."

2. In all other respects, the provisions set forth in the Agreement, as amended, shall remain unchanged.

WHEREUPON, the undersigned hereunder set their hands to this Amendment as of the day first above written.

NAIAD CONSULTING, LLC

By: Linda R. Loomis

Its: Owner/Principal

LOWER MINNESOTA RIVER
WATERSHED DISTRICT

By: [Signature]

Its: President

**AMENDMENT TO
ADMINISTRATOR AGREEMENT**

THIS AMENDMENT is made as of this 21st day of October, 2015, by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor").

RECITALS

WHEREAS, LMRWD and Contractor entered into that certain Administrator Agreement dated November 25, 2013, and attached as **Exhibit 1** ("Agreement"); and

WHEREAS, LMRWD and Contractor wish to continue the Agreement with the amendments specified below:

NOW, THEREFORE, the parties agree as follows:

1. Section 11, Insurance, of the Agreement shall be replaced with the following:

"INSURANCE: Contractor shall, at all times during the Agreement and at its sole cost and expense, carry and maintain Commercial General Liability insurance covering claims for bodily injury, death, personal injury or property damage occurring or arising out of the performance of this Agreement, including coverage for independent contractor's protection (required if any work will be subcontracted), premises-operations, and contractual liability with respect to the liability assumed by Contractor hereunder. The limits of insurance shall not be less than:

Each Occurrence	\$ 1,000,000
General Aggregate Limit	\$ 1,000,000
Broad Form Property Damage	\$ 1,000,000

LMRWD shall be listed as an additional insured on each insurance policy required hereunder. Each insurance policy shall provide that it will not be canceled or amended except after thirty (30) days advance written notice to the additional insured parties. Contractor shall provide evidence of such insurance policies (certificates of insurance) to LMRWD upon execution of this Agreement and when requested by LMRWD in the future.

2. Section 14, Notices, of the Agreement shall be replaced with the following:

"NOTICES: Any notice or demand, authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

ADMINISTRATOR AGREEMENT

THIS AGREEMENT is made as of this 25th day of November, 2013, by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and, Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor").

1. SCOPE OF SERVICES: Contractor will perform the following services as prioritized and assigned by the LMRWD Board of Managers ("Board") under this Agreement, together with such other administrative services as may be assigned from time to time:

- Facilitate the implementation of the updated LMRWD's Watershed Management Plan that sets strategic direction, goals, policies and work plans for the next 10 years.
- Establish processes to increase the organization's efficiency and to reduce duplication of effort.
- Serve as the primary point of contact for LMRWD's 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 the LMRWD'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.
- Develop an operation and capital budget on an annual basis for consideration by the Board.
- Develop an annual work plan and reporting system in consultation with the Board.
- Develop agendas for meetings; attend the monthly Board meetings, special TAC meetings and others as necessary.
- Maintain a list of items that need to be completed by the Consultant, Managers and other consultants and the expected completion date for each item.
- Prepare a monthly summary of work completed and time expended by work task and budget item.
- Perform other duties or activities as may be directed by the Board.

(hereinafter "Services").

For the remainder of 2013 the LMRWD sets aside \$8,500 for time and expenses related to the Contractor's position. Contractor will prepare and maintain a work plan and schedule of priorities, in consultation with the Board or its authorized

representatives, to facilitate determining and achieving the LMRWD's highest priority goals within its budget.

2. **COMPENSATION:** Contractor will be paid for the Services at the rate of \$ 65⁰⁰ per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage and time will be reimbursed for travel within the Minneapolis/St. Paul seven-county metropolitan area. 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 Board or its designee. The Board may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include existing LMRWD consultants, member cities, or other entities

Contractor's billable hours will not exceed 125 hours per month, without, the prior written approval of the Board or its authorized officers.

3. **PAYMENT:** Contractor may not incur reimbursable expenses prior to the date of this Agreement without permission from the Board. 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 LMRWD. The LMRWD will pay invoices within 45 days of receipt thereof. Invoices received by the first Wednesday of the month will ordinarily be authorized for payment at that month's regular Board meeting.

4. **TERM AND TERMINATION:** This Agreement shall continue in effect indefinitely unless terminated in accordance with this Agreement. Notwithstanding any language in this Agreement to the contrary, this Agreement may be terminated by either party at any time, and for any reason, on 30 days' written notice. Within 90 days of the date of this Agreement and annually thereafter, the LMRWD will review this Agreement. Contractor reserves the right to renegotiate the Agreement at the time of the review.
5. **SUBSTITUTION AND ASSIGNMENT:** Services provided by Contractor will generally be performed by Linda Loomis, who is an employee of Contractor. Upon approval by the LMRWD, 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 LMRWD 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 LMRWD. Contractor (and any person working for or employed by 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 LMRWD. Contractor (and any person working for or employed by Contractor) shall not be considered an employee of the LMRWD 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 by Contractor 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 needed to provide the Services.

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:** 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 LMRWD. All such records shall be maintained with the records of the LMRWD and in accordance with the instructions of the Board. When operating under standard business practices, the Contractor will not be held liable for the loss of LMRWD's records which may be held by Contractor outside of the LMRWD's offices. 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 LMRWD immediately and transmit a copy of the request to the Board. If the request is addressed to the LMRWD, Contractor will not provide any information or documents, but will direct the inquiry to the Board. If the request is addressed to Contractor, Contractor will notify and consult with the Board and its legal counsel before replying. Nothing in the preceding sentence supersedes Contractor's obligations under this Agreement with respect to protection of LMRWD's data, property rights in data or confidentiality. 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.
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 LMRWD, 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, except

and transcribe any books, documents, papers, and records that are relevant to and involve transactions relating to this Agreement.

- 11. **INSURANCE:** Contractor shall maintain insurance providing coverage for general and professional liability in the amounts and providing the coverage generally described in Exhibit A attached to this Agreement. Contractor can rely on work provided by the LMRWD's other contractors. *Exhibit A not attached -*
- 12. **APPLICABLE LAW:** The laws of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Carver, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.
- 13. **NO AGENCY:** Contractor is an independent contractor and shall not be considered to be the agent or servant of the LMRWD for any purpose and shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of the LMRWD unless specifically given such authority in writing or by motion of the Board.
- 14. **NOTICES:** Any notice or demand, authorized or required under this Agreement, shall be in writing and shall be sent by certified mail to the other party as follows:

To the Contractor: Naiad Consulting, LLC
 c/o Linda Loomis
 6677 Olson Highway
 Golden Valley, MN 55427

To the LMRWD: President
 Lower Minnesota River Watershed District
 112 East Fifth Street, Suite 102
 Chaska, MN 55318

With a copy to: Whoever is the President of the LMRWD.
 Kent Francis currently is the President and
 his address is:

Kent Francis
623 Griffin Street
Carver, MN 55315

And to: Whoever is the attorney for the LMRWD.
 Bruce Malkerson currently is the attorney
 and his address is:

Bruce D. Malkerson
Malkerson Gunn Martin LLP
220 South Sixth Street, Suite 1900
Minneapolis, MN 55402

WHEREUPON, the undersigned hereunder set their hands to this Agreement as of the day first above written.

NAIAD CONSULTING, LLC

By: Linda Loomis
Its: President

LOWER MINNESOTA RIVER WATERSHED
DISTRICT

By: Kent Francis
Its: President

AMENDMENT #4 TO
ADMINISTRATOR AGREEMENT

THIS AMENDMENT is made as of this 15th day of May, 2024 by and between the Lower Minnesota River Watershed District, a Minnesota Watershed District established in accordance with the Minnesota Watershed Act ("LMRWD") and Naiad Consulting, LLC, a Minnesota limited liability company (the "Contractor")

RECITALS

WHEREAS, LMRWD and Contractor entered into that certain Administrator Agreement dated November 25, 2013, amended October 21, 2015, January 7, 2019, and January 17, 2024, and attached as Exhibit 1 ("Agreement"); and

WHEREAS, LMRWD and Contractor wish to continue the Agreement with the amendments specified below:

NOW, THEREFORE, the parties agree as follows:

1. Section 2, Compensation of the agreement shall be replaced with the following:

"COMPENSATION: Contractor will be paid for Services at the rate of \$90 per hour. Contractor will be reimbursed for actual, reasonable and necessary out-of-pocket expenses including postage, photocopies, audiotapes, and printing. Mileage and time will be reimbursed for travel with the Minneapolis/ St. Paul seven-county metropolitan area. Travel outside the seven-county metropolitan area including mileage (State of Minnesota rate), meals and overnight accommodations must have the prior approval of the Board or its designee. The Board may specify vendors to be used by Contractor for reimbursable expenses, which vendors may include existing LMRWD consultants, member cities or other entities.

Contractor's billable hours will not exceed 150 hours per month, ~~without the prior written approval of the Board or its authorized officers.~~ Hours over and above 150 hours per month that may be required to complete the work of the LMRWD may be carried over to the next month. If at the end of the fiscal year carried over hours have not been fully paid, the Contractor may bill for the supplemental hours, so excess hours are not carried over to the next fiscal year.

2. In all other respects, the provisions set forth in the Agreement, as amended, shall remain unchanged.

WHEREUPON, the undersigned hereunder set their hands to this Amendment as of the day first above written.

NAIAD CONSULTING, LLC

BY: _____

Its: Owner/Principal _____

LOWER MINNESOTA RIVER WATERSHED DISTRICT

BY: _____

Its: _____ President _____

AMENDMENT #4 TO

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Contractor's billable hours will not exceed 150 hours per month. Hours over and above 150 hours per month that may be required to complete the work of the LMRWD may be carried over to the next month. If at the end of the fiscal year carried over hours have not been fully paid, the Contractor may bill for the supplemental hours, so excess hours are not carried over to the next fiscal year.

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WHEREUPON, the undersigned hereunder set their hands to this Amendment as of the day first above written.

NAIAD CONSULTING, LLC

BY: _____

Its: Owner/Principal

LOWER MINNESOTA RIVER WATERSHED DISTRICT

BY: _____

Its: President