

Workplan: Incoming District Administrator (LMRWD)

Prepared for: LMRWD Board of Managers

Position: District Administration by **Evergreen International Sustainability Solutions, LLC**

Term: 4.25.2025- 7.25.2025

I. Overview

This workplan supports the Services agreement entered into on April 18th 2025. Under this Agreement, the Contractor will perform the following services as prioritized and assigned by the Lower Minnesota River Watershed District (LMRWD) Board of Managers ("Board"), together with such other administrative services as may be assigned from time to time (collectively, the "Services"). This three-month scope of work focuses on supporting the transition to new district leadership, ensuring organizational continuity, and providing training and capacity building for the incoming District Administrator, William Lytle.

During this initial period, the Contractor will establish core administrative systems, receive onboarding support, and facilitate knowledge transfer across finance, operations, permitting, project oversight, and governance. An initial work plan, including key milestones and deliverables, is included below. The Contractor will report monthly on progress against tasks and budget and will adapt workflows in coordination with the Board as needed.

The workplan outlined below is supported by a detailed transition task list designed to guide the successful onboarding and early performance of the incoming District Administrator. This transition plan is structured around SMART goals—Specific, Measurable, Achievable, Relevant, and Time-Bound—and reflects the operational priorities identified by the Board and outgoing administrator. The plan is maintained in an Excel-based tracking sheet that includes each goal's priority level, key coordination partners, target due date, current status, and a column for linked notes or supporting documents. This tool ensures accountability, facilitates communication, and enables timely progress tracking during the critical first months of the transition.

A. Transition & Operational Onboarding Tasks (One-Time Deliverables)

These tasks are time-bound and support the transition, orientation, and setup of systems and processes.

Task	Deliverables	Target Date	Budget
1. District Administrator Onboarding	Conduct orientation with board and interim admin; understand LMRWD governance, finances, projects, and partners	May 15	\$2,000
2. Operational Hand-off	Receive access and review all internal systems, accounts, documents, and files	May 21	\$2,000
3. Financial Systems and Budget Familiarization	Review past and current budget, establish monthly reporting templates	May 30	\$2,000
4. Project Reviewing	Develop a collaborative, project tracking method for active and planned projects, grants, and permit reviews	June 6	\$3,000
5. Website and Communications Audit	Identify gaps or outdated content on the LMRWD website and email lists	June 27	\$1,500
6. Policy and Document Review	Compile all board-approved policies, contracts, and relevant legal agreements; transfer to SharePoint	June 20	\$2,000
7. Permit System Assessment	Evaluate current permit application/review processes and suggest improvements	July 11	\$2,500
8. Consultant and Partner Coordination	Review roles and responsibilities of external contractors and partners	July 18	\$2,000
Subtotal – One-Time Deliverables: \$17,000			

B. Ongoing Administrative & Operational Responsibilities (Recurring Deliverables)

These responsibilities are conducted on a weekly or monthly basis and support the District's day-to-day operations.

Task	Deliverables	Budget (3 months)
1. Board Support	Prepare board packets, agendas, minutes; manage board communications	\$4,000
2. Financial Administration	Receive and code invoices, manage review, coordinate with accountant, QuickBooks, Bill.com and payment authorization	\$4,000
3. Project Oversight	Attend project meetings; coordinate with consultants and partners	\$3,500
4. Email/Correspondence	Respond to inquiries, route requests, manage LMRWD email	\$2,500
5. Calendar and Task Management	Maintain calendar of deliverables and compliance deadlines	\$1,500
6. Records and File Management	Organize files per records retention schedule; backup digital content	\$2,000
7. Implementation Coordination	Track permit applications and reviews; respond to applicant inquiries, prepare watershed management plans	\$3,500
8. Interim Reporting	Submit brief status reports to the Board each month	\$500

Subtotal – Recurring Deliverables (3 months): \$21,500

C. Total Contract Budget

Category	Amount
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One-Time Deliverables	\$17,000
Recurring Deliverables	\$21,500
Contingency/Buffer (flexible for adjustments or unexpected tasks)	\$4,000
Total	\$42,500

III. Notes on Scope

- The Administrator is expected to work approximately **40 hours per week**.
- **Bi-weekly check-ins with Board Chair or transition liaison** recommended
- **Deliverables submitted via email and presented at board meetings**
- Coordination with the District's legal, technical, and financial consultants will occur regularly throughout the term.