



KEYSTONE WATERS, LLC

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December 4, 2023

Mr. Craig Mell
Chisago SWCD
8814 3rd Ave.
North Branch, MN 55056

Dear Craig,

It's been a pleasure working with you and the Lower St. Croix Partnership over the last year. I appreciate the opportunity to continue this work in 2024.

Please let me know if you have any questions or if you would like this proposal revised in any way. I am happy to further discuss these tasks and estimated time allocated to each. I look forward to continue working with the LSC!

Sincerely,

2024 Proposal for LSC Implementation Planning and Reporting

February 1, 2024 – January 31, 2025

Work Activity	Estimated Hours
<p>Tracking and Reporting Watershed Based Implementation Funds</p> <ul style="list-style-type: none"> • Work plan tracking and reporting in eLINK (2021-2023 grant) • Work plan tracking and reporting in eLINK (2023 – 2025 grant) • Quarterly progress report development for Policy Committee <p>4 hours/quarter * 4 quarters (Q1 – Q4 2024)</p>	16 hours
<p>Tracking and Reporting Non-grant Activities</p> <ul style="list-style-type: none"> • Gather and report on data/information from partners <p>12 hours/year * 2 years (2023 and 2024)</p>	24 hours
<p>Meeting Attendance</p> <ul style="list-style-type: none"> • Attend Policy Committee, Steering Committee, Planning Committee and Advisory Committee meetings, as needed (assumes virtual attendance) <p>3.5 hours/month * 12 months</p>	42 hours
<p>Annual Planning</p> <ul style="list-style-type: none"> • Gather input from partners and develop annual plan of work for WBIF and non-activities <p>8 hours/year * 1 year (2025)</p>	8 hours
TOTAL (13-month)	90 hours * \$75/hour \$6,750.00