

INVOICE

EVERGREEN INTERNATIONAL
SUSTAINABILITY SOLUTIONS LLC

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Buffalo, MN 55313

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+1 (906) 231-2556



Bill to

Lower Minnesota River Watershed District
112 East Fifth Street
Suite 102
Chaska, MN 55318
United States

Ship to

Lower Minnesota River Watershed District
112 East Fifth Street
Suite 102
Chaska, MN 55318
United States

Invoice details

Invoice no.: 7043
Terms: Net 30
Invoice date: 06/02/2025
Due date: 07/02/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	04/30/2025	Administrative Tasks, Planning, Meetings, and Correspondence	April Administration Fees (prorated 18th-30th), insurance, contract execution, transition planning, correspondence	1	\$2,720.00	\$2,720.00
2.	01/31/2025	Transition & Operational Onboarding Tasks (One-Time Deliverables)	Tasks include (see attachment for completed deliverables): 1. District Administrator Onboarding 2. Operational Hand-off 3. Financial Systems and Budget Familiarization 4. Project Reviewing 5. Website and Communications Audit 6. Policy and Document Review 7. Permit System Assessment 8. Consultant and Partner Coordination	1	\$5,600.00	\$5,600.00
3.	05/31/2025	Ongoing Administrative & Operational Responsibilities (Recurring Deliverables)	Responsibilities Include: 1. Board Support 2. Financial Administration 3. Project Oversight 4. Email/Correspondence 5. Calendar and Task Management 6. Records and File Management 7. Implementation Coordination 8. Interim Reporting	1	\$7,166.00	\$7,166.00
4.	05/30/2025	Reimbursement	April/May Reimbursements (see attachment for detail)	1	\$230.30	\$230.30

Ways to pay

BANK

Total \$15,716.30

View and pay

Mileage log and expense repor

Contractor

Evergreen International Sustainability Solutions, LLC

Rate per mile

(\$.70/mile per GSA Rate)

Date	Starting location	Destination	Description/Notes	Mileage (round trip)	Reimbursement
5/6/2025	Home office	Bloomington, MN	CAC Tour Ikes Creek	91	\$63.70
5/7/2025	Home office	Chaska, MN	Watershed Distric Tour (Linda, Lisa, Lauren)	78	\$54.60
5/14/2025	Home office	Chaska, MN	Personnel Commitee Meeting	78	\$54.60
5/21/2025	Home office	Savage/Chaska, MN	Meeting with Manager and Board Meeting	82	\$57.40
				329	\$230.30

Goal	Target Date	Section	Status	Date invoic	Priority Level			
Finalize and submit the executed contract, insurance, business license, and tax ID documentation to administrative records	5/6/2025	1.1	Completed	6/3/2025	Primary			
Deliver secure system login credentials, shared drive access, and calendar invitations	5/7/2025	1.1	Completed	6/3/2025	Primary			
Schedule and conduct the administrative orientation session to cover all systems and expectations	5/8/2025	1.1	Completed	6/3/2025	Primary			
Confirm Will is added to all internal communication lists, board directories, and distribution groups	5/13/2025	1.1	Completed	6/3/2025	Secondary			
Ensure all contract documentation is properly archived in both physical and digital storage systems	5/13/2025	1.1	Completed	6/3/2025	Primary			
Approve a written scope of work outlining Linda's role, deliverables, availability, and hour limits	5/14/2025	1.2	Completed	6/3/2025	Primary			
Complete Board approval of the consultant role and boundaries at the May Personnel Committee Meeting	5/16/2025	1.2	Completed	6/3/2025	Primary			
Schedule and conduct an onboarding meeting with legal counsel to review statutes, open meeting law, and contract authorities	5/2/2025	1.3	Completed	6/3/2025	Primary			
Confirm ongoing weekly check-in meetings with the Board Chair scheduled through July	5/5/2025	2.5	Completed	6/3/2025	Primary			
Walk through the full board packet development process—including collaboration, deadlines, and templates	5/9/2025	2.5	Completed	6/3/2025	Primary			
Receive coaching from Linda on tone, formality, and logistics of board meetings, including A/V needs and presentation roles	5/14/2025	2.5	Completed	6/3/2025	Primary			
Post a legally compliant Personnel Committee meeting notice	5/12/2025	2.6	Completed	6/3/2025	Primary			
Submit the draft agenda and all transition plan and event proposal materials for Personnel Committee review	5/12/2025	2.6	Completed	6/3/2025	Primary			
Identify and prepare responses to likely questions from Board or Committee members	5/14/2025	2.6	Completed	6/3/2025	Secondary			
Attend a Citizen Advisory Committee (CAC) meeting	6/4/2025	2.14	Completed	6/3/2025	Primary			