

Category	General Administration	Cooperative Projects/Programs	509 Plan Implementation	9 Channel	Total	Mileage Expense	Detail	Expenses
Date								
					0		Carry forward from previous month	
01/01/19	6				6		work on September meeting minutes; work on December 2018 meeting minutes; emails to/from:	
01/02/19	10				10		Phone call to/from: D. Young, L Kremer; edit and finalize September 2018 meeting minutes; work on January 2019 Board meeting agenda; emails to/from: D. Young, J. Kolb, S. Middleton, K. Gerkovich, B. Zabel, J. Fincher, M. Texer, R. Leaf, J. Stier, M. Clark, T. Koch, L. Frenette; work on January meeting packet; review agreement with LS Marine prepared by legal counsel;	
01/03/19	8				8		work on January meeting packet; tele-conference w D. Young & J. Kolb re: rules; finishing editing October meeting minutes: emails to/from: P. Moline, J. Kolb, M. Clark, D. Young, L. Dengate, R. Leaf, T. Jeffrey.	
01/04/19	7				7	46.6	Travel to Chaska to pick up mail and pay claims; prepare claims for payment; Complete preparation of January meeting packet: post on LMRWD website; Notify managers and agenda distribution list; emails to/from: L. Frenette, A. Dye, K. Templin, J. Skancke, B. Zabel, J. Kolb, D. Young, P. Moline; prepare January Administrator report; review DNR Record of Decision for MN Valley State Trail;	
01/05/19	7				7		work on editing November meeting minutes; emails to/from: R. Schaefer, R. Donnell. S. Sparlin, EP Parks Department, J. Klima	
01/06/19	5.5				5.5		edit and finalize November and December 2018 meeting minutes; email to Board and others;	
	43.5	0	0	0	43.5		WEEKLY TOTAL	
01/07/19	9.5				9.5	46.3	prepare for Board meeting; make copy of meeting packet for public; attend Board meeting; emails/from: D. Young	
01/08/19	6.25				6.25	45.8	Meet with D. Young; meet with city of Chaska; phone calls to/from: P. Moline	
01/09/18	5.75				5.75	24.8	Meet with other administrators; phone calls to/from: L. Frenette; emails to/from:	
01/10/19	6				6	32.4	Meet with MCES: emails to/from: L. Ross, L. Frenette	
01/11/19	4.75				4.75	38.6	Meet with Hennepin County Stakeholders at RPBCWD;	
	32.25	0	0	0	32.25		WEEKLY TOTAL	
01/14/19	4				4		Phone calls to/from: D. Young; emails to/from:	
01/15/19	6				6		phone conference w/D. Young; phone calls to/from: H. Nelson; emails to/from: H. Nelson, D. Young T. Sundby, B. Helms, L. Fay, M. Leary, K. Sarnecki, K. Templin; work on February meeting agenda; begin review of January meeting minutes:	
01/16/19	5				5		phone calls to/from: ; emails to/from: D. Young, K. Templin, E. Alms, B. Christopher, T. Suss, S. Sparlin; email draft monitoring plan to Dan Henley at MCES, Scott SWCD, Dakota SWCD and Carver WMO;	
01/17/18	6				6	47	emails to/from: J. Setter, B. Watson, B. Helm, D. Young; prepare claims for payment; attend UMWA monthly meeting in Lilydale; review comments from Dakota county SWCD on LMRWD monitoring plan; perform computer maintenance;	
01/18/19	6				6	94.4	pick up mail at Chaska office; pay claim at Carver County; set up new chart of accounts for 2019 budget; meet with Carver WMO about West Chaska Creek Project; emails to/from: D. Young. B. Zabel, J. Kinney, D. Anderson, J. Emmanuel, T. Sundby; MN River Greenway Trail meeting with Dakota County; prepare December 2018 monthly financial report;	
01/19/19	4				4		Review comments on C. H. Robinson and send to city of EP; review documents sent by Carver WMO regarding West Chaska Creek; review Dakota County documents for MN River Greenway;	
	31	0	0	0	31		WEEKLY TOTAL	
01/21/19	2.5				2.5		Prepare December 2018 financial report; emails to/from: B. Zabel, L. Frenette, S. Woods	

01/22/19	5.5				5.5	67.4	phone calls to/from: D. Young; emails to/from: D. Young, L. Frenette, R. Thibault, D. Anderson, S. Vannavong, G. Genz; investigate missing claim from Young Environmental; Attend Scott County Clean Water Partnership in Jordan at Scott SWCD;
01/23/19	6				6		Phone calls to/from: L. Frenette; emails to/from: J. Kolb, L. Frenette, S. Tietz, B. Zabel, MAC, Hennepin County, M. Doneaux; prepare Eagle WOMP Report; prepare claims for payment:
01/24/19	6				6		Emails to/from: J. Utecht, S. Vannavong, S. Woods, D. Young, A. Adam; Prepare reports of outstanding indebtedness to counties and send to counties;
01/25/19	6				6		Phone calls to/from: D. Hartley; emails to/from: D. Young, B. Watson, A. Adams, MPARS, Board of Managers; Prepare December 2018 Financial Report and send to Managers;
01/26/19	1.5				1.5		Emails to/from: Manager Frey, D. Young
	27.5	0	0	0	27.5		WEEKLY TOTAL
01/28/19	4				4		Review I 494 Vision Report prepared by SEH; Emails to/from: L. Frenette, S. Middleton, S. Tietz, K. Spitzley, D. Young, E. Sejkora, M. Doneaux, J. Klima, L. Frenette
01/29/19	5.5				5.5		Phone calls to/from: D. Young, B. Gruidl, R. Anhorn; emails to/from: D. Young, D. Meyer, K. Spitzley, B. Gruidl, A. Helm, S. Vannavong; prepare list of Bloomington Resident contacts to send to B. Gruidl; review Chloride report for Ike's Creek
01/30/19	6				6		Phone call to/from: D. Young; emails to/from: D. Young, L. Frenette, S. Cotton, Hennepin County, MAWD; work on projects financial report; work on February meeting packet
01/31/19	6				6		Work on January meeting minutes; work on February meeting agenda and packet; review Vernon Avenue Wetland Delineation and Threatened and Endangered Species Report; Emails to/from: A. Adam, D. Young, E. Sejkora, L. Frenette, Y. Shirk, Hennepin County, D. Meyer
	21.5	0	0	0	21.5		WEEKLY TOTAL
	155.75	0	0	0	155.75	443.3	MONTHLY TOTAL
					150		
					5.75		