

**KEYSTONE WATERS, LLC**

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**INVOICE**

DATE: AUGUST 1, 2021

**TO:**  
Bassett Creek Watershed Management Commission  
Catherine Cesnik, Chair

**FOR:**  
Watershed Administration Services for July 2021

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p><b>Administration – Correspondence, program coordination, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, Hennepin Co, Met Council, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; reviewing and posting latest education video; reviewing latest education column; reviewing Medicine Lake WQ Monitoring Report; corresponding with resident and Plymouth staff re: illicit discharge; corresponding with MPRB, MPLS, and Commission Engineers re: Bryn Mawr agreement execution and prep for open house; reviewing and submitting grant report and financial report for Lawns to Legumes grant; reviewing HCCI draft communication plan and EJ Hub materials; discussing Hollydale project and Four Seasons Project with city staff and Commission Engineer; arranging meeting with Commissioner Fernando, coordinating participants and talking points; beginning to develop CIP process document for website; corresponding with HCCI “small group” and finalizing communication plan; reviewing WMWA meeting materials; delivering education materials to Cmsr. Welch; visiting Lost Lake for tour of shoreline and discussion of issues; preparing agenda and materials for Education Committee meeting; corresponding with volunteer events coordinators, updating online calendar and sending email to commissioners; drafting 2022 CIP agreements and sending to Attorney Anderson; reviewing chloride management templates and participating in review meeting with Fortin Consulting; discussing Medley Park CWF grant possibility with Commission Engineers; revising WMWA plan; catching up with TAC member Stout; beginning to arrange bike tour</p>	34.75	\$72	\$2,502.00
<p><b>Administration – Meeting attendance:</b> 7/7/21 Blue Thumb Environmental Justice Hub Meeting 7/7/21 HCCI Small Group Meeting 7/7/21 Administrative Services Committee Meeting 7/13/21 WMWA Meeting 7/15/21 Monthly Commission Meeting 7/20/21 Metro MAWD Meeting 7/21/21 Education Committee Meeting 7/21/21 Blue Thumb Environmental Justice Hub Meeting 7/22/21 MAWD Handbook Committee Meeting 7/26/21 Meeting with Commissioner Fernando 7/26/21 Parkers Lake Chloride Facilitation Project Meeting 7/27/21 Hennepin County Board of Commissioners’ Public Works Committee Meeting 7/27/21 Bryn Mawr Meadows Project Public Open House 7/28/21 Listen to Summer MAWD Meeting Recording 7/29/21 BCWMC Technical Advisory Committee Meeting</p>	22.25	\$72	\$1,602.00

<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Developing meeting agenda and materials and reviewing documents and invoices for regular BCWMC meeting; posting materials to website; printing, collating, and mailing materials; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting follow-up email with task list; finding/securing meeting space for Sept – Dec Commission meeting space; ordering catering for August meeting; preparing TAC meeting materials and drafting TAC meeting minutes; drafting Administrative Services Committee meeting minutes	20.0	\$72	\$1,440.00
<b>Administration – PRAP and Grant Admin</b> Reviewing PRAP draft report form BWSR	0.5	\$72	\$36.00
Preparing Sweeney Lake 319 Grant Report	1.0	\$72	\$72.00
<b>TOTAL INVOICE</b>	<b>78.5</b>	<b>\$72</b>	<b>\$5,652.00</b>

Administrator 3010