

KEYSTONE WATERS, LLC

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INVOICE

DATE: SEPTEMBER 2, 2021

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for August 2021

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p>Administration – Correspondence, program coordination, general administration: 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; drafting public hearing notice and submitting to cities and news outlets, reviewing proofs; drafting and submitting Clean Water Fund grant application; discussing Jevne Park Project and alternatives with Commissioner Carlson; reviewing/assisting with script for AIS education video, posting video online; correspondence with MPRB, GV, MPLS, and Commission Engineers re: Hwy 55 structure gate; developing invoice for Hollydale review expenses, discussing with developer, Commission Engineers and others, revising invoice; completing Campaign Finance forms; completing Parkers Lake Chloride Project meeting poll and negotiating contract for Fortin Consulting assistance; reviewing materials and creating agenda for HCCI “small group” meeting; picking up CAMP samples; taking photos of creek low water conditions; reviewing/revising carp control option memo and matrix; participating in call with Plymouth staff re: small area planning study; discussions with Commission Engineers and MnDOT re: Penn Pond clean out options; discussion of water softener education with Plymouth staff; drafting 2022 CIP agreements, submitting to city and attorney for review and revisions; discussions with MAWD Executive Director and Commissioner Welch on WBIF issues, draft memo; drafting and submitting abstract for smart salting talk at MAWD annual meeting; corresponding with private contractor and TAC members on Smart Salting training; participating in Bryn Mawr Project partners update meeting; assisting with MAWD handbook update, emailing committee members; corresponding with Plymouth resident and staff re: thistles in wetland; corresponding with GV church on indigenous voices project; drafting resolution ordering 2022 CIP projects; correspondence with residents re: development project in Crystal</p>	43.75	\$72	\$3,150.00
<p>Administration – Meeting attendance: 8/3 & 8/4/21 Salt Symposium 8/3/21 Bryn Mawr Project Kick Off Meeting with all partners 8/5/21 Smart Salting for Property Managers Training 8/10/21 WMWA Meeting 8/19/21 Monthly Commission Meeting 8/31/21 Hennepin County Chloride Initiative “Small Group” Meeting</p>	19.25	\$72	\$1,386.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: 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 Vice Chair Welch and Commission Engineer; drafting follow-up email with task list</p>	14.75	\$72	\$1,062.00
TOTAL INVOICE	77.75	\$72	\$5,598.00

Administrator 3010