

Item 4Ci.
BCWMC 6-16-22

KEYSTONE WATERS, LLC

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INVOICE

DATE: JUNE 4, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for May 2022

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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages and calendar on website; coordinating HCCI marketing campaign including arranging and attending meetings, reviewing documents, corresponding with market campaign contractor; corresponding with commissioners and partners re: events and volunteer opportunities; corresponding with Commission Engineers and Crystal staff re: Proposed Crystal Dog Park, walking dog park and reviewing documents; coordinating with Golden Valley staff and preparing for BCWMC intern including arranging/attending interview and developing task list; preparing for WBIF convene meeting; corresponding with Plymouth staff re: Parkers Lake chloride reduction project and reviewing/editing draft technical report; coordinating contract for CLP control in Medicine Lake and drafting agreement with TRPD; assisting with financial audit documents; updating BCWMC grant tracking document; corresponding with MN Water Steward re: project on Northwood Lake and providing education materials re: AIS for Medicine Lake volunteer; providing update on Sweeney Lake/Schaper Pond activities to lake residents; posting and submitting 2021 annual report;</p>	47.5	\$72	\$3,420.00
<p>Administration – Meeting attendance: 5/3/22 BCWMC Budget Committee Meeting 5/5/22 BCWMC Technical Advisory Committee & WBIF Convene Meetings 5/11/22 West Metro Water Alliance Meeting 5/19/22 Monthly Commission Meeting</p>	7.75	\$72	\$558.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, invoices, and presentations for BCWMC meeting; posting materials online; printing, collating, mailing materials; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting follow-up email with task list; preparing agendas and materials for TAC meeting</p>	15.75	\$72	\$1,134.00
<p>2025 Watershed Management Plan Development Drafting public input survey, reviewing display board, creating Watershed Plan Update webpage and populating with materials including Equity Workshop presentations and resources; meeting with Commission Engineers to review progress, discuss July workshop, and assign tasks</p>	8.75	\$72	\$630.00
TOTAL INVOICE	79.75	\$72	\$5,742.00

Administrator 3010 = \$5,112
Next Gen Plan 2010 = \$630