

**KEYSTONE WATERS, LLC**

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**INVOICE**

DATE: DECEMBER 1, 2021

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

**FOR:**  
Watershed Administration Services for November 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; coordinating HCCI including gathering, reviewing and scoring five proposals from marketing firms and discussing with HCCI small group, developing interview questions and interviewing top candidates, and prepping HCCI agenda and meeting materials, corresponding with chosen firm, discussing contract with RPBCWD staff, and editing contract; discussing Minneapolis development over tunnel entrance with city staff, attorney, developer, and Commission Engineer; posting Lagoon Dredging Project EAW, discussing schedule with Commission Engineer and setting stakeholder meeting; reviewing 50% design plans, and answering questions from interested resident; email to commissioners re: MAWD meeting materials and delegate assignments; arranging and attending meeting with MAWD delegates and registering delegates for MAWD meeting; developing slides for MAWD talk; discussing Bryn Mawr Project with Commission Engineer; update BCWMC grant spreadsheet; corresponding with TRPD re: Medicine Lake Vegetation Mgmt Plan and CLP control invoice; attend meeting re: SEA School/Wildwood Project public engagement; correspond with GV re: Brookview for future meetings; g education article; reviewing 2022 impaired waters list; draft and submit 2021 WOMP expense report for Met Council; review and comment on Westwood Lake WQ Project final report and review reimbursement request; drafting 2022 assessment invoices to cities</p>	41.5	\$72	\$2,988.00
<p><b>Administration – Meeting attendance:</b> 11/9/21 WMWA Meeting 11/10/21 Metro Blooms Environmental Justice Hub Meeting 11/15/21 Parkers Lake Chloride Reduction Facilitation Project Meeting 11/17/21 Monthly Commission Meeting 11/22/21 BCWMC Technical Advisory Committee Meeting 11/22/21 MPLS Pathogen Task Force Meeting 11/29/21 Hennepin County Chloride Initiative Meeting</p>	13.5	\$72	\$972.00
<p><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; prepping for TAC meeting</p>	15.0	\$72	\$1,080.00
<p><b>Administration – Watershed Management Plan Development</b> Meet with Commission Engineers to discuss overall plan development framework and develop memo for Commission’s consideration</p>	4.0	\$72	\$288.00
<b>TOTAL INVOICE</b>	<b>74.0</b>	<b>\$72</b>	<b>\$5,328.00</b>

Administrator 3010