

KEYSTONE WATERS, LLC

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INVOICE

DATE: JUNE 4, 2023

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for May 2023
Watershed Plan Development for May 2023

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 Westwood CAMP volunteer; creating Sochacki Park WQ Project website, reviewing feasibility study kick off meeting agenda, assisting with interview on project with CCX media, walking project site with Robbinsdale staff, getting signatures on MOU; coordinate with MCES and Commission Attorney on right of entry to lab; develop options for 2024 operating budget; review and comment on draft agreement with MPLS re: Bassett Creek Tunnel and participate in meetings with Commission Attorney and Engineer, and MPLS staff; review and comment on draft Ponderosa Woods feasibility study and discuss options with ; follow up on Low Salt, No Salt MN campaign items with MPCA staff and partners; correspond with Plymouth resident, Plymouth staff, and Commission Engineers re: wetland and wildlife impacts from recent development; discuss Jevne Park redevelopment with city of Medicine Lake officials and contractors and Commission Engineer; draft annual report and post final to website, and send to BWSR; discuss Lagoon Dredging Project survey results and options with Commission Attorneys and Engineers, review memo and notice of claim; reviewing and gathering/conveying input on Crystal dog park sign; discussing DeCola Ponds project with Golden Valley staff and Hennepin County staff; send email to commissioners re: FOBC events; meet with Plymouth staff re: Commission accounting; communications re: MPRB Twin Lake restoration project; meeting with Plymouth staff and Commission Engineers re: regional treatment; preparing and submitting final grant report, invoice, and budget status for Sweeney Lake 319 project; attend BWSR legislative update session; complete survey from MN Association of Watershed Administrators; meeting with Commission Engineer re: transition of engineering staff</p>	57.5	\$75	\$4,312.50
<p>Administration – Meeting attendance: 5/1/23 BCWMC Budget Committee Meeting 5/9/23 West Metro Water Alliance Meeting 5/17/23 DEI Workgroup Meeting 5/18/23 Regular Commission Meeting 5/18/23 Harrison Neighborhood Annual Meeting</p>	11.5	\$75	\$862.50
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, and invoices for BCWMC meeting; preparing spreadsheet of invoices for accountant, preparing Administrator’s report; participating in pre-meeting call with Chair Cesnik and Commission Engineer; posting materials online; drafting follow-up email with task list; mailing checks and agreements; setting Administrative Services and Budget Committee meetings; drafting April meeting minutes</p>	23.25	\$75	\$1,743.75

2025 Watershed Management Plan Development	12.0	\$75	\$900.00
Participating in check-in meetings with Commission Engineers; preparing agenda, presentation, issues list, and materials for and attending Plan Steering Committee meeting and follow up correspondence; review and comment on draft maps			
TOTAL INVOICE	104.25	\$75	\$7,818.75