

**KEYSTONE WATERS, LLC**

Laura Jester  
16145 Hillcrest Lane ~ Eden Prairie, MN 55346  
Phone (952) 270-1990

**INVOICE**

DATE: APRIL 4, 2021

**TO:**  
Bassett Creek Watershed Management Commission  
c/o Sue Virnig, Deputy Treasurer  
City of Golden Valley  
7800 Golden Valley Road  
Golden Valley, MN 55427

**FOR:**  
Watershed Administration Services for March 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; discussing/emailing on Medicine Lake issues with Comm. Carlson, Chair Cesnik, city of Medicine Lake officials, TRPD, Plymouth staff, and Commission Engineers regarding plans for AIS treatments, new lake gage, street sweeping, shoreline restoration, Jevne wetland alteration plans, etc.; reviewing and commenting on Parker’s Lake Chloride Facilitation Project scope and corresponding with NMCWD on project support options; preparing agenda for HCCI meeting; correspondence with Fortin Consulting re: Chloride Management Template Project; reviewing financial audit; corresponding with Deputy Treasurer, Redpath, and Commission Engineers re: new accounting system and codes and gathering COI forms; reviewing and taking survey on MPRB “Parks for All” plan; reviewing agreements for legal services, engineering services, CAMP, CLP treatment, DNR AIS management grant, Opportunity grant; corresponding with Master Water Steward and about/with potential volunteers or interns; walking creek at Fruen Mill (taking photos of CIP project), and upstream into Wirth Park for future walking tour ideas for MN Stormwater Committee; participating in Environmental Justice Comp Plan working group meeting; assisting with MAWD Handbook update; taking inventory of 10 CAMP monitoring kits; restocking kits and delivering to CAMP volunteers; corresponding with Sweeney Lake Homeowners Association, Golden Valley staff, and MRPB re: Twin Lake “beach” impacts; reviewing/commenting on Medley and SEA School concepts and public engagement materials, and assisting with/meeting on planning for virtual events; developing “working draft” of 2022 Operating Budget with input from consultants; creating, posting, distributing fact sheet on Sweeney Lake WQ Improvement Project 2020 activities and outcomes; gathering information on carp management from NMCWD and meeting with GV staff and Commission Engineers on carp management options; writing and distributing Education Letter of Understanding with each member city for 2020 activities; corresponding with Plymouth on Beacon Heights feasibility study timeline; participating in MPLS green infrastructure training needs meeting; prepare and post minor plan amendment materials including public hearing notice for cities, send to all city clerks; meeting with SLP staff re: Smart Cities initiative</p>	90.25	\$72	\$6,498.00
<p><b>Administration – Meeting attendance:</b> 3/3/21 Hennepin County Chloride Initiative (HCCI) Meeting 3/5/21 BCWMC Technical Advisory Committee Meeting 3/9/21 West Metro Water Alliance Meeting 3/11/21 Minnesota Association of Watershed Administrators Quarterly Meeting 3/17/21 MAWD Legislative Briefing Event 3/17/21 Blue Thumb Environmental Justice Subcommittee Meeting 3/18/21 Monthly Commission Meeting</p>	24.00	\$72	\$1,728.00

3/22/21 BCWMC Budget Committee Meeting 3/22/21 BCWMC Education Committee Meeting 3/23/21 MAWD-BWSR Watershed Based Implementation Funding Meeting 3/25/21 MAWD Handbook Committee Meeting 3/30/21 HCCI Chloride Management Template Project Kickoff Meeting			
<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; getting checks and documents signed; preparing agendas and materials for Budget and Education Committee meetings	14.75	\$72	\$1,062.00
<b>Administration – PRAP</b> Meeting with BWSR staff and Commission Engineer for overview of program and responsibilities; providing email addresses of commissioners, TAC members, and partners for survey distribution	1.0	\$72	\$72.00
<b>TOTAL INVOICE</b>	<b>130.00</b>	<b>\$72</b>	<b>\$9,360.00</b>

Administrator 3010