

KEYSTONE WATERS, LLC

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INVOICE

DATE: JUNE 4, 2021

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for May 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; coordinating revisions to Bryn Mawr agreement; reviewing and scoring design proposals to MRPB for Bryn Mawr Park redesign project and participating in interviews of three firms; developing staff-proposed 2022 budget for Commission consideration; setting Budget Committee meeting; discussing Twin Lake issues with GV City Manager and attending meeting with Sweeney Lake Association members re: Twin Lake; responding to AMLAC questions re: AIS control/costs for Medicine Lake; reviewing and posting latest education video and meeting with D. Pape to discuss future video ideas; attending meeting to review designs for Parkers Lake and Mt. Olivet channel restoration projects; corresponding with CAMP volunteer re: Lost Lake BG algae bloom and assisting with coordination of sample collection; reviewing draft SEA School/Wildwood Project Feasibility Study and presentation for Commission meeting; drafting/sending welcome emails to new alternate commissioners and participating in meetings with them; meeting with Alt. Commissioner McDonald Black re: internship idea; drafting 2020 BCWMC Annual Report, posting online, submitting to BWSR; coordination of Hennepin Co Chloride Management Project including arranging “small group” meeting, requesting grant extension; meeting with DNR and Commission Engineer re: FEMA modeling project; preparing invoice to DNR for AIS treatment grant; updating WQ graphs online; participating in Metro Blooms Environmental Justice committee and subcommittee; meet with Plymouth staff and Commission Engineer re: Beacon Heights feasibility study timeline; discussing Jevne Park Project with Councilmember Heim;</p>	58.5	\$72	\$4,212.00
<p>Administration – Meeting attendance: 5/4/21 Hennepin County Chloride Initiative Meeting 5/5/21 St. Louis Park Annual Coordination Meeting 5/11/21 WMWA Meeting 5/17/21 MPRB’s Bryn Mawr Park Interviews of Design Firms 5/19/21 Chloride Management Plan Template Project Meeting 5/19/21 Blue Thumb Environmental Justice Hub Meeting 5/19/21 MPRB’s Bryn Mawr Park Interviews of Design Firms 5/20/21 Monthly Commission Meeting 5/25/21 MPRB’s Bryn Mawr Park Interviews of Design Firms 5/26/21 Hennepin County Chloride Initiative “Small Group” Meeting 5/27/21 MAWD Handbook Committee Meeting</p>	18.00	\$72	\$1,296.00
<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 Chair Cesnik and</p>	20.75	\$72	\$1,494.00

Commission Engineer; drafting follow-up email with task list; getting checks and documents signed			
Administration – PRAP Answering PRAP checklist and reporting progress on 122 policies in watershed management plan; coordinating some responses with Commission Engineer	3.75	\$72	\$270.00
TOTAL INVOICE	101.00	\$72	\$7,272.00

Administrator 3010