

**KEYSTONE WATERS, LLC**

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**INVOICE**

DATE: NOVEMBER 7, 2021

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

**FOR:**  
Watershed Administration Services for October 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 sending RFP to several firms, collecting questions from proposers, drafting and sending responses, collecting and reviewing proposals, and corresponding with subgroup members; discussing Minneapolis development over tunnel entrance with city staff, attorney, developer, and Commission Engineer; discussing chloride reduction efforts with GV staff and MPLS and MPCA Greencorps members; posting chloride plan templates online and corresponding with MPCA re: same; reviewing Sweeney Lake Chloride loading analysis memo from engineer and providing comments; reviewing presentation for WRC on SEA School/Wildwood Project; reviewing Lagoon Dredging Project EAW; reviewing WMWA meeting materials; coordinating education volunteers and materials; completing and sending DFC intern spreadsheet to TAC members; reviewing and submitting Lawns to Legumes grant report; listening to “equity in climate” webinar; picking up CAMP samples and equipment and writing thank you notes to 10 volunteers; corresponding with MAWD executive director and committee members re: handbook; sending November meeting reminder to commissioners</p>	29.25	\$72	\$2,106.00
<p><b>Administration – Meeting attendance:</b> 10/4/21 Met Council Water Plan Policy Advisory Committee 10/5/21 “Plan the Plan” meeting with Commission Engineers (2 hrs) 10/5/21 Bryn Mawr Water Quality Improvement Project Open House 10/12/21 WMWA Meeting 10/13/21 Bryn Mawr Water Quality Improvement Project Partners Meeting 10/13/21 Watershed Partners Meeting re: Hennepin Co. Climate Action Plan 10/19/21 Metro MAWD Meeting 10/21/21 Monthly Commission Meeting 10/27/21 Parkers Lake Chloride Reduction Facilitation Project Meeting</p>	14.75	\$72	\$1,062.00
<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</p>	16.75	\$72	\$1,206.00
<b>TOTAL INVOICE</b>	<b>60.75</b>	<b>\$72</b>	<b>\$4,373.00</b>

Administrator 3010