

KEYSTONE WATERS, LLC

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INVOICE

DATE: JANUARY 7, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for December 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 HCCI including corresponding with MP+G Marketing Firm and hosting marketing project kick off meeting, setting up Google Drive folder and requesting information from HCCI members; discussing Minneapolis development over tunnel entrance with city staff, attorney, developer, and Commission Engineer; drafting and submitting 2022 assessment invoices to each member city; corresponding with TRPD staff re: Medicine Lake items; reviewing letters to residents for SEA School-Wildwood and Medley Park Projects and updating webpages with open house information, participating in Medley Park Project outreach planning meeting; reviewing Lagoon Dredging Project stakeholder meeting agenda and comments on EAW, drafted stakeholder meeting notes; reviewing Main Stem Erosion Repair Project RAP report and final project report, relaying comments to city; receiving updates on Parkers Lake Chloride Project and Four Seasons Mall; discussing Bryn Mawr agreement with MPLS staff and BCWMC attorney; drafting and submitting grant application for MPCA Climate Resiliency grant; attending MPCA chloride reduction site design meeting; adding captions to Smart Salting video; corresponding with D. Pape re: file transfer and passwords, etc.; reviewing/commenting on memo re: 2022 impaired waters; reviewing Westwood Lake Project final report; corresponding with contractors re: 2022 contracts and work including WOMP, financial management, financial audit; discussing alternative and options for city of Medicine Lake in lieu of Jevne Park project with commissioners and council member; reviewing Plymouth Street Sweeping report and reimbursement documentation</p>	33.75	\$72	\$2,430.00
<p>Administration – Meeting attendance: 12/1/21 MAWD Regional Caucus Meeting 12/2/21 – 12/3/21 MAWD Conference and Business Meeting 12/7/21 Main Stem Lagoon Dredging Stakeholder Meeting 12/10/21 Met Council Water Policy Plan Advisory Team Meeting 12/13/21 BCWMC Administrative Services Committee Meeting 12/16/21 Monthly Commission Meeting 12/17/21 Parkers Lake Chloride Reduction Facilitation Project Meeting 12/20/21 HCCI Marketing Campaign Project Kick Off Meeting 12/21/21 Bryn Mawr Meadows Water Quality Improvement Project Team Meeting</p>	24.75	\$72	\$1,782.00
<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</p>	20.25	\$72	\$1,458.00

materials; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting follow-up email with task list; prepping for Admin Committee meeting; drafting TAC memo;			
TOTAL INVOICE	78.75	\$72	\$5,670.00

Administrator: 3010