

DATE: FEBRUARY 5, 2022

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

**FOR:**  
Watershed Administration Services for January 2022

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 corresponding with MP+G Marketing Firm, reviewing marketing plan and interview questions and hosting weekly marketing project check in meetings, assisting with gathering contacts for marketing research and example campaigns, setting large group meeting; reviewing draft amended access agreement and discussing Minneapolis development over tunnel entrance with city staff, attorney, developer, and Commission Engineer; reviewing open house boards for SEA School-Wildwood and Medley Park Projects and updating webpages with open house information; reviewing letter from Golden Valley on city’s pavement management project and sending to Cmsr Carlson; reviewing Main Stem Erosion Reduction Project final report; corresponding on Jevne Park Project alternatives; participating in Medley Park Project outreach planning meeting; reviewing and assisting with drafting Lagoon Dredging Project responses to comments on EAW and participating in public outreach planning meeting and corresponding with MRPB; discussing Bryn Mawr agreement with MPLS staff and BCWMC attorney, reviewed 50% designs and discussed funding options with commission engineers; participating in MPCA smart salting for local leaders training session pilot run; corresponded with and met with new commissioners and sent commissioner orientation materials; reviewing Crane Lake chloride and zooplankton data and corresponding with Minnetonka; correspondence with potential meeting recorder and drafting agreement; resending invoice for Hollydale review expenses, corresponding with commission attorney and city staff; meeting with Cmsr Welch re: my performance and future work of Commission; setting meeting with MnDOT re: Penn Pond; reviewed Lawns to Legumes grant application by Metro Blooms and submitted; correspondence with Redpath and GV staff re: W9s, 1099s, levy statements and financial statements; correspondence re: AIS grant opportunities; delivering salt smart flyers to cities</p>	64.25	\$72	\$4,626.00
<p><b>Administration – Meeting attendance:</b>                      1/4/22 Bryn Mawr Meadows Water Quality Improvement Project Team Meeting                      1/11/22 West Metro Water Alliance meeting                      1/13/22 MN Association of Watershed Administrators meeting                      1/13/22 Parkers Lake Chloride Reduction Facilitation Project meeting                      1/13/22 Sochacki Park Subwatershed Steering Team meeting                      1/18/22 Metro MN Association Watershed Districts meeting                      1/20/22 Monthly Commission Meeting</p>	13.0	\$72	\$936.00

<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Developing meeting agenda and materials and reviewing documents, invoices, and presentations 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; drafting meeting minutes; getting signatures on checks and documents	21.75	\$72	\$1,566.00
<b>Administration – Grant Management</b> Preparing interim report and budget status spreadsheet for Sweeney Lake WQ Improvement Project 319 Grant; submitting to MPCA	2.0	\$72	\$144.00
<b>TOTAL INVOICE</b>	<b>101.00</b>	<b>\$72</b>	<b>\$7,272.00</b>

Administrator 3010