

KEYSTONE WATERS, LLC

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INVOICE

DATE: MARCH 4, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for February 2022

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 setting and attending small group meeting to review market research report, developing and sending agenda for large group meeting; participating in Plymouth Creek monitoring coordination meeting; discussing Medicine Lake vegetation management, contracting, grant opportunities, and research possibilities with TRPD, DNR, and AMLAC; developing grant application for innovative AIS management on behalf of AMLAC; discussing Minneapolis tunnel and development coordination opportunities and reimbursement agreement with city staff; corresponding on Jevne Park Project alternatives; reviewing correspondence related to design of Lagoon Dredging Project; discussing Bryn Mawr agreement with MPLS and MPRB staff and BCWMC attorney, developing options for funding and reviewing cost reduction options, meeting with MnDOT re: Penn Pond clean out; corresponding with auditors, Redpath and GV staff; updating 2025 WMP scope and budget; corresponding re: Hollydale invoice; hosting orientation meetings with new commissioners; developing resolutions for annual fund transfers; drafting administrative services agreement for attorney review; reviewing Medley Park Project 50% designs, memo, and meeting presentation; planning for Equity Workshop; emailing commissioners re: elections and committees; reviewing Bassett Creek paddling interactive map and discussing with GV staff; monitoring chloride legislation, corresponding with S.O.S., MAWD, other watersheds, attending MCEA webinar; recruiting and corresponding with CAMP volunteers; discussing CAMP chloride monitoring with Met Council staff and Commission Engineer; updating channel maintenance fund tables; gathering COI forms; assisting with CSWEA tour Bassett Creek walking tour planning; updating Commission roster and submitting to State; reviewing/commenting on MPLS pathogen toolbox review; corresponding re: DFC intern; attending Henn Co environmental education workgroup meeting</p>	68.75	\$72	\$4,950.00
<p>Administration – Meeting attendance: 2/8/22 West Metro Water Alliance meeting 2/17/22 Monthly Commission Meeting 2/23/22 MAWD DEI Workgroup Meeting</p>	5.75	\$72	\$414.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: 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; reviewing meeting minutes; getting signatures on checks and documents; setting Administrative Services Committee and TAC meetings</p>	23.25	\$72	\$1,674.00
TOTAL INVOICE	97.75	\$72	\$7,038.00

Administrator 3010