

KEYSTONE WATERS, LLC

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INVOICE

DATE: APRIL 8, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for March 2022

DESCRIPTION	HOURS	RATE/HR	AMOUNT
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; discussing, editing, submitting Medicine Lake vegetation management with TRPD, DNR, and AMLAC; discussing Minneapolis tunnel and development coordination opportunities with city staff; corresponding on Jevne Park Project alternatives; participating in meeting on Lagoon Dredging Project and responding to questions from resident on design; coordinating negotiations and execution of Bryn Mawr agreement with MPLS and MPRB staff and BCWMC attorney, developing options for funding and reviewing cost reduction options,; corresponding with auditors, Redpath and GV staff on financial roles and responsibilities, drafting resolution re: Deputy Treasurer; planning for Equity Workshop including securing space, developing invitation and discussing agenda with potential speakers; corresponding with CAMP volunteers and Met Council; coordinating work to secure DFC intern; drafting resolutions of appreciation; developing draft 2023 Operating Budget and corresponding documents; developing and submitting work plan and reviewing agreement for Medley Park Clean Water Fund grant; meeting with/providing BCWMC overview for new Alternate Commissioner Kennedy; reviewing Parkers Lake Chloride Reduction Project literature review; coordinating HCCI marketing campaign check in meetings; corresponding with county staff re: levy timing; writing/sending Letter of Understanding for 2021 education activities for each city; writing TAC recommendations memo; meeting with MAWD Handbook committee	62.50	\$72	\$4,500.00
Administration – Meeting attendance: 3/1/22 HCCI Meeting 3/3/22 Medley Park Project Public Open House 3/8/22 West Metro Water Alliance meeting 3/9/22 BCWMC Administrative Services Committee 3/16/22 MN Association of Watershed Administrators Meeting 3/17/22 Monthly Commission Meeting 3/18/22 BCWMC Technical Advisory Committee Meeting	18.50	\$72	\$1,332.00
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, invoices, and presentations for BCWMC meeting; posting materials online; printing, collating, mailing materials; arranging and participating in pre-meeting call with Vice Chair Welch and Commission Engineer; drafting follow-up email with task list; reviewing meeting minutes; getting signatures on checks and documents; preparing agendas and materials for Administrative Services Committee and TAC meetings; setting Budget Committee meeting	24.50	\$72	\$1,764.00
2025 Watershed Management Plan Development Meeting with Commission Engineers March 1 and 31 to discuss/refine Plan Scope & Budget	2.25	\$72	\$162.00
TOTAL INVOICE	107.75	\$72	\$7,758.00

Administrator 3010: \$7,596
Planning: 2010: \$162