

KEYSTONE WATERS, LLC

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INVOICE

DATE: MAY 8, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for April 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 Medicine Lake CLP treatment, mapping, permitting with TRPD, DNR, and PLM; corresponding on Jevne Park Project alternatives with city representatives and recommending next steps; planning for Equity Workshop including developing agendas (internal and external), coordinating with speakers, collecting RSVPs, developing resources and definitions handout; inventorying CAMP equipment, distributing new equipment among kits, and delivering to volunteers; reviewing CAMP contract with Met Council; coordinating with Attorney Anderson, Golden Valley staff, ad DFC staff re: summer intern; revising proposed 2023 Operating Budget and corresponding documents; reviewing and submitting work plan for L2L grant; coordinating HCCI marketing campaign check in meetings, corresponding with market campaign contractor and reviewing documents; corresponding with commissioners and partners re: events and volunteer opportunities; coordinating with Breck School and Hennepin County re: River Watch event; sending welcome email to new Alternate Commissioner Leonardson and meeting with her; meeting with Minneapolis staff re: next steps with BCV flooding vs. development issue; corresponding with Commission Engineers, Crystal Alternate Commissioner and Crystal staff re: Proposed Crystal Dog Park; setting and prepping for WBIF Convene meeting</p>	52.00	\$72	\$3,744.00
<p>Administration – Meeting attendance: 4/12/22 West Metro Water Alliance meeting 4/13/22 Watershed Partners Meeting 4/15/22 Annual Coordination meeting with St. Louis Park 4/21/22 Monthly Commission Meeting 4/25/22 Equity in Watershed Management Workshop 4/28/22 MPCA’s Professional Judgement Group Meeting</p>	12.75	\$72	\$918.00
<p>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 Chair Cesnik and Commission Engineer; drafting follow-up email with task list; getting signatures on checks and documents; preparing agendas and materials for TAC meeting and Budget Committee meeting; discussing meeting room options with GV staff</p>	23.50	\$72	\$1,692.00
<p>2025 Watershed Management Plan Development Drafting Stakeholder Outreach Plan, submitting to BWSR for review; developing plan engagement fact sheet and city input questionnaire; finalizing and sending official plan notification letter; corresponding the HDR for Plan Update webpage; meeting with Commission Engineers to discuss identify next steps and assign tasks</p>	12.50	\$72	\$900.00
TOTAL INVOICE	100.75	\$72	\$7,254.00

Administrator 3010 = \$6,354
Next Gen Plan 2010 = \$900