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INVOICE

DATE: JULY 2, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for June 2022
Watershed Plan Development for June 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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages and calendar on website; coordinating HCCI marketing campaign including preparing agenda and materials for large group meeting, assisting with marketing campaign video interviews, corresponding with marketing campaign consultant and partners; coordinating with Golden Valley staff and other cities, developing instructions and work for intern, and meeting with intern on various topics; assisting with developing education coordinator position with WMWA, Hennepin County, and discussing with Metro Blooms; reviewing financial audit and submitting final audit to State; finalizing 2023 proposed budget and sending to each city for review; review Lagoon Dredging Project 90% plans and memo; discussing Bryn Mawr project and budget status with Commission Engineer; participate in MPLS Pathogen Taskforce meeting and review draft pathogen toolbox; correspond with Commissioner Fernando’s office re: 2023 levy; develop and submit 2023 tax levy document coordinate and pick up CAMP water samples; correspond with Parkers Lake and Medicine Lake re: water quality and AIS concerns; coordinate with Carp Solutions and visit at Sweeney and Schaper to interview and take photos; draft and send email to commissioners with events and meeting information; prepare and send welcome email to new MTKA commissioner; finalize invoice for development review fees over \$5,000 and send; prepare and send invoices to TRPD and DNR for herbicide treatment in Medicine Lake</p>	50.5	\$72	\$3,636.00
<p>Administration – Meeting attendance: 6/1/22 BCWMC Technical Advisory Committee Meeting 6/4/22 Haha Wakpadan Community Celebration 6/14/22 West Metro Water Alliance Meeting 6/16/22 Monthly Commission Meeting 6/23/22 Hennepin County Chloride Meeting</p>	10.25	\$72	\$738.00
<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; preparing agendas and materials for July TAC meeting</p>	17.5	\$72	\$1,260.00
<p>2025 Watershed Management Plan Development Finalizing public input survey, hosting BCWMC Plan Input table at GV Electric Vehicle Showcase event; preparing for Plan Steering Committee workshop including summarizing city input info and Equity Workshop outcomes, creating internal and external agendas, collating materials, printing and posting materials; meeting with Commission Engineers to review progress (3 online meetings), plan for workshop, and assign tasks; drafting</p>	17.0	\$72	\$1,224.00

newsletter article for Minneapolis neighborhoods; meeting with Alt Comm Polzin and Juan re: outreach in MPLS			
TOTAL INVOICE	95.25	\$72	\$6,858.00

Administrator 3010: \$5,634
Next Gen Plan Development 2010: \$1,224