

# KEYSTONE WATERS, LLC

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## INVOICE

DATE: AUGUST 6, 2022

**TO:**

Bassett Creek Watershed Management Commission  
Catherine Cesnik, Chair

**FOR:**

Watershed Administration Services for July 2022  
Watershed Plan Development for July 2022

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<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 and calendar on website; coordinating HCCI marketing campaign including reviewing documents and 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; discussing Bryn Mawr project and budget status with Commission Engineer; drafting and sending email to commissioners with events and meeting information; meeting with new MTKA commissioner; reviewing and submitting grant report for Lawns to Legumes grant; corresponding with residents re: creek signage in Minneapolis, creek blockages, etc; reviewing/editing Parkers Lake Chloride Project report and 2021 water monitoring reports; drafting TAC recommendations memo; meeting with Minneapolis staff and Commission Engineer re: tunnel agreements and policies; updating review fee documents and posting online; troubleshooting issue with Facebook administration;	23.0	\$72	\$1,656.00
<b>Administration – Meeting attendance:</b> 7/6/22 BCWMC Technical Advisory Committee Meeting 7/12/22 West Metro Water Alliance Meeting 7/14/22 Freshwater Event @ Utepils 7/19/22 Hennepin County Board Meeting 7/21/22 Monthly Commission Meeting	9.5	\$72	\$684.00
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> 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	23.75	\$72	\$1,710.00
<b>2025 Watershed Management Plan Development</b> Preparing for, setting up, and attending Plan Steering Committee workshop July 11 including developing presentation and small group activity materials, purchasing refreshments, meeting set up and clean up; developing memo and recommendations with workshop outcomes; finalizing press kit for cities and others to help gather public input; attending two check-in meetings with Commission Engineers;	10.5	\$72	\$756.00
<b>Grant Administration</b> Preparing and submitting interim grant report, invoice, and budget status table to MPCA for Sweeney Lake Water Quality Improvement Project 319 Grant	2.25	\$72	\$162.00
<b>TOTAL INVOICE</b>	<b>69.0</b>	<b>\$72</b>	<b>\$4,968.00</b>

Administrator 3010: \$4,212  
Next Gen Plan Development 2010: \$756