

KEYSTONE WATERS, LLC

Laura Jester
 16145 Hillcrest Lane ~ Eden Prairie, MN 55346
 Phone (952) 270-1990

Item 4Ci.
 BCWMC 9-15-22

INVOICE

DATE: SEPTEMBER 5, 2022

TO:
 Bassett Creek Watershed Management Commission
 Catherine Cesnik, Chair

FOR:
 Watershed Administration Services for August 2022
 Watershed Plan Development for August 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 reviewing and commenting on video, FAQs, and presentation and corresponding with marketing campaign consultant and partners; setting up HCCI large group meeting; coordinating with and directing work of BCWMC intern, and participating in final lunch meeting with intern; continuing to coordinate with WMWA partners (including a meeting with Hennepin County and Richfield Bloomington WMO staff) re: developing education coordinator position and preparing for WBIF convene meeting; discussing Bryn Mawr project, bids, and budget status with Commission Engineer, Commission Attorney, and MPRB staff; drafting and sending email to commissioners requesting volunteers for events; coordinating volunteers and delivering education materials to Medicine Lake and Plymouth; updating commissioner roster and submitting to BWSR and state; submitting MAWD award nomination for HCCI; communicating with Commission Engineer, Crystal and New Hope staff and Friends of Northwood Lake re: blue green algae blooms in Northwood Lake and Winnetka Pond; reviewing scopes for feasibility studies; corresponding with Commission Engineer, Plymouth staff, and Lost Lake resident re: species of threatened plant in lake; reviewing MAWD Strategic Plan; reviewing/editing Lagoon Dredging Project FAQs sheet; meeting with Loppet staff re: Lagoon Dredging Project; preparing invoice for Currie Commons review costs; participating in meeting re: compensatory storage requirements in city of Medicine Lake; participating in meeting with Met Council’s One Water Summit delegation; posting 2023 budget online; reviewing abstract for presentation at MAWD annual conference</p>	41.0	\$72	\$2,952.00
<p>Administration – Meeting attendance: 8/3/22 Annual Salt Symposium (online) 8/5/22 DEI Workgroup Workshop (Capitol Region WD) 8/8/22 Watershed Based Implementation Funding BCWMC Convene meeting #2 (online) 8/9/22 West Metro Water Alliance meeting (online) 8/17/22 Sochacki Park Project Steering Committee meeting (online) 8/18/22 Monthly Commission Meeting (Westwood Hills Nature Center)</p>	16.0	\$72	\$1,152.00
<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</p>	19.25	\$72	\$1,386.00
<p>2025 Watershed Management Plan Development Developing and sending press release re: planning process and public input to Sun Post and Sun Sailor; meeting with Metro Blooms staff re: outreach opportunities in MPLS neighborhoods; sending emails and press kits to Bryn Mawr and Harrison Neighborhoods;</p>	6.25	\$72	\$450.00

meeting with Commission Engineers and helping develop scope and budget for challenging issues analyses; reviewing survey responses to date			
Grant Administration Meeting with MPCA staff; preparing and submitting financial reporting documentation for review of Sweeney Lake Water Quality Improvement Project 319 Grant	1.25	\$72	\$90.00
TOTAL INVOICE	83.75	\$72	\$6,030.00