

KEYSTONE WATERS, LLC

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

Item 4Ci.
BCWMC 11-16-22

INVOICE

DATE: NOVEMBER 6, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for October 2022
Watershed Plan Development for October 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 project including developing and submitting award application for best MAWD project, participating in pilot presentation of Low Salt, No Salt MN campaign and providing feedback on presentation and liability video, corresponding about final HCCI meeting and agenda items; communicating with Commission Engineers, city staff and SLA Presidents re: Sweeney Lake alum treatment schedule and getting final contract executed and filed; corresponding with resident, and New Hope staff re: purple loosestrife in wetland; meeting with Minnetonka staff re: chlorides in Crane Lake and corresponding with Commission Engineers re: Crane Lake chloride and water level data needs; corresponding with Commission Attorney and Engineers and Plymouth staff re: Four Seasons CIP project; communicating with FOBC and partially attending and getting volunteers for buckthorn pulling event; reviewing, editing, and submitting grant reports and financial statements for phase I and phase II Lawns to Legumes grants; reviewing and commenting on documents for Hennepin County Education position grant docs for BWSR; participating in part of 2024 Main Stem Restoration Project stream assessment, taking photos, developing webpage for the project and participating in meeting re: public outreach planning; preparing presentation for GV Historical Society; reviewing SEA School-Wildwood Flood Reduction project 90% plans and PPT for meeting; corresponding with Commission Engineers and MPLS staff re: Lagoon Dredging Project bids and experience with low bidder and with MPRB staff re: drone footage, turtle concerns, and pavement analysis timing; reserving lodging for MAWD conference; pick up samples and equipment for CAMP volunteers; meeting with SCWMC and Commission Engineers re: boundary issues; submitting WBIF spreadsheet to BWSR; discussing SLP's de-paving initiative with city's sustainability coordinator; dropping education materials at New Hope and commissioner recruitment note and watershed maps at Westwood Hills Nature center; discussing interactive paddling map with Commission Attorney</p>	47.0	\$72	\$3,384.00
<p>Administration – Meeting attendance: 10/3/22 Ponderosa Woods Stream Restoration Feasibility Study Kick Off meeting 10/5/22 BCWMC Technical Advisory Committee Meeting 10/11/22 West Metro Water Alliance Meeting 10/12/22 Low Salt, No Salt Minnesota pilot presentation 10/13/22 Presentation to Golden Valley Historical Society 10/17/22 Northside Resident Redevelopment Council annual meeting 10/18/22 Blue Thumb Partner meeting 10/18/22 Metro MAWD meeting 10/20/22 Monthly Commission Meeting 10/27/22 DEI Workgroup Meeting</p>	15.0	\$72	\$1,080.00

Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, invoices, and presentations for BCWMC meeting; preparing Administrator’s report; posting materials online; printing, collating, mailing materials; arranging for GV Council Conference room for future BCWMC meetings; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting follow-up email with task list; preparing TAC recommendations memo; mail checks	18.0	\$72	\$1,296.00
2025 Watershed Management Plan Development Corresponding with Minneapolis neighborhoods; participating in check-in meetings with Commission Engineers (2); developing task list for Phase II work; reviewing Green Infrastructure Equity Guide; drafting notes on TAC’s input on climate resiliency and chloride use issues and requesting input on linear project requirements	5.25	\$72	\$378.00
TOTAL INVOICE	85.25	\$72	\$6,138.00