

# KEYSTONE WATERS, LLC

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Item 4Ci.  
BCWMC 12-15-22

# INVOICE

DATE: DECEMBER 1, 2022

**TO:**  
Bassett Creek Watershed Management Commission  
Catherine Cesnik, Chair

**FOR:**  
Watershed Administration Services for November 2022  
Watershed Plan Development for November 2022

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p><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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages and calendar on website; including developing and submitting 2022 WOMP expense report to MCES; 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 on FMR invoice and future collaboration; reviewing final reimbursement request for Main Stem Restoration Project (2017CRM); arranging technical stakeholder meeting for Ponderosa Woods Restoration Project, walking project site with chair, city staff, and commission engineers, and developing project webpage; reviewing outreach materials for 2024 Main Stem Restoration Project; writing and submitting letter to DNR in support of AIS rulemaking; Lagoon Dredging Project – getting contract documents signed, arranging for and attending pre-construction meeting; discussing watershed boundary revisions with Commission Engineers, submitted concurrence letter and filing resolution; reviewing MAWD meeting materials and resolutions, submitting delegate form, registering Cesnik and Hauer, coordinating with delegates, developing Sweeney Lake presentation for MAWD; soliciting letters of interest proposals for engineering and legal services through official publication; beginning AIS treatment grant application; updating ‘For Developers’ webpages; corresponding with MPCA and Commission Engineers re: Northwood Lake TMDL timing</p>	30.0	\$72	\$2,160.00
<p><b>Administration – Meeting attendance:</b> 11/8/22 West Metro Water Alliance Meeting 11/9/22 Bryn Mawr Neighborhood Association Board Meeting 11/15/22 Jordan Area Community Council Meeting 11/16/22 Monthly Commission Meeting 11/17/22 DEI Workgroup Meeting 11/21/22 Northside Residents Redevelopment Council Meeting 11/30/22 MN Association of Watershed Administrators Meeting</p>	16.75	\$72	\$1,206.00
<p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> 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 Brookview room for future TAC meetings; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting follow-up email with task list; preparing for Dec 7<sup>th</sup> TAC meeting; mailing checks; file management</p>	24.0	\$72	\$1,728.00
<p><b>2025 Watershed Management Plan Development</b> Corresponding with Minneapolis neighborhoods and preparing presentations for their meetings; participating in check-in meetings with Commission Engineers (2); updating task</p>	5.5	\$72	\$396.00

list for Phase II work; updating engagement activities spreadsheet and entering paper surveys submitted			
<b>Grant Management</b> Developing and submitting Sweeney Lake grant spreadsheet and Q3 invoice	1.0	\$72	\$72.00
<b>TOTAL INVOICE</b>	<b>77.25</b>	<b>\$72</b>	<b>\$5,562.00</b>