

KEYSTONE WATERS, LLC

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INVOICE

DATE: JANUARY 8, 2023

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for December 2022
Watershed Plan Development for December 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; corresponding with MPLS staff re: tunnel policies and agreements; corresponding with Commission Attorney and Engineers and Plymouth staff re: Four Seasons CIP project; reviewing/revising agenda for Technical Stakeholder meeting and reviewing PPT for 2024 Main Stem Restoration Project; submitting AIS treatment grant application; drafting and submitting 2023 city assessment invoices to cities; developing ideas and recommendations for compensating focus group members and discussing with commissioners and Commission Attorney; participating in meeting re: new proposed project for West Mississippi WBIF grant funds, reviewing materials and ranking projects; Low Salt, No Salt MN campaign: reviewing materials and corresponding with team members, meeting with Minneapolis GreenCorps member, providing feedback to marketing firm, drafting invitation for Train the Trainer event; working on 2023 contracts and agreements with Stantec, HDR, Redpath, and MMKR including correspondence with contractors and Commission Attorney; reviewing agenda for Ponderosa Woods Technical Stakeholder meeting; reviewing materials for Met Council 2040 Water Policy workgroup meeting; discussing Bassett Creek Valley items with Comm Fernando’s staff; corresponding with Redpath and MMRK re: 2022 audit tasks and responsibilities; file and photo management</p>	24.0	\$72	\$1,728.00
<p>Administration – Meeting attendance: 12/1/22 MN Association of Watershed Districts DEI workshop session 12/2/22 MN Association of Watershed Districts Conference 12/7/22 BCWMC Technical Advisory Committee Meeting 12/9/22 Met Council Water Policy Workgroup 12/12/22 Ponderosa Woods Technical Stakeholder Meeting 12/13/22 West Metro Water Alliance Meeting 12/15/22 Monthly Commission Meeting 12/21/22 DEI Workgroup Meeting</p>	20.5	\$72	\$1,476.00
<p>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 and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting follow-up email with task list; preparing for Dec 7th TAC meeting; mailing checks; file management; drafting agenda for Jan 4th TAC meeting (cancelled day off)</p>	21.75	\$72	\$1,566.00
<p>2025 Watershed Management Plan Development Drafting policy, participation form and plan for meeting with and compensating focus group members; participating in check-in meetings with Commission Engineers; updating</p>	5.75	\$72	\$414.00

task list for Phase II work; reserving room for public kick off meeting and developing ideas for meeting format and checking with BWSR for input			
TOTAL INVOICE	72.0	\$72	\$5,184.00