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INVOICE

DATE: FEBRUARY 4, 2023

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for January 2023
Watershed Plan Development for January 2023

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; preparing for Low Salt, No Salt MN campaign train the trainer event and talking to reporter about the program; reviewing materials for Met Council 2040 Water Policy workgroup meeting; reviewing and distributing materials from Ponderosa Woods Project Technical Stakeholder meeting; reviewing landfill records and correspondence re: Lagoon Dredging Project progress; discussing CIP process with TRPD staff; preparing for Metro Watersheds online meeting and associated tasks; drafting memo re: linear projects requirements for Commission; giving CCX interview on Bassett Creek Main Stem Restoration Project; working on 2023 contracts (HDR, MMKR, Redpath); reviewing and submitting L2L grant reports; developing and submitting Clean Water Fund grant reports (3 grants); discuss Four Seasons Mall project with Plymouth staff; correspondence with NRCC and TAC re: water reuse projects; participate in MAWD Handbook Committee meeting; assist with gathering info for 1099s; participate in focus group with MS4s for Hennepin Educator Position; review Bassett Creek Park Natural Resources Plan and letters of interest proposals from engineering and legal firms; review open house boards for Ponderosa Woods Project and discussing with city and Commission Engineers; updating Commission roster and corresponding with State Campaign Finance Department</p>	36.0	\$72	\$2,592.00
<p>Administration – Meeting attendance: 1/10/23 West Metro Water Alliance Online Meeting 1/11/23 Watershed Partners Online Meeting (re: salt pollution) 1/17/23 Metro Watersheds Online Meeting 1/18/23 DEI Workgroup Online Meeting 1/19/23 Monthly Commission Meeting 1/25/23 Women Administrator’s Meeting 1/30/23 Met Council Water Policy Group Online Meeting 1/31/23 Low Salt No Salt MN Train the Trainer Event</p>	15.75	\$72	\$1,134.00
<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; mailing checks; preparing for Feb 1st TAC meeting including meeting agenda and materials</p>	26.25	\$72	\$1,890.00
<p>2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; updating task list for Phase II work; developing invitation for public kick off meeting and finalizing meeting date; researching climate resiliency policies and strategies by other watersheds and agencies</p>	11.0	\$72	\$792.00

and populating spreadsheet with that information; corresponding with Native community members and contacts re: focus group meeting			
319 Grant Reporting – Sweeney Lake Water Quality Improvement Project Drafting and submitting Q4 2022 budget report and invoice + six-month grant report	2.5	\$72	\$180.00
TOTAL INVOICE	91.50	\$72	\$6,588.00