

KEYSTONE WATERS, LLC

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INVOICE

DATE: MARCH 2, 2023

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for February 2023
Watershed Plan Development for February 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; reading Star Tribune article and corresponding with residents and other about Low Salt, No Salt MN campaign, giving CCX interview on program; reviewing landfill records and correspondence re: Lagoon Dredging Project progress, discussing project with contractor employee, landfill staff, Commission Attorney, and Commission Engineer; corresponding with MPCA on 319 grant reporting in eLINK; completing forms, collecting completed conflict of interest and assisting with items for FY22; discussing activities with Loppet and in Bassett’s Creek Park with Friends of Bassett Creek; drafting resolutions for financial transfers; creating FY23 budget codes and sending to Commission Engineer; corresponding with residents re: snow piles on MnDOT lot, stream erosion in Bassett Creek, erosion in Wood Creek in Plymouth, and endangered tree at Lagoon Dredging Project; discussing M. Ray’s letter to Commission and discussing how to address issues with Commission Chair, Engineer and Attorney; review and send correspondence re: Golden Valley landuse amendment; planning for Bassett Creek Valley meeting including invitees, speakers, agenda and venue; preparing agenda and materials for Bassett Tunnel agreement meeting with MPLS staff, Commission Engineer and Attorney; assisting with plan and reviewing information for Bassett Creek Restoration Project (GV); recruiting volunteers for 203 CAMP monitoring; drafting resolution of appreciation for Comm Harwell; crafting/sending welcome email to new Robbinsdale Alternate Commissioner; updating Channel Maintenance Memo; discussing AIS educational signage project with Hennepin staff; discussing Bryn Mawr Project expenses with Commission Engineers; meeting with Metro Watershed chair and co-coordinator re: future meeting plans/agendas; updating 5-year CIP table;</p>	42.25	\$75	\$3,168.75
<p>Administration – Meeting attendance: 2/1/23 BCWMC Technical Advisory Committee Meeting 2/16/23 Monthly Commission Meeting 2/22/23 DEI Workgroup Online Meeting 2/28/23 BCWMC Public Open House</p>	11.75	\$75	\$881.25
<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; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; reviewing FY22 year-end report; drafting follow-up email with task list; mailing checks; writing February meeting minutes; preparing for March 1st TAC meeting including meeting agenda and materials</p>	26.5	\$72	\$1,987.50
<p>2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; updating task list for Phase II work; finalizing and distributing invitation for public kick off meeting and developing</p>	32.5	\$75	\$2,437.50

materials, slide show, discussion prompts; creating signage for meeting room; printing materials, picking up WMWA roots display; purchasing refreshments; setting up room for meeting; discussing Plan input with Harrison Neighborhood and Jordan Area Community Council representatives			
TOTAL INVOICE	113.00	\$75	\$8,475.00