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INVOICE

DATE: APRIL 7, 2023

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for March 2023
Watershed Plan Development for March 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; discussing and gathering documents for Bassett Creek Tunnel agreement with MPLS, writing and sending meeting notes and setting next meeting; coordinating with TRPD for CLP treatment and activities in Medicine Lake; drafting letter of support for chloride study; coordinating Bassett Creek Valley stakeholder meeting including corresponding with speakers, developing invitation list, creating and sending invitation, gathering responses, coordinating meeting room, creating internal agenda, and reviewing presentations; posting presentations after meeting and sending follow up emails; requesting updates to Metro Watersheds website; coordinating with CAMP volunteers and Met Council and inventorying equipment; meeting with new Alt Commissioner Stamos; reviewing Met Council 2050 Water Policy materials; working on linear projects standards options table with pros and cons; corresponding with accountant and S. Virnig re: account access and Kennedy & Graven incorrect check; developing and sending invoices for WCA work on behalf of SLP and Med Lake and invoices for projects with review expense over \$5,000; correspondence about and writing out implementation process for Sochacki CIP project MOU; submitting minor plan amendment documents to state review agencies; sending public hearing notice to member cities and official publications; coordinating with MDA and Stantec re: collection of pesticide samples at WOMP station in 2023; attending training for eLINK program for L2L grant reporting; developing draft 2024 Operating Budget; reviewing MN Watersheds Handbook and participating in Handbook committee mtg; reviewing WOMP agreement w/Met Council</p>	51.25	\$75	\$3,843.75
<p>Administration – Meeting attendance: 3/1/23 BCWMC Technical Advisory Committee Meeting 3/1/23 Bassett Creek Main Stem Restoration Project Public Open House 3/21/23 Met Council 2050 Water Policy Committee Meeting 3/22/23 Elink Training through BWSR 3/29/23 Bassett Creek Valley Stakeholder Meeting</p>	12.25	\$75	\$918.75
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, and invoices for BCWMC meeting; preparing spreadsheet of invoices for accountant, preparing Administrator’s report; posting materials online; drafting follow-up email with task list; mailing checks;; preparing for March 29th TAC meeting including meeting agenda and materials; setting and preparing for Budget Committee meeting</p>	16.25	\$75	\$1,218.75
<p>2025 Watershed Management Plan Development Participating in check-in meeting with Commission Engineers</p>	1.25	\$75	\$93.75
TOTAL INVOICE	81.00	\$75	\$6,075.00