

# KEYSTONE WATERS, LLC

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Item 4Ci.  
BCWMC 5-18-23

# INVOICE

DATE: MAY 2, 2023

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

**FOR:**  
Watershed Administration Services for April 2023  
Watershed Plan Development for April 2023

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; reviewing/commenting on draft Ponderosa Woods and Main Stem Restoration Project feasibility studies; coordinating with TRPD for CLP treatment and activities in Medicine Lake and drafting agreement; meeting with new Commissioner Twiford; coordinating with MDA and Stantec re: pesticide monitoring and amending contract with Stantec; correspondence with partners, Commissioner Welch, and Attorney Anderson re: Sochacki CIP project MOU; gathering and reviewing comments on minor plan amendment; updating draft 2024 Operating Budget and researching investment income issue and reviewing past dividend income; reviewing MN Watersheds Handbook and participating in Handbook committee mtg; creating Bassett Creek Valley website and sending BCV Summit follow up email to participants; assisting with Metro Watersheds agenda and minutes; researching DEIA policies; reviewing and submitting L2L grant report; participating in annual coordination meeting with SLP; crafting and sending event/volunteer needs email to commissioners; coordinating volunteers for Loppet Sustainability Fair; loading CAMP equipment bins and delivering to volunteers; participating in steering committee meeting for WMMW coordinator; participating in interviews for Hennepin County Educator position; prepping for and participating in meeting re: LSNS MN campaign; reviewing Crystal Dog Park education sign; Discuss Jevne Park CIP project with Commissioner Carlson; discussing Lagoon Dredging Project with Commission Engineer; discussing review authority for project in Plymouth on MCWD-BCWMC divide; tracking recommended changes to roles and responsibility document; take photos and measurements of educational displays</p>	54.5	\$75	\$4,087.50
<p><b>Administration – Meeting attendance:</b> 4/3/23 BCWMC Budget Committee Meeting 4/11/23 West Metro Water Alliance Meeting 4/19/23 DEI Workgroup Meeting 4/20/23 Regular Commission Meeting 4/25/23 BCWMC Administrative Services Committee Meeting 4/26/23 Women Administrator’s Meeting 4/29/23 Loppet Sustainability Fair</p>	14.0	\$75	\$1,050.00
<p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Developing meeting agenda and materials; reviewing documents, and invoices for BCWMC meeting; preparing spreadsheet of invoices for accountant, preparing Administrator’s report; participating in pre-meeting call with Chair Cesnik and Commission Engineer; posting materials online; drafting follow-up email with task list; mailing checks and agreements; preparing for Budget and Administrative Services Committee meetings; drafting March meeting minutes</p>	24.75	\$75	\$1,856.25

<b>2025 Watershed Management Plan Development</b> Participating in check-in meetings with Commission Engineers; drafting report on open house and memo with updates on Plan development progress; setting Plan Steering Committee meeting	8.0	\$75	\$600.00
<b>TOTAL INVOICE</b>	<b>101.25</b>	<b>\$75</b>	<b>\$7,593.75</b>