

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for June 2023
Watershed Plan Development for June 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 potential for projects in conjunction with Jevne Park redevelopment with Commission Engineers and drafting follow up email to city representatives; discussing Four Seasons Area Water Quality Project with Commission Attorney and Plymouth staff and reviewing draft agreement; participating in site visit and correspondence related to Haha Wakpandan pronunciation video; developing options for 2024 operating budget; sending final proposed budget to member cities for comment; participating in meeting with Commission Engineers and MPCA staff re: bioassessments and biological impairments and expectations; reviewing feasibility studies for Main Stem and Ponderosa Woods Restoration Projects and meeting with city staff and Commission Engineers to review options and additional information for Ponderosa Woods; receiving updates on Lagoon Dredging Project; preparing presentation for Sweeney Lake Association meeting; correspondence re: Metro Watersheds meeting; developing table of options for 2024 CIP projects and levy amounts; preparing and submitting documentation for maximum levy request to county; reviewing and commenting on City of Minnetonka’s local water management plan update; correspondence re: Low Salt No Salt MN campaign training opportunities; setting next meeting with MPLS re: tunnel agreement; participating in Sochacki Park WQ Project outreach planning meeting; discussing watershed map update with contractor and reviewing proposal; reviewing and commenting on Lost Lake and Northwood Lake WQ reports; picking up CAMP samples; updating commissioner roster; correspondence re: Crystal pool leak; discussing status of 2022 audit with auditor</p>	34.25	\$75	\$2,568.75
<p>Administration – Meeting attendance: 6/5/23 Sochacki Park WQ Project Feasibility Study Kick Off Meeting 6/5/23 Met Council 2050 Water Policy Workgroup Meeting 6/7/23 BCWMC TAC Meeting 6/7/23 Sweeney Lake Association Meeting 6/13/23 West Metro Water Alliance Meeting 6/15/23 Regular Commission Meeting 6/20/23 MN Watershed Administrators Association Meeting 6/20/23 MN Watersheds Summer Tour Presentations 6/23/23 Women Administrators Meeting 6/27/23 Haha Wakpandan Project Meeting</p>	22.0	\$75	\$1,650.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, presentations, 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; printing, mailing, and posting materials online; drafting follow-up email with</p>	22.25	\$75	\$1,668.75

task list; mailing checks and agreements; setting Budget Committee and Administrative Services Committee meetings; drafting May meeting minutes; developing TAC agenda and drafting TAC meeting memo			
2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; arranging for July and August Plan Steering Committee (PSC) meetings; reviewing and editing draft plan table of contents and plan process graphic; developing PSC meeting agenda and materials	5.75	\$75	\$431.25
TOTAL INVOICE	84.25	\$75	\$6,318.75