

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 8-17-23

INVOICE

DATE: AUGUST 7, 2023

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for July 2023
Watershed Plan Development for July 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; assisting with agenda and materials for July Metro Watersheds meeting and follow up correspondence; developing and submitting invoice to MDA re: pesticide monitoring; correspondence to commissioners re: upcoming events and volunteer needs; inventorying and photographing all fishing piers for AIS signage project with Hennepin County; reviewing and discussing Four Seasons WQ project agreement with city and Commission staff; review transcript of Haha Wakapadan oral history project and attend event; assist with planning Sochachi Park WQ Project open house; corresponding re: Lagoon Dredging project; discussing Low Salt No Salt campaign with Freshwater; review 2022 financial audit and submit to State; facilitate meeting with MPLS and Commission staff re: Bassett Creek tunnel agreement and review revised agreement and send to Welch and Polzin; coordinate volunteers for events and arrange/deliver educational materials; set up and take down materials at GV Sustainability Fair; assist City of Medicine Lake representatives with survey and materials re: lakeshore restoration; review and provide comments on Hennepin Co educator workplan; correspond with Plymouth staff re: accounting tasks, review draft agreement and correspond with Commission Attorney; develop options for 2024 budget given new information from audit; update Roles and Responsibilities document and develop draft memo from Administrative Services Committee for their review</p>	38.5	\$75	\$2,887.50
<p>Administration – Meeting attendance: 7/10/23 Sochacki Park WQ Project Technical Stakeholder Meeting 7/11/23 West Metro Water Alliance Meeting 7/18/23 BCWMC Administrative Services Committee Meeting 7/19/23 DEI Workgroup Retreat 7/20/23 Regular Commission Meeting 7/26/23 Sochacki Park WQ Project Public Open House</p>	14.75	\$75	\$1,106.25
<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 task list; mailing checks and agreements; setting Budget Committee and Administrative Services Committee meetings; drafting June meeting minutes; developing agenda and materials for Administrative Services Committee and Budget Committee meetings; cancel July and August TAC meetings; set Education Committee meeting</p>	23.75	\$75	\$1,781.25

2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; developing agenda and materials for July 11 and August Plan Steering Committee (PSC) meetings; attending July 11 PSC meeting; reviewing and updating list of issues	12.5	\$75	\$937.50
TOTAL INVOICE	89.5	\$75	\$6,712.50