



Laura Jester

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Item 4Ci.
BCWMC 12-21-23

INVOICE

DATE: DECEMBER 9, 2023

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for November 2023
Watershed Plan Development for November 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 Commission operation with Commissioner Welch and writing follow up email/memo; picking up CAMP samples; attending Henn Co. conservation easement program info meeting, attending Parkers chloride report meeting, reviewing and commenting on financial accounting agreement; development of webpage for Plymouth Creek Restoration Project; reviewing WOMP contract amendment request and discussing with Commission Attorney; corresponding re: Bassett Creek Valley community partnership; participating in welcome meeting with new Alternate Commissioner Gould; correspondence to watershed map contractor and Education Committee members; reviewing AIS signs by Hennepin Co; correspondence re: vegetation restoration at Utepils; developing recommendation on budget amendment; reviewing WMWA meeting materials and attending meeting; emailing commissioners with meetings and events; reviewing MN Watersheds and MN Assoc of Watershed Administrators meeting materials, registering commissioners and securing lodging, corresponding with delegates and participating in meeting re: resolutions; reviewing and editing Lagoon Dredging final report; talking with Commission Attorney re: JPA updates</p>	26.25	\$75	\$1,968.75
<p>Administration – Meeting attendance: 11/3/23 Plymouth Creek Restoration Project Kick Off Meeting 11/6/23 Met Council 2050 Water Policy Advisory Committee Meeting 11/6/23 BCWMC Education Committee Meeting 11/7/23 MAWA Executive Committee Meeting 11/4/23 West Metro Water Alliance Meeting 11/15/23 Regular Commission Meeting 11/20/23 BCWMC Budget Committee Meeting 11/28/23 MN Association of Watershed Administrators Quarterly Meeting 11/29 and 11/30/23 Minnesota Watersheds Annual Conference</p>	28.75	\$75	\$2,156.25
<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; drafting October meeting minutes; preparing agenda and materials for TAC, Education Committee, and Budget Committee meetings</p>	19.75	\$75	\$1,481.25
<p>2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; attending and preparing minutes for November 1st Plan Steering Committee (PSC) meeting; setting Plan TAC meeting; editing draft goals and actions for PSC consideration; preparing and sending</p>	14.25	\$75	\$1,068.75

agenda and materials for December 6 th PSC meeting; reviewing and editing draft Land and Water Resources Inventory			
TOTAL INVOICE	89.0	\$75	\$6,675.00