

KEYSTONE WATERS, LLC

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INVOICE

DATE: JANUARY 4, 2024

TO: Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR: Watershed Administration Services for December 2023
Watershed Plan Development for December 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; prepping for and attending Bassett Creek tunnel agreement meeting and follow up email; updating Commission roster and campaign finance lists; completing meeting space request form; assisting with Lagoon Dredging Final Report, drafting Henn Co Opportunity Grant report, updating webpage; attending two meetings with MPCA on impaired waters list and further correspondence; prepping for Plymouth Creek Restoration Project technical stakeholder meeting; reviewing WOMP contract and corresponding with Commission Attorney and contractor; reviewing memo on Parkers Chloride Reduction Project expenses and Med Lake TMDL Assessment scope; completing survey for MN Watersheds; drafting TAC recommendations; reviewing/editing final reports for Mt. Olivet Stream Restoration and Parkers Lake Drainage Improvement Projects and updating webpages; reviewing WMWA meeting and Henn Education Coordinator planning materials; meeting with Golden Valley and C. Boyd re: creek name; communicating re: potential AIS Prevention Grant application; developing and sending 2024 assessment invoices to cities; communications re: new Crystal alternate commissioner; communications re: Lagoon Dredge contractor payment</p>	25.75	\$75	\$1,931.25
<p>Administration – Meeting attendance: 12/5/23 MN Association of Watershed Administrators Exec Committee Meeting 12/5/23 Plymouth Creek Restoration Project Technical Stakeholder Meeting 12/6/23 BCWMC Technical Advisory Committee Meeting 12/11/23 BCWMC Education Committee Meeting 12/12/23 West Metro Water Alliance Meeting 12/21/23 Regular Commission Meeting</p>	9.0	\$75	\$675.00
<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 task list; mailing checks and agreements; drafting November meeting minutes; preparing agenda and materials for Education Committee</p>	23.25	\$75	\$1,743.75
<p>2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; attending and preparing minutes for December 6th Plan Steering Committee (PSC) meeting; developing agenda and materials for December 15th Plan TAC meeting, participating in meeting and drafting meeting notes; editing draft goals and actions for PSC consideration; preparing and sending agenda and materials for January 3rd PSC meeting</p>	18.0	\$75	\$1,350.00
TOTAL INVOICE	76.0	\$75	\$5,700.00