

KEYSTONE WATERS, LLC

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INVOICE

DATE: FEBRUARY 2, 2024

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for January 2024
Watershed Plan Development for January 2024

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; corresponding with MPCA and Commission Engineers on Crane Lake impaired waters status; coordinating with Sweeney Lake Association, Commission Engineer and others to develop and submit Hennepin County AIS Prevention Grant application; corresponding with and meeting with Plymouth accountants and Redpath re: transfer of accounting tasks; reviewing engagement letter and draft agreement for FY23 audit and corresponding with contractor and Commission Attorney; correspondence re: future implementation/capacity of commission and land acknowledgement statement; arranging Medicine Lk TMDL Assessment Project kick off meeting and discussing with Commissioner Carlson; corresponding with from Commission Attorney on JPA updates; corresponding with and meeting with Met Council staff and MPLS staff re: WOMP station location; reviewing Parkers Lake Low Salt, No Salt campaign plans by WMWA coordinator; correspondence with map contractor and Commission Engineer re: subwatershed delineations; participating in MPLS TMDL Update meeting; drafting Metro Watershed meeting minutes; developing report on 2023 education activities for member cities; developing “back of the map” education content; preparing and sending invoices for WCA work in Medicine Lake and 3 projects with review expenses over \$5,000; responding to Alt. Commissioner Gould re: herbicide impacts in Sweeney Lake; updating BCWMC grant tracking spreadsheet; preparing and submitting final Clean Water Fund grant reports for Lagoon Dredging and Bryn Mawr Meadows projects; submitting interim grant report for Medley Park project; drafting and sending welcome email to new Crystal alternate commissioner; attending informational meeting on Watershed Based Implementation Funds; corresponding with Met Council contractor re: outreach in Harrison Neighborhood and with ROC</p>	43.75	\$75	\$3,281.25
<p>Administration – Meeting attendance: 1/8/24 MN Association of Watershed Administrators Exec Committee Meeting 1/9/24 West Metro Water Alliance Meeting 1/16/24 Metro Watershed Quarterly Meeting 1/17/24 DEI Workgroup Meeting 1/18/24 Regular Commission Meeting 1/24/24 Medicine Lake TMDL Assessment Project Kick Off Meeting 1/30/24 Met Council 2050 Water Policy Group Meeting</p>	10.0	\$75	\$750.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; coordinating hybrid 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</p>	23.0	\$75	\$1,725.00

December and January meeting minutes; preparing agenda and materials for Feb 7 th TAC meeting			
2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; attending and preparing minutes for January 3 rd Plan Steering Committee (PSC) meeting; developing agenda and materials for January 18 th Commission Workshop, participating in workshop and drafting meeting notes; editing draft goals and actions for PSC consideration with workshop results; drafting memo on future implementation and staff capacity with Commissioner Welch for PSC meeting; preparing and sending agenda and materials for February 7 th PSC meeting	21.0	\$75	\$1,575.00
TOTAL INVOICE	97.75	\$75	\$7,331.25