

KEYSTONE WATERS, LLC

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INVOICE

DATE: APRIL 6, 2024

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for March 2024
Watershed Plan Development for March 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; coordinating with Sweeney Lake Association, City of Golden Valley and Commission Engineer on the EWM survey and treatment plan; discussing Sochacki WQ Project design scope and coordinating drafting/review of agreement among partners; reviewing paper watershed map draft and corresponding with map contractor; collecting auditor conflict of interest forms; reviewing draft JPA and comparing current and updated drafts and sending comments to Attorney Anderson; finalizing and submitting final CAMP volunteer list and preparing equipment for CAMP volunteers; sending email to commissioners with meetings and events; participating in meeting on Parkers Lake holistic approach for salt reduction; discussing Main Stem Restoration project agreement; reviewing and posting watershed paddling map; coordinating new electronic payment options between Commission Engineer and accounting staff and updating online payment instructions; reviewing agreements with Hennepin Co and Met Council; meeting with Crystal Boyd and MWMO staff re: Haha Wakpdan event planning; meeting with new BWSR board conservationist; talk with Hennepin Co. staff and Commissioner Welch re: Bassett Creek Valley next steps; create BCWMC fact sheet for Discover Plymouth event and gather and deliver education materials; gather and tabulate Sweeney Lake water temperatures from volunteers; develop 2025 budget options and staff needs; answer BWSR questions re: Bryn Mawr CWF final report</p>	50.0	\$75	\$3,750.00
<p>Administration – Meeting attendance: 3/6/24 MN Association of Watershed Administrators Meeting 3/6/24 MN Watersheds Legislative Event 3/7/24 BCWMC Technical Advisory Committee Meeting 3/11/24 Plymouth Creek Restoration Project Public Open House 3/12/24 West Metro Water Alliance Meeting 3/15/24 Women’s Administrator Group Meeting 3/19/24 Met Council 2050 Water Policy Group Meeting 3/20/24 Watershed Equity Alliance Meeting 3/21/24 BCWMC Regular Meeting 3/22/24 BCWMC Budget Committee Meeting</p>	21.0	\$75	\$1,575.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; drafting February meeting minutes; preparing spreadsheet of invoices for accountant; preparing Administrator’s report; participating in pre-meeting call with Chair Cesnik, Vice Chair Welch, PSC Chair Kennedy, and Commission Engineer; printing, mailing, and posting materials online; drafting follow-up email with task list; mailing checks and agreements; preparing agenda and materials for April TAC meeting; preparing agenda and materials for Budget Committee and Education Committee meetings</p>	25.0	\$75	\$1,875.00

2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; attending and preparing minutes for March Plan Steering Committee (PSC) meeting; preparing and sending agenda and materials for April PSC meeting including updating plan development calendar, reviewing and editing climate resiliency draft goals; discussing PSC report to Commission with Commissioner Welch	8.75	\$75	\$656.25
TOTAL INVOICE	104.75	\$75	\$7,856.25