

# KEYSTONE WATERS, LLC

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Item 4Ci.  
BCWMC 5-16-24

## INVOICE

DATE: MAY 5, 2024

**TO:**  
Bassett Creek Watershed Management Commission  
Catherine Cesnik, Chair

**FOR:**  
Watershed Administration Services for April 2024  
Watershed Plan Development for April 2024

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p><b>Administration – Correspondence, program coordination, general administration:</b> 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; finalizing education LOU for member cities; developing list of current and potential tasks of administrator; completing forms, gathering and posting documents for financial audit, coordinating with auditors and accounting staff; updating BCWMC grant tracker; discussing next steps for BCV; corresponding with MPCA and Commission Engineers re: future TMDLs; coordinating with map designer; reviewing and discussing Sochacki WQ Project agreement; coordinating signatures; drafting agreement with TRPD re: Medicine Lake activities; reviewing and commenting on Medicine Lake Fishery Management Plan and coordinating meeting with MnDNR; refining final grant report for Bryn Mawr WQ Project; reviewing proposal from J. Rock and contract drafted by Commission Attorney, corresponding with J. Rock; preparing CAMP equipment and delivering to volunteers; drafting annual report; reviewing JPA revisions; reviewing/posting interactive paddling map; meeting with Commission Engineers and agency staff re: grant opportunities for H&amp;H model update; correspondence re: WMWA educator position and covering classes scheduled for May; preparing 2023 WOMP expense report for Met Council; discussing Crane Lake chloride reduction project scope with Commission Engineer and MTKA staff; posting 2023 WQ graphs online; revising 2025 operating budget with updated tax figures and staff capacity numbers; reviewing and commenting on draft Plymouth Creek Restoration Project feasibility study, meeting with Commission Engineers and city staff; giving interview to Sun Post on Sochacki Park WQ project; corresponding with Breck teacher re: shoreline restoration and stormwater treatment; discussing Main Stem Restoration Project agreement with Commission Attorney and Engineers; giving interview with Star Tribune re: history of Bassett Creek tunnels</p>	49.0	\$75	\$3,675.00
<p><b>Administration – Meeting attendance:</b> 4/2/24 MN Association of Watershed Administrators Executive Committee Meeting 4/2/24 BCWMC Education Committee Meeting 4/3/24 BCWMC Technical Advisory Committee Meeting 4/9/24 West Metro Water Alliance Meeting 4/16/24 Metro Watersheds Quarterly Meeting 4/17/24 Watershed Equity Alliance Meeting 4/18/24 BCWMC Regular Meeting 4/19/24 Watershed Based Implementation Funding Convene Meeting 4/26/24 U of M Watershed Equity Workshop</p>	14.0	\$75	\$1,050.00
<p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Developing meeting agenda and materials; reviewing documents, drafting TAC recommendations, presentations, and invoices for BCWMC meeting; drafting March</p>	24.25	\$75	\$1,818.75

meeting minutes; 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; preparing agenda and materials for Budget meeting			
<b>2025 Watershed Management Plan Development</b> Participating in check-in meetings with Commission Engineers; attending and preparing minutes for April Plan Steering Committee (PSC) meeting; preparing PSC update/progress tracking table for Commission April meeting, preparing and sending agenda and materials for May PSC meeting including updating plan development calendar, reviewing and editing education and outreach draft goals	9.25	\$75	\$693.75
<b>TOTAL INVOICE</b>	<b>96.5</b>	<b>\$75</b>	<b>\$7,237.50</b>