



Laura Jester
16145 Hillcrest Lane ~ Eden Prairie, MN 55346
Phone (952) 270-1990

INVOICE

DATE: JULY 5, 2024

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for June 2024
Watershed Plan Development for June 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; correspondence on Twin Lake shoreline issues; participating in meeting at Bryn Mawr Project with MPRB, MPLS, and SCWMO; corresponding with CAMP volunteers and picking up CAMP samples; collecting and collating comments on JPA; reviewing and meeting re: Crane Lake Chloride Reduction project initial assessment scope/plans; reviewing and discussing financial audit and 2025 budget with auditor and Budget Committee chair; meeting re: Bryn Mawr payment to MPLS; planning for and follow up from HaHa Wakpadan event with MWMO; assisting with setup for St. Louis Park Ecotacular event; attending Sochacki Park Project kick off event; developing presentation on Parkers Chloride project for MN Watersheds Summer Tour; email to Hennepin County re: Bassett Creek Valley; updating Plymouth Creek Restoration Project webpage; providing max levy information to county and reviewing board action request; answering questions on Lagoon Dredging Project for Clean Water Fund grant final report; finalizing and sending proposed 2025 budget to member cities; meeting with Plymouth staff and Commission engineers re: Plymouth regional treatment plans and review; meeting with SCWMO staff re: using WBIF funds for chloride work; reviewing/editing Twin Lake and Sweeney Lake monitoring reports; meeting with MPRB and Commission Engineer at Wirth Park re: hole 9 flooding and meeting with MPLS homeowner re: pond flooding near Bryn Mawr Elementary School; correspondence re: Metro Watersheds meeting, AIS Detection Training, and events/announcements to commissioners</p>	37.25	\$75	\$2,793.75
<p>Administration – Meeting attendance: 6/11/24 West Metro Water Alliance Meeting 6/11/24 HaHa Wakpadan Joint Meeting with MWMO 6/12/24 BCWMC Technical Advisory Committee meeting 6/20/24 BCWMC Regular Meeting 6/2024 MN Association of Watershed Administrators meeting 6/25/24 MN Watersheds Summer Tour Education Session 6/26/24 BCWMC Education Committee meeting</p>	16.0	\$75	\$1,200.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; drafting May meeting minutes; preparing spreadsheet of invoices for accountant; developing memos and materials for meeting; preparing Administrator’s report; participating in pre-meeting call with Vice Chair Welch and Commission Engineers; printing, mailing, and posting materials online; drafting follow-up email with task list; mailing checks and agreements; setting Budget Committee meeting; preparing for Education Committee meeting – agenda and materials and follow up email</p>	19.25	\$75	\$1,443.75

2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; preparing materials and attending June Plan Steering Committee (PSC) meeting; preparing PSC update/progress tracking table for Commission June meeting; developing draft activities table with Commission Engineers; begin drafting organizational effectiveness goals and issue statements	5.75	\$75	\$431.25
TOTAL INVOICE	78.25	\$75	\$5,868.75