

KEYSTONE WATERS, LLC

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INVOICE

DATE: SEPTEMBER 8, 2024

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for August 2024
Watershed Plan Development for August 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; reviewing and editing content on Indigenous knowledge section of watershed map; attending one session of Salt Symposium; participating in WMWA Education Coordinator steering committee; reserve lodging for MN Watersheds annual conference; drafting and submitting letter of support for Clean Water Funds to Clean Water Council; attending meeting with update on Sochacki Park WQ Project; corresponding with residents and TRPD re: Medicine Lake blue green algae and starry stonewort conditions; drafting and submitting abstract for MN Watersheds Conference; picking up CAMP samples from volunteers; updating website to add Indigenous content; submitting public hearing notice to official publications; reviewing/editing TMDL charter from MPCA; sending current proposed 2025 budget and Administrator compensation changes over years to Budget Committee; setting meetings for Bassett Creek Valley and WBIF convene meeting #3; developing and submitting Clean Water Fund grant application for Plymouth Creek Restoration Project; submitting proposed bylaws change to city clerks; drafting resolutions to order 2025 project and approve changes to bylaws; reviewing and submitting letter to BWSR re: changes to wetland assessment tool; correspondence with Commission Engineers, Plymouth staff, and Plymouth consultants re: Ponderosa Woods Project status</p>	26.25	\$75	\$1,968.75
<p>Administration – Meeting attendance: 8/6/24 MN Assoc of Watershed Administrators Executive Committee Meeting 8/7/24 BCWMC Technical Advisory Committee Meeting 8/9/24 Co-naming Subcommittee Meeting 8/15/24 BCWMC Regular Meeting 8/21/24 Watershed Equity Alliance Meeting</p>	7.75	\$75	\$581.25
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; drafting July meeting minutes; preparing spreadsheet of invoices for accountant; developing memos and materials for meeting; preparing Administrator’s report; participating in pre-meeting call with Chair Cesnik and Commission Engineers; printing, mailing, and posting materials online; drafting follow-up email with task list; mailing checks and agreements; setting Education Committee meeting; preparing for August TAC meeting; drafting Budget Committee meeting notes</p>	18.25	\$75	\$1,368.75
<p>2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; preparing materials and attending August Plan Steering Committee (PSC) meeting; preparing agenda and materials for August Plan Development Commission Workshop and attending workshop and drafting workshop notes; drafting potential changes to issues and goals in response to comments at workshop; reviewing/commenting on draft Monitoring Plan; reviewing comments from</p>	30.25	\$75	\$2,268.75

Plan TAC members and drafting potential revisions to issues and goals; drafting August PSC meeting minutes; drafting Education and Engagement Plan and incorporating revisions from Commission Engineers; drafting potential goals related to DEIA issues			
TOTAL INVOICE	82.50	\$75	\$6,187.50