

KEYSTONE WATERS, LLC

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

INVOICE

DATE: OCTOBER 6, 2024

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for September 2024
Watershed Plan Development for September 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; assisting with coordination of Bassett Creek Valley meeting; drafting MAWA summer meeting minutes; prepping for and leading tour of BCWMC projects and resources with new BWSR board conservationist; posting September news article online; preparing presentation for Plymouth city council workshop; meeting re: prep for bringing Low Salt, No Salt campaign to watershed partners; reviewing and commenting on agreement with GV re: Main Stem Restoration Project; reviewing outreach materials for Parkers Lake chloride reduction activities; posting final 2025 budget online; submitting 2025 levy to Hennepin County; drafting transmittal letter for JPA, corresponding with Attorney Anderson, and sending JPA to all member cities; participating in Crane Lake Chloride Reduction Project feasibility study kick off meeting</p>	25.75	\$75	\$1,931.25
<p>Administration – Meeting attendance: 9/3/24 MN Assoc of Watershed Administrators Executive Committee Meeting 9/10/24 West Metro Water Alliance Meeting 9/17/24 BCWMC Education Committee Meeting 9/19/24 BCWMC Regular Meeting</p>	6.75	\$75	\$506.25
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; drafting August 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 filing documents; preparing for Education Committee meeting</p>	21.5	\$75	\$1,612.50
<p>2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; preparing materials and attending September Plan Steering Committee (PSC) meeting; drafting materials for reporting PSC recommendations at September Commission meeting; drafting September PSC meeting minutes; revising issues and goals related to DEIA issues; reviewing linear projects requirements documents</p>	5.5	\$75	\$412.50
TOTAL INVOICE	59.5	\$75	\$4,462.50