

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 10-20-22

INVOICE

DATE: OCTOBER 5, 2022

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for September 2022
Watershed Plan Development for September 2022

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; updating CIP pages and calendar on website; coordinating HCCI marketing campaign including reviewing and commenting on website, reviewing proposals from marketing firm, reviewing clips for liability video; and developing/distributing agenda and facilitating large group meeting; reviewing resolution certifying 2023 levy costs, developing updated CIP table with new levy amounts, and submitting approved resolution to county; discussing Sweeney Lake alum treatment bidders with Commission Engineer and Attorney; reviewing Parkers Lake Chloride Reduction study scope; discussing invoices from WMWA educator; arranging travel details for One Water Summit; corresponding with Lost Lake volunteer re: DO meter and measurements; arranging feasibility study kick off meetings for 2024 CIP projects (Main Stem Restoration and Ponderosa Woods Restoration); updating and posting Table 2-9 in Watershed Plan with updated flood elevations; correspondence with resident, Commission Engineers and New Hope staff re: cattails in North Branch; finalizing and sending email for Currie Commons review; corresponding with city staff re: commissioner vacancies; arranging meeting with Minnetonka staff re: chlorides in Crane Lake and developing agenda and possible options for city action; coordinating volunteers and materials for outreach events; talking with Blue Thumb director about participation as partner and/or steering committee member; updating online water quality graphs; writing MAWD award application for HCCI; developing information flyer for Lagoon Dredging Project, updating website; and reviewing/editing FAQs for project; corresponding with Sweeney Lake Association and GV staff re: alum treatment resident notification and signage; participating in One Water Summit debrief meeting with Met Council; attending Hennepin County Education Partnership meeting; reviewing Met Council Climate Action Plan; submitting Commission comments on MAWD Strategic Plan</p>	35.75	\$72	\$2,574.00
<p>Administration – Meeting attendance: 9/8/22 Hennepin County Chloride Initiative Meeting 9/13 – 9/14/22 One Water Summit (Milwaukee) 9/15/22 Monthly Commission Meeting 9/22/22 DEI Workgroup Meeting 9/28/22 Met Council Climate Action Plan Review Meeting (U of M campus) 9/29/22 SEA School-Wildwood Flood Reduction Project Public Open House (Brookview) 9/30/22 2024 Main Stem Restoration Project Feasibility Study Kick Off Meeting</p>	29.5	\$72	\$2,124.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, invoices, and presentations for BCWMC meeting; developing memo to MAWD with BCWMC comments on strategic plan; posting materials online; printing, collating, mailing materials; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting</p>	20.25	\$72	\$1,458.00

follow-up email with task list; preparing agenda and materials for 10/5 TAC meeting; file signed resolutions; mail checks			
2025 Watershed Management Plan Development Reviewing scope and budget for challenging issues analyses; attending event in Jordan Neighborhood; corresponding with Minneapolis neighborhoods and arranging for participation in upcoming Northside Resident Redevelopment Council events; participating in check-in meeting with Commission Engineers	6.00	\$72	\$432.00
TOTAL INVOICE	91.5	\$72	\$6,588.00