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# INVOICE

DATE: SEPTEMBER 9, 2023

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

**FOR:**  
Watershed Administration Services for August 2023  
Watershed Plan Development for August 2023

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; updating CIP pages, 2015 Plan, and calendar on website; drafting and submitting public hearing notice to cities and official publications; participating in MAWA Executive Committee meeting; drafting 2024 CIP agreements for Commission attorney review and sending updated versions to cities; sending draft Bassett Creek tunnel agreement to MPLS commissioners for review and relaying their comments to Commission attorney and engineer; reviewing and commenting on Sochacki Park Project draft feasibility study and Env. Site Assessment summary and discussing agreement for implementation with TRPD; participating in discussions re: Lagoon Dredging Project options and next steps and sending demand letter to contractor; attending Haha Wakpadan event; correspondence re: CAMP samples, blue green algae blooms, Plymouth accounting agreement; updating commissioner information for campaign finance office; reviewing AIS signage plans from Hennepin County; picking up CAMP samples; developing and submitting grant application for Clean Water Funds; discussing engagement with MPLS neighborhoods with Metro Blooms staff; organizing educational materials; reviewing/editing abstract for MW conference on Low Salt, No Salt campaign; assisting with Bassett Creek Valley stakeholder meeting prep; attending MPCA webinar on climate priorities and Federal funding; implementing AIS rapid response to new infestation of Eurasian watermilfoil in Sweeney Lake including coordinating with city, engineers, lake association, county, DNR and herbicide contractor; preparing invoice for GV Country Club review fees over \$5,000; corresponding with Admin Services Committee members re: review of documents; applying for P.O. box in Golden Valley for new Commission address; corresponding with SAFL re: upcoming stormwater seminar panel discussion; meeting with Hennepin County environmental educator re: options for implementation in BCWMC; corresponding with resident and city re: plants and wildlife in Cortlawn Ponds</p>	44.5	\$75	\$3,337.50
<p><b>Administration – Meeting attendance:</b> 8/1/23 Hennepin County Board Meeting 8/8/23 West Metro Water Alliance Meeting 6/18/23 DEI Workgroup Meeting 8/17/23 Regular Commission Meeting</p>	6.25	\$75	\$468.75
<p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; 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; drafting July meeting minutes; preparing agenda and materials for TAC meeting; corresponding with Commission attorney re: plans for closed session</p>	23.25	\$75	\$1,743.75

<b>2025 Watershed Management Plan Development</b> Participating in check-in meetings with Commission Engineers; attending and preparing minutes for August 1 <sup>st</sup> Plan Steering Committee meeting; reviewing and editing materials including cover memo for August 17 <sup>th</sup> Commission workshop, sending email, formatting materials for presentation; reviewing and comments on draft issue statements and goals; preparing and send agenda and materials for September 7 <sup>th</sup> Plan Steering Committee meeting	11.0	\$75	\$825.00
<b>TOTAL INVOICE</b>	<b>85.0</b>	<b>\$75</b>	<b>\$6,375.00</b>