

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 11-15-23

INVOICE

DATE: NOVEMBER 3, 2023

TO:

Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:

Watershed Administration Services for October 2023
Watershed Plan Development for October 2023

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; preparing for watershed tour; posting final roles and responsibilities document online; assisting with July minutes and October agenda for Metro Watersheds meeting; following up on Bassett Creek Valley stakeholder meeting, drafting BCWMC letter of support, and corresponding with other stakeholders re: providing support; sending email to commissioners with upcoming events and information; registering myself and J. Hauer for MN Watersheds conference and securing lodging; revising blue green algae monitoring protocol; generating list of possible faith communities for Low Salt, No Salt (LSNS) outreach, giving overview of LSNS program to Dakota County groundwater collaborative, discussing LSNS campaign for Parkers Lake subwatershed with Plymouth staff and WMWA coordinator; getting trained on GV Council Conference Room new technology; correspondence related to EWM post treatment survey on Sweeney Lake; coordinating and picking up CAMP samples and bins and delivering to drop off location; fixing issue with new post office box; drafting welcome email to new GV alternate commissioner; reviewing/commenting on county-draft AIS signage for piers and carry in access points; responding to questions re: accounting tasks with Plymouth and reviewing agreement; discussing CIP implementation with Attorney Anderson; setting up kick off meeting and technical stakeholder meeting for Plymouth Creek Restoration Project; arranging another meeting with MPLS re: tunnel agreement; reviewing and commenting on draft Parkers Lake Chloride Study report; participating in annual “client care” meeting with Barr staff; drafting potential updates to watershed “back of the map”; responding to developers’ questions; reviewing GV street sweeper agreement edits and exhibit for agreement</p>	33.50	\$75	\$2,512.50
<p>Administration – Meeting attendance: 10/2/23 Bassett Creek Watershed Tour 10/4/23 BCWMC Technical Advisory Committee Meeting 10/10/23 West Metro Water Alliance Meeting 10/16/23 BCWMC Education Committee Meeting 10/17/23 Metro Watersheds Meeting 10/19/23 Regular Commission Meeting 10/25/23 DEI Workgroup Meeting</p>	13.0	\$75	\$975.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: 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 September meeting minutes; preparing agenda and materials for TAC meeting and draft October TAC meeting recommendations memo; developing</p>	26.75	\$75	\$2,006.25

agenda and materials for Education Committee meeting including October 16 th meeting notes; setting Budget Committee meeting			
2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; reviewing Plan budget status; meeting with PSC Chair Kennedy re: prep for October 4 th meeting; attending and preparing minutes for October 4 th Plan Steering Committee (PSC) meeting; interviewing MPLS resident for input on Plan goals and issues; securing room for next PSC meetings; meeting with C. Cesnik re: mission, vision, guiding principles statements; editing draft goals and actions for PSC consideration; preparing and sending agenda and materials for November 1 st PSC meeting	16.75	\$75	\$1,256.25
TOTAL INVOICE	90.0	\$75	\$6,750.00