

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

**FOR:**  
Watershed Administration Services for June 2021

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. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; coordinating revisions to Bryn Mawr agreement; reviewing and posting latest education video; reviewing latest education column; coordination of Hennepin Co Chloride Management Project including reviewing draft communication plan, arranging for grant extension, and meeting with Fortin Consulting to review chloride management plan draft templates; reviewing/commenting on 2020 water monitoring reports;; preparing expense report for 2020 WOMP activity; collecting CAMP samples from volunteers; participating in Metro Blooms Environmental Justice subcommittee; meeting with MAWD Executive Director and SWCD staff re: collaboration potential; meeting to review alternatives for Medley Park Project and changes for feasibility study; preparing maximum levy table and levy information for county; reviewing county staff documents for County Board presentation; communicating with and interviewing GV Water Steward; corresponding with MnDOT re: Penn Pond maintenance in 2021; discussing Twin Lake improvement options with GV staff; participating in Parkers Lake Chloride Facilitation Project steering committee meetings; discussing chloride education needs for WMWA special project; submitting proposed 2022 budget to cities; discussing Hollydale development with Commission Engineer and Commissioner Harwell + city staff and developer; assist with MAWD Handbook updates (participate in committee meeting); coordinate Commission declaration on meetings with attorney and chair, update commissioners; mailing outreach materials to MPRB; meeting with K. Chandler for annual client care meeting</p>	55.75	\$72	\$4,014.00
<p><b>Administration – Meeting attendance:</b> 6/7/21 BCWMC Budget Committee Meeting 6/8/21 WMWA Meeting 6/16/21 Blue Thumb Environmental Justice Hub Meeting 6/16/21 Parkers and Mt. Olivet CIP Project Public Open House 6/17/21 Monthly Commission Meeting 6/29/21 Minnesota Assoc. of Watershed Administrator’s (MAWA) Summer Meeting</p>	10.75	\$72	\$774.00
<p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Developing meeting agenda and materials and reviewing documents and invoices for regular BCWMC meeting; posting materials to website; printing, collating, and mailing materials; arranging and participating in pre-meeting call with Chair Cesnik and Commission Engineer; drafting follow-up email with task list; getting checks and documents signed; arranging committee meetings through polls with members and finding/securing meeting space; working to find Sept – Dec Commission meeting space</p>	20.25	\$72	\$1,458.00

<b>Administration – PRAP</b> Reviewing PRAP draft report form BWSR	0.5	\$72	\$36.00
<b>TOTAL INVOICE</b>	<b>87.25</b>	<b>\$72</b>	<b>\$6,282.00</b>

Administrator 3010