

KEYSTONE WATERS, LLC

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INVOICE

DATE: OCTOBER 2, 2021

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for September 2021

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. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; coordinating HHCI large group and subgroup including developing meeting agendas, reviewing draft marketing plan, drafting RFP, discussing options with group members, etc.; assisting with water softener education for WMWA; drafting resolution to order 2022 CIP projects; drafting, revising and mailing letter to BWSR on WBIF policy and participating in BWSR listening session on draft policy changes; preparing for watershed bike tour including biking route, developing handout, coordinating with Commission Engineer on map, lining up speakers for each site, coordinating with Utepils, sending invitations and collecting RSVPs; corresponding with stakeholders and commissioners on various volunteer & educational events; coordinating and delivering educational materials; coordinating with GV staff and paddlers on development of navigational map of creek; sending letter to MWAD re: comments on resolutions; submitting final 2022 levy to county; corresponding with Met Council re: chloride sampling; corresponding with GV staff re: yellow iris in Sweeney; discussing process for submitting EAW for Lagoon Dredging Project; discussing and reviewing agreement with Plymouth on Four Seasons Project; discussing Minneapolis development over tunnel entrance with city staff, attorney, developer, and Commission Engineer</p>	43.25	\$72	\$3,114.00
<p>Administration – Meeting attendance: 9/14/21 WMWA Meeting 9/16/21 Monthly Commission Meeting 9/20/21 Hennepin County Chloride Initiative Meeting 9/21/21 BWSR Listening Session on WBIF Policy Changes 9/30/21 Watershed Biking Tour</p>	8.25	\$72	\$594.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: 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</p>	16.5	\$72	\$1,188.00
TOTAL INVOICE	68.00	\$72	\$4,896.00

Administrator 3010