

**KEYSTONE WATERS, LLC**

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**INVOICE**

DATE: OCTOBER 3, 2023

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

**FOR:**  
Watershed Administration Services for September 2023  
Watershed Plan Development for September 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 and calendar on website; participating in MAWA Executive Committee meeting; correspondence re: Main Stem Restoration Project CIP agreement and drafting revisions; reviewing latest version of Bassett Creek tunnel agreement, discussing with Commission Attorney and Engineer and corresponding with MPLS staff; meeting with Sochacki Park Project partners on options for BMPs in South Halifax Park and updates to other BMPs in Sochacki Park; participating in discussions re: Lagoon Dredging Project and reviewing correspondence re: contractor response and settlement agreement; attending Haha Wakpadan event in Minneapolis; meeting with Plymouth and Golden Valley finance staff re: accounting tasks; assisting with Bassett Creek Valley stakeholder meeting prep; revising invoice for GV Country Club review fees over \$5,000; participating on panel at stormwater seminar series; coordinating post herbicide treatment plant survey in Sweeney Lake, reviewing/editing Hennepin County newsletter article on Sweeney Lake EWM; distributing and posting Medicine Lake water level graph; securing P.O. Box in Golden Valley; corresponding with partners and organizations interested in Low Salt, No Salt updates and presentations; coordinating finalization of agreement for watershed map update; planning watershed tour including driving route, corresponding with cities and Commission Engineer, inviting commissioners, Hennepin County staff, and BWSR staff, and developing tour handout; drafting and submitting invoice to MDA for pesticide monitoring; drafting WMWA meeting notes and reviewing WMWA educator budget; providing Smart Salting information to Birke management; document filing; submitting final 2024 levy to county; gathering signatures on agreements; discussing Sweeney Lake water quality, boating, and AIS with concerned resident and talking with Sweeney Lake Association president re: early detection training</p>	36.75	\$75	\$2,756.25
<p><b>Administration – Meeting attendance:</b> 9/6/23 BCWMC Technical Advisory Committee Meeting 9/12/23 West Metro Water Alliance Meeting 9/20/23 DEI Workgroup Meeting 9/21/23 Regular Commission Meeting 9/23/23 Haha Wakpadan Event, Minneapolis 9/27/23 Bassett Creek Valley Reconvene Meeting 9/28/23 BEAM Grand opening event, Jordan Area Community Council</p>	13.25	\$75	\$993.75
<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</p>	23.25	\$75	\$1,743.75

list; mailing checks; drafting August meeting minutes; preparing agenda and materials for TAC meeting; corresponding with Commission attorney re: plans for closed session			
<b>2025 Watershed Management Plan Development</b> Participating in check-in meetings with Commission Engineers; attending and preparing minutes for September 7 <sup>th</sup> Plan Steering Committee (PSC) meeting; setting next PSC meeting; requesting input on mission statement from PSC members; developing plan process calendar; meeting with C. Cesnik re: goals and actions format; editing draft goals and actions; preparing and sending agenda and materials for October 4 <sup>th</sup> PSC meeting	16.75	\$75	\$1,256.25
<b>TOTAL INVOICE</b>	<b>90.0</b>	<b>\$75</b>	<b>\$6,750.00</b>