

**KEYSTONE WATERS, LLC**

Laura Jester  
16145 Hillcrest Lane ~ Eden Prairie, MN 55346  
Phone (952) 270-1990

**INVOICE**

DATE: MARCH 3, 2024

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

**FOR:**  
Watershed Administration Services for February 2024  
Watershed Plan Development for February 2024

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; coordinating with Sweeney Lake Association, City of Golden Valley and Commission Engineer on the EWM survey and treatment plan and lake closure communication plan; attending Sochacki WQ Project update meeting; attending WMWA meeting and sending meeting notes and attending WMWA Steering Committee for new educator; correspondence re: Metro Watersheds meetings and speaker topics; reviewing paper watershed map draft and corresponding with map contractor; corresponding with partners on DNR’s plan for Medicine Lake Fish Management Plan and emailing the DNR; collecting campaign finance forms from commissioners, participating in welcome meeting with new Crystal Alternate Commissioner; participating in meeting with MAWA Exec Committee and executive director of MN Golf Course Supervisors; drafting, revising, sending memo on JPA update process to city staff; gathering and corresponding with CAMP volunteers; helping plan Plymouth Creek Restoration Project public open house; review draft agreement with GV for Main Stem Restoration Project and meet with GV staff and Commission Attorney; reviewing materials for Met Council 2050 Water Policy meeting; sending email to commissioners with meetings and events; reviewing revised JPA and sending comments/questions to Commission Attorney; developing potential 2024 education budget; getting update on limited liability legislation; participating in SLP annual coordination meeting; talking with MnDOT about pond in Crystal, coordinating meeting on Parkers Lake holistic approach for salt reduction; reviewing draft scope for H&amp;H model update; discussing Sochacki design and implementation with TRPD; correspondence re: tunnel agreement</p>	30.5	\$75	\$2,287.50
<p><b>Administration – Meeting attendance:</b> 2/6/24 MN Association of Watershed Administrators Exec Committee Meeting 2/7/24 BCWMC Technical Advisory Committee Meeting 2/13/24 West Metro Water Alliance Meeting 2/15/24 Regular Commission Meeting 2/20/24 Met Council 2050 Water Policy Group Meeting 2/21/24 Watershed Equity Alliance Meeting</p>	12.0	\$75	\$900.00
<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 and agreements; preparing agenda and materials for March 7<sup>th</sup> TAC meeting; preparing agenda and materials for Education Committee meeting</p>	21.5	\$75	\$1,612.50

<b>2025 Watershed Management Plan Development</b> Participating in check-in meetings with Commission Engineers; attending and preparing minutes for February 7 <sup>th</sup> Plan Steering Committee (PSC) meeting; preparing and sending agenda and materials for March 7 <sup>th</sup> PSC meeting including updating plan development calendar, reviewing and commenting on updated waterbody classification table, and drafting notes from February 7 <sup>th</sup> PSC meeting	11.5	\$75	\$862.50
<b>TOTAL INVOICE</b>	<b>75.50</b>	<b>\$75</b>	<b>\$5,662.50</b>