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INVOICE

DATE: JUNE 1, 2024

TO:
Bassett Creek Watershed Management Commission
Catherine Cesnik, Chair

FOR:
Watershed Administration Services for May 2024
Watershed Plan Development for May 2024

| 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; coordinating with Sweeney Lake Association, City of Golden Valley and Commission Engineer on the EWM survey and treatment plan; preparing and sending notification of EWM inspection in ponds to adjacent residents; reviewing preliminary financial audit; generating figures for insurance renewal; developing 2025 operating budget options; correspondence on maintenance levy with Commission Attorney and Engineers, SCWMC staff, and county staff; reviewing/editing WMWA article; meeting with DNR on Medicine Lake Fishery Management Plan; assisting with coordinating HCCI meeting; correspondence re: Crane Lake Chloride Reduction Project; correspondence re: Haha Wakpadan event; preparation and brief meeting with MPCA for U of M tour to Schaper Pond; reviewing pre-application for H&H model project grant; reviewing HOA education materials; preparation for and participation in classroom visit to Zachary Lane Elementary School; correspondence re: MPLS invoice for Bryn Mawr pavement management work; meeting with Commission Engineer and project proposer for Fruen Mill development; correspondence with MPCA re: possible TMDLs for Northwood and Lost Lakes; correspondence re: creek clean up event</p> | 29.0 | \$75 | \$2,175.00 |
| <p>Administration – Meeting attendance: 5/2/24 BCWMC Budget Committee Meeting 5/8/24 MAWA Executive Committee Meeting 5/9/24 Sweeney Lake Association Meeting 5/13/24 U of M Watershed Equity Workshop 5/14/24 West Metro Water Alliance Meeting 5/15/24 Watershed Equity Alliance Meeting 5/16/24 BCWMC Regular Meeting 5/21/24 Hennepin County Chloride Initiative Meeting</p> | 12.0 | \$75 | \$900.00 |
| <p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; drafting April meeting minutes; 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; setting Budget and Education Committee meetings; preparing for Budget Committee meeting and drafting recommendation memo; developing TAC meeting agenda</p> | 24.5 | \$75 | \$1,837.50 |
| <p>2025 Watershed Management Plan Development Participating in check-in meetings with Commission Engineers; attending and preparing minutes for May Plan Steering Committee (PSC) meeting; preparing PSC update/progress tracking table for Commission May meeting, preparing agenda and materials for June PSC</p> | 9.0 | \$75 | \$675.00 |

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|--|-------------|-------------|-------------------|
| meeting including updating plan development calendar, reviewing and commenting on draft strategies section | | | |
| TOTAL INVOICE | 74.5 | \$75 | \$5,587.50 |