

# KEYSTONE WATERS, LLC

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## INVOICE

DATE: AUGUST 4, 2024

**TO:**

Bassett Creek Watershed Management Commission  
Catherine Cesnik, Chair

**FOR:**

Watershed Administration Services for July 2024  
Watershed Plan Development for July 2024

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<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; completing questionnaire and participating in League of Women Voters interview; coordinating AIS Detection Training and Hennepin County AIS Prevention Grant extension; developing and submitting invoice to MDA for pesticide monitoring; sending public hearing announcement to member cities; preparing for and participating in WBIF convene meeting; reviewing final 2023 audit and submitting to State Auditor; developing 2025 budget options; reviewing/editing Plymouth Creek monitoring report; posting 2023 final monitoring reports online; corresponding and meeting with new Plymouth accountant/Dep. Treasurer; submitting information to Hennepin County and State of MN on new bank account for electronic transfers; reviewing Clean Water Fund grant application materials; reviewing/commenting on Crane Lake Chloride Reduction Project feasibility study scope; discussing JPA next steps with TAC member(s) and Commission Attorney, sending proposed JPA and timeline to member cities and informing commissioners about TAC meeting; correspondence to commissioners re: volunteer opportunities; coordinating volunteers and assisting with set up and take down at GV Sustainability Fair; corresponding with Commission Engineers and MPCA staff re: future TMDLs for Lost and Northwood Lakes; participating in meeting of women administrator's group; developing initial draft of agreement with Plymouth for stream restoration project; developing questionnaire re: buffer enforcement for member cities; assisting with interviews for WMWA educator	38.50	\$75	\$2,887.50
<b>Administration – Meeting attendance:</b> 7/8/24 Watershed Based Implementation Funding Convene #2 Meeting 7/17/24 BCWMC Budget Committee Meeting 7/17/24 Watershed Equity Alliance Meeting 7/18/24 BCWMC Regular Meeting 7/27/24 Golden Valley Sustainability Fair 7/30/24 Hennepin County Admin, Operations, and Budget Committee Meeting	7.5	\$75	\$562.50
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Developing meeting agenda and materials; reviewing documents, presentations, and invoices for BCWMC meeting; drafting June meeting minutes; preparing spreadsheet of invoices for accountant; developing memos and materials for meeting; preparing Administrator's report; participating in pre-meeting call with Chair Cesnik and Commission Engineers; printing, mailing, and posting materials online; drafting follow-up email with task list; mailing checks and agreements; preparing for Budget Committee meeting	16.75	\$75	\$1,256.25
<b>2025 Watershed Management Plan Development</b> Participating in check-in meetings with Commission Engineers; preparing materials and attending July Plan Steering Committee (PSC) meeting; preparing PSC update/progress tracking table for Commission July meeting; reviewing next version of implementation	14.25	\$75	\$1,068.75

section and implementation table; drafting organizational effectiveness goals and issue statements; updating issues priority list and webpage; sending draft issue statements/goals to Planning TAC for review and comments; developing August workshop materials for PSC review			
<b>TOTAL INVOICE</b>	<b>77.0</b>	<b>\$75</b>	<b>\$5,775.00</b>