KEYSTRNE WATERS, LLC

Laura Jester

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



DATE: JULY 6, 2013

TO:

Bassett Creek Watershed Management Commission c/o Sue Virnig, Deputy Treasurer City of Golden Valley 7800 Golden Valley Road Golden Valley, MN 55427 FOR:

Watershed Administration Services for June 2013 Watershed Management Plan Development for June 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, informational meetings, general administration:	23.0	\$65	\$1,495.00
Phone and email correspondence with various Commissioners, TAC members,			
consultants and other partners including: S. Virnig, J. Oliver, K. Chandler, A. Herbert,			
B. Wozney (BWSR), C. LeFevere, T. Hoshal, Chair Black, M. Welch, D. Asche, P.			
Crough, L. Eberhart, Blake School re: grants, developers, Hennepin Co.			
Environmental Services re: paper recycling pollution near WOMP site, AMLAC			
Watershed tour: coordination, receiving registrations, driving tour route, taking			
photos of sites, developing tour handout, cancelling tour			
Correspondence to Hidden Lakes Homeowners Association re: public hearing and			
possible alum treatment; introductory meeting with Alt Commissioner D. Tobelmann,			
meeting with S. Virnig; coordination/discussion re: public hearing, Major Plan			
Amendment, Sweeney Lake outlet, Medicine Lake dam and water levels, Twin Lake			
alum treatment, Hennepin County committee meeting, etc.			
Administration – Meeting attendance:	12.0	\$65	\$780.00
6-4-13 Hennepin County Committee Meeting			
6-6-13 TAC Meeting			
6-10-13 Budget Committee Meeting			
6-11-13 WMWA Meeting			
6-20-13 BCWMC Meeting			
Administration – Preparing agendas, meeting materials, meeting notes, follow up:	18.5	\$65	\$1,202.50
Draft TAC memo, draft meeting minutes for Budget Committee meeting; develop			
meeting agendas and materials for various meetings; list follow up tasks			
Administration – Document review and development:	11.0	\$65	\$715.00
Review invoices, develop 2014 draft budget and budget details document, draft			
memo re: feasibility study, develop list of acronyms for new Commissioners			
Administration - Watershed Management Plan Development:	24.0	\$65	\$1,560.00
Develop presentation and refine issues for Summit, coordinate Summit and receive			
registrations, coordinate with GTS, summarize Summit ranking results, prepare for			
Commission workshop and Plan Steering Committee meeting, correspond with news			
reporter			
6-13-13 Attend Watershed Summit			
6-24-13 Attend Commission Workshop			
Subtotal	88.5	\$65	\$5,752.50
Expenses			
Watershed Plan Summit and Workshop meeting materials			\$95.38
TOTAL			\$5,847.88



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