

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 7-17-14**INVOICE**

DATE: JULY 3, 2014

**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 2014  
 Watershed Management Plan Development for June 2014

| DESCRIPTION   | HOURS           | RATE/HR     | AMOUNT            |
|---|-----------------|-------------|-------------------|
| <b>Administration – Correspondence, informational meetings, general administration:</b><br>Phone and email correspondence with various Commissioners, TAC members, consultants, Hennepin County, state agencies, residents, and other stakeholders<br><br>Coordination of various projects, meetings, and programs including tracking CIP project implementation; attending meeting with MPRB and WSB on CR2012 CIP project; distributing proposed 2015 budget to city clerks; assisting with promotion and coordination of NEMO workshops; revising text for watershed map; assisting with identification of steps for dissolution; meeting with city staff, Commissioners, city councilmembers/mayors of Plymouth and Golden Valley re: JPA status; assisting with review of Sweeney Lake education signs; assisting with questions on aquatic plants and blue green algae on Sweeney Lake; reviewing documents for meeting with MPCA re: Schaper Pond; thanking MPCA for meeting; corresponding with MPCA re: Wirth Lake delisting publicizing | 29.0            | \$65        | \$1,885.00        |
| <b>Administration – Meeting attendance:</b><br>6/2/14 Joint Meeting with Medicine Lake City Council<br>6/4/14 Education Committee Meeting<br>6/5/14 TAC Meeting<br>6/10/14 WMWA Meeting<br>6/17/14 Hennepin County Public Hearing<br>6/19/14 Commission Meeting   | 12.25           | \$65        | \$796.25          |
| <b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b><br>Develop meeting agendas and materials and review relevant documents and invoices for regular BCWMC meeting, send materials to Recording Secretary for distribution; review draft meeting minutes, list follow up tasks; coordinate meetings for multiple committee meetings and draft meeting minutes (TAC, Education Cmte, Medicine Lake)   | 20.0            | \$65        | \$1,300.00        |
| <b>Administration - Watershed Management Plan Development:</b><br>Draft meeting notes for 5/19/14 Plan Steering Committee (PSC) meeting; develop and distribute agenda and meeting materials for 6/9/14 and 6/23/14 PSC meetings (6/23 meeting cancelled); attend 6/9/14 PSC meeting; draft wetland policies  | 9.75            | \$65        | \$633.75          |
| <b>SUBTOTAL</b>   | <b>71.0</b>     | <b>\$65</b> | <b>\$4,615.00</b> |
| <b>Total unpaid from April and May</b>  | <b>SUBTOTAL</b> |             | <b>\$2,391.95</b> |
| <b>TOTAL</b>  |                 |             | <b>\$7,006.95</b> |
| <b>Less amount over \$5,000 maximum billing allowed (held for future billing)</b>   |                 | <b>-</b>    | <b>\$2,006.95</b> |
| <b>TOTAL INVOICE:</b>   |                 |             | <b>\$5,000.00</b> |