

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 11-14-18**INVOICE**

DATE: NOVEMBER 4, 2018

**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 October 2018

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 County, Met Council, state agencies, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; review education November education press release; completing report on Smart Salting workshop for MPCA grant; review Bryn Mawr Meadows Improvement Project draft feasibility study and participate in meeting with MPRB and MPLS; prepare for Lake Leaders Workshop including coordinating with facilitators, participants and speakers and ordering food; coordinate with Metro Blooms on Resilient Cities event; communication with MPRB, Commission Engineer, Hennepin County, Sweeney Lake residents, Loppet, and Golden Valley staff re: Urban Portage event and AIS concerns; review and comment on second draft BCWMC sign at Westwood Nature Center; finalize and practice presentation for Water Resources Conference; pick up CAMP samples; review Minnetonka Local Water Management Plan; gather and submit data on CIP to Hennepin Co at their request; post Sweeney Lake Aeration Study online, send notice to lake association; participate in survey about MCES services	31.75	\$70	\$2,222.50
<b>Administration – Meeting attendance:</b> 10/3/18 BCWMC Lake Leaders Workshop: Options for Organizing 10/4/18 Loppet Urban Portage/AIS Issues Meeting 10/9/18 West Metro Watershed Alliance Meeting 10/17/18 Water Resources Conference 10/18/18 BCWMC Regular Meeting 10/24/18 BCWMC Administrative Services Committee Meeting	20.75	\$70	\$1,452.50
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; draft follow-up email with task list; prepare for Administrative Services and CIP Prioritization Committee meetings	20.25	\$70	\$1,417.50
<b>TOTAL HOURS</b>	<b>72.75</b>	<b>\$70</b>	<b>\$5,092.50</b>
<b>TOTAL INVOICE</b>			<b>\$5,092.50</b>