

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 3-15-18**INVOICE**

DATE: MARCH 3, 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 February 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; performing file management including going through and categorizing historic files for scanning; corresponding with engineers and partners on zebra mussels in Medicine Lake, drafting survey meeting notes and revising AIS Rapid Response Plan; reviewing 2017 waters quality reports and Flood Control Project inspection reports; coordinating with MDNR, TRPD and contractors for curly-leaf pondweed control; coordinating volunteers and display at Peace Lutheran event; coordinating CAMP volunteers; developing LOU for 2017 education activities; updating and distributing Channel Maintenance Fund memo; coordinating with Golden Valley staff re: creek sign installations; developing and distributing Bryn Mawr Open House open house announcement; reviewing bids for Main Stem Project; responding to MTKA request on rules authority; reviewing model ordinance on chlorides	45.5	\$70	\$3,185.00
<b>Administration – Meeting attendance:</b> 2/5/18 Zebra mussel survey prep meeting with DNR and TRPD 2/13/18 Bryn Mawr Improvement Project design review with MPRB 2/15/18 Regular Commission Meeting 2/21/18 St. Louis Park Water Resource Visioning Workshop 2/16/18 Minneapolis Water Resources Plan input meeting 2/27/18 Hennepin County Watershed Based Funding “Pre-Convene” Meeting #2	10.5	\$70	\$735.00
<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 and distribute TAC meeting agenda and materials	27.0	\$70	\$1,890.00
<b>TOTAL HOURS</b>	<b>83.0</b>	<b>\$70</b>	<b>\$5,810.00</b>
<b>TOTAL INVOICE</b>			<b>\$5,810.00</b>