

KEYSTONE WATERS, LLC

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INVOICE

DATE: DECEMBER 6, 2020

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 November 2020

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p>Administration – Correspondence, program coordination, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, Hennepin Co, Met Council, state agencies, and other stakeholders.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; drafting and submitting grant application Hennepin County Opportunity Grant; reviewing and posting educational video; reviewing presentation for Medley Park Stormwater Treatment Project Technical Stakeholder; receiving updates on Sweeney Lake alum treatment and filing contract documents; participating in Blake School virtual fieldtrip; reviewing MAWD annual meeting materials; setting meeting for delegates to discuss resolutions; developing Lagoon Dredging Project scheduling memo for commissioners in coordination with Commission Engineer; arranging multiple meetings for SEA School-Wildwood Flood Reduction Project including with city staff, with school district representatives, and with technical stakeholders; developing WMWA Roots Display check out calendar; reviewing December education column; attending virtual tour of RPBCWD by EPA; coordinating with Commission Engineer and Attorney, MPLS staff, and MPRB staff re: Bryn Mawr implementation options and prepare memo for commissioners; reviewing accounting RFPs from other watersheds and developing one for BCWMC, submitting to deputy treasurer for review; reviewing DeCola Ponds B & C reimbursement request; discussing chloride management template idea with partners; setting meeting with DNR and partners for Medicine Lake WQ and AIS issues; filing documents and delivering documents for storage at Crystal PW Facility</p>	34.00	\$72	\$2,448.00
<p>Administration – Meeting attendance: 11/5/20 Medley Park Stormwater Project Tech Stakeholder Meeting 11/10/20 West Metro Water Alliance Meeting 11/18/20 Monthly Commission Meeting 11/19/20 MN Association of Watershed Administrators Meeting 11/24/20 City of Minneapolis Stormwater Ordinance Update Meeting 11/30/20 SEA School-Wildwood Park Flood Reduction Project Meeting with city staff</p>	13.25	\$72	\$954.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials and reviewing documents and invoices for regular BCWMC meeting; posting materials to website; printing, collating, and mailing materials; participating in pre-meeting call with Chair and Commission Engineer; drafting follow-up email with task list</p>	19.00	\$72	\$1,368.00
TOTAL HOURS	66.25	\$72	\$4,770.00
TOTAL INVOICE			\$4,770.00