

KEYSTONE WATERS, LLC

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INVOICE

DATE: MAY 9, 2021

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 April 2021

| 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. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; reviewing/meeting/commenting on SEA School Wildwood Flood Reduction Project concepts and draft feasibility study; corresponding with residents and MPRB and GV staff re: Twin Lake riparian area issue, walking site and taking photos, participating in meeting with MPRB and GV, follow up correspondence with commissioners and Sweeney Lake Association; coordinating revisions to Bryn Mawr agreement; research 2022 budget-related issues and prepare next draft of 2022 operating budget for committee; meet with Water Steward and M. Ray at Valley Park to review possible drainage improvements and vegetation; submitting minor plan amendment materials to review agencies; coordination of Hennepin Co Chloride Management Project including correspondence with Fortin Consulting, S.O.S., NMCWD, and RPBCWD, setting next meeting agenda, reviewing technical barriers report and contacting author, and arranging for training for Chloride Mgmt Plan project technical advisors; updating BCWMC grant tracking table; reviewing/commenting on abstract for DeCola Ponds project at WRC; attending AMLAC meeting with TRPD re: French Regional Park Master Plan; participating in Metro Blooms Environmental Justice committee and subcommittee; meeting with MCES staff and commission engineer re: monitoring and program coordination/support; meeting Blake School students at creek for field trip; prep for and participate in WCCO interview at creek, correspond with GV staff and Chair Cesnik; meeting with D. Pape re: education program; drafting letter of support for Bassett’s Creek Park Stewards Project (Hennepin Co. grant); reviewing education column; preparing final invoice for DNR-FEMA flood risk project</p> | 58.0 | \$72 | \$4,176.00 |
| <p>Administration – Meeting attendance: 4/2/21 Meeting on Bryn Mawr Agreement (MPRB, MPLS) 4/8/21 SEA School-Wildwood Flood Reduction Project Virtual Public Open House 4/12/21 BCWMC Budget Committee Meeting 4/13/21 WMWA Meeting 4/13/21 Twin Lake Riparian Issue Meeting (GV, MPRB) 4/14/21 Parkers Lake Chloride Reduction Facilitation Project Kickoff Meeting 4/14/21 Monthly Commission Meeting 4/22/21 MAWD Handbook Committee Meeting 4/27/21 MAWD-WBIF Meeting</p> | 13.00 | \$72 | \$936.00 |
| <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; arranging and participating in pre-meeting call with Chair Cesnik and</p> | 18.75 | \$72 | \$1,350.00 |

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| Commission Engineer; drafting follow-up email with task list; getting checks and documents signed; preparing agendas and materials for Budget Committee meeting | | | |
| Administration – PRAP Answering PRAP checklist and reporting progress on 122 policies in watershed management plan; coordinating some responses with Commission Engineer | 6.0 | \$72 | \$432.00 |
| Administration – Grant Reporting Sweeney Lake Water Quality Improvement Project 319 Grant Reporting | 1.25 | \$72 | \$90.00 |
| TOTAL INVOICE | 97.00 | \$72 | \$6,984.00 |

Administrator 3010