

Item 4Ci.
BCWMC 10-19-17

KEYSTONE WATERS, LLC

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INVOICE

DATE: OCTOBER 7, 2017

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 September, 2017

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 County, Met Council, state agencies, and other stakeholders.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; assisting with recruitment and coordination for chloride training event; reviewing/making updates to Watershed Plan, printing and posting updated sections; sending letter re: public hearing to residents interested in Winnetka Pond project; prepping for public open house for Main Stem Project; finalizing and posting updated review fee and application documents; developing TAC recommendations memo; meeting with Metro Blooms and MPRB re: possible future project/grant application; meeting and site for DeCola Ponds CIP project with Commission and city staff; coordinating volunteers and materials for Golden Valley Arts & Music Festival; assisting National Park Service ranger with Bassett Creek tour; write, edit, submit WMWA newsletter articles; certify final levy information to County; assist with development of contract with Wenck for plan review; review feasibility study proposals</p>	41.0	\$70	\$2,870.0
<p>Administration – Meeting attendance: 9/12/17 West Metro Water Alliance Meeting 9/13/17 Presentation on Main Stem Project to Harrison Neighborhood Assoc. – Glenwood Revitalization Team Meeting 9/19/17 Public Open House for Main Stem Project 9/21/17 Regular Commission Meeting</p>	9.0	\$70	\$630.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; participate in pre-meeting call with chair and Commission Engineer; review/revise meeting minutes; prepare follow up task list</p>	16.0	\$70	\$1,120.00
TOTAL HOURS	66.0	\$70	\$4,620.00
TOTAL INVOICE	\$4,620.00		