

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 12-21-17**INVOICE**

DATE: DECEMBER 2, 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 November 2017

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; reviewing materials for DeCola Ponds open house; going through and categorizing historic files for scanning; posting and distributing XP-SWMM fact sheet; corresponding with commissioners, engineers, and partners regarding zebra mussels in Medicine Lake; completing chloride workshop reporting; corresponding with landowners, city staff, BWSR staff, and county staff regarding Plymouth Creek Restoration Project; updating roster; meeting with Master Water Steward student from Golden Valley; sending 2018 invoices to cities; distributing zebra mussel information and AIS/APM Committee approved recommendations to committee members; re-negotiating new agreement/amended agreement with Met Council for light rail line projects; beginning self-evaluation; preparing brief presentation on BCWMC water monitoring for MCES meeting; setting up agency meeting for DeCola Ponds projects	41.0	\$70	\$2,870.00
<b>Administration – Meeting attendance:</b> 11/1/17 St. Louis Park Local Water Management Plan Visioning Meeting 11/8/17 Climate Resiliency: Metro WaterShed Partners Workshop 11/9/17 DeCola Ponds Improvement Project Open House 11/15/17 BCWMC Commission and Administrative Services Committee Meetings 11/21/17 Hennepin County Commissioner Meeting re: 2018 Levy 11/30/17 Minnesota Association of Watershed Districts (day one)	15.0	\$70	\$1,050.00
<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 and Administrative Services Committee meeting; post materials to website; print, collate, and mail materials; draft November Commission meeting minutes and committee recommendations	14.25	\$70	\$997.50
<b>TOTAL HOURS</b>	<b>70.25</b>	<b>\$70</b>	<b>\$4,917.50</b>
<b>Minnesota Association of Watershed Districts Annual Meeting</b> Mileage		<b>280 miles * \$0.535</b>	<b>\$149.80</b>
<b>TOTAL INVOICE</b>			<b>\$5,067.30</b>