

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 1-18-18**INVOICE**

DATE: JANUARY 2, 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 December 2017

DESCRIPTION	HOURS	RATE/HR	AMOUNT
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. 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, boxing files for transport, coordinating transport of file, moving files to Crystal city offices and reorganizing; corresponding with commissioners, engineers, and partners regarding zebra mussels in Medicine Lake; meeting with new Minnetonka Alternate Commissioner; sending 2018 invoices to cities; re-negotiating new agreement/amended agreement with Met Council for light rail line projects; completing self-evaluation; setting up agency meeting for Bryn Mawr CIP Project; reviewing press release; reviewing Harrison Neighborhood Project Communication Plan; begin reviewing AIS Rapid Response Plan	26.5	\$70	\$1,855.00
Administration – Meeting attendance: 12/1/17 Minnesota Association of Watershed Districts (day two) 12/5/17 West Metro Water Alliance Meeting 12/6/17 Twin Cities Water Monitoring Data Group Meeting 12/7/17 Hennepin County Natural Resources Partnership Meeting 12/8/17 DeCola Ponds Improvement Project Agency Meeting 12/14/17 Women Metro Administrators Meeting 12/21/17 Regular Commission Meeting	20.25	\$70	\$1,417.50
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; draft follow up email with task list	18.0	\$70	\$1,260.00
TOTAL HOURS	64.75	\$70	\$4,532.50
TOTAL INVOICE			\$4,532.50