

KEYSTONE WATERS, LLC

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**Item 4Ci.
BCWMC 10-18-18****INVOICE**

DATE: OCTOBER 1, 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 September 2018

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; communications re: Jevne Park CIP project review education September education press release; prep for Smart Salting workshop including communication with participants and trainers, order food, confirm venue details; review and comment on Crane Lake Improvement Project draft feasibility study; coordinate volunteers and help set up/take down at GV Arts and Music Festival; plan for and coordinate with facilitators, recruit participants for Lake Leaders workshop; assist Hennepin Co with Master Water Steward applicants and tour; coordinate with Metro Blooms on Resilient Cities event; communication with MPRB, Commission Engineer, Hennepin County, Sweeney Lake residents, Loppet, and Golden Valley staff re: Urban Portage event and AIS concerns; arrange meeting of stakeholders; review and comment on draft BCWMC sign at Westwood Nature Center; give on-site interview to Sun Post on DeCola Ponds CIP project; develop presentation for Water Resources Conference	30.75	\$70	\$2,152.50
Administration – Meeting attendance: 9/7/18 BCWMC Education Committee Meeting 9/11/18 West Metro Watershed Alliance Meeting 9/18/18 Metro Women Watershed Administrator's Meeting 9/20/18 BCWMC Regular Meeting 9/26/18 Smart Salt Training	15.25	\$70	\$1,067.50
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; prepare for Education Committee meeting	16.5	\$70	\$1,155.00
TOTAL HOURS	62.50	\$70	\$4,375.00
TOTAL INVOICE	\$4,375.00		