

KEYSTONE WATERS, LLC

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**Item 4Ci.
BCWMC 12-20-18****INVOICE**

DATE: DECEMBER 8, 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 November 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; review education December education press release; coordinating local water plan reviews, resolution development and gathering signatures, tracking comment periods and requesting extensions, and updating local plan review status table; review and comment on second draft BCWMC sign at Westwood Nature Center; finalize and practice presentation for MAWD conference; prepare for and attend meeting re: additional study of development in Bassett Creek valley; interview with Star Tribune re: 2019 levy funded projects; revise letter to MAWD president and get chair signature	20.0	\$70	\$1,400.00
Administration – Meeting attendance: 11/5/18 BCWMC CIP Prioritization Committee Meeting 11/6/18 Jevne Park CIP Project Technical Stakeholder Meeting 11/7/18 MnDOT conference call re: Bryn Mawr Meadows CIP Project 11/7/18 BWSR Watershed Based Funding Meeting 11/13/18 West Metro Water Alliance Meeting 11/14/18 BCWMC Regular Meeting 11/15/18 Hennepin County Natural Resources Partnership Meeting 11/30/18 Minnesota Association of Watershed Districts Conference	21.25	\$70	\$1,487.50
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 CIP Prioritization Committee meeting	15.5	\$70	\$1,085.00
TOTAL HOURS	56.75	\$70	\$3,972.50
TOTAL INVOICE			\$3,972.50