

**KEYSTONE WATERS, LLC**

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

Item 4Ci.  
BCWMC 1-17-19**INVOICE**

DATE: JANUARY 7, 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 2018

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; review education January education press release; coordinating local water plan reviews; filing and distributing signed resolutions; review final Minnetonka local plan; review and comment on Bryn Mawr CIP Project feasibility study; send 2019 member assessment invoices to cities; prep for BWSR Watershed Based Funding Meeting; review Hennepin County AIS grant application materials, coordinate and communicate with TRPD, AMLAC, MPRB, Commission engineers re: grant application; develop and distribute legal and technical services solicitation for publication	16.75	\$70	\$1,172.50
<b>Administration – Meeting attendance:</b> 12/5/18 BCWMC CIP Prioritization Committee Meeting 12/5/18 BWSR Watershed Based Funding Meeting 12/11/18 West Metro Water Alliance Meeting 12/17/18 Jevne Park CIP Project Team Meeting 12/20/18 BCWMC Regular Meeting 12/20/18 BWSR Watershed Based Funding Meeting	13.75	\$70	\$962.50
<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; post materials to website; print, collate, and mail materials; draft follow-up email with task list; prepare for CIP Prioritization Committee meeting	17.5	\$70	\$1,225.00
<b>TOTAL HOURS</b>	<b>48.00</b>	<b>\$70</b>	<b>\$3,360.00</b>
<b>TOTAL INVOICE</b>			<b>\$3,360.00</b>