

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 2-21-19**INVOICE**

DATE: FEBRURAY 3, 2019

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 January 2019

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; coordinating local water plan reviews; prep for BWSR Watershed Based Funding Meeting; developing and submitting Hennepin County AIS grant application; responding to inquiries re: legal and technical services solicitation for interest proposals; reviewing information on 319 grant request for proposals; developing and distributing email to commissioners w/ upcoming meetings and events; corresponding with MAWD Executive Director and Metro MAWD coordinator; updating channel maintenance memo for 2019; reviewing documents including draft lake monitoring reports, February education newspaper column, presentation on Jevne Park for Medicine Lake City Council, Harrison neighborhood Clean Water Fund grant report, and AIS forum outline; drafting agreements with Minneapolis and Wenck for Bassett Creek Valley Study; filing documents; updating website	36.75	\$70	\$2,572.50
Administration – Meeting attendance: 1/8/19 West Metro Water Alliance Meeting 1/9/19 BCWMC CIP Prioritization Committee Meeting 1/9/19 Female Watershed Administrators Meeting 1/11/19 Hennepin County Chloride Workgroup Meeting 1/16/19 MPLS Stormwater Ordinance Update Partner Engagement Meeting 1/17/19 BCWMC Regular Meeting 1/18/19 BWSR Watershed Based Funding Meeting	18.25	\$70	\$1,277.50
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials and reviewing documents and invoices for regular BCWMC meeting; posting materials to website; printing, collating, and mailing materials; drafting follow-up email with task list; preparing for CIP Prioritization Committee meeting, setting TAC meeting; preparing agenda and materials for TAC meeting	20.0	\$70	\$1,400.00
Administration – Grant Reporting: Preparing and submitting interim grant report for BWSR Clean Water Fund Grant for Plymouth Creek Restoration Project including documenting expenses and describing work completed in 2018.	2.0	\$70	\$140.00
TOTAL HOURS	77.00	\$70	\$5,390.00
TOTAL INVOICE	\$5,390.00		