

KEYSTONE WATERS, LLC

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**Item 4Ci.
BCWMC 4-18-19****INVOICE**

DATE: APRIL 1, 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 March 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; reviewing Jevne Park Project draft feasibility study and providing comments; developing draft Main Stem Restoration Project final report; giving interview for Winnetka Pond dredging project and reviewing Bassett Creek Park Pond dredging project possibilities; corresponding with possible 50 th anniversary event keynote speakers; developing list of 50 th anniversary event invitees and addresses; reviewing “save the date” email; reviewing April educational press release; reviewing Local Government Water Roundtable Workgroup meeting materials; updating grant tracking spreadsheet and meeting with auditors; prepare and send “upcoming events” email to commissioners; review Harrison neighborhood evaluation questionnaire and Hennepin Co AIS grant contract; develop and send 2019 curly-leaf pondweed treatment request for quotes and contract; revise proposed 5-year CIP	30.00	\$72	\$2,160.00
Administration – Meeting attendance: 3/4/19 Hennepin County Natural Resources Partnership Meeting 3/7/19 BCWMC Technical Advisory Committee Meeting 3/8/19 BCWMC Education Committee Meeting 3/12/19 West Metro Water Alliance Meeting 3/21/19 BCWMC Regular Meeting 3/26/19 BCWMC Technical Advisory Committee Meeting 3/29/19 Local Government Water Roundtable Workgroup Meeting	18.25	\$72	\$1,314.00
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 TAC meetings and Education Committee meeting	26.00	\$72	\$1,872.00
Administration – Grant Administration Update Plymouth Creek Restoration Clean Water Fund Grant interim report and payment request	0.75	\$72	\$54.00
TOTAL HOURS	75.00	\$72	\$5,400.00
TOTAL INVOICE	\$5,400.00		