

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 5-16-19**INVOICE**

DATE: MAY 5, 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 April 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; listing missing/broken items from nine CAMP kits, receiving and disseminating CAMP kit pieces, delivering CAMP kits to volunteers; coordinating with contractors and S. Virnig to develop proposed 2020 budget; completing survey re: WOMP station; developing 2020 monitoring request for MPCA consideration; developing Nine Element Review for 319 grant application and corresponding with Golden Valley staff and Sweeney Lake Association re: grant; participating in conference call re: bearded stonewort; meeting with Minneapolis and their consultant re: stormwater ordinance update; review draft financial audit; reviewing article re: 50 th anniversary/Commission history; developing and coordinating content for 50 th booklet; attending Local Government Water Roundtable meeting in St. Cloud; participating in call with MnDOT and Commission Engineer regarding Penn Pond; developing presentation for Water Summit; coordinating with TRPD, DNR, and contractor for curly-leaf pondweed treatment; responding to company re: proprietary devices and coordinating with Commission engineer and attorney; meeting re: metro watershed based funding; meeting w/ MCWD administrator; preparing invoices to Southwest and Blue Line LRTs and City of Plymouth	57.75	\$72	\$4,158.00
Administration – Meeting attendance: 4/9/19 West Metro Water Alliance Meeting 4/9/19 Metro MAWD Meeting 4/18/19 BCWMC Regular Meeting 4/22/19 BCWMC Budget Committee Meeting 4/23/19 Hennepin County Natural Resources Partnership Meeting 4/23/19 Four Seasons Area Redevelopment Meeting 3/29/19 Local Government Water Roundtable Workgroup Meeting	16.75	\$72	\$1,206.00
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 Budget Committee meeting	20.75	\$72	\$1,494.00
Administration – Grant Administration Coordinate with BWSR staff and City of Plymouth to set up Plymouth Creek Restoration Project grant reconciliation meeting	0.50	\$72	\$36.00
TOTAL HOURS	95.75	\$72	\$6,894.00

TOTAL INVOICE	\$6,894.00
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