

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 6-20-19**INVOICE**

DATE: JUNE 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 May 2019  
Grant Administration for May 2019

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p><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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; developing Crane Lake CIP Project page online; developing draft agreement for Jevne Park CIP project; walking/photographing Plymouth Creek Restoration Project; developing and coordinating content for 50<sup>th</sup> booklet; gathering additional emails for 50<sup>th</sup> event invitations and finalizing official invitation; coordinating watershed tour buses and corresponding with caterer; attending Local Government Water Roundtable meeting in St. Cloud; practicing presentation for Water Summit; coordinating with TRPD, DNR, and contractor for curly-leaf pondweed treatment; reviewing/commenting on letter from MnDOT re: Penn Pond maintenance; developing and distributing 2018 education MOUs for each member city; drafting 2018 BCWMC Annual Report, posting online, distributing to BWSR; coordinating Hennepin County ERF grant amendment; submitting max tax levy information to County including information on 2020 projects; transferring BCWMC information to Commissioner Fernando; reviewing “10 Things” brochure; delivering zebra mussel sampler plates to new volunteers; meeting with Barr staff re: 2025 Watershed Plan expenses; begin reviewing draft biotic index report; meeting with Sweeney Lake Association president to discuss alum treatment grant and AIS; reviewing June educational column on AIS</p>	44.5	\$72	\$3,204.00
<p><b>Administration – Meeting attendance:</b> 5/3/19 Panelist at 15<sup>th</sup> Annual Land Development Summit, Golden Valley 5/8/19 BCWMC Budget Committee Meeting 5/9/19 Co-presenter at Water Summit, St. Paul 5/14/19 West Metro Water Alliance Meeting 5/15/19 Panelist at AMLAC Annual Meeting 5/16/19 BCWMC Regular Meeting 5/17/19 Local Government Water Roundtable Workgroup Meeting 5/22/19 BCWMC Education Committee Meeting 5/28/19 Women Metro Administrator’s Meeting, Oakdale 5/29/19 BCWMC Technical Advisory Committee Meeting 5/30/19 Statewide Chloride Management Plan Meeting, West St. Paul</p>	29.50	\$72	\$2,124.00
<p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> 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, Education Committee meeting, TAC meeting</p>	17.75	\$72	\$1,278.00

<b>Administration – Grant Administration/Clean Water Funds</b> Coordinate with BWSR staff and City of Plymouth to document matching expenses on Plymouth Creek Restoration Project and update Elink (1.75 hours) Meet with Metro Blooms and BWSR staff re: proposed revisions to work plan and funding (1.5 hours)	3.25	\$72	\$234.00
<b>TOTAL HOURS</b>	<b>96.50</b>	<b>\$72</b>	<b>\$6,948.00</b>
<b>TOTAL INVOICE</b>	<b>\$6,948.00</b>		