

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 8-15-19**INVOICE**

DATE: AUGUST 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 July 2019

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; sending copies of 50 <sup>th</sup> booklet to elected officials; posting 50 <sup>th</sup> presentations online; returning 50 <sup>th</sup> event compost bins and performing other follow up tasks from event; corresponding with Commission Engineer, Medicine Lake consultant and Jevne Stormwater Project team re: Jevne Project, timeline, and agreement; corresponding with Commission Engineer, Golden Valley Staff and TRPD re: Rice Ponds and Sochaki Park; assisting with recruiting participation in AIS Detection Training and attending first part of training; corresponding with watersheds re: letter on MTDs to MPCA; revising and distributing letter; drafting job description for WMWA project coordinator; preparing draft agreement for Bryn Mawr Project, getting Commission legal review, sending to MRPB and Minneapolis staff; preparing invoice for project review fees over \$5,000; reviewing draft biotic index report, provide comments to Commission Engineer; meeting with MPCA staff re: 2020 monitoring and assessments; review feasibility study proposal for two CIP projects in Plymouth; review abstract on Bassett Creek Valley Study prepared by Wenck for Floodplain conference	31.25	\$72	\$2,250.00
<b>Administration – Meeting attendance:</b> 7/8/19 BCWMC Technical Advisory Committee Meeting 7/9/19 West Metro Water Alliance Meeting 7/16/19 Metro MAWD Meeting, St. Paul 7/18/19 Regular Commission Meeting 7/24/19 Bassett Creek Valley Charette	10.25	\$72	\$738.00
<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 agenda for TAC meeting	12.50	\$72	\$900.00
<b>TOTAL HOURS</b>	<b>54.00</b>	<b>\$72</b>	<b>\$3,888.00</b>
<b>TOTAL INVOICE</b>			<b>\$3,888.00</b>