

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 9-19-19**INVOICE**

DATE: SEPTEMBER 8, 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 August 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; developing and sending public hearing notice; corresponding with Commission Engineer, Medicine Lake consultant and Jevne Stormwater Project team re: Jevne Project, timeline, and agreement; attending meeting re: Rice Ponds and Sochaki Park; corresponding with Contech staff re: MTDs and letter to MPCA; revising draft agreement for Bryn Mawr Project, getting Commission legal review, sending to MRPB and Minneapolis staff; meeting with Commission Engineer re: draft biotic index report and water monitoring workshop; meeting with MPLS consultant re: sanitary sewer line in Bryn Mawr area; developing survey for lake leaders re: AIS education needs; drafting Crane Lake Improvement Project agreement; gathering CAMP samples from volunteers; invoice MPLS for Bassett Creek Valley Study; invoice TRPD for curly-leaf pondweed cost share; set 2021 CIP kick-off meetings, review agendas, review/revise/distribute lagoon dredging project meeting notes; review memo on investigation of flooding along South Shore Dr.; assist with recruitment for smart salting training; general filing	31.50	\$72	\$2,268.00
<b>Administration – Meeting attendance:</b> 8/5/19 Medicine Lake City Council Meeting 8/15/19 Regular Commission Meeting 8/19/19 Women Watershed Administrators Meeting 8/21/19 Main Stem Lagoon Dredging Project Kickoff Meeting 8/21/19 AMLAC Board of Directors Meeting	10.00	\$72	\$720.00
<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	15.50	\$72	\$1,116
<b>TOTAL HOURS</b>	<b>57.00</b>	<b>\$72</b>	<b>\$4,104.00</b>
<b>TOTAL INVOICE</b>			<b>\$4,104.00</b>