

KEYSTONE WATERS, LLC

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Item 4Ci. BCWMC 12-19-19

INVOICE

DATE: DECEMBER 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 November 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 Co, Met Council, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; update website; develop webpage for Main Stem Lagoon Dredging Project; set Parkers Lake/Mt. Olivet Drainage Project Technical Stakeholders meeting; attend chloride regulations meeting at NMCWD; prepare for Sweeney Lake Homeowners Association Meeting and BWSR Senior Management Team Panel discussion; review Sochacki Park/Rice Ponds subwatershed study and discuss with TRPD and Commission Engineer; participate in conference calls with MPCA re: 2020 monitoring plans; register Chair Prom for MAWD and coordinate hotel rooms; develop WOMP 2019 accounting memo for Met Council; revise 319 grant work plan and budget; develop invoice and begin final report for AIS Prevention Grant; review Bassett Creek Valley Study report and presentation for Commission; invoice MPLS for Bassett Creek Valley Study work; review/revise memo to TAC on BCWMC water monitoring program; review Winnetka Pond Dredging Project accounting and request revisions from Commission Deputy Treasurer; develop invoices to cities for 2020 assessments; develop memo of TAC work from Oct and Nov meetings	38.0	\$72	\$2,736.00
Administration – Meeting attendance: 11/4/19 BWSR Watershed Based Funding Metro Forum Meeting 11/6/19 BWSR Senior Management Panel Participation 11/7/19 Bassett Creek Valley Study Meeting 11/12/19 West Metro Water Alliance Meeting 11/13/19 Watershed Partners Equity Workshop 11/18/19 Sochacki Park Steering Committee Meeting 11/20/19 BCWMC Meeting 11/22/19 Main Stem Lagoon Dredging Project Technical Stakeholder Meeting 11/25/19 BCWMC TAC meeting 11/27/19 Sweeney Lake Homeowners Association Meeting	21.0	\$72	\$1,512.00
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 11/25 TAC meeting	15.5	\$72	\$1,116.00
Administration – Grant Management Grant management for Plymouth Creek Restoration Project Clean Water Fund	1.25	\$72	\$90.00
TOTAL HOURS	75.75	\$72	5,454.00
TOTAL INVOICE			\$5,454.00