

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 1-16-20**INVOICE**

DATE: JANUARY 5, 2020

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 December 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; updating website; developing communication with Sweeney Lake residents re: Sweeney Lake Project and open house; developing final grant report for 2019 AIS prevention grant; finalizing work plan and budget for 319 Sweeney Lake grant and reviewing grant agreement; finalizing meeting notes for Main Stem Lagoon Dredging Project Technical Stakeholder meeting; distributing agenda for Mt. Olivet/Parkers Lake Drainage Project Technical Stakeholder meeting; reviewing education budget status; review draft SLP Wetland Management Plan; participating in phone calls re: Dominium Project, agreement, engineering review, etc.	17.0	\$72	\$1,224.00
Administration – Meeting attendance: 12/4/19 MN Association of Watershed Administrators Meeting 12/6/19 MN Association of Watershed Districts Annual Meeting and Convention 12/10/19 West Metro Water Alliance Meeting 12/10/19 St. Louis Park Wetland Management Plan Review Meeting 12/16/19 Mt. Olivet/Parkers Lake Drainage Project Tech Stakeholders Meeting 12/17/19 BWSR Watershed Based Funding Informational Meeting 12/19/19 BCWMC Meeting	22.75	\$72	\$1,638.00
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	14.25	\$72	\$1,026.00
TOTAL HOURS	54.00	\$72	\$3,888.00
TOTAL INVOICE	\$3,888.00		