

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 2-20-20**INVOICE**

DATE: FEBRUARY 3, 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 January 2020

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 Co, Met Council, state agencies, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; developing final CIP project report and Hennepin County grant report for Plymouth Creek Restoration Project; communication with Master Water Steward; preparing for and giving CCX interview on Sweeney Lake Project; setting Bassett Creek Lagoon Dredging Project open house and developing event flyer; distributing information and marketing events including Smart Salting training and three CIP project open house events; drafting letter to MAWD re: limited liability legislation; coordinating with Metro Blooms to submit Lawns to Legumes grant application; reviewing Winnetka Pond CIP project reimbursement request; developing/submitting invoice to MnDNR for FEMA modeling project and MPLS for Bassett Creek Valley Study; researching PRAP process; develop email to commissioners with upcoming events/meetings; draft January WMWA meeting minutes; give interview on Bryn Mawr Project and grant award; reviewing January educational press release; communicating with MPCA re: 2020 Sweeney Branch monitoring plans; coordinate updated contracts with HDR and Wenck for website and WOMP services, respectively; gather conflict of interest forms from commissioners; participate in conference call re: Leaf South redevelopment parking issue	48.50	\$72	\$3,492.00
<b>Administration – Meeting attendance:</b> 1/10/20 BCWMC Technical Advisory Committee Meeting 1/14/20 West Metro Water Alliance Meeting 1/16/20 BCWMC Meeting 1/21/20 Metro MAWD Meeting 1/28/20 Hennepin County AIS Collaboration Meeting 1/29/20 MTDs Meeting with MPCA	11.50	\$72	\$828.00
<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 TAC meeting materials	16.75	\$72	\$1,206.00
<b>Administration – Grant Reporting and Management</b> 319 Sweeney Lake Improvement Project = 6.25 hours DeCola Ponds CWF grant reporting = 1 hour Plymouth Creek Restoration Project CWF final grant reporting = 2 hours	9.25	\$72	\$666.00
<b>TOTAL HOURS</b>	<b>86</b>	<b>\$72</b>	<b>\$6,192.00</b>
<b>TOTAL INVOICE</b>			<b>\$6,192.00</b>