

KEYSTONE WATERS, LLC

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

DATE: APRIL 4, 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 March 2020

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; develop email to commissioners with upcoming events/meetings; meeting with Comm Engineer and Plymouth staff on Mt. Olivet/Parkers Lake CIP Project alternatives; review and comment on draft feasibility study for Main Stem Lagoon Dredging Project CIP; inventory CAMP monitoring kits and correspond with Met Council on future of program; draft April educational press release; prep for smart salt training event; draft and send letters of understanding to member cities with 2019 education activities; review WOMP chloride data and draft fact sheets, meet with Met Council re: same; review stream monitoring report; draft CIP equipment cost share policy; review and submit Lawns to Legumes grant work plan, review grant agreement and draft sub-grant agreement and correspond with BWSR staff, Metro Blooms and Comm attorney; develop essential worker letter, send to Chair Prom for signature; participate in interview with U of M students on CIP process; draft proposed 2020 education work plan and budget; review and request revisions to reimbursement request from St. Louis Park for Westwood Lake Improvement Project	45.25	\$72	\$3,258.00
Administration – Meeting attendance: 3/6/20 Smart Salt Certification Training - Facilitation 3/10/20 West Metro Water Alliance Meeting 3/19/20 BCWMC Meeting	9.75	\$72	\$702.00
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; revising meeting format via pandemic; drafting follow-up email with task list	20.0	\$72	\$1,440.00
Administration – Sweeney Lake Water Quality Improvement Project Arranging virtual public open house and mailing 450 letters to residents regarding open house; updating website and communicating with city of Golden Valley, Sweeney Lake Association, and Commission Engineers	5.75	\$72	\$414.00
TOTAL HOURS	80.75	\$72	\$5,814.00
TOTAL INVOICE			\$5,814.00