

KEYSTONE WATERS, LLC

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INVOICE

DATE: JULY 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 June 2020

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p>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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; updating water quality graphs online; corresponding with residents and Commission engineer re: Sweeney Lake project and coordinating lake access for contractor; calculating 2021 CIP costs and developing maximum levy options; transmitting CIP and max levy information to county; corresponding with county staff and requesting meeting with county commissioner; discussing Flood Control Inspections with Commission Engineer and drafting letter of support for river drawdown; reviewing WBIF documents in prep for convene meeting; reviewing education column and video and posting online; corresponding with Golden Valley staff and Commission Engineer re: SEA School Flood Control Project; reviewing/commenting on stream monitoring report; submitting 2021 proposed operating budget to cities; meeting with Commissioner Welch and MPLS residents re: opportunities for collaboration in improving Bassett’s Creek Park</p>	29.25	\$72	\$2,106.00
<p>Administration – Meeting attendance: 6/4/20 Sohacki Park Project Steering Committee Meeting 6/8/20 Watershed Based Implementation Funding Convene Meeting #2 6/9/20 West Metro Water Alliance Meeting 6/18/20 Monthly Commission Meeting 6/25/20 Watershed Based Implementation Funding Convene Meeting #3</p>	6.5	\$72	\$468.00
<p>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; participating in pre-meeting call with Chair and Commission Engineer; drafting follow-up email with task list</p>	16.75	\$72	\$1,206.00
TOTAL HOURS	52.50	\$72	\$3,780.00
TOTAL INVOICE	\$3,780.00		