

Item 4Ci.
BCWMC 8-20-20

KEYSTONE WATERS, LLC

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INVOICE

DATE: AUGUST 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 July 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; corresponding with residents, lake associations, and Commission engineer re: Sweeney Lake project; working to reconfigure 2021 tax levy options, coordinating with Hennepin County staff for meeting with Commissioner Fernando and providing follow up information; meeting with MPRB re: collaboration on Lagoon Dredging Project; reviewing and submitting Lawns to Legumes grant report; updating BCWMC grant tracking spreadsheet; developing and submitting invoice for DNR-FEMA flood risk map project; communicating with city of Minneapolis, their consultants, and BCWMC engineers re: sanitary sewer replacement project; talk with Friends of Mississippi River staff re: Bassett’s Creek Park collaboration opportunities; assisting with preparing and transmitting comments on water appropriation permit (DNR), and Four Seasons wetland impact application (ACOE; comments in response to Met Council request); participate in Commission Engineer for client care meeting; reviewing climate resiliency tool and participate in webinar; preparing and sending Commissioner events email; working with website consultant to arrange BCWMC emails for officers; populating WBIF spreadsheet with two BCWMC projects; communicating with AIS drone operator for update and background on project; developing public hearing notice for cities; responding to resident re: Twin Lake bacteria concern; picking up CAMP samples; taking photos at Northwood Lake Improvement Project raingardens; communicating with TRPD and DNR re: starry stonewort issue on Medicine Lake; meeting with artist developing coloring book of Bassett Creek watershed</p> | 35.75 | \$72 | \$2,574.00 |
| <p>Administration – Meeting attendance: 7/8/20 Metro Watershed Partners Meeting 7/13/20 City of Minneapolis Pathogen Task Force Meeting 7/16/20 Monthly Commission Meeting 7/21/20 Metro MAWD Meeting 7/30/20 Meeting with Hennepin County Commissioner Fernando</p> | 7.5 | \$72 | \$540.00 |
| <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> | 17.25 | \$72 | \$1,242.00 |

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|--|-------------------|-------------|-------------------|
| Administration – Grant Management: Developing and submitting interim grant report and quarterly invoice/budget update for Sweeney Lake Water Quality Improvement Project 319 grant | 4.5 | \$72 | \$324.00 |
| TOTAL HOURS | 65.00 | \$72 | \$4,680.00 |
| TOTAL INVOICE | \$4,680.00 | | |