

KEYSTONE WATERS, LLC

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INVOICE

DATE: SEPTEMBER 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 August 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; coordinating with Hennepin County staff and calculating average tax burden for County Board meeting prep; submitting public hearing notice to cities and for official publication; distributing revised pages from watershed plan amendment and posting online; developing agreements for Plymouth CIP projects and coordinating with Plymouth staff and BCWMC attorney; drafting and sending email to stakeholders re: starry stonewort on Medicine Lake; reviewing and assisting with development of Winnetka Pond Dredging Final Report and reviewing reimbursement request; reviewing and commenting on proposals for feasibility studies; reviewing and posting education video; reviewing education column; participating in Minneapolis pathogen task force meeting and reviewing meeting notes; revising spreadsheet for BWSR Watershed Based Implementation Funding; posting 5-year CIP and fact sheets online; submitting campaign finance reform form; reviewing letter to residents re: Medley Park feasibility study; reviewing MIACRC showcase agenda.</p>	33.5	\$72	\$2,4,12.00
<p>Administration – Meeting attendance: 8/4/20 Hennepin County Board Meeting 8/4/20 Salt Symposium 8/5/20 Salt Symposium 8/20/20 Monthly Commission Meeting 8/24/20 Watershed Based Implementation Funding Convene Meeting 8/27/2- Hennepin County Climate Action Program Review Meeting</p>	9.0	\$72	\$648.00
<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>	12.25	\$72	\$882.00
TOTAL HOURS	54.75	\$72	\$3,942.00
TOTAL INVOICE	\$3,942.00		