

Item 4Ci.  
BCWMC  
11-18-20

**KEYSTONE WATERS, LLC**

Laura Jester  
16145 Hillcrest Lane ~ Eden Prairie, MN 55346  
Phone (952) 270-1990

**INVOICE**

DATE: NOVEMBER 6, 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 October 2020

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p><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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; drafting grant application for ERF funds, coordinating with Golden Valley for grant resolution, submitting grant application through Hennepin County portal; developing memo on addressing conflict of interest; reviewing and editing memo on linear projects and discussing with Commission Engineer; reviewing and posting educational video; assisting with development of public outreach materials for Medley Park Stormwater Treatment Project including voice-over script and storyboard, developing project website, and coordinating project technical stakeholder meeting; visiting Bassett Creek tunnel entrance during drawdown, taking photos and video, sending email to commissioners with visiting instructions, posting materials on website; reviewing and submitting Lawns to Legumes grant report; submitting WBIF funding request in eLINK; coordinating Sweeney Lake alum treatment contract documents and meeting with Commission Engineer, city staff, and contractor re: treatment logistics; discussing SCWMC/BCWMC boundary issue with Plymouth resident, Plymouth staff, and SCWMC staff; updating BCWMC grant spreadsheet; picking up CAMP samples from volunteers and storing CAMP equipment bins; researching chloride management plan template, discussing with Hennepin Co. Chloride Initiative leader and other stakeholders, and talking with Plymouth staff re: Parkers Lake Chloride Reduction Project; reviewing subwatershed analyses in SCWMC; meeting with Minnetonka staff re: new park at Ridgedale and Crane Lake and drafting grant letters of support; developing webpage for SEA School-Wildwood Park Flood Reduction Project; drafting memo regarding Lagoon Dredging Project phasing; reviewing Bryn Mawr Meadows Project phasing options and emailing stakeholders for input; beginning Hennepin County Opportunity Grant application; discussing Medicine Lake WQ and AIS issues with TRPD and setting up meeting with DNR et al; discussing shoreline projects with landowners</p>	64.0	\$72	\$4,608.00
<p><b>Administration – Meeting attendance:</b> 10/1/20 BCWMC Technical Advisory Committee Meeting 10/13/20 West Metro Water Alliance Meeting 10/15/20 Monthly Commission Meeting 10/20/20 Water Resources Virtual Conference 10/20/20 Metro MAWD Meeting 10/21/20 Water Resources Virtual Conference 10/27/20 – 10/29/20 BWSR Academy Virtual Training Sessions</p>	16.25	\$72	\$1,170.00

<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; participating in pre-meeting call with Chair and Commission Engineer; drafting follow-up email with task list	16.0	\$72	\$1,152.00
<b>Administration – Grant management</b> Preparing and submitting invoice and budget update for Sweeney Lake Water Quality Improvement Project 319 grant	2.0	\$72	\$144.00
<b>TOTAL HOURS</b>	<b>98.25</b>	<b>\$72</b>	<b>\$7,074.00</b>
<b>TOTAL INVOICE</b>	<b>\$7,074.00</b>		