

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 2-18-21

INVOICE

DATE: FEBRURAY 6, 2021

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 January 2021

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; meetings and coordination with DNR and Commission Engineer re: FEMA mapping project, submitting reimbursement request for same; reviewing accounting proposals, checking references, and coordinating development of agreement for services; meeting and communicating with Commission Attorney, Commissioner Welch, MPRB, and city of Minneapolis re: Bryn Mawr agreement; meeting with U of M graduate student on pollinator projects and environmental justice issues; composing and sending email to commissioners with meetings, events, updates; reviewing/editing education article; assisting with development of 2021 administrative and education services agreement; discussing with partners and developing/submitted AIS prevention grant application; reviewing/commenting on Lagoon Dredging Project engineering proposal; preparing for Dougherty Family College Lunch and Learn panel; reviewing/submitted grant reports for Clean Water Funds and Lawns to Legumes grants to Metro Blooms; discuss starry stonewort in Medicine Lake with TRPD and DNR; reviewing Bassett Creek chloride data from MCES; responding to questions on Hennepin Co. Opportunity Grant application; posting latest education video online; providing information for 2020 financial audit; providing input on Hennepin Co. Chloride Initiative meeting agenda; discussing Parkers Lake Chloride Project with Plymouth staff; drafting letter of support for Metro Blooms project; participating in Golden Valley facilities planning meeting; discussing education needs with D. Pape; assisting with Bassett Creek walking tour ideas; updating channel maintenance fund memo; participating in Environmental Justice sub-committee meeting; meeting with metro watershed administrators ahead of BWSR meeting</p>	45.75	\$72	\$3,294.00
<p>Administration – Meeting attendance: 1/12/21 West Metro Water Alliance Meeting 1/14/21 Restorative Development Partnership Workshop 1/15/21 Dougherty Family College Lunch and Learn Environmental Justice Panel 1/19/21 Metro MAWD Meeting 1/20/21 DNR Flood Hazard Mitigation Program Listening Session 1/20/21 Blue Thumb Environmental Justice Hub Meeting 1/21/21 Monthly Commission Meeting 1/27/21 Hennepin County Chloride Initiative Meeting 1/28/21 MAWA Committee: MAWD Handbook Meeting</p>	15.00	\$72	\$1,080.00
<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</p>	23.00	\$72	\$1,656.00

materials; participating in pre-meeting call with Chair and Commission Engineer; drafting follow-up email with task list; getting checks and documents signed; setting TAC meeting, preparing, posting, sending agenda and materials			
Administration – Grants Management Grant reporting for Clean Water Fund – Bryn Mawr and DeCola Ponds Project – 1.5 hrs Grant reporting and invoice development – Sweeney Lake Water Quality Improvement Project, 319 grant – 3.75 hrs	5.25	\$72	\$378.00
TOTAL INVOICE	89.00	\$72	\$6,408.00