

KEYSTONE WATERS, LLC

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INVOICE

DATE: MARCH 8, 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 February 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. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating CIP pages on website; meeting with Commission Engineers and developer re: Currie Commons Project; coordinating accounting services agreement; meetings and coordination with DNR and Commission Engineer re: FEMA mapping project; developing and submitting invoice to city of Minneapolis for Irving Ave. Sanitary Sewer project review; posting latest education video online; providing information for 2020 financial audit and gathering COI forms; reviewing and discussing proposal for Hennepin Co. Chloride Initiative re: Parkers Lake Chloride Project; assisting with Bassett Creek walking tour ideas and taking photos of Main Stem Erosion Repair Project; meeting with GV staff and Commission Engineers re: carp management options and review report to Commissioners; meeting with U of M student re: pollinator project; correspondence re: Bryn Mawr Project timing; developing and submitting work plan for WBIF grant for Lagoon Dredging Project; assisting with MAWD Handbook update; discussing use of 103B.231 with LMRWMO; assisting DNR with contacts and meeting logistics for FEMA modeling project and meeting with MPLS staff; reviewing education article; coordinating volunteers for CAMP monitoring; reviewing letters of interest proposals for legal and engineering services; correspondence with Sweeney Lake Homeowners Association and MRPB re: Twin Lake “beach” impacts; reviewing year end budget report; starting BCWMC annual report; discussing ERF grant application with county staff; visiting/taking photos at Westwood Hills Nature Center; reviewing/commenting on Medley and SEA School concepts and public engagement materials; submitting AIS treatment grant application; discussing aquatic plants with Lost Lake resident/CAMP volunteer; reviewing 5-year CIP</p>	54.75	\$72	\$3,942.00
<p>Administration – Meeting attendance: 2/2/21 BWSR Watershed Based Implementation Funding Program meeting 2/4/21 BCWMC Technical Advisory Committee Meeting 2/9/21 West Metro Water Alliance Meeting 2/18/21 Monthly Commission Meeting 2/24/21 FEMA Flood Risk Meeting 2/25/21 MAWA Committee: MAWD Handbook Meeting</p>	11.75	\$72	\$846.00
<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; discussing agenda with Commission Engineer; drafting follow-up email with task list; getting checks and documents signed; setting March TAC meeting, preparing, posting, sending agenda and materials</p>	17.75	\$72	\$1,278.00
TOTAL INVOICE	84.25	\$72	\$6,066.00