

Item 4Ci.  
BCWMC 4-16-15

**KEYSTONE WATERS, LLC**

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Phone (952) 270-1990

**INVOICE**

DATE: APRIL 5, 2015

**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 March 2015  
Watershed Management Plan Development for March 2015

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p><b>Administration – Correspondence, informational meetings, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants, Hennepin County, MDNR, BWSR, MPCA, Met Council, residents, developers, and other stakeholders.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation and updating CIP Project Update Chart; coordinating River Watch and NEMO contracts; finding CAMP volunteers; drafting Clean Water Partnership grant application; reviewing website redesign proposals; assisting with 2015 NEMO programming; draft 2015 education and outreach plan; reviewing Twin Lake alum treatment presentation and materials; attending meeting re: SWLRT; revising press release; meeting with MCES staff re: WOMP; interview with Channel 12</p>	40.75	\$67	\$2,730.25
<p><b>Administration – Meeting attendance:</b> 3/5/15 TAC Meeting 3/9/15 Education Committee Meeting 3/10/15 WMWA Meeting 3/10/15 Meeting with DNR re: Sweeney Lake 3/19/15 Commission Meeting 3/19/15 Twin Lake Information Meeting</p>	11.75	\$67	\$787.25
<p><b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agenda and materials and review relevant documents and invoices for regular BCWMC meeting, send materials to Recording Secretary for distribution; review draft meeting minutes; prepare follow up task list for staff; prepare for 3/5 TAC meeting; prepare for Education committee meeting</p>	17.75	\$67	\$1,189.25
<p><b>Administration - Watershed Management Plan Development:</b> Draft responses for 60-day comments; prepare for 3/12 and 3/23 Plan Steering Committee meetings including developing agenda and materials; draft 3/12 and 3/23 Plan Steering Committee meeting minutes.</p>	13.5	\$67	\$904.50
	<b>83.75</b>	<b>\$67</b>	<b>\$5,611.25</b>
<b>Total Unpaid from February Invoice</b>		+	<b>\$138.17</b>
<b>TOTAL</b>		=	<b>\$5,749.42</b>
<b>Less amount over \$5,150 maximum billing allowed (held for future billing)</b>		-	<b>\$599.42</b>
		<b>TOTAL INVOICE</b>	<b>= \$5,150.00</b>