

KEYSTONE WATERS, LLC

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Item 4Di.
BCWMC 9-17-15**INVOICE**

DATE: SEPTEMBER 4, 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 August 2015
Watershed Management Plan Development for August 2015

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, program coordination, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants, Hennepin County, BWSR, MPCA, residents, developers, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation and updating CIP Project Update Chart; developing Clean Water Fund grant application; assisting with NEMO workshop planning; visiting Westwood Lake with Commission Engineer and researchers re: rare plant discovery; tracking emails regarding work by homeowner on Sweeney Lake; retrieving CAMP samples; updating 2015 volunteer list; transmitting 2016 levy certification to Hennepin County; assisting Met Council with drafting agreement re: Blue Line LRT work; developing presentation for Ms. Loomis to use at Golden Valley Rotary meeting; attending Metro Women’s Administrator meeting; gathering volunteers for Golden Valley Arts and Music Festival	33.25	\$67	\$2,227.75
Administration – Meeting attendance: 8/4/15 Hennepin County Budget and Capital Investment Committee Meeting 8/6/15 Clean Water Fund Webinar 8/11/15 WMWA Meeting 8/20/15 Commission Meeting 8/27/15 BWSR Presentation on 8410 Rule Revisions	9.75	\$67	\$653.25
Administration – Preparing agendas, meeting materials, meeting notes, follow up: 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 9/8 TAC meeting	23.75	\$67	\$1,591.25
Administration - Watershed Management Plan Development: Reviewing comments and responses on 90-day review draft of Plan, attending BWSR Metro Committee meeting	3.50	\$67	\$234.50
TOTAL INVOICE	70.25	\$67	\$4,706.75