

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 2-15-18

INVOICE

DATE: FEBRUARY 6, 2018

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 2018

| 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 County, Met Council, state agencies, and other stakeholders.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; performing file management including going through and categorizing historic files for scanning; updating and transmitting BCWMC roster to State; requesting 2017 website statistics; corresponding with engineers and partners on zebra mussels in Medicine Lake and set meeting on survey; reviewing results of staff/Commission evaluation; reviewing AIS Rapid Response Plan; reviewing education expenses; drafting agreements with various contractors and partners (TRPD, Wenck, Lawn Chair Gardener, Met Council, City of Minneapolis); drafting WMWA newsletter articles; drafting AIS Prevention grant application; update grant spreadsheet; apply for DNR herbicide permit; apply for eLINK user account</p> | 51.5 | \$70 | \$3,605.00 |
| <p>Administration – Meeting attendance: 1/8/18 BWSR Watershed Based Funding Information Session 1/9/18 Bryn Mawr Improvement Project Design Charette by MPRB 1/16/18 West Metro Water Alliance Meeting 1/18/18 Regular Commission Meeting 1/19/18 Bryn Mawr Improvement Project Agency Meeting 1/23/18 Hennepin County Watershed Based Funding “Pre-Convene” Meeting</p> | 11.25 | \$70 | \$787.50 |
| <p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; draft follow up email with task list</p> | 27.0 | \$70 | \$1,890.00 |
| <p>Grant Reporting Clean Water Partnership Grant – Northwood Lake Improvement Project Clean Water Fund Grant – Plymouth Creek Restoration Project Clean Water Fund Grant – Harrison Neighborhood Community Engagement Met Council Stormwater Grant – Harrison Neighborhood Project</p> | 2.0 2.0 1.0 3.75 | \$70 \$70 \$70 \$70 | \$140.00 \$140.00 \$70.00 \$262.50 |
| TOTAL HOURS | 98.50 | \$70 | \$6,895.00 |
| TOTAL INVOICE | | | \$6,895.00 |