

**KEYSTONE WATERS, LLC**

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

**Item 4Ci.  
BCWMC 1-16-14****INVOICE**

DATE: JANUARY 1, 2014

**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 December 2013  
Watershed Management Plan Development for December 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, informational meetings, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, K. Chandler, A. Herbert, C. LeFevre, Chair Black, D. Asche, J. de Lambert, L. Goddard, C. Carlson, residents, developers, Friends of Bassett Creek, state agencies  Coordination of various projects, meetings, and programs including Medicine Lake: surveying stakeholders, drafting and distributing Commission plan for facilitating continued discussions, coordinating meeting with Three Rivers Park District and drafting meeting notes, commenting on draft letter from Chair Black; coordinating XP-SWMM tutorial; working with A. Herbert to improve website; attending internal process improvement meeting; responding to resident concerns and coordinating meeting regarding Sweeney Lake outlet; coordinating with resident regarding educational sign at Sweeney Lake; attending presentation on MPCA's water quality standards and strategies; etc.	20.5	\$65	\$1,332.50
<b>Administration – Meeting attendance:</b> 12-4-13 Meeting with Three Rivers Park District re: Medicine Lake 12-19-13 Commission Meeting	3.5	\$65	\$227.50
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agendas and materials and review relevant documents for BCWMC meeting, review meeting notes, perform follow up tasks; develop agendas and materials for January TAC meeting	9.5	\$65	\$617.50
<b>Administration – Document review and development:</b>	0	\$65	\$0
<b>Administration - Watershed Management Plan Development:</b> Review draft policies; develop and distribute agenda and meeting materials; attend 12-16-13 Plan Steering Committee meeting; draft meeting notes for 12-16-13 and 11-20-13 meetings	7.0	\$65	\$455.00
<b>TOTAL</b>	<b>40.5</b>	<b>\$65</b>	<b>\$2,632.50</b>