

KEYSTONE WATERS, LLC

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

**Item 4Di.
BCWMC 11-20-13****INVOICE**

DATE: NOVEMBER 9, 2013

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 October 2013
Watershed Management Plan Development for October 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, informational meetings, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, K. Chandler, A. Herbert, B. Wozney (BWSR), C. LeFevre, Chair Black, D. Asche, J. de Lambert, M. Welch, C. Carlson, Mayor Holter, R. Anhorn (Hennepin County), developers, state agencies Coordination of various projects, meetings and programs including DNR evaluation 2010 Clean Water Fund grant projects (gathering and transferring documents to DNR and participating in on-site project evaluations); Hennepin County Committee meeting; surveying stakeholders re: issues and concerns with Medicine Lake; Dispute Resolution Committee (including informal meeting with Plymouth and Medicine Lake Commissioners and B. Wozney); development of watershed map (including meeting with Hedberg Design in Minneapolis); finalizing and posting CIP flowchart and Feasibility Study Criteria; etc.	27.5	\$65	\$1,787.50
Administration – Meeting attendance: 10-7-13 TAC Meeting 10-8-13 WMWA Meeting 10-17-13 Commission Meeting 10-29-13 Hennepin County Budget and Capital Investment Committee Meeting	8.5	\$65	\$552.50
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agendas and materials and review relevant documents for BCWMC meeting, review meeting notes for follow up tasks; develop agendas and materials, review documents and draft TAC memo for TAC meeting; assist with coordination of Dispute Resolution Committee meeting and Education Committee meeting	14.5	\$65	\$942.5
Administration – Document review and development: Review invoices, XP SWMM Model memo, dispute resolution materials	2.5	\$65	\$162.50
Administration - Watershed Management Plan Development: Review draft policies; distribute agenda and meeting materials; attend 10-28-13 Plan Steering Committee meeting and draft meeting notes; draft waterbody lake classification table; draft meeting notes for 9-23-13 Plan Steering Committee; gather information on water monitoring activities; prepare for Commission workshop – develop agenda and meeting materials; coordinate with K. Chandler and G. Williams; draft workshop minutes	15.5	\$65	\$1,007.50
TOTAL	68.5	\$65	\$4,452.50