

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 4-20-17**INVOICE**

DATE: APRIL 8, 2017

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 2017

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, program coordination, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, Hennepin County, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; working with Agora developer and city staff including attending meetings, reviewing agreements, gathering signatures; developing draft 2018 operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same	50.25	\$70	\$3,517.50
Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting	19.5	\$70	\$1,365.00
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; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings	28.5	\$70	\$1,995.00
Clean Water Fund Grant Administration	0	\$70	\$0
TOTAL HOURS	98.25	\$70	\$6,877.50
TOTAL INVOICE	\$6,877.50		