

**KEYSTONE WATERS, LLC**

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**Item 4Ci.  
BCWMC 2-20-14****INVOICE**

DATE: FEBRUARY 2, 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 January 2014  
Watershed Management Plan Development for January 2014

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, C. Carlson, residents, developers, Hennepin County, state agencies, AMLAC  Coordination of various projects, meetings, and programs including development and distribution of invoices to cities for member dues; understanding County process re: Commission 2015 CIP project and levy; Medicine Lake: compiling survey of stakeholders, assisting with drafting submission to Sun Sailor, coordinating with editor to submit final guest column, setting stakeholder meeting and developing agenda; coordinating XP-SWMM tutorial; attending internal process improvement meeting; coordinating with resident regarding educational sign at Sweeney Lake;	23.5	\$65	\$1,527.50
<b>Administration – Meeting attendance:</b> 1/6/14 Meet with GV staff and residents re: Sweeney Lake Outlet elevation 1/7/14 TAC meeting 1/10/14 Meet with MPRB and MPLS Commissioners re: restoration project in MPLS 1/14/14 XP-SWMM Tutorial 1/16/14 Commission Meeting	10.0	\$65	\$650.00
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agendas and materials and review relevant documents for BCWMC meeting, draft meeting minutes, list follow up tasks	20.25	\$65	\$1,316.25
<b>Administration – Document review and development:</b> Review invoices and memo re: Flood Control Project	1.5	\$65	\$97.50
<b>Administration - Watershed Management Plan Development:</b> Review draft policies; develop and distribute agenda and meeting materials; attend and draft meeting notes for 1/27/14 Plan Steering Committee meeting; gather various buffer requirements in Commission cities; assist with developing Commission Engineer recommendations for standards and triggers	12.0	\$65	\$780.00
<b>TOTAL</b>	<b>67.25</b>	<b>\$65</b>	<b>\$4,371.25</b>