

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 7-18-19

INVOICE

DATE: JULY 1, 2019

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 June 2019

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; coordinating printing of 50th booklet; personally inviting guests to 50th and requesting that city managers and BCWMC commissioners invite council members and others; coordinating tour bus, tour stops, developing and printing tour handout, coordinating tour speakers; finalizing 50th event menu and communicating with Brookview staff about room set up, etc; printing nametags for 50th event; preparing event program, coordinating with Commissioner Welch, gathering speaker bios; gathering historical materials for display and printing labels; gathering photos for 50th event; picking up compost bins for 50th event; setting up day of 50th event; communicating with Budget Committee members and developing proposed 2020 operating budget; preparing for meeting with Commissioner Fernando and providing follow up information on 2020 levy request and CIP projects; communicating with Commission engineers re: Bassett Creek Valley study and participating in study conference call; communicating with Medicine Lake homeowner re: floodplain; communicating with Plymouth staff and Commission engineer re: Medicine Lake dam; delivering creek signs for road crossings to Plymouth and Golden Valley; meeting with Four Seasons developer; preparing and submitting invoice to DNR for FEMA grant-funded modeling project; develop and give presentation with overview of BCWMC biological monitoring at MCES monitoring event in Wirth Park; picking up CAMP; developing TAC memo/recommendations</p>	62.75	\$72	\$4,518.00
<p>Administration – Meeting attendance: 6/4/19 Bassett Creek Valley Summit, MPRB 6/11/19 West Metro Water Alliance Meeting 6/14/19 Meeting with Commissioner Fernando 6/20/19 Regular Commission Meeting 6/27/19 BCWMC 50th Anniversary Tour and Event</p>	13.50	\$72	\$972.00
<p>Administration – Preparing agendas, meeting materials, meeting notes, follow up: Developing meeting agenda and materials and reviewing documents and invoices for regular BCWMC meeting; posting materials to website; printing, collating, and mailing materials; drafting follow-up email with task list</p>	11.50	\$72	\$828.00
TOTAL HOURS	87.75	\$72	\$6,318.00
TOTAL INVOICE			\$6,318.00