

KEYSTONE WATERS, LLC

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Item 4Ci. BCWMC 3-19-20

INVOICE

DATE: MARCH 7, 2020

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 2020

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, program coordination, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, Hennepin Co, Met Council, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; develop email to commissioners with upcoming events/meetings; review informational boards for Mt. Olivet/Parkers Lake CIP Project open house and Lagoon Dredging Project CIP open house; review draft lake monitoring reports and PPT for meeting; develop memo with TAC recommendations; participate in ECLA Synod watershed education event; refine CIP project fact sheets and 5-year CIP list; coordinate CAMP volunteers; review March educational press release; tracking down payments from MPLS for BCV Study; assist BCWMC auditors with grants, agreements, payments, etc.; prep for smart salt training	27.50	\$72	\$1,980.00
Administration – Meeting attendance: 2/6/20 Women’s Watershed Administrator Luncheon 2/11/20 West Metro Water Alliance Meeting 2/12/20 Mt. Olivet and Parkers Lake Drainage Project Open House 2/18/20 Hennepin County Chloride Initiative Meeting 2/20/20 BCWMC Meeting 2/27/20 Sochacki Park Assessment Steering Committee Meeting 2/27/20 Bassett Creek Lagoon Dredging Project Open House	14.25	\$72	\$1,026.00
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	19.0	\$72	\$1,368.00
TOTAL HOURS	60.75	\$72	\$4,374.00
TOTAL INVOICE	\$4,374.00		