

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 9-20-18**INVOICE**

DATE: SEPTEMBER 8, 2018

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 August 2018

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, Met Council, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; preparing for Jevne Park CIP project feasibility study kick-off meeting; drafting and distributing letters to Medicine Lake residents re: Jevne Park CIP project; creating Jevne Park CIP project webpage; review education August education press release; draft and edit articles for WaterLinks newsletter; preparing invoices to Met Council for Blue Line work and Three Rivers Park District for curly-leaf pondweed treatment; preparing meeting notes from Sweeney Lake Aeration Study public meeting; pick up CAMP samples; update website with 2019 budget, CIP webpages, approved watershed management plan amendment; distribute amended plan pages; certify 2019 tax levy to the county; recruit participants for Smart Salting workshop; update grant spreadsheet; meet with City of Minnetonka and Commission engineers re: Crane Lake CIP project; draft event email to Commissioners	33.25	\$70	\$2,327.50
Administration – Meeting attendance: 8/1/18 Sweeney Lake Aeration Study Informational Meeting 8/13/18 Jevne Park Stormwater Improvement Project FS Kick-off Meeting 8/14/18 West Metro Watershed Alliance Meeting 8/16/18 BCWMC Regular Meeting	9.25	\$70	\$647.50
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; coordinate with Barr to print, collate, and mail materials; draft follow-up email with task list; set Education Committee meeting	13.5	\$70	\$945.00
TOTAL HOURS	56.00	\$70	\$3,920.00
TOTAL INVOICE	\$3,920.00		