

KEYSTONE WATERS, LLC

Laura Jester
16145 Hillcrest Lane ~ Eden Prairie, MN 55346
Phone (952) 270-1990

INVOICE

DATE: JUNE 2, 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 May 2020

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 Co, Met Council, state agencies, and other stakeholders.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; reviewing 2018 Main Stem Biotic Index report; prepare 2019 annual report, post online and submit to BWSR; participate in Hennepin County Chloride Action Planning meeting; review revised agreement with Dominion and correspond with Dominion; get signatures on all agreements approved at May meeting; review education column and latest education video; post video and revised video; draft Facebook post re: Westwood Nature Center Project; collate and deliver CAMP monitoring supplies; participate in MPLS Bacteria Task Force meeting; revise proposed 2021 operating budget and develop Budget Committee memo; gather budget figures for insurance documents</p>	36.75	\$72	\$2,646.00
<p>Administration – Meeting attendance: 5/7/20 Watershed Based Implementation Funding Convene Meeting 5/7/20 MPCA Professional Judgement Group Meeting 5/12/20 West Metro Water Alliance Meeting 5/20/20 MPLS Stormwater Ordinance Update Meeting 4/16/20 Monthly Commission Meeting</p>	8.75	\$72	\$630.00
<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>	20.0	\$72	\$1,440.00
<p>Administration – Sweeney Lake Water Quality Improvement Project Draft and send letter to lakeshore owners about curly-leaf pondweed treatment</p>	1.5	\$72	\$108.00
TOTAL HOURS	67.0	\$72	\$4,824.00
TOTAL INVOICE			\$4,824.00