

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 8-16-18**INVOICE**

DATE: AUGUST 3, 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 July 2018

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, program coordination, general administration:</b> 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; reviewing Honeywell Pond reimbursement materials; preparing for Sweeney Lake Aeration Study information meeting including finding and meeting with facilitators, reviewing and commenting on fact sheet and presentation; revising agreements with cities for 2019 projects; drafting resolution for approval of local water plans; drafting resolution for ordering 2019 projects; reviewing Jevne Park Project proposal for feasibility study and meeting with Medicine Lake team to discuss; developing final grant report for MPCA Clean Water Partnership grant; preparing interim grant reports for Harrison Neighborhood Project and DNR FEMA modeling project; review engineers comments on Minneapolis Local Water Management Plan; prepare event email to Commissioners; review education video outline and July education press release; draft and edit articles for WaterLinks newsletter	31.25	\$70	\$2,187.50
<b>Administration – Meeting attendance:</b> 7/10/18 Hennepin County Board Committee Meeting 7/19/18 BCWMC Commission Meeting 7/31/18 BCWMC CIP Prioritization Committee Meeting	7.25	\$70	\$507.50
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; draft follow-up email with task list; prepare agendas and materials for CIP committee meeting	23.25	\$70	\$1,627.50
<b>Grant Administration</b> Continue general grant administration and prepare final report and invoice for MPCA Clean Water Partnership grant	6.25	\$70	\$437.50
<b>TOTAL HOURS</b>	<b>68.00</b>	<b>\$70</b>	<b>\$4,760.00</b>
<b>TOTAL INVOICE</b>			<b>\$4,760.00</b>