

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 4-19-18**INVOICE**

DATE: APRIL 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 March 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; performing file management including going through and categorizing historic files for scanning; corresponding with engineers and partners (including AMLAC) on zebra mussels in Medicine Lake; gathering 2016 and 2017 water quality data to update online graphs; coordinating with MDNR, TRPD and contractor for curly-leaf pondweed control; developing draft 2019 budget recommendations; reviewing articles on Northwood Lake (by LMC) and April column by D. Pape; updating grant spreadsheet; reviewing 2017 financial reports with auditors; updating 5-year CIP and gathering project fact sheets; distributing final AIS Rapid Response Plan; meeting with Freshwater Society to plan lake meeting; writing and distributing HF3577/SF3199 letters of support; starting BBR submittal and requesting info from cities for same; populating matrix with CIP projects for watershed based funding group; sending event email to commissioners; reviewing CIP project timelines with engineers and others	56.0	\$70	\$3,920.00
<b>Administration – Meeting attendance:</b> 3/1/18 Westwood Lake Improvement Project design meeting 3/2/18 BCWMC Technical Advisory Committee Meeting 3/8/18 Bryn Mawr Meadows Improvement Project Open House 3/9/18 BCWMC Education Committee Meeting 3/12/18 Mississippi River Basin Watersheds Meeting 3/15/18 BCWMC Commission Meeting 3/27/18 MPCA 2020 Watershed Monitoring Meeting 3/23/18 BCWMC Budget Committee Meeting 3/27/18 Meeting w/ AMLAC, Plymouth, TRPD re: Medicine Lake AIS	18.5	\$70	\$1,155.00
<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 committee meetings; schedule April committee meetings	27.0	\$70	\$2,030.00
<b>TOTAL HOURS</b>	<b>101.5</b>	<b>\$70</b>	<b>\$7,105.00</b>
<b>TOTAL INVOICE</b>	<b>\$7,105.00</b>		