

KEYSTONE WATERS, LLC

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Item 4Ci. BCWMC 3-21-19

INVOICE

DATE: MARCH 3, 2019

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 February 2019

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; developing 319 grant application; developing Jevne Park Project open house flyer and updating webpage; completing and submitting Harrison neighborhood Met Council Stormwater Grant final report and invoice; reviewing and distributing agreements with Minneapolis and Wenck for Bassett Creek Valley Study; developing resolutions for actions in February; updating Commission calendar and areas of work; recruiting CAMP volunteers; determining possible dates for 50 th event; reviewing March educational press release; drafting 2019 education budget; reviewing Crane Lake Project budget with MTKA staff; assisting with Metro Water Summit planning; determining Closed Project Account balance; reviewing BWSR Watershed Based Funding Forum products	33.25	\$72	\$2,394.00
Administration – Meeting attendance: 2/4/19 BCWMC Technical Advisory Committee Meeting 2/4/19 Medicine Lake City Council Meeting (present Jevne Park Feasibility Study) 2/5/19 Meeting with Hennepin County re: River Watch, future partnering 2/6/19 Barr Engineering Co. AIS Forum 2/6/19 DeCola Ponds B & C Improvement Project Public Open House 2/7/19 Road Salt Symposium 2/21/19 BCWMC Regular Meeting 2/28/19 Jevne Park Water Quality Improvement Project Public Open House	22.75	\$72	\$1,638.00
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; preparing for TAC meeting	25.25	\$72	\$1,818.00
TOTAL HOURS	80.75	\$72	\$5,850.00
TOTAL INVOICE	\$5,850.00		