

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 4-17-14**INVOICE**

DATE: APRIL 1, 2014

**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 2014  
Watershed Management Plan Development for March 2014

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, informational meetings, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, J. Fox, K. Chandler, A. Herbert, C. LeFevre, D. Asche, M. Welch, T. Hoshal, J. de Lambert, C. Carlson, AMLAC, auditor, residents, developers, Hennepin County, state agencies  Coordination of various projects, meetings, and programs including tracking CIP project implementation; preparing memo of CAMP volunteers for Met Council; tracking down WOMP reimbursement; preparing and distributing JPA amendment letter to all cities; attending internal meeting regarding next steps with Schaper Pond; gathering signatures on conflict of interest forms; preparing and requesting website updates; reviewing NEMO program flyer and agenda; attending meeting with T. Hoshal and Hedberg Maps re: watershed map; preparing for Medicine Lake Stakeholder meeting and follow-up documents; updating CIP project list and fact sheets	28.75	\$65	\$1,868.75
<b>Administration – Meeting attendance:</b> 3/4/14 Medicine Lake Stakeholder Meeting 3/6/14 TAC Meeting 3/11/14 WMWA Meeting 3/19/14 Education Committee Meeting 3/20/14 Commission Meeting	13.0	\$65	\$845.00
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agendas and materials and review relevant documents for regular BCWMC meeting, send materials to Recording Secretary for distribution; review draft meeting minutes, list follow up tasks; coordinate meetings for multiple committees (TAC, Education, Budget, Administrative Services); prepare TAC meeting memo	17.25	\$65	\$1,121.25
<b>Administration – Document review and development:</b> Review invoices, CIP project review memos (by Commission Engineer), memos on long term maintenance of Flood Control Project	3.5	\$65	\$227.50
<b>Administration - Watershed Management Plan Development:</b> Review draft policies; develop and distribute agenda and meeting materials; attend and draft meeting notes for 3/10/14 and 3/24/14 Plan Steering Committee meetings; plan for Commission workshop including internal meetings with Commission Engineer	13.75	\$65	\$893.75
<b>TOTAL</b>	<b>76.25</b>	<b>\$65</b>	<b>\$4,956.25</b>