

Item 4Di.  
BCWMC 6-15-17

**KEYSTONE WATERS, LLC**

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**INVOICE**

DATE: JUNE 3, 2017

**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 2017

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p><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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; developing, posting and submitting to the State the 2016 BCWMC Annual Report; coordinating CAMP volunteers; developing 2016 education activities report for cities; transmitting max levy amount and CIP information to County; corresponding with Commission Engineer and lake residents re: Sweeney Lake Aeration Study; meeting with Crystal staff, Commission Engineer, and Winnetka Apartment managers re: native buffer on Winnetka Pond; meeting with Commission Engineer and Minneapolis staff/consultants re: proposed changes to city impound lot; gathering and submitting materials for financial audit of Northwood Lake Clean Water Partnership grant for MPCA; summarizing Flood Control Project policies and information; drafting TAC recommendations, sending for review and revising per comments</p>	35.75	\$70	\$2,502.50
<p><b>Administration – Meeting attendance:</b> 5/4/17 BCWMC Technical Advisory Committee Meeting 5/9/17 Metropolitan Council Metro Water Forum 5/18/17 Regular Commission Meeting 5/19/17 Blue Line LRT Meeting 5/23/17 BCWMC APM/AIS Committee Meeting</p>	12.75	\$70	\$892.50
<p><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; review/revise meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for APM/AIS Committee meetings</p>	27.0	\$70	\$1,890.00
<p><b>Clean Water Fund Grant Administration</b></p>	0	\$70	\$0
<b>TOTAL HOURS</b>	<b>75.5</b>	<b>\$70</b>	<b>\$5,285.00</b>
<b>TOTAL INVOICE</b>	<b>\$5,285.00</b>		