

Item 4Ci.  
BCWMC 5-17-18

**KEYSTONE WATERS, LLC**

Laura Jester  
16145 Hillcrest Lane ~ Eden Prairie, MN 55346  
Phone (952) 270-1990

**INVOICE**

DATE: MAY 6, 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 April 2018

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; corresponding with engineers and partners (including AMLAC) on zebra mussels in Medicine Lake and attending identification training; refining draft 2019 budget recommendations; drafting/editing newsletter articles for WMWA WaterLinks; reviewing Westwood Lake Feasibility Study and Decola Ponds feasibility study concepts; May column by D. Pape; reviewing 2017 financial audit; preparing, distributing, posting minor plan amendment documents; posting approved 5-year CIP and fact sheets; submitting BCWMC projects to BBR reviewing matrix with CIP projects for watershed based funding group; sending event email to commissioners; reviewing local water plan timelines and provisions with cities; attend flood risk management presentation; deliver CAMP monitoring kits to volunteers</p>	30.5	\$70	\$2,135.00
<p><b>Administration – Meeting attendance:</b> 4/9/18 BCWMC Technical Advisory Committee Meeting 4/10/18 West Metro Water Alliance Meeting 4/11/18 DeCola Ponds B &amp; C Improvement Project Open House 4/18/18 BCWMC Education Committee Meeting 4/18/18 Mississippi River Basin Watersheds Meeting 4/19/18 BCWMC Commission Meeting 4/24/18 BCWMC CIP Prioritization Committee Meeting 4/25/18 BCWMC Budget Committee Meeting</p>	16.5	\$70	\$1,155.00
<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; draft follow up email with task list; prepare agendas and materials for committee meetings</p>	25.75	\$70	\$1,802.50
<b>TOTAL HOURS</b>	<b>75.75</b>	<b>\$70</b>	<b>\$5,302.50</b>
<b>TOTAL INVOICE</b>	<b>\$5,302.50</b>		