

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 5-21-20**INVOICE**

DATE: MAY 1, 2020

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 2020

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p>Administration – Correspondence, program coordination, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, Hennepin Co, Met Council, state agencies, and other stakeholders.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; reviewing, commenting on, and getting Commission attorney review on agreements for CAMP monitoring program and BWSR Lawns to Legumes and Clean Water Fund grants; participating in call re: Lawns to Legumes grant reporting and work plan; communicating with MAWD, other watersheds, Commission Engineer, and Commission attorney to determine essential work; developing email to commissioners with upcoming events/meetings and update on COVID response/essential workers; reviewing feasibility study for Mt. Olivet and Parkers Lake CIP Projects; corresponding with Met Council staff and volunteers re: CAMP program status; developing working draft 2021 operating budget, communicating with Commission Engineer and TAC members on 2021 budget; developing, posting, and submitting minor plan amendment documents and public hearing notice to review agencies, Hennepin County, cities, commissioners, TAC members, stakeholders, and official publications; coordinating permitting and contracting for curly-leaf pondweed survey and treatment on Medicine Lake; participate in education adaptation call with other watersheds; creating BCWMC YouTube channel and posting educational videos; coordinating with BWSR, Minneapolis and MPRB on Bryn Mawr Project Clean Water Fund grant work plan elements; review FY2019 financial audit; develop web pages for Parkers Lake and Mt. Olivet Projects; participate in meeting re: sanitary sewer project across Bassett Creek, Minneapolis; participate in call re: Minneapolis Storm Water Ordinance update</p>	67.25	\$72	\$4,842.00
<p>Administration – Meeting attendance: 4/6/20 BCWMC Education Committee Meeting 4/9/20 BCWMC Budget Committee Meeting 4/16/20 Monthly Commission Meeting 4/17/20 Metro Women’s Administrator Group 4/21/20 Minneapolis Stormwater Ordinance Update Meeting 4/30/20 BCWMC Budget Committee Meeting</p>	10.0	\$72	\$720.00
<p>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; researching various online platforms for meeting; developing WebEx instructions; drafting follow-up email with task list</p>	20.25	\$72	\$1,458.00
<p>Administration – Sweeney Lake Water Quality Improvement Project Preparing for and hosting virtual public open house including holding practice session; communication with Commission Engineers, city staff, lake association; preparing</p>	7.25	\$72	\$522.00

questions and answers document and updating project web page (total 5 hours) + preparing and submitting grant invoice #1 for MPCA (total 2.25 hours)			
TOTAL HOURS	104.75	\$72	\$7,542.00
TOTAL INVOICE	\$7,542.00		