

KEYSTONE WATERS, LLC

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INVOICE

DATE: JANUARY 8, 2021

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 December 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 CIP pages on website; finalizing and distributing conflict of interest policy; drafting and sending 2021 assessment invoices to cities; working with Fortin Consulting on chloride management plan template proposal and drafting/posting chloride management materials on BCWMC website; reviewing MAWD resolutions and prepping for MAWD conference and meetings; developing and distributing accounting RFP; developing and submitting engineering/legal solicitation notice; developing agenda for Medicine Lake Vegetation meeting with DNR; reviewing CIP reimbursement requests and Crane Lake final report; coordination and correspondence re: WOMP station relocation and WQ issues at WOMP site and 2021 monitoring contract; corresponding with Commission Attorney and Commissioner Welch re: Bryn Mawr agreement; meeting with U of M graduate student on Bassett’s Creek Park project; attending/assisting with SEA School Project meetings including technical stakeholders and public input meetings; reviewing SEA School and Medley Park Project concepts and discuss with city staff and Commission Engineers; reviewing Blue Thumb Env. Justice meeting materials; meeting with Bassett’s Creek Park/Bryn Mawr volunteers; participating in Pathogen Task Force meeting; picking up Bassett Creek coloring book from artist and posting online; composing and sending email to commissioners with meetings, events, updates; respond to questions on accounting RFP</p>	44.75	\$72	\$3,222.00
<p>Administration – Meeting attendance: 12/1/20 MAWD Resolutions Review Meeting 12/1/20 Hennepin County Chloride Initiative Meeting 12/2-3/20 MAWD Annual Conference 12/4/20 MAWD Business Meeting and Resolutions Hearing 12/8/20 West Metro Water Alliance Meeting 12/10/20 Sochaki Park Project Steering Committee Meeting 12/11/20 Medicine Lake Vegetation Management Meeting 12/17/20 Monthly Commission Meeting</p>	27.75	\$72	\$1,998.00
<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; participating in pre-meeting call with Chair and Commission Engineer; drafting follow-up email with task list; getting checks and documents signed</p>	20.00	\$72	\$1,440.00
TOTAL INVOICE	92.50	\$72	\$6,660.00