

**KEYSTONE WATERS, LLC**

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

Item 4Ci.  
BCWMC 10-16-14**INVOICE**

DATE: OCTOBER 3, 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 September 2014  
Watershed Management Plan Development for September 2014

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, informational meetings, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants, Hennepin County, state agencies, residents, developers, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation; preparing for meeting with Golden Valley City Council and Medicine Lake Mayor Holter; assisting with promotion and coordination of NEMO workshops; watershed map printing and shipping; assisting with display materials at taking photos at Golden Valley Days; discussions with city staff and Commissioners re: Sweeney Lake educational signs and Sweeney Lake aerator permit status; review and comment on BWSR's Wirth Lake article; writing thank you notes to Commission volunteers; assisting Robbinsdale with language to recruit alternate Commissioner	26.0	\$65	\$1,690.00
<b>Administration – Meeting attendance:</b> 9/9/14 WMWA 9/9/14 Golden Valley City Council with Medicine Lake Mayor Holter 9/18/14 Commission Meeting 9/26/14 Mississippi River Forum 9/30/14 Hennepin County Natural Resources Partnership	11.5	\$65	\$747.50
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agenda and materials and review relevant documents and invoices for regular BCWMC meeting, send materials to Recording Secretary for distribution; review draft meeting minutes; develop agenda and materials for October TAC meeting	19.0	\$65	\$1,235.00
<b>Administration - Watershed Management Plan Development:</b> Write meeting notes for 7/28/14 Plan Steering Committee (PSC) meeting; develop and distribute agenda/materials and attend 9/22/14 PSC meeting; revise Education and Outreach Plan; review and edit Implementation Section and tables; edit recreation matrix; review recreation-related policies from different watersheds; develop agenda/materials and distribute for October Commission workshop	18.0	\$65	\$1,170
<b>SUBTOTAL</b>	<b>74.5</b>	<b>\$65</b>	<b>\$4,842.50</b>
<b>Materials and Supplies</b> (stamps, thank you notes, thumb drive, map laminating, Velcro)			<b>\$100.40</b>
<b>TOTAL</b>			<b>\$4,942.90</b>

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VISA \$18.15  
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MaxPerks Qualified Purchase Balance as  
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Product ID	Description	Total
852066	Laminate, WF, 3m	
6 @ 1.99		11.94
Discount - Originally \$11.94		
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Percentage Discount @ 10%

Subtotal: 10.75  
Sales Tax: 0.78 A  
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Visa 1557: 11.53  
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Reference: 045-PO-5195391  
Date: 09/20/14 4:26 PM  
Customer: STEVE JESTER  
CSR: JEFFREY M.

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1 299933 IPSG 32GB USB 3.0 12.99  
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SUBTOTAL: 12.99  
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TOTAL: 13.94

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Product Description	Sale Qty	Unit Price	Final Price
(Forever)	1	\$49.00	\$49.00
Star-Spangled Banner PSA Coil/100			
Total:			\$49.00

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