

**KEYSTONE WATERS, LLC**

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

Item 4Ci.  
BCWMC 9-15-16**INVOICE**

DATE: SEPTEMBER 5, 2016

**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 August 2016

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, program coordination, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, State agencies, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation; finalizing BWSR Clean Water Fund grant applications for Plymouth Creek Restoration Project and Harrison Neighborhood Project; updating website, reviewing draft Response Action Plan for 2017CR-M; meeting with Plymouth staff and Agora developer re: public-private partnership for Four Seasons Mall site; meeting with Amy Herbert to transfer administrative duties; gathering CAMP samples; preparing invoices per agreements with Blue Line and Southwest LRT; developing Hennepin Co. Opportunity Grant application for Plymouth Creek Restoration Project; writing and sending letter to residents near Plymouth Creek Restoration Project re: public hearing; developing financial table for 2017 levy certification	38.25	\$67	\$2,562.75
<b>Administration – Meeting attendance:</b> 8/5/16 – Army Corp of Engineers Mississippi River Tour 8/8/16 – BCWMC Budget Committee Meeting 8/9/16 WMWA Meeting 8/16/16 BCWMC APM/AIS Committee Meeting 8/17/16 Bassett Creek Park Pond/Winnetka Pond Dredging Project (BCP-2) Meeting 8/18/16 – BCWMC Regular Meeting	15.75	\$67	\$1,055.25
<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 and send materials to Recording Secretary for distribution; prepare meeting minutes; prepare follow up task list; prep for APM/AIS Committee and Budget Committee meetings	27.5	\$67	\$1,842.50
<b>SUB-TOTAL HOURS</b>	<b>81.50</b>	<b>\$67</b>	<b>\$5,460.50</b>
<b>SUB-TOTAL EXPENSES</b> Stamps, domain name renewal			<b>+ \$123.00</b>
Amount above maximum allowable monthly total of \$5,150			<b>- \$433.50</b>
<b>TOTAL INVOICE</b>			<b>\$5,150.00</b>

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BCWMC  
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