



Laura Jester

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Item 4Ci.  
BCWMC 12-19-13

# INVOICE

DATE: DECEMBER 3, 2013

**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 November 2013  
Watershed Management Plan Development for November 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, informational meetings, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, K. Chandler, A. Herbert, B. Wozney (BWSR), J. Anderson (WMWA), C. LeFevre, Chair Black, D. Asche, J. de Lambert, M. Welch, C. Carlson, residents, developers, Friends of Bassett Creek, state agencies  Coordination of various projects, meetings and programs including Medicine Lake: surveying stakeholders, distributing letter from resident, responding to questions and comments; Dispute Resolution Committee recommendations; responding to resident concerns of erosion on Twin Lake; drafting letter from resident in response to questions regarding Sweeney Lake TMDL implementation; distributing Schaper Pond analyses results to state agencies; reviewing channel maintenance fund; etc.	14.0	\$65	\$910.00
<b>Administration – Meeting attendance:</b> 11-7-13 TAC Meeting 11-7-13 Education Committee Meeting 11-11-13 WMWA Meeting 11-20-13 Commission Meeting	7.5	\$65	\$487.50
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agendas and materials and review relevant documents for BCWMC meeting, review meeting notes, email follow up tasks; develop agendas and materials, review documents and draft TAC memo for TAC meeting; assist with coordination of Education Committee meeting	17.5	\$65	\$1,137.50
<b>Administration – Document review and development:</b> Review invoices, flood control project documents, budget and financial documents	5.0	\$65	\$325.00
<b>Administration - Watershed Management Plan Development:</b> Review draft policies; develop and distribute agenda and meeting materials; attend 11-18-13 Plan Steering Committee meeting and draft meeting notes; revise waterbody classification table; review and comment on standards and triggers comparison tables	11.0	\$65	\$715.00
<b>TOTAL</b>	<b>55.0</b>	<b>\$65</b>	<b>\$3,575.00</b>