

**KEYSTONE WATERS, LLC**

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

Item 4Ci.  
BCWMC 1-21-16**INVOICE**

DATE: JANUARY 2, 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 December 2015

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, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation and updating CIP Project Update Chart; coordinating and assisting with website redevelopment project including writing content, and receiving training on website administration; developing 2015 WOMP report to Met Council; developing/sending invoice to Met Council per Blue Line LRT agreement; developing agreement with Met Council for Southwest LRT; maintaining/organizing Commission files; preparing memo on Channel Maintenance Fund policy	24.0	\$67	\$1,608.00
<b>Administration – Meeting attendance:</b> 12/1/15 Minneapolis Emergency Preparedness Meeting – presentation on BCWMC 12/3 – 12/4/15 MN Association of Watershed Districts – workshop and conference 12/7/15 Main Stem Erosion Repair Project Technical Stakeholder Meeting 12/8/15 West Metro Water Alliance Meeting 12/9/15 Bryn Mawr Neighborhood Association Board Meeting – presentation 12/14/15 Harrison Neighborhood Association Board Meeting – presentation 12/17/15 BCWMC Regular Meeting 12/18/15 MPCA Watershed Update Meeting	29.75	\$67	\$1,993.25
<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; prepare follow up task list for staff; prepare for 1/7/16 TAC meeting	15.25	\$67	\$1,021.75
<b>SUB-TOTAL INVOICE</b>	<b>69.0</b>	<b>\$67</b>	<b>\$4,623.00</b>
<b>Lodging at MAWD</b>			<b>+\$143.36</b>
<b>Plus partial amount unbilled from October invoice</b>			<b>+ \$217.99</b>
<b>TOTAL INVOICE</b>			<b>\$4,984.35</b>

Invoice Admin-2015-01

# Riley Purgatory Bluff Creek Watershed District

14500 Martin Drive, Suite 1500  
Eden Prairie, MN 55344



**Date**  
December 9, 2015

**To**  
Keystone Waters LLC  
16145 Hillcrest Lane,  
Eden Prairie, MN 55346

**Ship To**  
Same as recipient

### Instructions

Please send reimbursement check to the address above.

	Description	Unit Price	Total
MAWD	Reimbursement for lodging at Arrowood for the MAWD Conference for two nights	\$71.68	\$143.36
		Subtotal	143.36
		Sales Tax	
		Shipping & Handling	
<b>Total Due By 1.15.2015</b>			<b>143.36</b>

Thank you for your business!

Tel: 952-607-6512

Email: [info@rpbcwd.org](mailto:info@rpbcwd.org)

Web: [rpbcwd.org](http://rpbcwd.org)