

KEYSTONE WATERS, LLC

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Item 4Ci. BCWMC 12-17-15

INVOICE

DATE: DECEMBER 5, 2015

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 2015

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, program coordination, general administration: 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; developing public outreach plan, postcard to residents, and neighborhood newsletter articles for 2017CR-M Main Stem Project; walking 2017CR-M project sites; preparing display materials for a Harrison Neighborhood Association Art Festival; writing thank you notes to BCWMC volunteers; coordinating and assisting with website redevelopment project including writing content, and gathering photos, data, and information.	39.25	\$67	\$2,629.75
Administration – Meeting attendance: 11/2/15 Women’s Metro Administrators Meeting 11/5/15 BCWMC Technical Advisory Committee Meeting 11/18/15 Commission Meeting 11/21/15 Harrison Neighborhood Association Art Fair	10.5	\$67	\$703.50
Administration – Preparing agendas, meeting materials, meeting notes, follow up: 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 11/5 TAC meeting and write TAC memo	15.5	\$67	\$1,038.50
SUB-TOTAL INVOICE	65.25	\$67	\$4,371.75
Plus partial amount unbilled from October invoice			+ \$778.25
TOTAL INVOICE			\$5,150.00