

KEYSTONE WATERS, LLC

Laura Jester

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| Item 4Ci. BCWMC 10-20-16 |
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INVOICE

DATE: OCTOBER 4, 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 September 2016

| DESCRIPTION | HOURS | RATE/HR | AMOUNT |
|---|-------------|-------------|-------------------|
| Administration – Correspondence, program coordination, general administration: 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; developing grant application for Hennepin County’s Opportunity Grant for Plymouth Creek Restoration Project; updating website; transferring and managing paper files from Amy Herbert; developing subgrant agreement with Metro Blooms; getting signatures on agreements; certifying 2017 levy to Hennepin County, writing Water Links newsletter articles; coordinating Golden Valley Arts and Music Festival and Westwood Nature Center Event volunteers and display; coordinating with Education Consultant re: new display development and press releases; meeting with Minneapolis staff and developer re: possible Bassett Creek Greenway Corridor; coordinating with Blake School and city staff and commissioners for fieldtrip; writing “thank you” notes to CAMP volunteers | 27.0 | \$67 | \$1,809.00 |
| Administration – Meeting attendance: 9/13/16 - WMWA Meeting 9/14/16 - Climate Adaptation Workshop 9/15/16 – BCWMC Regular Meeting 9/27/16 – BCWMC APM/AIS Committee Meeting 9/29/16 – Blake School Fieldtrip | 13.25 | \$67 | \$887.75 |
| Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; prepare follow up task list; prep for APM/AIS Committee and TAC meetings | 27.5 | \$67 | \$1,691.75 |
| TOTAL HOURS | 65.5 | \$67 | \$4,388.50 |
| Add amount held from August invoice | | | + \$433.50 |
| TOTAL INVOICE | | | \$4,822.00 |