

KEYSTONE WATERS, LLC

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

**Item 4Ci.
BCWMC 12-15-16****INVOICE**

DATE: DECEMBER 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 November 2016

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, program coordination, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, Hennepin County, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; coordinating with education consultant re: new display development; drafting press release for Blake School project; delivering display materials; meeting with developer and city staff on future development in Minnetonka; meeting on Blue Line LRT project; meeting on Metro Line C bus rapid transport line; meeting with Agora developer and city staff; meeting with Hennepin County re: Mesonet data sharing opportunities; refining BCWMC policies for Admin Committee consideration; developing “events” email to Commissioners; talking with Star Tribune reporter; developing CIP cost share policy;	31.75	\$67	\$2,127.25
Administration – Meeting attendance: 11/2/16 – Metro Watershed Partners Meeting 11/4/16 – BCWMC Administrative Services Committee Meeting 11/16/16 – Commission Meeting 11/28/16 – BCWMC Technical Advisory Committee Meeting 11/29/16 – West Metro Water Alliance Meeting 11/30/16 – BCWMC Aquatic Plant Management/Aquatic Invasive Species Committee Meeting	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, TAC meeting, Administrative Services Committee meetings	29.5	\$67	\$1,976.50
TOTAL HOURS	74.5	\$67	\$4,991.50
Expenses: Accommodations at MAWD conference			+ \$98.23
TOTAL INVOICE			\$5,089.73

**Arrowwood Resort**

866-386-5263

www.arrowwoodresort.com

GUEST FOLIO

Ms Laura Jester
16145 Hillcrest Lane
Eden Prairie, MN
55346

Account Name Jester, Laura
Account No. IN 458074
Folio Type Current
Suite: 417
Guest Tax 1

Arrival 12/01/16
Departure 12/02/16
Guests 1

Fax :

Seq.	Date	Transaction Description	Ref/Comments	Room No.	Q	Amount	TX	S/F
1	10/24/16	Check	Jester 5186		1	(98.23)	I	A
2	12/01/16	Room	Re: 417/Jester, Laura	417	1	89.00	N	A
		Room Tax				6.56		
		Lodging Tax				2.67		
			TOTAL			0.00		
			*** TAXES INCL ***					
			Taxes 9.23					

This bill is in currency : USD

Print date: 12/02/16

I agree to pay for any balance left unpaid by the company, organization or person in charge and am aware of my responsibility to cover for any damage caused to the property.

X

Guest signature