

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 1-19-17**INVOICE**

DATE: JANUARY 3, 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 2016

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, Hennepin County, state agencies, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; conference call with Center Point Energy re: upcoming project; working with Agora developer and city staff; meeting with Commission Engineer regarding 2017 projects and AIS grant application; developing AIS grant application; attending Mississippi River Forum; planning for presentation and panel discussion at “Plan It” Conference	18.25	\$67	\$1,222.75
<b>Administration – Meeting attendance:</b> 12/1 – 12/2/16 Minnesota Association of Watershed Districts Annual Conference and pre-conference workshop 12/5/16 – BCWMC Administrative Services Committee Meeting 12/13/16 – Met Council’s Plan It Conference 12/15/16 – Commission Meeting	19.5	\$67	\$1,306.50
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> 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; prepare meeting notes for APM/AIS Committee	29.0	\$67	\$1,943.00
<b>TOTAL HOURS</b>	<b>66.75</b>	<b>\$67</b>	<b>\$4,472.25</b>
<b>Expenses:</b> Mileage to MAWD Conference, Alexandria MN (280 mi * \$0.54/mile)			<b>+ \$151.20</b>
<b>TOTAL INVOICE</b>			<b>\$4,623.45</b>