

KEYSTONE WATERS, LLC

Laura Jester

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**Item 4Ci.
BCWMC 3-16-17****INVOICE**

DATE: MARCH 4, 2017

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 February 2017

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; working with Agora developer and city staff including attending meetings, reviewing agreements, gathering signatures, and coordinating with Commission legal counsel; planning for and preparing virtual tour PPT for Bassett Creek Park Pond Project public open house; doing video interview with Blake School videographers; meeting with new Hennepin County Land and Water Supervisor; meeting with @glenwood developer; meeting with new Alternate Commission Byrnes; developing and reviewing agreements with HDR, Wenck, Lawn Chair Gardener; updating 5-year CIP list; updating Channel Maintenance Fund memo	41.0	\$70	\$2,870.00
Administration – Meeting attendance: 2/2/17 Road Salt Symposium 2/3/17 BCWMC Technical Advisory Committee Meeting 2/14/17 West Metro Water Alliance (WMWA) Meeting 2/16/17 Commission Meeting 2/16/17 Bassett Creek Park & Winnetka Pond Dredging Project Public Open House	15.0	\$70	\$1,050.00
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; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education Committee and TAC meetings	22.25	\$70	\$1,557.50
Clean Water Fund Grant Administration Northwood Lake Improvement Project Clean Water Fund Grant reconciliation meeting with BWSR	1.5	\$70	\$105.00
TOTAL HOURS	79.75	\$70	\$5,582.50
Expenses: Plymouth Home Expo Booth Fee			+ \$60.00
TOTAL INVOICE			\$5,642.50

Plymouth Parks and Recreation

Clerk: pcampbell

Date: 02/22/2017 @ 1:55 pm

H/H: * Bassett Creek Watershed Mgmt Comm

H/H #: 3840

*** Bassett Creek Watershed Mgmt Comm**

Description	Ext Price
Home Expo Community Booth	60.00

Special Questions:

Booth Number: 515

Total New Fees	60.00
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Total Due	60.00
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Total Fees Paid	60.00
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Total Paid	60.00
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Household Balance Information

Overall Balance Due	0.00
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Payment of: 60.00 Made By:VISA Auth:

022640 Card#: xxxxxxxxxxxxx1557

Receipt # 7951