

**KEYSTONE WATERS, LLC**

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Item 4Ci.  
BCWMC 5-18-17**INVOICE**

DATE: MAY 6, 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 April 2017

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; developing draft 2018 operating budget; assisting with set up and take down at Plymouth Home Expo; coordinating CAMP volunteers; developing materials for proposed minor plan amendment, submitting to review agencies; developing and submitting public hearing notice; coordinating curly-leaf pondweed treatment on Medicine Lake; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project; meeting with new alternate commissioner; writing articles for West Metro Water Alliance newsletter; summarizing recommendations of Education Committee	28	\$70	\$1,960.00
<b>Administration – Meeting attendance:</b> 4/20/17 Commission Meeting 4/24/17 BCWMC Education Committee Meeting 4/24/17 BCWMC Budget Committee Meeting	7.25	\$70	\$507.50
<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; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings	20.25	\$70	\$1,417.50
<b>Clean Water Fund Grant Administration</b>	0	\$70	\$0
<b>TOTAL HOURS</b>	<b>55.5</b>	<b>\$70</b>	<b>\$3,885.00</b>
<b>TOTAL INVOICE</b>			<b>\$3,885.00</b>