

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 7-20-17**INVOICE**

DATE: JULY 3, 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 June 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, Met Council, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; developing and distributing “upcoming events” email to commissioners; distributing 2018 proposed budget to cities for comment; receiving update on Harrison neighborhood project; drafting invoice for work on Blue Line LRT project; reviewing draft education materials; taking phone calls from resident along Plymouth Creek Restoration Project site; preparing/delivering education materials for Westwood Lake event; coordinating CAMP volunteers and picking up samples; summarizing Flood Control Project policies and information and posting on website; drafting APM/AIS Committee recommendations	30.0	\$70	\$2,100.00
Administration – Meeting attendance: 6/15/17 Regular Commission Meeting 6/20/17 Hennepin County Committee Meeting 6/23/17 Blue Line LRT Meeting 6/26/17 Plymouth Creek Restoration Project Public Open House 6/28/17 BCWMC APM/AIS Committee Meeting	10.25	\$70	\$717.50
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; review/revise meeting minutes; prepare follow up task list; prepare for APM/AIS Committee meeting	14.25	\$70	\$997.50
Clean Water Fund Grant Administration	0	\$70	\$0
TOTAL HOURS	54.5	\$70	\$3,815.00
TOTAL INVOICE	\$3,815.00		