

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 9-21-17**INVOICE**

DATE: SEPTEMBER 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 Aug 1 – Sept 1, 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; providing additional financial details for interim report on Harrison Neighborhood Project for Met Council grant; assisting with recruitment for chloride training event; developing and ordering “salt cups” for education giveaways; communication with county staff and landowners re: Plymouth Creek Restoration Project; reviewing/making updates to Watershed Plan and posting updated sections; sending public hearing notice to official publications; scheduling public open house for Main Stem Project; picking up CAMP samples from volunteers; collating and posting updated requirements document	25.75	\$70	\$1,802.50
Administration – Meeting attendance: 8/4/17 BCWMC Technical Advisory Committee Meeting 8/8/17 West Metro Water Alliance Meeting 8/17/17 Regular Commission Meeting	5.5	\$70	\$385.00
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; participate in pre-meeting call with chair and Commission Engineer; review/revise meeting minutes; prepare follow up task list	20.25	\$70	\$1,417.50
BWSR Local Government Roundtable Workgroup Attend second meeting (St. Paul)	3.5	\$70	\$245.00
TOTAL HOURS	55.0	\$70	\$3,850.00
TOTAL INVOICE			\$3,850.00