

KEYSTONE WATERS, LLC

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie, MN 55346

Phone (952) 270-1990

Item 4Ci.
BCWMC 11-15-17

INVOICE

DATE: NOVEMBER 5, 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 October 2017

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<p>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.</p> <p>Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; assisting with recruitment and coordination for chloride training event; reviewing/making updates to Watershed Plan, printing and posting updated sections; assist with development of contract with Wenck for plan review; update Channel Maintenance Fund table, create 2019 CIP project webpages, update existing CIP project webpages, and create CIP Project Update table; pick up CAMP samples; assist with planning DeCola ponds open house; discuss records retention with contractors and city of Plymouth; perform file management tasks; attend meeting of women watershed administrators, review and edit XP-SWMM fact sheet; attend meeting with DNR and Engineer re: FEMA modeling project scope and timing</p>	43.5	\$70	\$3,045.00
<p>Administration – Meeting attendance: 10/2/17 BWSR and Met Council Water Resources 25x25 Listening Session 10/6/17 DeCola Ponds Improvement Project Kick-off Meeting 10/10/17 West Metro Water Alliance Meeting 10/12/17 Water Reuse Seminar at Barr 10/13/17 BCWMC Winter Maintenance Workshop 10/19/17 Regular Commission Meeting 10/23/17 Bryn Mawr Improvement Project Kick-off Meeting</p>	20.5	\$70	\$1,435.00
<p>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 vice chair and Commission Engineer; review/revise meeting minutes; prepare follow up task list</p>	16.25	\$70	\$1,137.50
<p>BWSR Local Government Roundtable Workgroup Attend third meeting (via conference call)</p>	2.5	\$70	\$175.00
TOTAL HOURS	82.75	\$70	\$5,792.50
<p>Minnesota Association of Watershed Districts Annual Meeting Room reservation, Arrowwood Resort Conference Registration</p>		\$98.23 \$200.00	\$298.23
TOTAL INVOICE			\$6,090.73



Minnesota Association of Watershed Districts

Invoice# 0000002467

Invoice Date: 10/19/2017 11:46:44

Billing Information:

Laura Jester
16145 Hillcrest Lane
Eden Prairie, MN 55346
(952)417-8972
laura.jester@keystonewaters.com

Shipping Information:

Laura Jester
16145 Hillcrest Lane
Eden Prairie, MN 55346
(952)417-8972

Payment Information:

Payment Method: Credit Card
Card Type: Visa
Name on Account: Laura Jester
Credit Card #: xxxx-xxxx-xxxx-5319
Authorization Code: 019490

Items

Qty	Item #	Description	Price Each	Total
1	2017_reg200	1. Meeting & Tradeshow Registration 2017	\$200.00	\$200.00
		<ul style="list-style-type: none"> Your Organization: Bassett Creek Watershed Management Commission Attendee 1: Laura Jester 		

Subtotal: \$200.00
Tax : \$0.00
Total: \$200.00
Balance Due: \$200.00

If you have any questions concerning this invoice, contact us immediately:

Phone: 6519003285

FAX: 6516868679

E-mail: mnwatershed@gmail.com

Website: shop.mnwatershed.org

Thank you for your business!

Land and Water shall be Preserved

HOTEL DETAILS

Hotel Name Arrowwood Resort & Conference Center - Alexandria
Hotel Address 2100 Arrowwood Lake NW
Main Phone 1-320-7621124
Reservation Phone
Fax 1-320-7620133
Reservation Email reserve@arrowwoodresort.com

RESERVATION DETAILS

Itinerary Number 16552B0506885
Confirmation Number 61974SB017005
Check-in 11/30/2017
Check-Out 12/1/2017
1
Number of Guests Guests Summary
1 Adult
Number of Rooms 1
Room Type Deluxe 2 Queen - Inland view
Booked Rate Minnesota Association of Watershed
Policies Reservation must be canceled 3 days prior to arrival by 4 PM local hotel time to avoid penalty
Reservation must be guaranteed to valid credit card at time of booking.

PRICE DETAILS

Room Total USD 89.00
Package Total
County Tax USD 2.67
State Tax USD 6.56
Itinerary Total USD 98.23

PERSONAL INFORMATION

Name Ms. Laura Jester
Company Name Bassett Creek Watershed Mgmt Commiss
Address 16145 Hillcrest Lane
City Eden Prairie
State/Province Minnesota
Country United States
Postal Code 55346
Daytime Phone 952-417-8972
Email Address laura.jester@keystonewaters.com

PAYMENT INFORMATION

Cardholder Name Laura L Jester
Card Type VISA
Card Number XXXXXXXXXXXXX5319
Expiration Date ****