

# KEYSTONE WATERS, LLC

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 16145 Hillcrest Lane ~ Eden Prairie, MN 55346  
 Phone (952) 270-1990

Item 4Di.  
 BCWMC 3-19-15

# INVOICE

DATE: MARCH 7, 2015

**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 2015  
 Watershed Management Plan Development for February 2015

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, informational meetings, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants, Hennepin County, MDNR, BWSR, MPCA, Met Council, residents, developers, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation and updating CIP Project Update Chart; drafting Plan Amendment response to comments letter; reviewing Twin and Sweeney Lake Water Quality Report; coordinating WOMP, WMWA, River Watch and CAMP contract; soliciting for CAMP volunteers; working on file management system; reviewing WMWA 2015 plan; reviewing Medicine Lake dam documents; reviewing performance evaluations; coordinating website redesign project and reviewing proposals; reviewing and commenting on draft bacteria TMDL document; assisting with 2015 NEMO programming	36.5	\$67	\$2,445.50
<b>Administration – Meeting attendance:</b> 2/2/15 TAC Meeting 2/9/15 Administrative Services Committee Meeting 2/10/15 WMWA Meeting 2/19/15 Commission Meeting 2/26/15 Women Administrators Meeting	13.25	\$67	\$877.75
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agenda and materials and review relevant documents and invoices for regular BCWMC meeting, send materials to Recording Secretary for distribution; review draft meeting minutes; prepare follow up task list for staff; write TAC memo for 2/2 meeting; prepare agenda and materials for 3/5 TAC meeting; set committee meetings	24.0	\$67	\$1,608.00
<b>Administration - Watershed Management Plan Development:</b> Review comments from 60-day review and draft responses	4.75	\$67	\$318.25
<b>SUBTOTAL</b>	<b>78.5</b>	<b>\$67</b>	<b>\$5,259.50</b>
<b>Materials and Supplies:</b> Postage			+ \$28.67
<b>TOTAL HOURS &amp; EXPENSES</b>			<b>= \$5,288.17</b>
<b>Less amount over \$5,150 maximum billing allowed (held for future billing)</b>			<b>- \$138.17</b>
		<b>TOTAL INVOICE</b>	<b>= \$5,150.00</b>

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MINNETONKA BRANCH  
 MINNETONKA, Minnesota  
 553459909  
 2663650345 -0098  
 02/27/2015 (800)275-8777 12:03:26 PM

EDEN PRAIRIE PO  
 EDEN PRAIRIE, Minnesota  
 553449712  
 2663650344 -0099  
 02/24/2015 (800)275-8777 11:45:46 AM

Product Description	Sale Qty	Receipt Unit Price	Final Price
MINNEAPOLIS MN 55428 Zone-1 First-Class Mail Large Env 1.30 oz. Expected Delivery: Mon 03/02/15			\$1.19
Issue Postage:			\$1.19
MINNEAPOLIS MN 55447 Zone-1 First-Class Mail Large Env 0.90 oz. Expected Delivery: Mon 03/02/15			\$0.98
Issue Postage:			\$0.98
SAINT PAUL MN 55101-1805 Zone-1 First-Class Mail Large Env 12.90 oz. Expected Delivery: Mon 03/02/15			\$3.50
Issue Postage:			\$3.50
<b>Total:</b>			<b>\$5.67</b>
<b>Paid by:</b> VISA			<b>\$5.67</b>
Account #:	XXXXXXXXXXXX	1557	
Approval #:	027356		
Transaction #:	4		
	23 903340693		

Product Description	Sale Qty	Receipt Unit Price	Final Price
@@ ~ MINNEAPOLIS MN 55422-3405 Zone-1 Priority Mail 1-Day Flat Rate Env 8.40 oz. Expected Delivery: Wed 02/25/15 Includes \$50 insurance			\$5.75
USPS Tracking #: 9505 5110 7610 5055 4230 44			
Issue Postage:			\$5.75
<b>Total:</b>			<b>\$5.75</b>
<b>Paid by:</b> VISA			<b>\$5.75</b>
Account #:	XXXXXXXXXXXX	1557	
Approval #:	024934		
Transaction #:	614		
	23 903340685		

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EDEN PRAIRIE, Minnesota  
553449712  
2663650344 -0096  
02/20/2015 (800)275-8777 09:57:22 AM

Product Description	Sale Qty	Receipt Unit Price	Final Price
@@ ~ MINNEAPOLIS MN 55422-3706 Zone-1 Priority Mail 1-Day Flat Rate Env 8.40 oz. Expected Delivery: Sat 02/21/15 Includes \$50 insurance			\$5.75

USPS Tracking #: 9505 5110 7614 5051 3578 44

Issue Postage: \$5.75

@@ ~ MINNEAPOLIS MN 55441-5616 Zone-1 Priority Mail 1-Day Flat Rate Env 8.50 oz. Expected Delivery: Sat 02/21/15 Includes \$50 insurance			\$5.75
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USPS Tracking #: 9505 5110 7614 5051 3580 94

Issue Postage: \$5.75

Total: \$11.50

Paid by:  
VISA \$11.50  
Account #: XXXXXXXXXXXX1557  
Approval #: 020315  
Transaction #: 725  
23 903340685

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MINNETONKA BRANCH  
MINNETONKA, Minnesota  
553459909  
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02/04/2015 (800)275-8777 12:05:37 PM

Product Description	Sale Qty	Receipt Unit Price	Final Price
@@ ~ MINNEAPOLIS MN 55428-4719 Zone-1 Priority Mail 1-Day By Weight 10.10 oz. Expected Delivery: Thu 02/05/15 Includes \$50 insurance			\$5.75

USPS Tracking #: 9505 5110 2267 5035 4349 75

Issue Postage: \$5.75

Total: \$5.75

Paid by: \$5.75  
VISA  
Account #: XXXXXXXXXXXX1557  
Approval #: 004000  
Transaction #: 863  
23 903340693

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