

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 8-17-17**INVOICE**

DATE: AUGUST 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 July 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; reviewing/commenting on survey for Harrison neighborhood project; developing interim report for Met Council grant for Harrison neighborhood project; coordinating with education consultant; communication and coordination for Plymouth Creek Restoration Project site; drafting APM/AIS Committee recommendations; ordering zebra mussel sampler plates; discussing AIS funding with Hennepin County; communicating with Medicine Lake staff and Commission Engineer regarding city maintenance project; reviewing/distributing Channel Maintenance Fund information; reviewing/making updates to Watershed Plan; sending public hearing notice to cities; coordinating development of 2019 feasibility studies	22.0	\$70	\$1,540.00
Administration – Meeting attendance: 7/20/17 Regular Commission Meeting 7/26/17 Plymouth Creek Restoration Project Landowner Meeting	4.0	\$70	\$280.00
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; review/revise meeting minutes; prepare follow up task list; prepare for TAC meeting	19.5	\$70	\$1,365.00
Clean Water Partnership Grant Administration Develop interim grant report and update expenses spreadsheet for Northwood Lake Improvement Project	4.5	\$70	\$315.00
BWSR Local Government Roundtable Workgroup Review meeting materials and attend first meeting (St. Cloud) Mileage	6.0 146 mi	\$70 \$0.535/mi	\$420.00 \$78.11
Clean Water Fund Grant Administration	0	\$70	\$0
TOTAL HOURS	56.0	\$70	\$3,920.00
TOTAL EXPENSES			\$78.11
TOTAL INVOICE			\$3,998.11