

**KEYSTONE WATERS, LLC**

Laura Jester

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Phone (952) 270-1990

**Item 4Ci.  
BCWMC 3-17-16****INVOICE**

DATE: MARCH 5, 2016

**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 2016

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence, program coordination, general administration:</b> Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, State agencies, and other stakeholders.  Coordination of various projects, meetings, and programs including tracking CIP project implementation and updating CIP Project Update Chart; coordinating and assisting with final edits of new website; maintaining/organizing Commission files; writing WMWA newsletter articles; coordinating right of access agreements for 2017CR-M project; reviewing draft feasibility study for 2017CR-P project; developing draft 5-year CIP list; submitting projects for Hennepin County All-Hazard Mitigation Plan; developing BCWMC calendar; discussing Northwood Lake area projects with city and Commission Engineer; developing revised accounting options for Northwood Lake CIP project; discussing SWLRT proposed tunnel connection with city, Commission Engineer, SWLRT staff; researching/attending informational meeting regarding chloride education and training options; gathering/communicating with CAMP volunteers and Met Council staff; gathering conflict of interest forms; updating directories	38.50	\$67	\$2,579.50
<b>Administration – Meeting attendance:</b> 2/5/16 BCWMC Technical Advisory Committee Meeting 2/9/16 West Metro Water Alliance Meeting 2/16/16 Presentation on 2017CR-M Project at Redevelopment Oversight Cmte Mtg 2/18/16 BCWMC Regular Meeting 2/23/16 Hennepin County Natural Resources Partnership Meeting	11.25	\$67	\$753.75
<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; prepare meeting minutes; prepare follow up task list for staff; prepare for 3/1/16 BCWMC Education Committee meeting and 3/3/16 TAC meeting	28.75	\$67	\$1,926.25
<b>MPCA Clean Water Partnership Grant Admin</b>	0.0	\$67	\$0.00
<b>SUB-TOTAL INVOICE</b>	<b>78.50</b>	<b>\$67</b>	<b>\$5,259.50</b>
<b>Expenses (postage)</b>			<b>+\$33.21</b>
<b>Amount above maximum allowable monthly total of \$5,150</b>			<b>-\$142.71</b>
<b>TOTAL INVOICE</b>			<b>\$5,150.00</b>

BCWMC

BCWMC

MINNETONKA BRANCH  
MINNETONKA, Minnesota  
553459909  
2663650345-0099  
02/08/2016 (800)275-8777 11:30:36 AM

EDEN PRAIRIE PO  
EDEN PRAIRIE, Minnesota  
553449712  
2663650344-0098  
02/12/2016 (800)275-8777 11:18:22 AM

Product Description	Sale Qty	Unit Price	Final Price
(Forever) Purple Heart PSA	32	\$0.49	\$15.68
<b>Total:</b>			<b>\$15.68</b>

Paid by:  
VISA \$15.68  
Account #: XXXXXXXXXXXX1622  
Approval #: 04656D  
Transaction #: 602  
23903340685

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BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.  
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Product Description	Sale Qty	Unit Price	Final Price
Photo/Doc Mailer 9.75x12.25 Chipboard	1	\$1.59	\$1.59
MINNEAPOLIS MN 55411 Zone-1 First-Class Mail Large Env 6.80 oz.			\$2.30
Expected Delivery: Wed 02/10/16			=====
Issue Postage:			\$2.30
(Semipostal) B20ast\$0.60er Rese\$12.00			
<b>Total:</b>			<b>\$15.89</b>

Paid by:  
VISA \$15.89  
Account #: XXXXXXXXXXXX1622  
Approval #: 01073D  
Transaction #: 444  
23903340693

\* A portion of this sale is a contribution. The fair market value of the postage portion of the indicated stamps equals the First-Class postage rate.

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BCWMC

USPS PLYMOUTH BRANCH  
PLYMOUTH, Minnesota  
554471446  
2663650447-0098  
02/22/2016 (800)275-8777 02:00:56 PM

Product Description	Sale Qty	Unit Price	Final Price
SAINT PAUL MN 55101 Zone-1 First-Class Mail Large Env 3.20 oz.			\$1.64
Expected Delivery: Wed 02/24/16			=====
Issue Postage:			\$1.64

**Total:** \$1.64  
Paid by: \$2.00  
Cash -\$0.36  
Change Due: \*\*\*\*\*  
\*\*\*\*\*  
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