

**KEYSTONE WATERS, LLC**

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**Item 4Ci.  
BCWMC 6-16-16****INVOICE**

DATE: JUNE 6, 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 May 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; developing 2017 draft budget; reviewing proposals for 2017 water monitoring projects; updating website; planning for watershed tour; reviewing Harrison Neighborhood Project grant application to Met Council; submitting maximum levy information to County, reviewing TAC recommendations on Flood Control Project; meeting with City of Medicine Lake and Commission Engineer regarding possible future projects	27.75	\$67	\$1,859.25
<b>Administration – Meeting attendance:</b> 5/4/16 BCMWC Budget Committee Meeting 5/5/16 BCWMC Technical Advisory Committee Meeting 5/6/16 Blue Line LRT Update Meeting 5/10/16 West Metro Water Alliance Meeting 5/16/16 Climate Change Resiliency Seminar 5/19/16 BCWMC Regular Meeting	13.75	\$67	\$921/25
<b>Administration – Preparing agendas, meeting materials, meeting notes, follow up:</b> Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting, post materials to website and send materials to Recording Secretary for distribution; prepare meeting minutes; prepare follow up task list; prep for Budget Committee meeting	18.50	\$67	\$1,239.50
<b>TOTAL INVOICE</b>	<b>60.0</b>	<b>\$67</b>	<b>\$4,020.00</b>