



Laura Jester

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Item 4Ci
BCWMC 5-16-13

INVOICE

DATE: MAY 6, 2013

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 April 2013
Watershed Management Plan Development for April 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, informational meetings, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, K. Chandler, A. Herbert, L. Kremer, E. Francis (WSB), B. Wozney (BWSR), C. LeFevre, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), T. Hoshal, Chair Black, M. Welch, J. Riss, D. Asche, J. Rumsey (AMLAC), developers (3), Rainbow Tree Care CAMP coordination, delivering exhibit materials, conference call re: Lakeview Park Pond Project, watershed tour coordination, delivering tricycle to raffle winner, filing Meetings with C. Rickenberg (Engineering and Arts School), A. Herbert, W. Clark and T. Russell (Friends of Mississippi River)	19.0	\$65	\$1,235.00
Administration – Meeting attendance: 4-4-13 TAC Meeting 4-18-13 BCWMC Meeting 4-25-13 Budget Committee Meeting 4-25-13 Administrative Services Committee Meeting	8.5	\$65	\$552.50
Administration – Preparing agendas, meeting materials, meeting notes, follow up: 4-4-13 TAC Meeting 4-18-13 BCWMC Meeting 4-25-13 Budget Committee Meeting 4-25-13 Administrative Services Committee Meeting	26.0	\$65	\$1,690
Administration – Document review and development: Review invoices, Barr memo re: comments to FEMA, WMWA minutes Refine Roles and Responsibilities document Gather 2014 budget materials	7.0	\$65	\$455.00
Administration - Watershed Management Plan Development: Solicit and review GTS proposal, coordinate AMLAC small group meeting – prep and deliver materials, begin sorting issues notecards from small group meetings 4-22-13 Plan Steering Committee meeting: prepare and distribute agenda, attend and take meeting notes, type and distribute meeting notes, participate in affinity mapping exercise	7.0	\$65	\$455.00
TOTAL	67.5	\$65	\$4,387.50