



Laura Jester

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Item 4Ci.
BCWMC 4-18-13

INVOICE

DATE: APRIL 7, 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 March 2013
Watershed Management Plan Development for March 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence and Informational meetings: Phone and email correspondence with various Commissioners, TAC members, and Consultants including: S. Virnig, K. Chandler, A. Herbert, B. Wozney (BWSR), C. LeFevere, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), J. Anderson (WMWA), watershed resident (re: availability of native seeds), watershed teacher (re: partnership possibilities), T. Hoshal, W. Sicora, Chair Black, M. Welch, P. Crough, D. Asche Meeting with J. Anderson and T. Hoshal re: educational opportunities and exhibits Meeting with K. Chandler re: TAC meeting agenda, budget, etc.	7.0	\$65	\$455.00
Administration – Meeting attendance: 3-8-13 Mtg w/ MPRB, WSB, Commissioners Welch and Goodard re: stream restoration project in Wirth Park 3-11-13 Administrative Services Committee Meeting 3-12-13 WMWA Meeting 3-21-13 BCWMC Meeting	9.0	\$65	\$585.00
Administration – Preparing agendas, meeting materials, follow up tasks: 3-11-13 Administrative Services Committee Meeting 3-21-13 BCWMC meeting 3-21-13 Agenda memo, Administrator's report, follow up tasks list 4-413 TAC meeting	19.5	\$65	\$1,267.50
Administration – Document review, general administration: Review Biotic Monitoring Report, Briarwood/Dawnview Report, Barr memo on Rule 8410 Amendment, materials for MPRB website, revised watershed map, invoices Develop Roles and Responsibilities document Prepare and send letters to cities re: JPA Amendment and Public Meeting Notice Inquiry about Twin Lake fisheries with MDNR	14.0	\$65	\$910.00
Administration - Watershed Management Plan Development: Develop/distribute facilitators guide and background materials for sm. group mtgs. Develop intro presentation and deliver materials for Minneapolis 3/30 meeting Correspondence with Brad Wozney, Linda Loomis, GTS, Karen Chandler, Andrea Weber, Commissioners Hoshal, Welch, Goddard, Black, Riss 3-25-13 Next Generation Plan Steering Committee meeting attendance and prep	15.0	\$65	\$975.00
SUBTOTAL	64.5	\$65	\$4,192.50
Watershed Management Plan Expenses: Materials for small group meetings including index cards, pens, WAVE Flyer printing			\$167.56
SUBTOTAL			\$167.56
TOTAL			\$4,360.06

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