

KEYSTONE WATERS, LLC

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Item 4Ci.
BCWMC 3-21-13**INVOICE**

DATE: MARCH 1, 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 February 2013
Watershed Management Plan Development for February 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence and Informational meetings: Introductory meetings with J. Anderson & D. Spector with WMWA and Shingle Cr. WMO; C. Bleser with Riley Purgatory Bluff Creek WD; tour of Golden Valley projects/resources with J. Oliver and E. Eckman Phone and email correspondence with various Commissioners, TAC members, and Consultants: S. Virnig, K. Chandler, A. Herbert, B. Wozney (BWSR), L. Harrod (Met Council), T. Peterson (HCD), developers (2), C. LeFevre, M. Karius (Hennepin Co.), L. Loomis, J. Schaust (WMWA), J. Strock (Wenck), J. Anderson (WMWA)	15.25	\$65	\$991.25
Administration – Meeting attendance: 2-4-13, 2-21-13, 2-25-13 Mtgs w/ S. Virnig, D. Asche re: budget and documentation 2-7-13 TAC meeting 2-18-13 Mtg w/ A. Herbert re: web updates, meeting notices, etc. 2-19-13 Conference call w/ Karen Chandler, Jim de Lambert – Commission mtg prep 2-21-13 BCWMC Meeting 2-21-13 Mtg w/ C. LeFevre re: open meeting law, etc.	11.0	\$65	\$715.00
Administration – Preparing agendas, meeting materials, follow up tasks: 2-7-13 TAC meeting 2-21-13 BCWMC meeting 2-21-13 Agenda memo, Administrator's report, follow up tasks list	19.0	\$65	\$1,235.00
Administration – Document review, general administration: Review Consultant Letters of Interest Proposals, write feedback letters Review 2013 Budget and documents Review Invoices Review Twin Lakes Feasibility Report Review 2011 Annual Report Write articles for Water Links Newsletter General filing	8.5	\$65	\$552.50
Administration - Watershed Management Plan Development: Plan Process and Steps document review and edits Finalization and posting of public input survey Review, comment and distribution of public interest article Finalization and distribution of letters to cities requesting small group meetings Correspondence with Linda Loomis, Karen Chandler, Andrea Weber, Greg Wilson, Commissioners Hoshal, Welch, Goddard, Black 2-4-13 Meeting with Linda Loomis and GTS re: Public Input Process 2-25-13 Next Generation Plan Steering Committee meeting attendance and prep 2-28-13 Meetings with Lisa Hinz (U of M Extension) and Linda Loomis re: small group meeting facilitation process, materials needed	14.25	\$65	\$926.25
TOTAL	68	\$65	\$4,420