

**KEYSTONE WATERS, LLC**

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**INVOICE**

DATE: FEBRUARY 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 January 2013  
 Watershed Management Plan Development for January 2013

DESCRIPTION	HOURS	RATE/HR	AMOUNT
<b>Administration – Correspondence and Informational meetings:</b> Introductory meetings with Amy Herbert, Barr Engineers (Chandler, Herbert and Kremer), Commissioner Sicora, Commissioner Johnson, Derek Asche (including tour of projects), Tom Peterson (HCD)  Phone and email correspondence with Commissioners and TAC, Karen Chandler, Amy Herbert, Brad Wozney (BWSR), Judy Sventek (Met Council), Kevin Bigalke (Nine Mile Creek WD), Claire Bleser (Riley Purgatory Bluff Creek WD), Leigh Harrod (Met Council), Kate Drewry (MDNR), Tom Peterson (HCD), developers (2), Diane Spector (WMWA, Shingle Creek WMO), Judie Anderson (WMWA, Shingle Creek WMO), Commissioner Welch, Commissioner de Lambert, Chair Black	17	\$65	\$1,105.00
<b>Administration – Meeting attendance:</b> 1-3-13 TAC meeting 1-17-13 Administrative Services Committee meeting 1-17-13 BCWMC meeting 1-25-13 Mpls Park Board, City of Mpls re: BCWMC projects and outreach plans 1-25-13 Atlas 14 Presentation at Barr Engineering	8.5	\$65	\$552.50
<b>Administration – Preparing agendas, meeting materials, meeting notes:</b> 1-17-13 Administrative Services Committee meeting 1-17-13 Commission meeting 2-7-13 TAC meeting	8.5	\$65	\$552.50
<b>Administration – Document review, general administration:</b> Review of Bylaws, Policy Manual, Springsted Report Email list development Website domain name update Website review and updates Consultant Letters of Interest Proposals Education budget/WMWA Activities – review and draft memo	8	\$65	\$520.00
<b>Administration - Watershed Management Plan Development:</b> Gaps Analysis document Review Plan Process and Steps document review and edits Development of draft public input survey Correspondence with Linda Loomis, Karen Chandler, Greg Williams 1-7-13 Next Generation Plan Steering Committee meeting 1-24-13 Meeting with Linda Loomis, Karen Chandler to refine Plan Process document 1-28-13 Next Generation Plan Steering Committee meeting attendance and prep 1-28-13 Gaps Analysis Workshop attendance and prep	19	\$65	\$1,235.00
<b>TOTAL</b>	<b>61</b>	<b>\$65</b>	<b>\$3,965</b>