KEYSTONE WATERS, LLC

Laura Jester

16145 Hillcrest Lane ~ Eden Prairie.

16145 Hillcrest Lane ~ Eden Prairie, MN 55346 Phone (952) 270-1990



DATE: APRIL 8, 2017

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 2017

Phone and email correspondence with various Commissioners, TAC members, consultants, residents, developers, Hennepin County, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; working with Agora developer and city staff including attending meetings, reviewing agreements, gathering signatures; developing draft 2018 operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration — Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/12/17 BCWMC Budget Committee Meeting 3/12/17 BCWMC Budget Committee Meeting 3/22/17 Metro Blooms World Water Event 3/22/17 BCWMC Budget Committee Meeting 3/22/17 BCWMC Budget Committee Meeting Administration — Preparing agendas, meeting materials, meeting notes, follow up: 28.5 \$70 \$1,995.00 \$1,995.00 \$1,995.00 \$1,995.00	DESCRIPTION	HOURS	RATE/HR	AMOUNT
consultants, residents, developers, Hennepin County, state agencies, and other stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; working with Agora developer and city staff including attending meetings, reviewing agreements, gathering signatures; developing draft 2018 operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration — Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/14/17 BWSR Grant Training Meeting 3/14/17 BWSR Grant Training Meeting 3/14/17 BWSR Grant Training Meeting 3/12/17 RCWMC Budget Committee Meeting 3/12/17 BCWMC Budget Committee Meeting 3/12/17 BCWMC Budget Committee Meeting BCWMC meeting; post materials to website; print, collate, and mail materials; prepare BCWMC meeting; post materials on review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee	Administration – Correspondence, program coordination, general administration:	50.25	\$70	\$3,517.50
Stakeholders. Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; working with Agora developer and city staff including attending meetings, reviewing agreements, gathering signatures; developing draft 2018 operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 19.5 \$70 \$1,365.00 \$1,365.00 \$3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Bluc Inc LRT Meeting 3/3/14 Pluc Line LRT Meeting 3/3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/16/17 EOWMC Budget Committee Meeting 3/2/17 BCWMC Budget C	Phone and email correspondence with various Commissioners, TAC members,			
Coordination of various projects, meetings, and programs including tracking CIP project implementation; updating website; working with Agora developer and city staff including attending meetings, reviewing agreements, gathering signatures; developing draft 2018 operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/6/17 BCWMC Education Committee Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/12/17 ABCWMC Budget Committee Meeting 3/22/17 BCWMC Budget Committee Meeting 3/22/17 BCWMC Budget Committee Meeting 3/22/17 BCWMC Budget Committee Meeting 3/27/17 BCWMC Budget Committee Meeting 3/27/17 BCWMC Budget Committee Meeting BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	consultants, residents, developers, Hennepin County, state agencies, and other			
implementation; updating website; working with Agora developer and city staff including attending meetings, reviewing agreements, gathering signatures; developing draft 2018 operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/13/13 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/12/17 Metro Blooms World Water Event 3/22/17 BCWMC Budget Committee Meeting 3/22/17 BCWMC Budget Committee Meeting 4/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: 28.5 \$70 \$1,995.00 Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mall materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration 50 \$6,877.50	stakeholders.			
attending meetings, reviewing agreements, gathering signatures; developing draft 2018 operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/2/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	Coordination of various projects, meetings, and programs including tracking CIP project			
operating budget including gathering and summarizing information from Commission Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/16/17 BCWMC Education Committee Meeting 3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/12/17 Metro Blooms World Water Event 3/22/17 Metro Blooms World Water Event 3/22/17 BCWMC Budget Committee Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	implementation; updating website; working with Agora developer and city staff including			
Engineer and consultants; coordinating CAMP volunteers; gathering information requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/12/17 BWSR Grant Training Meeting 3/12/17 BCWMC Budget Committee Meeting 3/22/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: 28.5 \$70 \$1,995.00 Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	attending meetings, reviewing agreements, gathering signatures; developing draft 2018			
requested by auditor regarding grants; finalizing 5-year CIP; developing materials for proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 BCWMC Education Committee Meeting 3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/12/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	operating budget including gathering and summarizing information from Commission			
proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/3/17 BLUE Line LRT Meeting 3/14/17 BWSR Grant Training Meeting 3/14/17 BWSR Grant Training Meeting 3/14/17 BWSR Future Watershed Funding Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	Engineer and consultants; coordinating CAMP volunteers; gathering information			
Council staff regarding their assistance and role in water quality improvement and monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 BCWMC Education Committee Meeting 3/3/17 BUBLE LINE LRT Meeting 3/16/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/14/17 BWSR Grant Training Meeting 3/12/17 BCWMC Budget Committee Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agenda, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	requested by auditor regarding grants; finalizing 5-year CIP; developing materials for			
monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/3/17 Blue Line LRT Meeting 3/3/17 Blue Line LRT Meeting 3/14/17 BWSR Grant Training Meeting 3/12/17 Metro Blooms World Water Event 3/2/17 Metro Blooms World Water Event 3/2/17 BCWMC Budget Committee Meeting 3/2/17 BCWMC Budget Committee Meeting 3/2/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	proposed minor plan amendment; preparing invoice for Blue Line LRT; meeting with Met			
applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/12/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/22/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	Council staff regarding their assistance and role in water quality improvement and			
District, developing and disseminating quote request materials for contractors and coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/3/17 Blue Line LRT Meeting 3/16/17 BCWMC Education Committee Meeting 3/16/17 Commission Meeting 3/12/17 Metro Blooms World Water Event 3/22/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare Follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	monitoring; coordinating curly-leaf pondweed treatment on Medicine Lake including			
coordinating with Commission Legal Counsel on contract documents; attending Metro Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting 3/27/17 BCWMC Budget Committee Meeting BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	applying for DNR permit, corresponding with City of Plymouth and Three Rivers Park			
Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	District, developing and disseminating quote request materials for contractors and			
Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	coordinating with Commission Legal Counsel on contract documents; attending Metro			
Commissioner Mueller regarding same Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/3/17 Blue Line LRT Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/24/17 BCWMC Budget Committee Meeting 4Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	Women's Administrator meeting; reviewing draft feasibility study for Bassett Creek Park			
Administration – Meeting attendance: 3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/12/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration 19.5 \$1,365.00 \$1,365.00 \$1,365.00	Pond/Winnetka Pond Dredging Project and meeting with Commission Engineer and			
3/2/17 BCWMC Technical Advisory Committee Meeting 3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS \$70 \$6,877.50	Commissioner Mueller regarding same			
3/3/17 Blue Line LRT Meeting 3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	Administration – Meeting attendance:	19.5	\$70	\$1,365.00
3/6/17 BCWMC Education Committee Meeting 3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	3/2/17 BCWMC Technical Advisory Committee Meeting			
3/14/17 BWSR Grant Training Meeting 3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	3/3/17 Blue Line LRT Meeting			
3/16/17 Commission Meeting 3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$1,995.00	3/6/17 BCWMC Education Committee Meeting			
3/22/17 Metro Blooms World Water Event 3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	3/14/17 BWSR Grant Training Meeting			
3/24/17 BWSR Future Watershed Funding Meeting 3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	3/16/17 Commission Meeting			
3/27/17 BCWMC Budget Committee Meeting Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$1,995.00 \$1,995.00 \$70 \$0	3/22/17 Metro Blooms World Water Event			
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$1,995.00	3/24/17 BWSR Future Watershed Funding Meeting			
Develop meeting agenda and materials and review documents and invoices for regular BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	3/27/17 BCWMC Budget Committee Meeting			
BCWMC meeting; post materials to website; print, collate, and mail materials; prepare meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	Administration – Preparing agendas, meeting materials, meeting notes, follow up:	28.5	\$70	\$1,995.00
meeting minutes; participate in pre-meeting call with Commission chair and Engineer; prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50				
prepare follow up task list; prepare for Education and Budget Committee meetings Clean Water Fund Grant Administration TOTAL HOURS 98.25 \$70 \$6,877.50	BCWMC meeting; post materials to website; print, collate, and mail materials; prepare			
Clean Water Fund Grant Administration 0 \$70 \$0 TOTAL HOURS 98.25 \$70 \$6,877.50				
TOTAL HOURS 98.25 \$70 \$6,877.50	<u> </u>			
	Clean Water Fund Grant Administration	0	\$70	\$0
	TOTAL HOURS	98.25	\$70	\$6,877.50
TOTAL INVOICE \$6,877.50			<u> </u>	1
	TOTAL INVOICE		!	\$6,877.50