

# Amy Herbert · Recording Administrator Services

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August 9, 2009

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

*For contracted services July 1, 2009 through July 30, 2009*

## **Administrative Services to BCWMC**

- Created July 16th BCWMC meeting agenda; organized packet materials for copying, copied and assembled meeting packets, stuffed and addressed meeting packet envelopes, delivered envelopes to Barr Engineering mail room for Barr to weigh, add postage, and mail; posted meeting packet on BCWMC's Web site and e-mailed link to Commission; mailed and e-mailed agenda to agenda list.
- Maintained BCWMC files; Communicated with BCWMC attorney, Chair, engineers, Deputy Treasurer and commissioners.
- Organized BCWMC monthly invoices through July 6th; E-mailed invoices to Deputy Treasurer; Distributed invoice payments;
- Obtained office signatures on Resolution 09-04; Obtained cost estimates from Barr Engineering technical services for Web updates for Education Committee's discussion; Posted revised RMP to Bassett Creek Web site; Sent out e-mail reminder about due date for Medicine Lake TMDL comments; Prepared public hearing notice for September 17, 2009, hearing, and sent notice to member-cities for 45-day advance notice; Forwarded BCWMC's comments on St. Louis Park LWMP to St. Louis Park for its response; Prepared meeting agenda and coordinated July 13<sup>th</sup> TAC meeting; Sent education grant contract to Meadowbrook School contact
- Prepared meeting notice for: July 13<sup>th</sup> TAC meeting; July 21<sup>st</sup> Education Committee meeting; August 11<sup>th</sup> Education Committee meeting; Prepared meeting notice and communicated cancellation notice for July 30<sup>th</sup> Medicine Lake Stakeholder Committee meeting

32.75 hours @ \$57.00 per hour ..... \$1,866.75

## **Web Site Services to BCWMC**

Updated calendar; Updated roster; Update Minor Plan Amendment section;

Updated Meeting Minute Archive

0.5 hours @ \$57.00 per hour ..... \$28.50

**Coordination with BARR Engineering**

Coordinated with Barr on meeting packet materials;  
0.75 hours @ \$57.00 per hour ..... \$42.75

**BCWMC Meetings**

Coordinated and attended July 14<sup>th</sup> conference call with Chair Welch and Len Kremer; Set up and attended July 16<sup>th</sup> BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting); Attended July 21<sup>st</sup> Education Committee meeting  
8.00 hours @ \$57.00 per hour ..... \$456.00

**Administrator Budget Charges**

No Administrator Budget Charges for July  
0.00 hours @ \$57.00 per hour..... \$0.00

**Expenses**

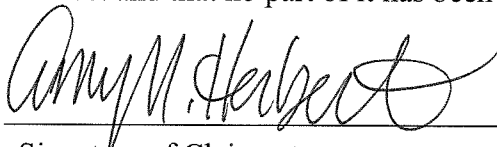
No expenses for July..... \$0.00

**Mileage**

Mileage from Barr Engineering to Golden Valley City Hall for July 16th meeting (10.39 miles x 0.585 = \$6.08); Mileage from Chanhassen to Plymouth City Hall for July 21<sup>st</sup> Education Committee meeting ((15.5 miles x 0.585 = \$9.07)..... \$15.15

Subtotal Administrative Services	\$2,380.65
Subtotal Web Site Services	\$28.50
Subtotal Meeting Catering Expenses	\$0.00
Subtotal Administrator Budget Charges	\$0.00
<b>Total Current Billing:</b>	<b>\$2,409.15</b>

I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.



Signature of Claimant