Amy Herbert · Recording Administrator Services
733 Preakness Lane, Chanhassen, MN 55317
bcra@barr.com · 952-832-2652

July 6, 2009

Bassett Creek Watershed Management Commission (BCWMC)
Attn: Sue Virnig, Deputy Treasurer
7800 Golden Valley Road
Golden Valley, MN 55427

For contracted services June 1, 2009 through June 30, 2009

Administrative Services to BCWMC

-Created June 18th 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 June 12th; E-mailed invoices to Deputy Treasurer; Distributed invoice payments;

- Communicated BCWMC's 2009 watershed tour details to participants; Attended watershed tour; Sent out e-mail to Commission to gauge interest in Twins Stadium tour; Finalized 2008 Annual Report and coordinated printing; Sent Annual Report to BWSR; Contacted Blue Thumb about partner benefits; Forwarded to Commission excerpt from June meeting minutes regarding watershed-wide TMDL and load allocations; Scheduled July 13th TAC meeting; Sent St. Louis Park LWMP to SEH for its review on behalf of BCWMC; Sent to SEH a copy of Met Council's letter of approval of St. Louis Park's LWMP; Forwarded to Commission a copy of Elm Creek's Watershed-wide TMDL plan;

- Prepared meeting cancellation notice for June 11th Medicine Lake Stakeholder Committee meeting

42.30 hours @ $57.00 per hour $2,411.10

Web Site Services to BCWMC
Updated calendar; Updated roster; Created Financial Information section to include BCWMC's financial audits and budgets; Posted 2008 Annual Report; Updated meeting minutes archive; Request cost estimate from Barr Engineering for possible Web site upgrades being discussed by Education Committee;
8.0 hours @ $57.00 per hour $456.00

Coordination with BARR Engineering
Discussed June 11th watershed tour and tour materials; Coordinated with Barr on meeting packet materials;
1.0 hours @ $57.00 per hour $57.00

BCWMC Meetings
Coordinated and attended June 18th conference call with Chair Welch and Karen Chandler; Set up and attended June 16th BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)
6.00 hours @ $57.00 per hour $342.00

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

Expenses
Batteries for meeting tape recorder ($7.44)..... $7.44

Mileage
Mileage from Barr Engineering to Golden Valley City Hall for May 21st meeting
(10.39 miles x 0.585 = $6.08) $6.08

Subtotal Administrative Services	$2,823.62
Subtotal Web Site Services	$456.00
Subtotal Meeting Catering Expenses	$0
Subtotal Administrator Budget Charges	$0.00
Total Current Billing:	**$3,279.62**

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.

Amy M. Herbert

Signature of Claimant

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