

Amy Herbert · Recording Administrator Services

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February 4, 2010

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services January 1, 2010 through January 31, 2010

Administrative Services to BCWMC

-Created the January 21st 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; e-mailed agenda to agenda list and e-mailed approved meeting minutes to distribution list.

- Maintained BCWMC files; Communicated with BCWMC attorney, Chair, engineers, Deputy Treasurer, commissioners, and committee members.

- Organized BCWMC monthly invoices; Distributed invoice payments;

- Worked on minutes from January 21st BCWMC meeting; Contacted Administrative Coordinator candidates to arrange February 10th interviews and coordinated meeting room; Mailed to Crystal copy of signed Resolution approving its' LWMP; Mailed grant agreement to Birchview Elementary for signature; Called Met Council to discuss CAMP invoice.

- Prepared meeting notice for January 20th Administrative Services Committee meeting

41.75 hours @ \$57.00 per hour \$2,379.75

Web Site Services to BCWMC

Updated meeting minute archive and calendar; Removed RFP information

0.25 hours @ \$57.00 per hour \$14.25

Coordination with BARR Engineering

Coordinated with Barr on: distribution of tasks assigned at BCWMC meeting;

0.50 hours @ \$57.00 per hour \$28.50

BCWMC Meetings

Coordinated and attended January 19th conference call with Chair Welch, Karen Chandler, and Len Kremer; Set up and attended January 21st BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)

5.50 hours @ \$57.00 per hour \$313.50

Administrator Budget Charges

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

Expenses

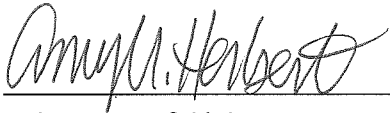
No January expenses..... \$0.00

Mileage

Mileage from Chanhassen to Golden Valley City Hall for January 21st meeting
(16.76 miles x 0.50 = \$8.38); \$8.38

Subtotal Administrative Services	\$2,730.13
Subtotal Web Site Services	\$14.25
Subtotal Meeting Catering Expenses	\$0.00
Subtotal Administrator Budget Charges	\$0.00
Total Current Billing:	\$2,744.38

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