

Amy Herbert · Recording Administrator Services

733 Preakness Lane, Chanhassen, MN 55317

bcra@barr.com · 952-832-2652

January 7, 2010

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services December 1, 2009 through December 31, 2009

Administrative Services to BCWMC

- Created the December 17th 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 and commissioners.
- Organized BCWMC monthly invoices; Distributed invoice payments;
- Prepared and sent out reminder memo to Member cities regarding February 1, 2010, deadline for assessment payment; Prepared January TAC meeting agenda and e-mailed meeting packet; Prepared Resolution 09-07 regarding administrative transfer of funds; Communicated with Administrative Services Committee about the request for proposals for the administrative coordinator;
- Prepared meeting notice for the Education and Public Outreach Committee's January 8th meeting; the Joint EPOC's December 8th meeting, and the Administrative Services December 2nd meetings.

22.00 hours @ \$57.00 per hour \$1,254.00

Web Site Services to BCWMC

Updated meeting minute archive and calendar

0.25 hours @ \$57.00 per hour \$14.25

Coordination with BARR Engineering

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

Discussed meeting materials for January 2010 TAC meeting

0.75 hours @ \$57.00 per hour \$42.75

BCWMC Meetings

Coordinated and attended December 15th conference call with Chair Welch, Karen Chandler, and Len Kremer; Set up and attended December 17th BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)

4.75 hours @ \$57.00 per hour \$270.75

Administrator Budget Charges

No Administrator Budget Charges for December

0.00 hours @ \$57.00 per hour..... \$0.00

Expenses

Cassette tapes and tape recorder batteries \$34.05


Mileage

Mileage from Chanhassen to Golden Valley City Hall for December 17th meeting (16.76 miles x 0.50 = \$9.80);

\$8.38

Subtotal Administrative Services	\$1,609.93
Subtotal Web Site Services	\$14.25
Subtotal Meeting Catering Expenses	\$0.00
Subtotal Administrator Budget Charges	\$0.00
Total Current Billing:	\$1,624.18

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



CHANHASSEN - 952-470-0206
12/17/2009 08:09 AM EXPIRES 03/17/10



ENTERTAINMENT-ELECTRONICS

056060051	SONY 10PK	T	\$23.97
	3 @ \$7.99 ea		
057060250	DURACELL ULT	T	\$7.89

		SUBTOTAL	\$31.86
T = MN TAX	6.8750% on	\$31.86	\$2.19
		TOTAL	\$34.05

*3775 VISA CHARGE \$34.05

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