

# Amy Herbert · Virtual Administrator Services

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March 4, 2010

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

*For contracted services February 1, 2010 through February 28, 2010*

## **Administrative Services to BCWMC**

-Created the February 18<sup>th</sup> BCWMC meeting agenda; organized packet materials for copying, copied and helped assemble meeting packets, addressed meeting packet envelopes, coordinated stuffing of packets by Barr Engineering and coordinated the delivery of 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;

- Completed minutes from January 21<sup>st</sup> BCWMC meeting; Amended January minutes per Commission direction; Updated Commissioner roster and sent to the MN Board of Water and Soil Resources; Updated meeting packet mailing labels; Prepared placards for new commissioners; Confirmed interview times with Administrative Coordinator contractor candidates; Contacted Metropolitan Council Environmental Services to discuss 2009 CAMP invoice and 2010 CAMP participation; Sent request to TAC for information on project maintenance and compiled responses for March TAC meeting packet; Prepared March TAC meeting agenda and e-mailed agenda and meeting materials; Coordinated with MPCA and TAC and other parties for March 4<sup>th</sup> meeting about future monitoring in Bassett Creek Watershed.

- Prepared meeting notice for February 10<sup>th</sup> and February 18<sup>th</sup> Administrative Services Committee meeting; March 4<sup>th</sup> watershed monitoring and TAC meetings and March 5<sup>th</sup> Education Committee meeting

47.00 hours @ \$57.00 per hour ..... \$2,679.00

## **Web Site Services to BCWMC**

Updated meeting minute archive, calendar, and roster;

0.75 hours @ \$57.00 per hour ..... \$42.75

## **Coordination with BARR Engineering**

Coordinated with Barr on: distribution of tasks assigned at BCWMC meeting; Questions to TAC re: CIP project maintenance; TAC meeting materials

1.50 hours @ \$57.00 per hour ..... \$85.50

**BCWMC Meetings**

Coordinated and attended February 16<sup>th</sup> conference call with Chair Welch, Karen Chandler, and Len Kremer; Set up and attended February 18<sup>th</sup> BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)

7.25 hours @ \$57.00 per hour ..... \$413.25

**Administrator Budget Charges**

No Administrator Budget Charges for February

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

**Expenses**

No February expenses..... \$0.00

**Mileage**

Mileage from Chanhassen to Golden Valley City Hall for February 18<sup>th</sup> meeting (16.76 miles x 0.50 = \$8.38);

\$8.38

Subtotal Administrative Services	\$3,186.13
Subtotal Web Site Services	\$42.75
Subtotal Administrator Budget Charges	\$0.00
<b>Total Current Billing:</b>	<b>\$3,228.88</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.



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Signature of Claimant