

Amy Herbert · Virtual Administrator Services

bcra@barr.com · 952-832-2652

May 6, 2013

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services April 1, 2013, through April 30, 2013

Administrative Services to BCWMC

- Coordinated with Administrator on the April 18th BCWMC packet materials; prepared materials for copying; copied and assembled meeting packets, delivered packets to Barr Engineering mail room for weighing, adding postage, and mailing; posted meeting materials online and e-mailed link to the Commission and TAC
- Maintained BCWMC files; Communicated with Administrator
- Assisted Administrator in organizing BCWMC monthly invoices; Distributed invoice payments; Forwarded permit fees to Deputy Treasurer
- Prepared meeting notes from the April 18th BCWMC meeting; Created meeting notices; Revised annual report per Commission direction; Forwarded contract with Met Council for 2013 CAMP program to Met Council for final execution; Followed up with Administrator on status of other contracts; Met with Administrator to discuss roles and responsibilities document and work flow; Forwarded historical watershed tour information to Administrator; Secured publication of public hearing notice in Finance & Commerce, Lakeshore Weekly News, and Sun Sailor publications; Updated website per direction

46.50 hours @ \$60.00 per hour	\$2,790.00
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BCWMC Meetings

Attended the April 18th BCWMC meeting (ordered/ received catering, prepared and provided handouts; recorded meeting)

4.0 hours @ \$60.00 per hour	\$240.00
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CIP Administrative Services

File search for creek restoration project contracts

0.50 hour @ \$60.00 per hour	\$30.00
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Expenses

No April expenses	\$0.00
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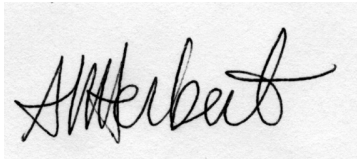
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for April 18th
BCWMC meeting (17.08 miles x 0.565 = \$9.65)

\$9.65

Subtotal Administrative Services	\$3,039.65
Subtotal CIP Administrative Services	\$30.00
Total Current Billing:	\$3,069.65

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