

Amy Herbert · Virtual Administrator Services

bcra@barr.com · 952-832-2652

April 1, 2013

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services March 1, 2013, through March 31, 2013

Administrative Services to BCWMC

- Coordinated with Administrator on the March 21st 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 BCWMC attorney, engineers, Deputy Treasurer, Chair, commissioners, and committee members.
- Organized BCWMC monthly invoices; Distributed invoice payments; Forwarded permit fees to Deputy Treasurer.
- Prepared meeting notes from the February 21st and the March 21st BCWMC meetings; Created meeting notice for the March Plan Steering Committee meeting, the April TAC meeting, and the March 30th BCWMC-MPRB joint meeting; Communicated cancellation of the March 7th TAC meeting; Collected Conflict of Interest forms and submitted to Deputy Treasurer; Contacted *Lakeshore Weekly News* about possible publication of the Plan Steering Committee's press release; sent watershed maps and note cards to Alternate Commissioner Riss for public input process

36.75 hours @ \$60.00 per hour	\$2,205.00
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BCWMC Meetings

Attended the March 21st BCWMC meeting (ordered/ received catering, prepared and provided handouts; recorded meeting)

4.5 hours @ \$60.00 per hour	\$270.00
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CIP Administrative Services

No CIP administrative services in March

0.00 hour @ \$60.00 per hour.....	\$0.00
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Web Site

Updated meeting minutes archive;

0.25 hours @ \$60.00 per hour.....	\$15.00
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Expenses

Note cards from Staples for Next Generation Plan public input process

\$9.20

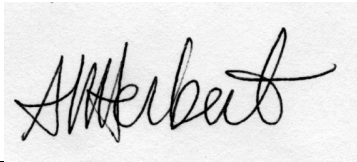
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Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for March 21st
BCWMC meeting (17.08 miles x 0.565 = \$9.65)

\$9.65

Subtotal Administrative Services	\$2,674.40
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,508.85

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

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TOTAL ITEMS 2

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