

Amy Herbert · Virtual Administrator Services

bcra@barr.com · 952-832-2652

March 7, 2013

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services February 1, 2013, through February 28, 2013

Administrative Services to BCWMC

- Coordinated with Administrator on the February 17th 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 January 17th Administrative Services Committee meeting; worked with the Administrator and Commission Engineer to prepare the meeting notes from the January 28th Plan Steering Committee notes; Created meeting notice for the February TAC meeting and Plan Steering Committee meeting; Communicated cancellation of the March 7th TAC meeting; Met with Laura Jester regarding BCWMC Web site; Electronically sent Major Plan Amendment request to BWSR, the Commission, and the Metro Plan Reviewers; Distributed Conflict of Interest forms for completion; Contacted groups and publications about published the Plan Steering Committee's press release; Forwarded to Administrator historical information

39.50 hours @ \$57.00 per hour \$2,251.50

BCWMC Meetings

Attended the February 21st BCWMC meeting (ordered/ received catering, coordinated agenda, prepared and provided handouts not in meeting packet; recorded meeting)

6.0 hours @ \$57.00 per hour \$342.00

CIP Administrative Services

No CIP administrative services in February

0.00 hour @ \$57.00 per hour \$0.00

Web Site

Updated meeting minutes archive; Updated roster; Updated meeting calendar; Updated Water Quality section and Plan Amendment Section; Published link to

Plan Committee's Press Release on home page	
1.25 hours @ \$57.00 per hour.....	\$71.25

Expenses

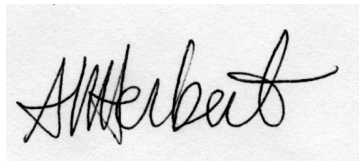
No February Expenses	\$0
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Mileage

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

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

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