

Amy Herbert · Virtual Administrator Services

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February 7, 2013

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

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

Administrative Services to BCWMC

- Organized the January 17th BCWMC packet 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 and contacted watershed education partnerships about invoices; Distributed invoice payments; Forwarded permit fees to Deputy Treasurer.
- Prepared the December and January meeting minutes and the meeting notes from the December Visioning workshop and the January 7th Plan Steering Committee meeting; Created meeting notice for the January TAC meeting and the January meetings of the Administrative Services Committee and the Plan Steering Committee; Met with Laura Jester; Submitted Yard and Garden Expo registration form; Contacted 2012 Parkers Lake CAMP volunteer regarding 2013 volunteer opportunity; Scanned proposals/ saved into Dropbox.

62.25 hours @ \$57.00 per hour \$3,548.25

BCWMC Meetings

Set up and attended the January 17th BCWMC meeting (coordinated room reservations, ordered/ received catering, coordinated agenda, prepared and provided handouts not in meeting packet; recorded meeting)

5.0 hours @ \$57.00 per hour \$285.00

CIP Administrative Services

No CIP administrative services in January

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

Web Site

Coordinated the updating of photos on home page; updated meeting minutes archive; Updated the annual report page; Updated roster; Updated meeting calendar

2.0 hours @ \$57.00 per hour..... \$114.00

Expenses

No January Expenses \$0

Mileage

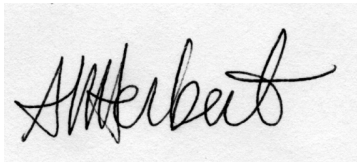
Roundtrip mileage between Chanhassen and Golden Valley City Hall for January
17th BCWMC meeting (17.08 miles x 0.565 = \$9.65)

Deduction for overcharge on January 2013 invoice for December 20, 2012,
mileage (\$9.48 mileage expense - \$9.65 charge = -\$0.17)

\$9.48

Subtotal Administrative Services	\$3,956.75
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$3,956.75

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