

Amy Herbert LLC
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September 6, 2014

Bassett Creek Watershed Management Commission (BCWMC)
Attn: Sue Virnig, Deputy Treasurer
7800 Golden Valley Road
Golden Valley, MN 55427

For contracted services August 1, 2014, through August 31, 2014

Administrative Services to BCWMC

- Copied and assembled meeting packets for the August 21st meeting, 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 and e-mailed the agenda and link to the agenda recipient list.
- Maintained BCWMC files; Communicated with Administrator.
- Forwarded monthly invoices and permit fee payments to Deputy Administrator; Distributed invoice payments;
- Completed minutes from BCWMC July Commission meeting; Prepared meeting notice; Prepared hearing notice for September 18th public hearing; distributed notice to news publications; Developed recommendation for volunteer recognition program; Updated website (meeting minutes archive)

30.25 hours @ \$60.00 per hour \$1,815.00

BCWMC Meetings

Attended BCWMC August 21st BCWMC meeting (ordered/ received catering; recorded meeting)

4.00 hours @ \$60.00 per hour \$240.00

CIP Administrative Services

No CIP Administrative Services

0.00 hours @ \$60.00 per hour..... \$0.00

Expenses

No August expenses..... \$0.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for August 21st BCWMC meeting (17.08 miles x 0.56 = \$9.56)

\$9.56

Subtotal Administrative Services \$2,064.56
Subtotal CIP Administrative Services \$0.00
Total Current Billing: \$2,064.56

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.

Amber

Signature of Claimant