January 11, 2016
Bassett Creek Watershed Management Commission (BCWMC)
Attn: Sue Virnig, Deputy Treasurer
7800 Golden Valley Road
Golden Valley, MN 55427

For contracted services December 1, 2015, through December 31, 2015

Administrative Services to BCWMC
- Copied and assembled meeting packets for the December 17th 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; Transferred BCWMC files to official files at Plymouth City Hall; Communicated with Administrator.

- Prepared minutes of the BCWMC’s December monthly meeting; Maintained online meeting calendar and meeting minutes archive on current website; added news update to new website design; Developed draft promotion/communications plan for launch of new website design

37.00 hours @ $60.00 per hour ................................................................. $2,220.00

BCWMC Meetings
Met with Administrator and website developer on December 16th for review of new website functionality and training in new CMS; Attended December 17th BCWMC meeting (ordered/ received catering; recorded meeting).
5.00 hours @ $60.00 per hour ................................................................. $300.00

CIP Administrative Services
0.00 hours @ $60.00 per hour................................................................. 0

Facebook
13 Facebook posts on www.facebook.com/BCWMC
2.00 hours @ $60.00 per hour................................................................. $120.00

Mileage
Roundtrip mileage between Chanhassen and HDR office in St. Louis Park for Dec. 16th mtg (17.6 miles x 0.575= $10.12); Roundtrip mileage between Chanhassen and Plymouth City Hall for Dec. 17th BCWMC meeting (15.9 miles x 0.575= $9.14) $19.26

Subtotal Administrative Services $2,659.26
Subtotal CIP Administrative Services $0.00
Total Current Billing: $2,659.26
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