

Amy Herbert LLC
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November 4, 2014
Bassett Creek Watershed Management Commission (BCWMC)
Attn: Sue Virnig, Deputy Treasurer
7800 Golden Valley Road
Golden Valley, MN 55427

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the October 16th 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;
- Prepared minutes from BCWMC September Commission meeting; Drafted press release for BCWMC volunteer recognition and distributed to member cities and media; Prepared meeting notices; updated meeting minutes archive on BCWMC website

33.75 hours @ \$60.00 per hour \$2,025.00

BCWMC Meetings

Attended BCWMC October 16th 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 October expenses..... \$0.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for October 16th BCWMC meeting (17.08 miles x 0.56 = \$9.56) \$9.56

Subtotal Administrative Services \$2,274.56
Subtotal CIP Administrative Services \$0.00
Total Current Billing: \$2,274.56

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