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June 7, 2014

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

*For contracted services May 1, 2014, through May 31, 2014*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for the May 15<sup>th</sup> 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 April Commission meeting; Prepared meeting notices; Updated website (meeting minutes archive, revised meeting packet materials, Annual report, Plan Amendment section); Coordinating publication of public hearing notice (*Finance & Commerce, Lakeshore Weekly News, SunSailor*)

25.25 hours @ \$60.00 per hour ..... \$1,515.00

**BCWMC Meetings**

Attended BCWMC May 15<sup>th</sup> BCWMC meeting (ordered/ received catering; recorded meeting)

5.25 hours @ \$60.00 per hour ..... \$315.00

**CIP Administrative Services**

No CIP Administrative Services

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

**Expenses**

No May expenses..... \$0.00

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for April 17<sup>th</sup> BCWMC meeting (17.08 miles x 0.56 = \$9.56)

\$9.56

Subtotal Administrative Services \$1,839.56  
Subtotal CIP Administrative Services \$0.00  
**Total Current Billing: \$1,839.56**

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