

**Amy Herbert LLC**  
[bcra@barr.com](mailto:bcra@barr.com) · 952-832-2652

March 7, 2016

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

*For contracted services February 1, 2016, through February 29, 2016*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for the February 18<sup>th</sup> meeting, provided 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; Forwarded monthly invoices and permit fee payments to Deputy Administrator; Prepared meeting notices; Contacted Star Tribune advertisement department for notice publication information; Researched circulation information of Lakeshore Weekly News, SUN publications, Star Tribune, and Finance & Commerce; created placards for new TAC members; Received mail; Filed documents

25.25 hours @ \$62.00 per hour í ... \$1,565.50

**BCWMC Meetings**

Attended no meetings in February

0.00 hours @ \$62.00 per hour í \$0.00

**CIP Administrative Services**

No CIP Services

0.00 hours @ \$62.00 per hour í .. \$0.00

**Website Services**

Performed content updates to former and new BCWMC websites; Coordinated with Administrator and contractor

23.00 hours @ \$62.00 per hour í .. \$1,426.00

**Facebook**

Developed 8 Facebook posts and shared 2 on [www.facebook.com/BCWMC](http://www.facebook.com/BCWMC)

1.50 hours @ \$62.00 per hour í .. \$93.00

**Expenses**

No February expenses

0.00 hours @ \$62.00 per hour í .. \$0.00

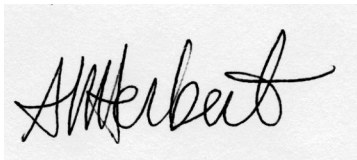
**Mileage**

No February mileage

\$0.00

Subtotal Administrative Services	\$3,084.50
Subtotal CIP Administrative Services	\$0.00
<b>Total Current Billing:</b>	<b>\$3,084.50</b>

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