

bcra@barr.com · 952-832-2652

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June 6, 2016

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services May 1, 2016, through May 31, 2016

Administrative Services to BCWMC

- Copied and assembled meeting packets for the May 19th meeting, provided packets to Barr Engineering mail room for weighing, adding postage, and mailing;

- Forwarded permit fee payments to Deputy Administrator; Prepared meeting notices; Created placard for new Board member;

[illegible]

BCWMC Meetings

Attended no meetings in May

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

Website Services

No Website Services

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

Facebook

Developed 9 Facebook posts and shared 2 on www.facebook.com/BCWMC

1.75 hours @ \$62.00 per hourí í í í í í í í í í í í í í í í í í .. \$108.50

Expenses

No May expenses

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

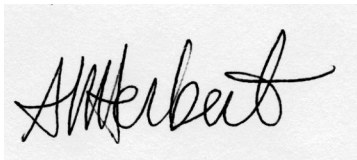
Mileage

No February mileage

\$0.00

Subtotal Administrative Services	\$403.00
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$403.00

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