

Amy Herbert LLC
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August 4, 2015

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the July 16st 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; Communicated with permit fee applicant about permit fee; Distributed invoice payments.
- Prepared minutes of the BCWMC July monthly meeting; Maintained online meeting calendar, meeting minutes archive, plan amendments page; Noticed meetings; set up BCWMC Facebook page, wrote, scheduled, published daily Facebook posts.

44.00 hours @ \$60.00 per hour	\$2,640.00
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BCWMC Meetings

No June Meetings Attended	
0.00 hours @ \$60.00 per hour	\$0.00

CIP Administrative Services

Coordinated publication of public hearing notice for August hearing (Northwood Lake Improvements; Honeywell Pond Expansion)	
1.00 hours @ \$60.00 per hour.....	\$60.00

Expenses

No July expenses.....	\$0.00
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Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for February 19 th BCWMC meeting (17.08 miles x 0.575= \$9.56)	\$9.56
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Subtotal Administrative Services	\$2,709.56
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,709.56

