

Amy Herbert LLC
bcra@barr.com · 952-832-2652

April 6, 2015

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the March 19th 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 of the BCWMC March Commission meeting; Reviewed website redesign proposals; Updated BCWMC Contacts/Board, Distributed press release for water quality trends/WOMP results; Maintained online meeting calendar; Noticed meetings
- 22.75 hours @ \$60.00 per hour \$1,365.00

BCWMC Meetings

Attended March 19th BCWMC meeting (ordered/ received catering; recorded meeting); Attended March 9th Education Committee meeting
 4.25 hours @ \$60.00 per hour \$255.00

CIP Administrative Services

No CIP Administrative Services
 0.00 hours @ \$60.00 per hour..... \$0.00

Expenses

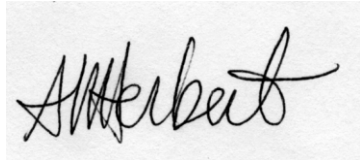
No March expenses..... \$0.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for March 9th and March 19th meetings (17.08 miles x 0.575= \$9.82 x 2) \$19.64

Subtotal Administrative Services	\$1,639.64
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$1,639.64

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.

A handwritten signature in black ink on a light gray rectangular background. The signature is written in a cursive style and appears to read "Amber".

Signature of Claimant