

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

October 6, 2013

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

For contracted services September 1, 2013, through September 30, 2013

Administrative Services to BCWMC

- Coordinated the September 19th BCWMC packet materials for copying; copied and assembled meeting packets, 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 to Deputy Administrator; Distributed invoice payments; Forwarded permit fee payments.
- Worked on meeting minutes the September 19th BCWMC meeting and submitted requested excerpt to Administrator; Updated roster and sent to BWSR and the Administrator, and posted printable roster online; Updated online BCWMC roster and calendar; prepared meeting notices for October Committee meetings;

25.50 hours @ \$60.00 per hour \$1,530.00

BCWMC Meetings

Attended the September 19th BCWMC meeting (ordered/ received catering, prepared and provided handouts; recorded meeting)

5.00 hours @ \$60.00 per hour \$300.00

CIP Administrative Services

Updated the Plan Amendment section of the BCWMC's website; Organized BCWMC's tax levy request and faxed and sent it via certified mail to Hennepin County; Updated County tax department contact information in BCWMC files;

2.50 hours @ \$60.00 per hour..... \$150.00

Expenses

No September expenses..... \$0.00

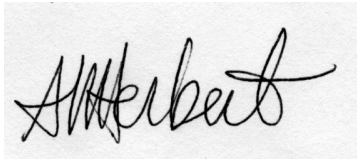
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for September 19th BCWMC meeting (17.08 miles x 0.565 = \$9.65)

\$9.65

Subtotal Administrative Services	\$1,839.65
Subtotal CIP Administrative Services	\$150.00
Total Current Billing:	\$1,989.65

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