

Amy Herbert · Virtual Administrator Services

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January 3, 2013

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services December 1, 2012, through December 31, 2012

Administrative Services to BCWMC

- Organized the December 20th 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.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Deputy Treasurer, Chair, commissioners, and committee members.
- Organized BCWMC monthly invoices; Distributed invoice payments; Forwarded permit fee to Deputy Treasurer.
- Prepared the November meeting minutes / meeting notes from the November 19th Plan Steering Committee meetings; Created meeting notice for the December meetings of the Administrative Services Committee and the December 20th Visioning Workshop; Prepared the notice regarding the BCWMC's solicitation of letters of interest proposals for legal, engineering and technical services and coordinated publication of the notice in the State Register; Upon request provided electronic copy of a feasibility study to WSB; Coordinated 2013 meeting room reservations for monthly meetings; Updated roster and 2013 Administrative Calendar.

23.75 hours @ \$57.00 per hour \$1,353.75

BCWMC Meetings

Set up and attended the December 20th BCWMC meeting (coordinated room reservations, ordered/ received catering, coordinated agenda, prepared and provided handouts not in meeting packet; recorded meeting)

4.5 hours @ \$57.00 per hour \$256.50

CIP Administrative Services

No CIP administrative services in December

0.00 hour @ \$57.00 per hour \$0.00

Web Site

No Web site services in December

0.0 hour @ \$57.00 per hour \$0.00

Expenses

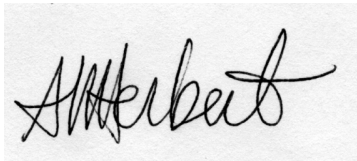
No December Expenses \$0

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for
December 20th BCWMC meeting (17.08 miles x 0.565 = \$9.65) \$9.65

Subtotal Administrative Services	\$1,619.90
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$1,619.90

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