

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

April 8, 2014

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

For contracted services March 1, 2014, through March 31, 2014

Administrative Services to BCWMC

- Copied and assembled meeting packets for the March 20th 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 to Deputy Administrator; Distributed invoice payments;
- Completed the minutes of the February 20th and March 20th BCWMC meetings and submitted to Administrator; Prepared meeting notices; Forwarded annual report documents to Administrator; Updated website (meeting minutes archive, online roster, printable roster, online meeting calendar, homepage, created Medicine Lake section).

26.00 hours @ \$60.00 per hour \$1,560.00

BCWMC Meetings

Attended BCWMC March 20th BCWMC meeting (ordered/ received catering; recorded meeting) ; Met with Administrator Jester on March 20th

5.00 hours @ \$60.00 per hour \$300.00

CIP Administrative Services

No CIP Administrative Services

0.00 hours @ \$60.00 per hour..... \$0.00

Expenses

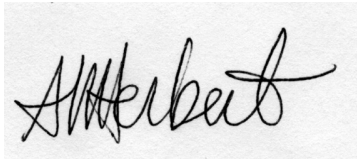
No March expenses..... \$0.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for March 20th
BCWMC meeting (17.08 miles x 0.56 = \$9.56)

	<u>\$9.56</u>
Subtotal Administrative Services	\$1,869.56
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$1,869.56

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