

Amy Herbert LLC
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June 3, 2015

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the May 21st 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; Organized files for easier transfer-to-digital process; Communicated with Administrator.
- Forwarded monthly invoices and permit fee payments to Deputy Administrator; Distributed invoice payments.
- Prepared minutes of the BCWMC May monthly meeting; communicated with Administrator and website redesign contractor; Updated 2015 Watershed Management Plan section of website; Updated BCWMC Contacts/Board; Maintained online meeting calendar; Noticed meetings.

61.00 hours @ \$60.00 per hour \$3,660.00

BCWMC Meetings

Attended May 6th Education Committee Workshop (Website redesign); Attended May 21st BCWMC meeting (ordered/ received catering; recorded meeting);

6.00 hours @ \$60.00 per hour \$360.00

CIP Administrative Services

No CIP Administrative Services

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

Expenses

No May expenses..... \$0.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for May 6th and May 16th meeting (17.08 miles x 0.575 x 2 = \$9.82)

\$19.64

Subtotal Administrative Services	\$4,039.64
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$4,039.64

