

Amy Herbert LLC
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December 3, 2013

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the November 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; Forwarded permit fee payments; Followed up with Minnesota Bookstore and Sue Virnig regarding a 2011 and a 2012 invoice for public hearing notice publication in the *State Register*.
- Completed the minutes of the October 17th BCWMC meeting and submitted to Administrator; prepared meeting notices.

20.50 hours @ \$60.00 per hour \$1,230.00

BCWMC Meetings

Attended the November 20th BCWMC meeting workshop (ordered/ received catering, prepared and provided handouts; recorded meeting)

4.50 hours @ \$60.00 per hour \$270.00

CIP Administrative Services

Updated the Minute Meeting Archive and the About the Watershed sections of the BCWMC's website;

0.25 hours @ \$60.00 per hour..... \$15.00

Expenses

No November expenses..... \$0.00

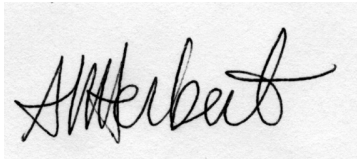
Mileage

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

\$9.65

Subtotal Administrative Services	\$1,509.65
Subtotal CIP Administrative Services	\$15.00
Total Current Billing:	\$1,524.65

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