

Amy Herbert LLC
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July 3, 2013

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

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

Administrative Services to BCWMC

- Coordinated with Administrator and Barr Administrative and IT staff on the June 20th BCWMC packet materials;
- Maintained BCWMC files; Communicated with Administrator
- Assisted Administrator in organizing BCWMC monthly invoices; Distributed invoice payments; Forwarded permit fees to Deputy Treasurer
- Prepared meeting notes from the June 20th BCWMC meeting; Created meeting notices; Updated website per Administrator direction; Updated online BCWMC roster and calendar; forwarded event RSVPs to the Administrator

21.50 hours @ \$60.00 per hour	\$1,290.00
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BCWMC Meetings

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

5.0 hours @ \$60.00 per hour	\$300.00
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CIP Administrative Services

Posted to the Commission’s website updates about the Major Plan Amendment process

0.50 hours @ \$60.00 per hour.....	\$30.00
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Expenses

No June expenses.....	\$0.00
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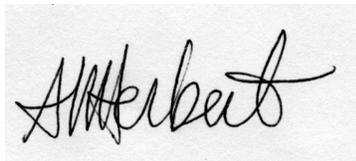
Mileage

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

\$9.65

Subtotal Administrative Services	\$1,599.65
Subtotal CIP Administrative Services	\$30.00
Total Current Billing:	\$1,629.65

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