

Amy Herbert LLC
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October 5, 2015

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

For contracted services September 1, 2015, through September 30, 2015

Administrative Services to BCWMC

- Copied and assembled meeting packets for the September 17th 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 and permit fee payments to Deputy Administrator; Distributed invoice payments not handled by Administrator.
- Prepared minutes of the BCWMC's September monthly meeting; Revised minutes of July 2015 meeting per Commission direction; Maintained online meeting calendar, meeting minutes archive, plan amendments page; Noticed meetings; Posted adopted 2015 Watershed Management Plan and revised Requirements document on BCWMC website; wrote press release recognizing the BCWMC's volunteers; distributed final press release to local media and member city communications staff

33.50 hours @ \$60.00 per hour \$2,010.00

BCWMC Meetings

Attended September 17th BCWMC meeting (ordered/ received catering; recorded meeting).

4.25 hours @ \$60.00 per hour \$255.00

CIP Administrative Services

No CIP services

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

Facebook

21 Facebook posts on www.facebook.com/BCWMC

2.25 hours @ \$60.00 per hour..... \$135.00

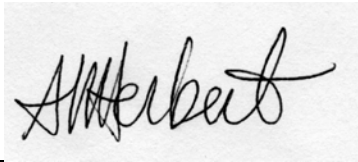
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for September 17th BCWMC meeting (17.08 miles x 0.575= \$9.82)

\$9.82

Subtotal Administrative Services	\$2,409.82
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,409.82

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.

A handwritten signature in black ink, appearing to read "AMerbat", is written on a light-colored rectangular background.

Signature of Claimant