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January 11, 2016

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the December 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; Transferred BCWMC files to official files at Plymouth City Hall; Communicated with Administrator.
 - Prepared minutes of the BCWMC's December monthly meeting; Maintained online meeting calendar and meeting minutes archive on current website; added news update to new website design; Developed draft promotion/communications plan for launch of new website design
- 37.00 hours @ \$60.00 per hour \$2,220.00

BCWMC Meetings

Met with Administrator and website developer on December 16th for review of new website functionality and training in new CMS; Attended December 17th BCWMC meeting (ordered/ received catering; recorded meeting).
 5.00 hours @ \$60.00 per hour \$300.00

CIP Administrative Services

0.00 hours @ \$60.00 per hour..... \$0

Facebook

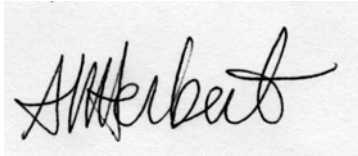
13 Facebook posts on www.facebook.com/BCWMC
 2.00 hours @ \$60.00 per hour..... \$120.00

Mileage

Roundtrip mileage between Chanhassen and HDR office in St. Louis Park for Dec. 16th mtg (17.6 miles x 0.575= \$10.12); Roundtrip mileage between Chanhassen and Plymouth City Hall for Dec. 17th BCWMC meeting (15.9 miles x 0.575= \$9.14) \$19.26

Subtotal Administrative Services	\$2,659.26
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,659.26

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 on a light gray background. The signature is cursive and appears to read "Amber".

Signature of Claimant