

Amy Herbert LLC
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December 1, 2015

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the November 18th 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; Packed BCWMC files for filing in the official files filing cabinets at Plymouth City Hall; 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 November monthly meeting; Maintained online meeting calendar and meeting minutes archive; Noticed meetings; Conducted file search for check receipt on behalf of permit applicant;
- 35.00 hours @ \$60.00 per hour \$2,100.00

BCWMC Meetings

Attended November 18th BCWMC meeting (ordered/ received catering; recorded meeting).
 3.00 hours @ \$60.00 per hour \$180.00

CIP Administrative Services

Coordinated with Administrator on creating CIP project web content; Created web content for CIP projects and linked historic project files; Submitted content to Administrator for review and published approved content to website; Updated content pages, home page, navigation bar; Uploaded final report for project 2012CR-M to website
 10.00 hours @ \$60.00 per hour..... \$600.00

Facebook

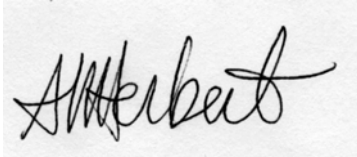
8 Facebook posts on www.facebook.com/BCWMC
 1.25 hours @ \$60.00 per hour..... \$75.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for November 18th BCWMC meeting (17.08 miles x 0.575= \$9.82) \$9.82

Subtotal Administrative Services	\$2,364.82
Subtotal CIP Administrative Services	\$600.00
Total Current Billing:	\$2,964.82

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 on a light gray background. The signature appears to be "AMerbut" written in a cursive style.

Signature of Claimant