

**Amy Herbert LLC**  
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April 6, 2016

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

*For contracted services March 1, 2016, through March 31, 2016*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for March 17<sup>th</sup> meeting, provided 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. Forwarded monthly invoices and permit fee payments to Deputy Administrator; Prepared meeting notices; Ordered meeting refreshments for BCWMC's April meeting; Researched public notice publication costs and prepared memo and recommendations for Administrator; Provided input regarding administrative services costs for FY2017

16.00 hours @ \$62.00 per hour ..... \$992.00

**BCWMC Meetings**

Met with Administrator Jester regarding website  
 0.50 hours @ \$62.00 per hour ..... \$31.00

**Website Services**

Added to new site content from old site including Nov 2015-Feb 2016 meeting packet materials; Added a recent news article; Added events; Fixed links  
 16.00 hours @ \$62.00 per hour..... \$992.00

**Facebook Services**

10 Facebook posts and 2 shares of content from other entities' Facebook pages  
 1.75 hours @ \$60.00 per hour..... \$105.00

**Expenses**

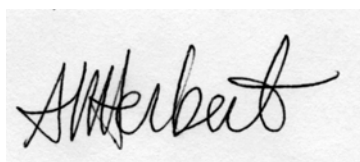
No March expenses  
 0.00 hours @ \$62.00 per hour..... \$0.00

**Mileage**

No mileage for March ..... \$0.00

**Total Current Billing:      \$2,120.00**

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 "Amber", is written on a light-colored rectangular background.

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Signature of Claimant