

**Amy Herbert LLC**  
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May 9, 2016

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

*For contracted services April 1, 2016, through April 30, 2016*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for the April 21<sup>st</sup> meeting, provided packets to Barr Engineering mail room for weighing, adding postage, and mailing;
  
  - Forwarded catering and administrative services monthly invoices and permit fee payments to Deputy Administrator; Prepared meeting notices; Delivered website 2015 logfile report to Administrator; Created placards for new TAC member/replacement placards as requested by Administrator; Researched communication channels for reaching Mpls neighborhoods in the Bassett Creek watershed to share BCWMC news such as public hearing notices
- 8.25 hours @ \$62.00 per hour í í í í í í í í í í í í í í í í .í í ... \$511.50

**BCWMC Meetings**

Attended no meetings in April  
 0.00 hours @ \$62.00 per hour í í í í í í í í í í .í í í í í í í .í í \$0.00

**CIP Administrative Services**

No CIP Services  
 0.00 hours @ \$62.00 per hour í í í í í í í í í í í í í í í í í í í .. \$0.00

**Website Services**

Updated Recent News and Featured Projects sections of website;  
 0.75 hours @ \$62.00 per hour í í í í í í í í í í í í í í í í í í í .. \$46.50

**Facebook**

Developed 8 Facebook posts and shared 2 on [www.facebook.com/BCWMC](http://www.facebook.com/BCWMC)  
 1.50 hours @ \$62.00 per hour í í í í í í í í í í í í í í í í í í í .. \$93.00

**Expenses**

No April expenses  
 0.00 hours @ \$62.00 per hour í í í í í í í í í í í í í í í í í í í .. \$0.00

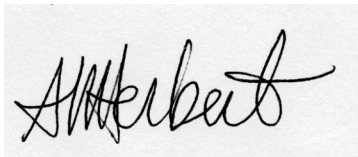
**Mileage**

No February mileage

\$0.00

Subtotal Administrative Services	\$650.50
Subtotal CIP Administrative Services	\$0.00
<b>Total Current Billing:</b>	<b>\$650.50</b>

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 gray rectangular background.

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Signature of Claimant