

Amy Herbert LLC
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July 6, 2015

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the June 18st 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; Communicated with permit fee applicant about permit fee; Distributed invoice payments.
- Prepared minutes of the BCWMC June monthly meeting; reviewed website redesign mockups and communicated with Administrator and website redesign contractor; Updated BCWMC Contacts/Board; Maintained online meeting calendar; Noticed meetings.

30.00 hours @ \$60.00 per hour	\$1,800.00
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BCWMC Meetings

No June Meetings Attended	
0.00 hours @ \$60.00 per hour	\$0.00

CIP Administrative Services

No CIP Administrative Services	
0.00 hours @ \$60.00 per hour.....	\$0.00

Expenses

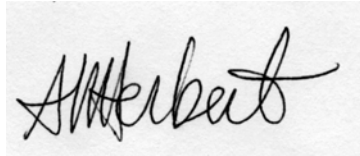
No June expenses.....	\$0.00
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Mileage

No mileage	\$0.00
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Subtotal Administrative Services	\$1,800.00
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$1,800.00

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

Signature of Claimant