

Amy Herbert LLC
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September 4, 2015

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the August 20th 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; Distributed invoice payments not handled by Administrator.
 - Prepared memo for August meeting packet; Prepared minutes of the BCWMC August monthly meeting; Maintained online meeting calendar, meeting minutes archive, plan amendments page; Noticed meetings;
- 32.50 hours @ \$60.00 per hour \$1,950.00

BCWMC Meetings

Attended August 20th BCWMC meeting (ordered/ received catering; recorded meeting).
 4.00 hours @ \$60.00 per hour \$240.00

CIP Administrative Services

No CIP services
 0.00 hours @ \$60.00 per hour..... \$0.00

Facebook

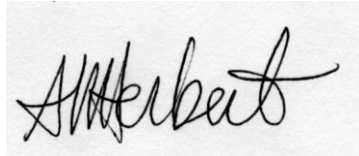
21 Facebook posts on www.facebook.com/BCWMC
 3.50 hours @ \$60.00 per hour..... \$210.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for August 20th BCWMC meeting (17.08 miles x 0.575= \$9.56) \$9.56

Subtotal Administrative Services	\$2,409.56
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,409.56

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 rectangular background. The signature is written in a cursive style and appears to read "Amber".

Signature of Claimant