

Amy Herbert LLC
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February 8, 2016

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

For contracted services January 1, 2016, through January 31, 2016

Administrative Services to BCWMC

- Copied and assembled meeting packets for the January 21st 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.
- Maintained BCWMC files; Communicated with Administrator.
- Forwarded monthly invoices and permit fee payments to Deputy Administrator;
- Prepared meeting notices; drafted email communication regarding launch of redesigned website and submitted to Administrator;

16.00 hours @ \$60.00 per hour \$960.00

BCWMC Meetings

Attended January 21st BCWMC meeting (ordered/ received catering; recorded meeting).

3.00 hours @ \$60.00 per hour \$180.00

CIP Administrative Services

No CIP Services

0.00 hours @ \$60.00 per hour..... \$0.00

Expenses

No January expenses

0.00 hours @ \$60.00 per hour..... \$0.00

Facebook

8 Facebook posts on www.facebook.com/BCWMC

1.25 hours @ \$60.00 per hour..... \$75.00

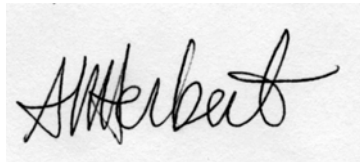
Mileage

Roundtrip mileage between Chanhassen and Plymouth City Hall for Jan. 21st BCWMC meeting (15.9 miles x 0.54= \$8.59)

\$8.59

Subtotal Administrative Services	\$1,223.59
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$1,223.59

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