

Amy Herbert LLC
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February 5, 2015

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the January 15th 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;
 - Prepared minutes of the BCWMC January Commission meeting; Updated Watershed Plan Amendment, BCWMC Contacts/Board, Minutes Archive sections of website; Reviewed draft RFP for website services; Coordinated publication of Public hearing notice for March hearing;
- 33.00 hours @ \$60.00 per hour \$1,980.00

BCWMC Meetings

Attended BCWMC January 15th BCWMC meeting (ordered/ received catering; recorded meeting)
3.25 hours @ \$60.00 per hour \$195.00

CIP Administrative Services

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

Expenses

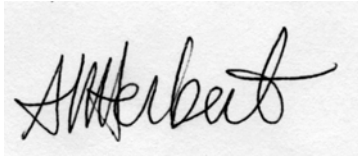
No January expenses..... \$0.00

Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for January 15th BCWMC meeting (17.08 miles x 0.575= \$9.56) \$9.82

Subtotal Administrative Services	\$2,184.82
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,184.82

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