

**Amy Herbert LLC**  
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January 5, 2015

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

*For contracted services December 1, 2014, through December 31, 2014*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for the December 18<sup>th</sup> 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 December Commission meeting; Updated Channel Restoration, Water Data and Projects, and Watershed Plan Amendment sections of website; Coordinated publication of solicitation of letters of interest proposals for technical services to the BCWMC

26.00 hours @ \$60.00 per hour ..... \$1,560.00

**BCWMC Meetings**

Attended BCWMC December 18<sup>th</sup> BCWMC meeting (ordered/ received catering; recorded meeting)  
 4.00 hours @ \$60.00 per hour ..... \$240.00

**CIP Administrative Services**

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

**Expenses**

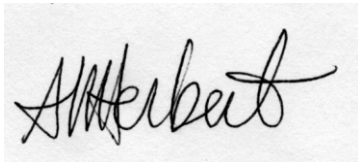
No December expenses..... \$0.00

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for December 18<sup>th</sup> BCWMC meeting (17.08 miles x 0.56 = \$9.56) ..... \$9.56

Subtotal Administrative Services	\$1,809.56
Subtotal CIP Administrative Services	\$0.00
<b>Total Current Billing:</b>	<b>\$1,809.56</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 on a light gray rectangular background. The signature is cursive and appears to read "Amber".

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Signature of Claimant