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;

\[
32.50 \text{ hours} \times \$60.00 \text{ per hour} = \$1,950.00
\]

**BCWMC Meetings**
Attended August 20th BCWMC meeting (ordered/ received catering; recorded meeting).
\[
4.00 \text{ hours} \times \$60.00 \text{ per hour} = \$240.00
\]

**CIP Administrative Services**
No CIP services
\[
0.00 \text{ hours} \times \$60.00 \text{ per hour} = \$0.00
\]

**Facebook**
21 Facebook posts on www.facebook.com/BCWMC
\[
3.50 \text{ hours} \times \$60.00 \text{ per hour} = \$210.00
\]

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal Administrative Services</td>
<td>32.50</td>
<td>$60.00</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>Subtotal CIP Administrative Services</td>
<td>0.00</td>
<td>$60.00</td>
<td>$0.00</td>
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<tr>
<td><strong>Total Current Billing</strong></td>
<td></td>
<td></td>
<td><strong>$2,409.56</strong></td>
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</tbody>
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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.

Signature of Claimant