

**Amy Herbert LLC**  
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December 31, 2013

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

*For contracted services December 1, 2013, through December 31, 2013*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for the December 19<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 to Deputy Administrator; Distributed invoice payments;
- Completed the minutes of the November 20<sup>th</sup> BCWMC meeting and submitted to Administrator; prepared meeting notices.

15.75 hours @ \$60.00 per hour ..... \$945.00

**BCWMC Meetings**

Attended no BCWMC meeting in December  
0.00 hours @ \$60.00 per hour ..... \$0.00

**CIP Administrative Services**

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

**Expenses**

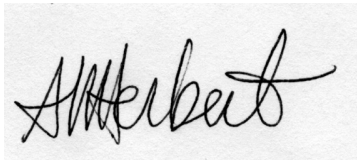
No December expenses..... \$0.00

**Mileage**  
No Mileage

\$0.00

Subtotal Administrative Services	\$945.00
Subtotal CIP Administrative Services	\$0.00
<b>Total Current Billing:</b>	<b>\$945.00</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.



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Signature of Claimant