

Amy Herbert LLC
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November 5, 2013

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

For contracted services October 1, 2013, through October 31, 2013

Administrative Services to BCWMC

- Coordinated the October 17th BCWMC packet materials for copying; copied and assembled meeting packets, 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; Forwarded permit fee payments; Followed up with ECM and Sue Virnig regarding payment for public hearing notice publication in SunSailor.
- Completed the September 19th BCWMC meeting minutes and submitted to Administrator; Updated roster and sent to the Administrator and posted printable roster online; Updated BCWMC contact list in BWSR's eLINK system; Updated online BCWMC roster and calendar; prepared meeting notices;

35.50 hours @ \$60.00 per hour \$2,130.00

BCWMC Meetings

Attended the October 17th BCWMC meeting and Plan workshop (ordered/ received catering, prepared and provided handouts; recorded meeting)

4.50 hours @ \$60.00 per hour \$270.00

CIP Administrative Services

Updated the Plan Amendment section of the BCWMC's website;

0.50 hours @ \$60.00 per hour..... \$30.00

Expenses

No October expenses..... \$0.00

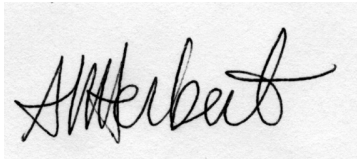
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for October
17th BCWMC meeting (17.08 miles x 0.565 = \$9.65)

\$9.65

Subtotal Administrative Services	\$2,409.65
Subtotal CIP Administrative Services	\$30.00
Total Current Billing:	\$2,439.65

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