

Amy Herbert LLC
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September 5, 2013

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

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

Administrative Services to BCWMC

- Coordinated with Administrator on the August 15th BCWMC packet materials; prepared 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
- Maintained BCWMC files; Communicated with Administrator
- Forwarded monthly invoices to Deputy Administrator; Distributed invoice payments
- Prepared meeting notes from the July 18th workshop on draft Commission goals and the August 15th BCWMC meeting and submitted to Administrator; Created meeting notices; Sent reminder about July 18th meeting; Updated roster; Updated online BCWMC roster and calendar; Prepared for publication the notice on the September 19th public hearing and sent to *Finance & Commerce, Lakeshore Weekly News*, and the *Sun-Sailor* for publication; Forwarded Minneapolis resident's concern about neighboring property to Minneapolis TAC member for follow-up; prepared meeting notices for September Committee meetings.

19.75 hours @ \$60.00 per hour \$1,185.00

BCWMC Meetings

Attended the August 15th BCWMC meeting (ordered/ received catering, prepared and provided handouts; recorded meeting)

4.5 hours @ \$60.00 per hour \$270.00

CIP Administrative Services

Posted to the Commission's website the notice of the September 19th public hearing
0.25 hours @ \$60.00 per hour.....

\$15.00

Expenses

No August expenses..... \$0.00

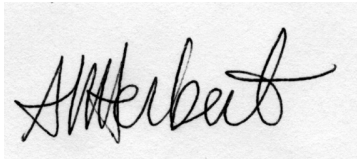
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for August
15th BCWMC meeting (17.08 miles x 0.565 = \$9.65)

\$9.65

Subtotal Administrative Services	\$1,464.65
Subtotal CIP Administrative Services	\$15.00
Total Current Billing:	\$1,479.65

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