

Amy Herbert LLC
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August 1, 2013

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

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

Administrative Services to BCWMC

- Coordinated with Administrator on the July 17th 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
- Assisted Administrator in organizing BCWMC monthly invoices; Distributed invoice payments; Forwarded permit fees to Deputy Treasurer
- Prepared meeting notes from the July 18th BCWMC meeting and submitted to Administrator; Created meeting notices; Sent reminder about July 18th meeting; Coordinated meeting room reservations; Coordinated with Plan Committee Chair and Commission Engineer on noticing the July 29th Plan Steering Committee meeting; Updated website per Administrator direction; Updated online BCWMC roster and calendar; Updated hard copy of rosters; Created new placards for the BCWMC and TAC members and staff per direction

42.25 hours @ \$60.00 per hour	\$2,535.00
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BCWMC Meetings

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

5.5 hours @ \$60.00 per hour	\$330.00
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CIP Administrative Services

Posted to the Commission's website updates about the Major Plan Amendment process

0.25 hours @ \$60.00 per hour.....	\$15.00
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Expenses

No July expenses.....	\$0.00
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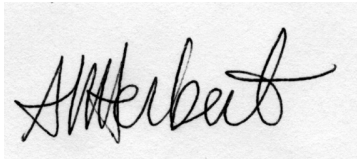
Mileage

Roundtrip mileage between Chanhassen and Plymouth City Hall for July 18th
BCWMC meeting (15.08 miles x 0.565 = \$8.52)

\$8.52

Subtotal Administrative Services	\$2,873.52
Subtotal CIP Administrative Services	\$15.00
Total Current Billing:	\$2,888.52

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