

Amy Herbert LLC
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June 5, 2013
Bassett Creek Watershed Management Commission (BCWMC)
Attn: Sue Virnig, Deputy Treasurer
7800 Golden Valley Road
Golden Valley, MN 55427

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

Administrative Services to BCWMC

- Coordinated with Administrator on the May 16th 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 May 16th BCWMC meeting; Created meeting notices; Submitted annual report (which includes the annual audit) to BWSR per Commission direction and e-mailed report to member cities; Posted annual report and audit on BCWMC website; Updated website per Administrator direction; Mailed BCWMC response letter to Hidden Lake Association and Sweeney Lake residents; Updated online BCWMC roster and calendar; forwarded event RSVPs to the Administrator
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| 43.25 hours @ \$60.00 per hour | \$2,595.00 |
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BCWMC Meetings

Attended the May 18th BCWMC meeting (ordered/ received catering, prepared and provided handouts; recorded meeting) ; coordinated room reservations for upcoming meetings

6.0 hours @ \$60.00 per hour	\$360.00
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CIP Administrative Services

Obtained BCWMC signature and forwarded cooperative agreement to Golden Valley for signature for 2015 Main Stem restoration project; E-mailed to Plan Reviewers and the BCWMC the BCWMC response letter to DNR comments on Plan Amendment;

0.75 hours @ \$60.00 per hour.....	\$45.00
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Expenses

No May expenses.....	\$0.00
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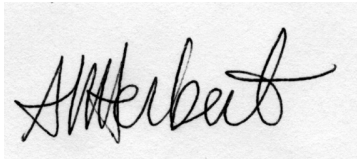
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for May 16th
BCWMC meeting (17.08 miles x 0.565 = \$9.65)

\$9.65

Subtotal Administrative Services	\$2,964.65
Subtotal CIP Administrative Services	\$45.00
Total Current Billing:	\$3,009.65

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