

Amy Herbert
2613 Longacres Drive
Chanhassen, MN 55317

February 12, 2013

Bassett Creek Watershed Management Commission
City of Golden Valley, City Hall
7800 Golden Valley Road
Golden Valley, MN 55427

Laura Jester, BCWMC Administrator
Keystone Waters, LLC
16145 Hillcrest Lane
Eden Prairie, MN 55346

Dear Members of the Bassett Creek Watershed Management Commission:

I am writing to notify you that my billing rate for my services including recorder services and administrative services will be \$60.00 per hour, effective March 1, 2013. I also request a change to the Recording Secretary Service Agreement executed on April 17, 2008. I would like item 4 "Term and Termination" to be updated to reflect that the agreement may be terminated by either party at any time, and for any reason, on 35 days' written notice. The current agreement states 90 days' written notice.

I have enjoyed working with the Commission for the past seven years and look forward to continuing with this work.

Sincerely,

A handwritten signature in black ink that reads "Amy Herbert". The signature is written in a cursive style with a large, looped initial "A".

Amy Herbert