

Amy Herbert LLC
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March 5, 2015

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

For contracted services February 1, 2015, through February 28, 2015

Administrative Services to BCWMC

- Copied and assembled meeting packets for the February 19th meeting, 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 and permit fee payments to Deputy Administrator; Distributed invoice payments;
- Prepared minutes of the BCWMC February Commission meeting; Updated BCWMC Contacts/Board, Minutes Archive, and Water Data sections of website and created new section for Commission Orientation; Drafted press release for water quality trends/WOMP results on Bassett Creek hearing; Maintained online meeting calendar; Noticed public meetings

34.75 hours @ \$60.00 per hour	\$1,980.00
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BCWMC Meetings

Attended BCWMC February 19th BCWMC meeting (ordered/ received catering; recorded meeting); Met with Administrator Jester to discuss 2015 work plans

5.25 hours @ \$60.00 per hour	\$315.00
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CIP Administrative Services

No CIP Administrative Services

0.00 hours @ \$60.00 per hour.....	\$0.00
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Expenses

No February expenses.....	\$0.00
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Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for February 19th BCWMC meeting (17.08 miles x 0.575= \$9.56)

	\$9.82
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Subtotal Administrative Services	\$2,184.82
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,184.82

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.

Amber

Signature of Claimant