

Amy Herbert LLC
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December 2, 2014

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

For contracted services November 1, 2014, through November 30, 2014

Administrative Services to BCWMC

- Copied and assembled meeting packets for the November 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 from BCWMC November Commission meeting; Updated Watershed Plan section of website; updated Commission roster and meeting minutes archive on BCWMC website; Contacted city clerks of Crystal, Golden Valley, and Medicine Lake regarding expiration of appointments

30.50 hours @ \$60.00 per hour \$1,830.00

BCWMC Meetings

Attended BCWMC November 19th BCWMC meeting (ordered/ received catering; recorded meeting)

4.00 hours @ \$60.00 per hour \$240.00

CIP Administrative Services

No CIP Administrative Services

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

Expenses

No November expenses..... \$0.00

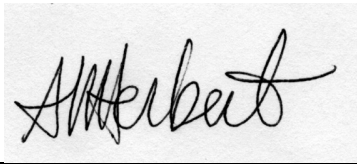
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for November 19th BCWMC meeting (17.08 miles x 0.56 = \$9.56)

\$9.56

Subtotal Administrative Services \$2,079.56
Subtotal CIP Administrative Services \$0.00
Total Current Billing: \$2,079.56

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.

A handwritten signature in black ink, appearing to read "AMeribaut", is written on a light gray rectangular background.

Signature of Claimant