

Amy Herbert LLC
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August 11, 2014

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

For contracted services July 1, 2014, through July 31, 2014

Administrative Services to BCWMC

- Copied and assembled meeting packets for the July 17th 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 June Commission meeting and started preparing minutes from BCWMC's July Commission meeting; Prepared meeting notices; Updated website (meeting minutes archive, online roster)

24.5 hours @ \$60.00 per hour í í í í í í í í í í í í í í í í í í ..	\$1,470.00
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BCWMC Meetings

Attended BCWMC July 17th BCWMC meeting (ordered/ received catering; recorded meeting)

4.00 hours @ \$60.00 per hour í í í í í í í í í í í í í í í í í í ..	\$240.00
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CIP Administrative Services

Distributed Wirth Lake press release to media outlets

2.50 hours @ \$60.00 per hour í í í í í í í í í í í í í í í í í í ..	\$150.00
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Expenses

No July expensesí í í í í í í í í í í í í ..í í í í í í í í í í	\$0.00
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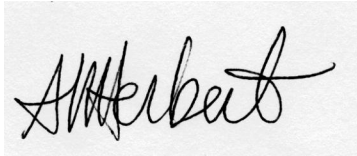
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for July 17th BCWMC meeting (17.08 miles x 0.56 = \$9.56)

	\$9.56
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Subtotal Administrative Services	\$1,719.56
Subtotal CIP Administrative Services	\$150.00
Total Current Billing:	\$1,869.56

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 "Amrabet", is written on a light gray rectangular background.

Signature of Claimant