

Amy Herbert LLC
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May 3, 2014

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the April 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;
- Mailed meeting materials for April 14th Watershed Plan Development workshop; Prepared meeting notices; Forwarded executed WMWA agreement to Shingle Creek; Updated website (meeting minutes archive, online roster, printable roster, online meeting calendar, CIP section; Water Data and Projects section; 2014 Watershed Management Plan section); Submitted to Administrator comments for consideration for 2015 budget.

18.75 hours @ \$60.00 per hour \$1,125.00

BCWMC Meetings

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

3.50 hours @ \$60.00 per hour \$210.00

CIP Administrative Services

No CIP Administrative Services

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

Expenses

No April expenses..... \$0.00

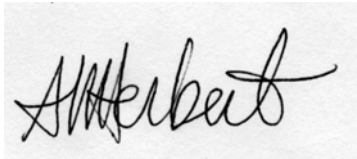
Mileage

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

\$9.56

Subtotal Administrative Services	\$1,344.56
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$1,344.56

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.



Signature of Claimant