

**Amy Herbert LLC**  
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March 8, 2014

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

*For contracted services February 1, 2014, through February 28, 2014*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for the February 20<sup>th</sup> 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 to Deputy Administrator; Distributed invoice payments;
- Updated website per Administrator's requests; Provided to Administrator findings on volunteer recognition practices; responded to inquiry from Maple Grove Library about past BCWMC annual reports; prepared meeting notices.

19.00 hours @ \$60.00 per hour í í í í í í í í í í í í í í í í í í ..	\$1,140.00
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**BCWMC Meetings**

Attended BCWMC February 20<sup>th</sup> BCWMC meeting (ordered/ received catering; recorded meeting)

4.50 hours @ \$60.00 per hour í í í í í í í í í í .í í í í í í í .í .í í	\$270.00
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**CIP Administrative Services**

No CIP Administrative Services

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

No February expenses 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**

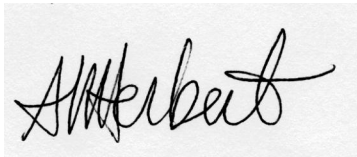
Roundtrip mileage between Chanhassen and Golden Valley City Hall for February  
20<sup>th</sup> BCWMC meeting (17.08 miles x 0.56 = \$9.56)

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\$9.56

Subtotal Administrative Services	\$1,419.56
Subtotal CIP Administrative Services	\$0.00
<b>Total Current Billing:</b>	<b>\$1,419.56</b>

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.



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Signature of Claimant