

Amy Herbert LLC
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February 9, 2014

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

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

Administrative Services to BCWMC

- Copied and assembled meeting packets for the January 16th 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 fees to Deputy Administrator; Distributed invoice payments;
- Completed the minutes of the January 16th BCWMC meeting and submitted to Administrator; prepared meeting notices; Conducted file search on behalf of Golden Valley re: Flood proofing agreement; Contacted local watersheds to inquire about volunteer recognition programs; updated roster, meeting minutes archive, development/re-development permit application/ review fee, and financial sections of the BCWMC website.

32.00 hours @ \$60.00 per hour í í í í í í í í í í í í í í í í í í ..	\$1,920.00
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BCWMC Meetings

BCWMC January 16th 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 January expensesí 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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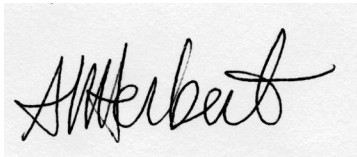
Mileage

Roundtrip mileage between Chanhassen and Golden Valley City Hall for January
16th BCWMC meeting (17.08 miles x 0.56 = \$9.56)

\$9.56

Subtotal Administrative Services	\$2,199.56
Subtotal CIP Administrative Services	\$0.00
Total Current Billing:	\$2,199.56

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