

**Amy Herbert LLC**  
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November 7, 2015

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

*For contracted services October 1, 2015, through October 31, 2015*

**Administrative Services to BCWMC**

- Copied and assembled meeting packets for the October 15<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 and permit fee payments to Deputy Administrator; Distributed invoice payments not handled by Administrator.
  - Prepared minutes of the BCWMC's October monthly meeting; Posted revised October meeting documents to BCWMC website; Maintained online meeting calendar and meeting minutes archive; Noticed meetings; Distributed October 26 Plymouth Creek Restoration Project Open House to Sun Sailor and Lakeshore Weekly News; Posted new December BCWMC meeting location and 2016 meeting dates/locations on BCWMC's online meeting calendar and printed roster
- 20.25 hours @ \$60.00 per hour ..... \$1,215.00

**BCWMC Meetings**

Attended September 17<sup>th</sup> BCWMC meeting (ordered/ received catering; recorded meeting).  
 3.00 hours @ \$60.00 per hour ..... \$180.00

**CIP Administrative Services**

Coordinated with Administrator on creating CIP project web content; Created web content for CIP projects and linked historic project files; Submitted content to Administrator for review; Published content to BCWMC web site  
 17.00 hours @ \$60.00 per hour..... \$1,020.00

**Facebook**

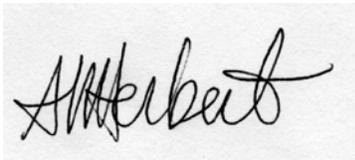
8 Facebook posts on [www.facebook.com/BCWMC](http://www.facebook.com/BCWMC)  
 1.25 hours @ \$60.00 per hour..... \$75.00

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for October 15<sup>th</sup> BCWMC meeting (17.08 miles x 0.575= \$9.82) \$9.82

Subtotal Administrative Services	\$1,479.82
Subtotal CIP Administrative Services	\$1,020.00
<b>Total Current Billing:</b>	<b>\$2,499.82</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.

A handwritten signature in black ink on a light gray background. The signature appears to be "AMerbut" written in a cursive style.

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Signature of Claimant