

Amy Herbert · Recording Administrator Services

733 Preakness Lane, Chanhassen, MN 55317

bcra@barr.com · 952-832-2652

December 7, 2009

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services November 1, 2009 through November 30, 2009

Administrative Services to BCWMC

-Created the November 18th BCWMC meeting agenda; organized packet materials for copying, copied and assembled meeting packets, stuffed and addressed meeting packet envelopes, delivered envelopes to Barr Engineering mail room for Barr to weigh, add postage, and mail; posted meeting packet on BCWMC's Web site and e-mailed link to Commission; e-mailed agenda to agenda list and e-mailed approved meeting minutes to distribution list.

- Maintained BCWMC files; Communicated with BCWMC attorney, Chair, engineers, Deputy Treasurer and commissioners.

- Organized BCWMC monthly invoices; Distributed invoice payments;

- Contacted city clerks for Minnetonka, New Hope, and Plymouth regarding new resolutions due 2-1-10 for Commission and TAC appointments; Prepared and sent out Channel Maintenance Fund application memo to cities of Crystal, Golden Valley, Minneapolis, New Hope, and Plymouth; Amended September BCWMC meeting minutes per Commission action at November meeting; Conducted meeting minute review for information on BCWMC action on funds for educational signs at Westwood Hills Nature Center.

- Prepared meeting notice for the Education and Public Outreach Committee's December 4th meeting; the Joint EPOC's December 8th meeting, and the Administrative Services December 2nd meetings.

24.00 hours @ \$57.00 per hour \$1,368.00

Web Site Services to BCWMC

Updated meeting minute archive and calendar

0.25 hours @ \$57.00 per hour \$14.25

Coordination with BARR Engineering

Coordinated with Barr on: distribution of tasks assigned at BCWMC meeting; Discussed revising Table 12-2 10-year CIP table in preparation for sending to member-cities for comment; Discussed Channel Maintenance Fund memo and funds available per city

0.75 hours @ \$57.00 per hour \$42.75

BCWMC Meetings

Coordinated and attended November 17th conference call with Chair Welch, Karen Chandler, and Len Kremer; Set up and attended November 18th BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)

5.00 hours @ \$57.00 per hour \$285.00

Administrator Budget Charges

No Administrator Budget Charges for November

0.00 hours @ \$57.00 per hour..... \$0.00

Expenses

December BCWMC meeting catering (\$373.59) \$373.59

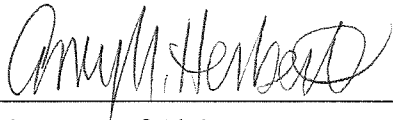
Mileage

Mileage from Chanhassen to Golden Valley City Hall for November 18th meeting (16.76 miles x 0.585 = \$9.80);

\$9.80

Subtotal Administrative Services	\$1,705.55
Subtotal Web Site Services	\$14.25
Subtotal Meeting Catering Expenses	\$373.59
Subtotal Administrator Budget Charges	\$0.00
Total Current Billing:	\$2,093.39

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

ACE Drop-Off Catering

Invoice

VB Box 132
 PO Box 9202
 Minneapolis, MN 55480-9202
 612/238-4016 ahoffer@damico.com

INVOICE #
44862

BILL TO
Barr Engineering Amy Herbert 4700 W 77th Street Edina, MN 55435-4803

SHIP TO
Golden Valley City Hall-2nd Fl-Council Rm 7800 Golden Valley Road Site Contact: Judy N 763/593-3991 PO#23270512008300 952/832-2652 fax: 832-2601

P.O. NUMBER	TERMS	DELIVERY DATE	DAY	PPL	DELIVERY TIME	
see above	Credit Card	12/17/2009	Thursday	20	11 AM (10:45-11:15)	
QUANTITY	DESCRIPTION				PRICE EACH	AMOUNT
20	Holiday Buffet with Holiday Desserts				13.45	269.00T
1	Veggie-Cheese Stuffed Tortellini and Vegetables Tossed with Alfredo Sauce				3.00	3.00T
10	Beef Bourguignon (Tender Beef Tips and Onions in a Savory Red Wine Sauce)				0.00	0.00T
10	Grilled Chicken Breast with Honey Dijon Sauce				0.00	0.00T
20	Herb Basmati Rice				0.00	0.00T
20	Chopped House Salad with Romaine, Cucumber, Tomatoes and Balsamic Vinaigrette and Ranch Dressing on the Side				0.00	0.00T
20	Seasonal Fresh Fruit				0.00	0.00T
20	Artesian Breads, Rolls & Butter				0.00	0.00T
20	Assorted Bars & Cookies				0.00	0.00T
1	Dozen-Assorted Bars & Cookies-MARK for Break!				18.00	18.00T
2	Full Disposable Chafer				4.00	8.00T
18	Spring Water				1.00	18.00T
7	Assorted Sodas-2 Diet, 2 Sprite & 3 Mineral Waters				1.25	8.75T
2	Lemonade				1.75	3.50T
	Subtotal					328.25
	Delivery Charge				20.00	20.00T
	Metro Sales Tax				7.275%	25.34
We appreciate your prompt payment.					Total	\$373.59

Please note NEW PO BOX as of July 2009
 Please make checks payable to "D'Amico Catering".
 Reference the invoice # and delivery date on your check, unless paid by credit card.
 Thank you for your business.

Agreed to by (customer) _____