

# Amy Herbert · Recording Administrator Services

733 Preakness Lane, Chanhassen, MN 55317

[bcra@barr.com](mailto:bcra@barr.com) · 952-832-2652

June 7, 2009

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

*For contracted services May 1, 2009 through May 31, 2009*

## **Administrative Services to BCWMC**

- Created May 21st 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; e-mailed meeting packet; mailed and e-mailed agenda to agenda list.
- Maintained BCWMC files; Communicated with BCWMC attorney, Chair, engineers, Deputy Treasurer and commissioners.
- Organized BCWMC monthly invoices through May 5th; E-mailed invoices to Deputy Treasurer; Distributed invoice payments;
- Finalized document that details the BCWMC's 2010 operating budget to member cities and mailed it with the adopted 2010 operating budget and assessment to member cities for comment; Mailed and e-mailed watershed tour invites to member cities, Hennepin County Board of Commissioners, and Hennepin County; Finalized bus arrangements for watershed tour; Mailed Sweeney Lake TMDL public meeting notice to public stakeholders/ residents; E-mailed draft RMP to BCWMC; Coordinated 2009 contract with Met Council for CAMP participation.
- Prepared meeting notices for following meetings: May 28<sup>th</sup> Education Committee; June 3rd Sweeney Lake Public Stakeholder; June 2nd Joint Education and Public Outreach Committee.

22.0 hours @ \$57.00 per hour ..... \$1,254.00

## **Web Site Services to BCWMC**

Discussed Web site upgrades with the BCWMC Education and Public Outreach Committee; Updated calendar; Updated roster

2.25 hours @ \$57.00 per hour ..... \$128.25

## **Coordination with BARR Engineering**

Discussed June 11<sup>th</sup> watershed tour and tour materials; Coordinated with Barr on meeting packet materials; Prepared task list; Discussed June BCWMC agenda and meeting packet materials

2.0 hours @ \$57.00 per hour ..... \$114.00

**BCWMC Meetings**

Coordinated and attended May 20<sup>th</sup> conference call with Chair Welch and Karen Chandler; Set up and attended May 21<sup>st</sup> BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)

6.00 hours @ \$57.00 per hour ..... \$342.00

**Administrator Budget Charges**

No Administrator Budget Charges for May

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

**Expenses**

June 2009 meeting catering expenses (\$375.06)..... \$375.06

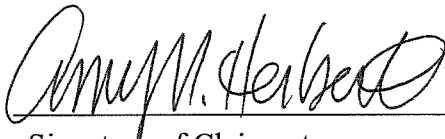
**Mileage**

Mileage from Barr Engineering to Golden Valley City Hall for May 21<sup>st</sup> meeting (10.39 miles x 0.585 = \$6.08); Mileage from Chanhassen to Plymouth City Hall for May 28<sup>th</sup> Education Committee meeting (15.5 miles x 0.585 = \$9.07).....

\$15.15

Subtotal Administrative Services	\$1,725.15
Subtotal Web Site Services	\$128.25
Subtotal Meeting Catering Expenses	\$375.06
Subtotal Administrator Budget Charges	\$0.00
<b>Total Current Billing:</b>	<b>\$2,228.46</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.



\_\_\_\_\_  
Signature of Claimant

ACE Drop-Off Catering  
 PO Box 1521 Dept 1154  
 Minneapolis, MN 55480  
 V/612.238.4016 F/612-238-4040

**Invoice**

INVOICE #
43504

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	6/18/2009	Thursday	18	11 AM (10:45-11:15)

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
18	Executive Sandwich and Wrap Buffet with the Sauce On the Side	12.95	233.10T
1	Vegetable Sandwich with Shredded Vegetables, Lettuce, Cheddar Cheese and Hummus on the Side	0.00	0.00T
2	Chicken Salad with Leaf Lettuce on Croissant	0.00	0.00T
5	ACE Club Sandwich with Turkey, Bacon, Swiss, Lettuce, Tomato on Foccacia Bread and Roasted Red Pepper Sauce on the Side	0.00	0.00T
4	Grilled Chicken Breast Sandwich with Pepper Jack Cheese, Peppers, Onions, Lettuce and Tomato with Chipolte Aioli on the Side	0.00	0.00T
2	Deli Stacker with Ham, Turkey, Salami, Provolone, Lettuce, Tomato on Foccacia Bread and Garlic Mayonnaise Sauce on the Side	0.00	0.00T
2	Deli Ham & Swiss Sandwich with Tomato, Lettuce on Foccacia Bread and Honey-Mustard Sauce on the Side	0.00	0.00T
2	Roast Beef Sandwich with Sweet Onions, Peppers, Cheddar Cheese, Tomato, Lettuce and Dijon-Horseradish Sauce on the Side	0.00	0.00T
18	Gourmet Pasta Salad	0.00	0.00T
18	Seasonal Fresh Fruit	0.00	0.00T
1	Fresh Seasonal Vegetables Platter with Lemon Dill Sauce - 12-15 PPL	37.75	37.75T
18	Assorted Bars & Cookies	0.00	0.00T
1	DOZEN-Assorted Bars & Cookies-Set Aside for Break	18.00	18.00T
6	Assorted Sodas-2 Each	1.25	7.50T

Picnic Menus Available!!	<b>Total</b>
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Please make checks payable to "D'Amico Catering". Reference invoice number and date on your check, unless paid by credit card.

Agreed to by (customer): \_\_\_\_\_

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 PO Box 1521 Dept 1154  
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P.O. NUMBER	TERMS	DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Credit Card	6/18/2009	Thursday	18	11 AM (10:45-11:15)

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
4	Mineral Water	1.25	5.00T
4	Lemonade	1.75	7.00T
18	Spring Water	1.25	22.50T
	Subtotal		330.85
	Delivery Charge	20.00	20.00T
	Sales Tax	6.90%	24.21

Picnic Menus Available!!	<b>Total</b>	\$375.06
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