

Amy Herbert · Recording Administrator Services

733 Preakness Lane, Chanhassen, MN 55317

bcra@barr.com · 952-832-2652

May 5, 2009

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

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

Administrative Services to BCWMC

- Created April 16th 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 April 3rd; E-mailed invoices to Deputy Treasurer; Distributed invoice payments;
- Reviewed BCWMC's 2008 files for data for draft Executive Summary; Assembled materials for Annual Report's appendices; Updated draft document that describes operating budget to member cities with proposed 2010 budget information; Prepared agenda and coordinated materials for May 7th TAC meeting; Continued collecting conflict of interest forms; Gathered information on eco-friendly catering options and costs; Coordinated with New Hope TAC regarding update on agreement between City and property owners at 9209 40 ½ Avenue North; Sent property owners copy of February meeting minutes and notice that agreement on update is scheduled for May BCWMC meeting; Contacted City of Plymouth for update on property owners' permission for watershed tour stop.
- Prepared meeting notices for following meetings: April 7th Education Committee; April 10th Budget Committee; April 14th Medicine Lake Stakeholder; May 6th Education Committee; May 7th TAC meeting;

56.75 hours @ \$57.00 per hour \$3,234.75

Web Site Services to BCWMC

Updated calendar; Updated agenda; Updated meeting minutes and minutes archive; Updated links page; Updated Water Quality Section and posted Resource Management Plan; Updated TMDL Studies section; Requested report on 2008 Web site traffic

4.25 hours @ \$57.00 per hour \$242.25

Coordination with BARR Engineering

Coordinated with Barr on draft Annual Report Executive Summary drafts;
Coordinated with Barr on meeting packet materials; Prepared task list; Discussed
May BCWMC agenda and meeting packet materials; Discussed 2008 Annual
Report

4.0 hours @ \$57.00 per hour \$228.00

BCWMC Meetings

Coordinated and attended April 14th conference call with Chair Welch and Karen
Chandler; Set up and attended April 16th 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 April

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

Expenses

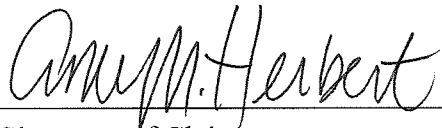
April 2009 meeting catering expenses (333.63); May 2009 meeting catering
expenses (273.88)..... \$607.51

Mileage

Mileage from Barr Engineering to Golden Valley City Hall for April 16th meeting
(10.39 miles x 0.585)..... \$6.08

Subtotal Administrative Services	\$3,810.83
Subtotal Web Site Services	\$242.25
Subtotal Meeting Catering Expenses	\$607.51
Subtotal Administrator Budget Charges	\$0.00
Total Current Billing:	\$4,660.59

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 #
43042

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	4/16/2009	Thursday	16	11 AM (10:45-11:15)	
QUANTITY	DESCRIPTION				PRICE EACH	AMOUNT
16	ACE Buffet One				13.95	223.20T
16	Jumbo Stuffed Pasta Shells with Ricotta and Spinach in a Red Sauce (Vegetarian)				0.00	0.00T
16	Meatballs on the Side				0.00	0.00T
16	Seasonal Fresh Fruit - No Charge				0.00	0.00T
16	Caesar Salad & Dressing				0.00	0.00T
16	Foccacia Bread, Rolls & Butter				0.00	0.00T
16	Assorted Bars & Cookies				0.00	0.00T
1	Dozen-Assorted Bars & Cookies				18.00	18.00T
2	Full Disposable Chafer				4.00	8.00T
6	Assorted Sodas-2 Coke, 2 Diet & 2 Sprite				1.25	7.50T
2	Mineral Water				1.25	2.50T
24	Spring Water				1.25	30.00T
2	Lemonade				1.45	2.90T
	Subtotal					292.10
	Delivery Charge				20.00	20.00T
	Sales Tax				6.90%	21.53

Thank you for your business.	Total	\$333.63
------------------------------	--------------	-----------------

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): _____

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

Invoice

INVOICE #
43189

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	5/21/2009	Thursday	16	11 AM (10:45-11:15)	
QUANTITY	DESCRIPTION				PRICE EACH	AMOUNT
16	Hot Monthly Special Buffet				11.95	191.20T
1	Homemade Cheese Enchiladas-2 Per Person (In To Go Box-Mark VEGGIE ONLY)				3.00	3.00T
16	Homemade Chicken Enchiladas-2 Per person				0.00	0.00T
16	Spanish Rice (Veggie)				0.00	0.00T
8	Southwest Salad with Roasted Corn, Black Beans, Roma Tomatoes & Black Olives in a Chipotle Sauce				0.00	0.00T
8	Chopped House Salad with Romaine, Cucumber, Tomatoes and Balsamic Vinaigrette and Ranch Dressing on the Side				0.00	0.00T
16	Taco Chips, Salsa & Sour Cream				0.00	0.00T
16	Seasonal Fresh Fruit				0.00	0.00T
16	Assorted Bars & Cookies				0.00	0.00T
1	Dozen-Assorted Bars & Cookies-MARK for Break!				0.00	0.00T
2	Full Disposable Chafer				0.00	0.00T
24	Spring Water				1.25	30.00T
8	Assorted Sodas-2 Diet, 2 Coke & 4 Mineral Waters				1.25	10.00T
4	Lemonade				1.75	7.00T
	Subtotal					241.20
	Delivery Charge				15.00	15.00T
	Sales Tax				6.90%	17.68
We appreciate your prompt payment.					Total	\$273.88

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): _____