

Amy Herbert · Recording Administrator Services

733 Preakness Lane, Chanhassen, MN 55317

bcra@barr.com · 952-832-2652

November 5, 2009

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

For contracted services October 1, 2009 through October 31, 2009

Administrative Services to BCWMC

- Created the October 15th 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;
- Mailed executed copy of Parker's Lake Agreement Amendment to City of Plymouth; Prepared TAC meeting agenda; Mailed each Hennepin County Commissioner a copy of BCWMC's letter to Joel Settles in support of County grant funding for Golden Valley and Plymouth stream bank stabilization projects; Mailed to City of Crystal the BCWMC's comments on the City's LWMP; Updated Commission roster with new e-mail addresses; E-mailed AMLAC's newsletter to Commission; Gathered and sent to Sue Virnig copies of BCWMC's financial audits from 1969 – 1979; Forwarded to Commissioners the LMCIT memo on Open Meeting Law practices.
- Prepared meeting notice for the Education and Public Outreach Committee's October 8th meeting; the Joint EPOC's October 13th meeting, and the Administrative Services October 12th and 29th meetings.

39.25 hours @ \$57.00 per hour \$2,237.25

Web Site Services to BCWMC

Updated roster;

0.25 hours @ \$57.00 per hour \$14.25

Coordination with BARR Engineering

Coordinated with Barr on: distribution of tasks assigned at BCWMC meeting and meeting materials for 11/5 TAC meeting;

0.75 hours @ \$57.00 per hour \$42.75

BCWMC Meetings

Coordinated and attended October 13th conference call with Chair Welch, Karen Chandler, and Len Kremer; Set up and attended October 15th BCWMC meeting (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)
5.50 hours @ \$57.00 per hour \$313.50

Administrator Budget Charges

No Administrator Budget Charges for October
0.00 hours @ \$57.00 per hour..... \$0.00

Expenses

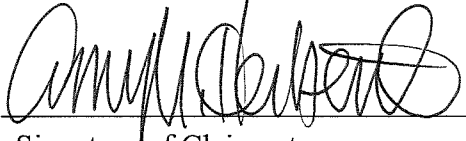
October BCWMC meeting catering \$297.90; November BCWMC meeting catering \$357.17 \$655.07

Mileage

Mileage from Chanhassen to Golden Valley City Hall for October 15th meeting (16.76 miles x 0.585 = \$9.80); \$9.80

Subtotal Administrative Services	\$2,603.30
Subtotal Web Site Services	\$14.25
Subtotal Meeting Catering Expenses	\$655.07
Subtotal Administrator Budget Charges	\$0.00
Total Current Billing:	\$3,272.62

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 #
44609

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	11/18/2009	Wednesday	17	11 AM (10:45-11:15)	
QUANTITY	DESCRIPTION				PRICE EACH	AMOUNT
17	Italian Buffet				12.95	220.15T
1	Cheese Tortellini in a Wild Mushroom Alfredo Sauce (Vegetarian) - In TO GO BOX - Mark Veggie				3.00	3.00T
17	Sliced Roasted Turkey & Homemade Dressing				0.00	0.00T
17	Mashed Baby Red Potatoes				0.00	0.00T
17	Vegetable Du Jour				1.50	25.50T
17	House Salad with French and Ranch Dressing				0.00	0.00T
17	Foccacia Bread, Rolls & Butter				0.00	0.00T
17	Pumpkin Cake				0.00	0.00T
1	Chef's Choice of Mini Desserts-Dozen				21.00	21.00T
3	Full Disposable Chafer-PU Old Ones				4.00	12.00T
4	2 Diet Coke & 2 Sprite				1.25	5.00T
2	Mineral Water				1.25	2.50T
4	Lemonade				1.45	5.80T
18	Spring Water				1.00	18.00T
	Subtotal					312.95
	Delivery Charge				20.00	20.00T
	Metro Sales Tax				7.275%	24.22
Holiday Menus Available!!					Total	\$357.17

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) _____

ACE Drop-Off Catering

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

RECEIVED

OCT 22 2009

Invoice

INVOICE #

44351

BARR ENGINEERING CO

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

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

P.O. NUMBER	TERMS	DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Credit Card	10/15/2009	Thursday	16	11 AM (10:45-11:15)

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
16	Italian Buffet	12.95	207.20T
1	Jumbo Stuffed Pasta Shells with Ricotta and Spinach in a Red Sauce (Vegetarian)	3.00	3.00T
16	Baked Chicken Pasta with Diced Chicken Breast in a Light Pesto Cream Sauce	0.00	0.00T
16	Seasonal Fresh Fruit	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
1	Full Disposable Chafer-PU Old Ones	4.00	4.00T
4	2 Diet Coke & 2 Sprite	1.25	5.00T
2	Mineral Water	1.25	2.50T
18	Spring Water	1.00	18.00T
	Subtotal		257.70
	Delivery Charge	20.00	20.00T
	Metro Sales Tax	7.275%	20.20

PAID

Thank you for your business.	Total	\$297.90
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Agreed to by (customer) _____