

# Amy Herbert · Recording Administrator Services

733 Preakness Lane, Chanhassen, MN 55317

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

October 1, 2009

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

*For contracted services September 1, 2009 through September 30, 2009*

## **Administrative Services to BCWMC**

-Created the September 17<sup>th</sup> 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;

- Prepared Resolution 09-06 regarding the St. Louis Park Local Water Management Plan; Provided signed copy of 09-06 to City of St. Louis Park; Prepared cover letter and certification of levy request to Hennepin County; Mailed via certified mail and faxed levy request to Hennepin County prior to October 1<sup>st</sup>; Updated Commission roster with new appointments for St. Louis Park; Created table documenting BCWMC's CIP levy requests to Hennepin County from 2004 - 2009

21.75 hours @ \$57.00 per hour ..... \$1,239.75

## **Web Site Services to BCWMC**

Updated roster; Updated Meeting Minute Archive; Updated Calendar

0.50 hours @ \$57.00 per hour ..... \$28.50

## **Coordination with BARR Engineering**

Coordinated with Barr on: distribution of tasks assigned at BCWMC meeting; organizing materials from Engineer for inclusion in October meeting packet

0.25 hours @ \$57.00 per hour ..... \$14.25

## **BCWMC Meetings**

Coordinated and attended September 15<sup>th</sup> conference call with Chair Welch, Karen Chandler, and Len Kremer; Set up and attended September 17<sup>th</sup> BCWMC meeting/ public hearing (coordinated room reservation; ordered and received catering; prepared and provided handouts not provided in meeting packet; recorded meeting)

6.50 hours @ \$57.00 per hour ..... \$370.50

**Administrator Budget Charges**

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

**Expenses**

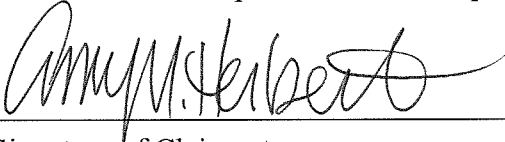
September BCWMC meeting catering \$338.99..... \$338.99

**Mileage**

Mileage from Chanhassen to Golden Valley City Hall for September 17<sup>th</sup> meeting  
(16.76 miles x 0.585 = \$9.80); \$9.80

Subtotal Administrative Services	\$1,634.30
Subtotal Web Site Services	\$28.50
Subtotal Meeting Catering Expenses	\$338.99
Subtotal Administrator Budget Charges	\$0.00
<b>Total Current Billing:</b>	<b>\$2,001.79</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**

**Invoice**

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

INVOICE #
44165

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
	Credit Card	9/17/2009	Thursday	15	11 AM (10:45-11:150

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
	This is a replacement invoice!		
1	Regional Hard and Soft Cheeses Platter Served with Crackers - 12-15 PPL	49.25	49.25T
15	Hot Monthly Special Buffet with Upgraded Desserts	12.95	194.25T
15	Normandy Chicken, Sauteed Chicken Breast and Apples in a Light Cream Sauce	0.00	0.00T
15	Roasted Potatoes	0.00	0.00T
15	Herb Green Beans	0.00	0.00T
15	House Salad with French and Ranch Dressing	0.00	0.00T
15	Artisan Breads, Rolls & Butter	0.00	0.00T
15	Assorted Bars & Cookies	0.00	0.00T
1	DOZEN-Assorted Bars & Cookies	0.00	0.00T
3.5	Full Disposable Chafer	4.00	14.00T
24	Spring Water	1.00	24.00T
4	Lemonade	1.75	7.00T
6	Assorted Sodas-2 Each	1.25	7.50T
	Subtotal		296.00
	Delivery Charge	20.00	20.00T
	Metro Sales Tax	7.275%	22.99

Thank you for your business.	<b>Total</b>	<b>\$338.99</b>
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\*\*\*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) \_\_\_\_\_