

Amy Herbert · Recording Administrator Services

733 Preakness Lane, Chanhassen, MN 55317

bcra@barr.com · 952-832-2652

September 3, 2009

Bassett Creek Watershed Management Commission (BCWMC)

Attn: Sue Virnig, Deputy Treasurer

7800 Golden Valley Road

Golden Valley, MN 55427

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

Administrative Services to BCWMC

-Created August 20th 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; 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; Distributed invoice payments;

- Arranged publication of public hearing notice in *Lakeshore Weekly News* and in *Finance & Commerce*; Prepared September 3rd TAC meeting agenda; E-mailed to BCWMC copy of letter sent to MPCA with Commission comments and questions regarding categorical wasteload allocation;

- Prepared meeting notice for the August 11th and August 20th Education and Public Outreach Committee meetings

22.50 hours @ \$57.00 per hour \$1,282.50

Web Site Services to BCWMC

Updated calendar; Update Channel Restoration section including posting

Plymouth Creek and Bassett Creek restoration projects feasibility reports

0.50 hours @ \$57.00 per hour \$28.50

Coordination with BARR Engineering

Coordinated with Barr on meeting packet materials and on report publication of Bassett Creek and Plymouth Creek restoration project feasibility reports

1.00 hours @ \$57.00 per hour \$57.00

BCWMC Meetings

Coordinated and attended August 18th conference call with Chair Welch, Karen Chandler, and Len Kremer; Set up and attended August 20th 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 August

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

Expenses

August BCWMC meeting catering \$237.35..... \$237.35

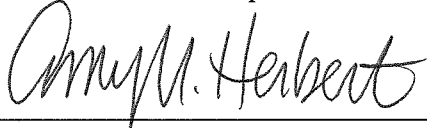
Mileage

Mileage from Chanhasen to Golden Valley City Hall for August 20th meeting
(16.76 miles x 0.585 = \$9.80);

\$9.80

Subtotal Administrative Services	\$1,691.30
Subtotal Web Site Services	\$28.50
Subtotal Meeting Catering Expenses	\$237.35
Subtotal Administrator Budget Charges	\$0.00
Total Current Billing:	\$1,957.15

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 #
43934

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	8/20/2009	Thursday	15	11 AM (10:45-11:15)	
QUANTITY	DESCRIPTION				PRICE EACH	AMOUNT
15	Cold Picnic Buffet				9.25	138.75T
15	Petite Turkey & Mozzarella, Roast Beef and Cheddar and Petite Ham & Swiss Sandwiches with Mustard and Mayo Packets on the Side***2 Veggie**				0.00	0.00T
15	Asian Chicken Salad with Romaine, Napa Cabbage, Crispy Noodles and Honey Sesame Dressing on the Side-***1 ORDER NO MEAT**				0.00	0.00T
15	Seasonal Fresh Fruit				0.00	0.00T
15	Potato Chips				0.00	0.00T
15	Assorted Cookies				0.00	0.00T
1	DOZEN-Assorted Bars & Cookies				18.00	18.00T
4	Assorted Sodas-2 Diet & 2 Sprite				1.25	5.00T
24	Spring Water				1.25	30.00T
2	Mineral Water				1.25	2.50T
4	Lemonade				1.75	7.00T
	Subtotal					201.25
	Delivery Charge				20.00	20.00T
	Metro Sales Tax				7.275%	16.10
Thank you for your business.					Total	\$237.35

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) _____