

Gleason, Tonja

From: Daly, Keith
Sent: Thursday, November 19, 2009 2:45 PM
To: document.control
Cc: Rust, Lynn
Subject: FW: Monthly invoicing memo
Follow Up Flag: Follow up
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Document Control:

Please file this email with Metro Invoice #PLAN-04221 for backup and justification of \$1,536.00 expense. Thanks.

Keith A. Daly

Project Controls Manager
Columbia River Crossing Project
Desk: (360) 816-8870
Fax: (360) 737-0294
dalyk@columbiarivercrossing.org

From: Rachel Byers [<mailto:Rachel.Byers@oregonmetro.gov>]
Sent: Tuesday, November 17, 2009 9:56 AM
To: Daly, Keith
Subject: RE: Monthly invoicing memo

Keith:

This is a charge for software licensing by Environmental Systems Research Institute. ESRI provides mapping software to Metro. The CRC project made use of that software this year so it was part of the allocation of projects receiving a charge for the licensing expense.

Let us know if this doesn't fully answer your question.

Rachel P. Byers

Grants & Project Accountant
Metro
600 NE Grand Avenue
Portland, OR 97232
503-797-1718
503-797-1930 (fax)
rachel.byers@oregonmetro.gov

From: Daly, Keith [<mailto:dalyk@columbiarivercrossing.com>]
Sent: Tuesday, November 17, 2009 8:47 AM
To: Rachel Byers
Cc: Humphrey, George
Subject: RE: Monthly invoicing memo

Hi Rachel,

I received and began reviewing Metro's Invoice No. PLAN-04221 for the period July through September 2009 and

1/21/2010

have one request. Under Task 1.0 - Project Management there is a \$1,536.00 expense for materials and supplies in September 2009. Can you please provide an explanation of what the materials and supplies consisted of and documentation justifying the \$1,536.00 expense? Thanks and if you have any questions please call.

Keith A. Daly

Project Controls Manager
Columbia River Crossing Project
Desk: (360) 816-8870
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dalyk@columbiarivercrossing.org

From: Rachel Byers [<mailto:Rachel.Byers@oregonmetro.gov>]

Sent: Wednesday, November 04, 2009 12:52 PM

To: Daly, Keith

Cc: Ficco, Doug; Roberts, Ross

Subject: Monthly invoicing memo

Hello Keith:

I apologize for the lapse in monthly invoicing. In the past we have made an exception for the July-September time frame to accommodate year-end close and our annual financial audits. However, I am happy to make an exception for this contract in the future so that there is no gap in billings. As to the most current billing, that one is already in progress and will cover the July – September time frame. It will go out in tomorrow's mail and the amount billed is \$48,168.66, leaving a contract balance of \$24,240.04.

Let me know if you would like a pdf sent of the invoice and its backup so that you can receive it a day or two in advance of the mailed copy.

And finally, the attachment to Doug's memo showed a June 30 balance of \$72,411.35 whereas we showed a balance of \$72,408.71. This is only a \$2.64 difference but I am happy to research it for you if you'd like.

Rachel P. Byers

Grants & Project Accountant

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