

**From:** [Gerry McChesney](#)  
**To:** [Janet Whitlock](#); [Jennifer Anderson](#)  
**Cc:** [Lucinda Ballard](#); [Ellen Tong](#); [John Bradley](#); [Karl S Smith](#)  
**Subject:** 81640-9822-0388 Luckenbach cost doc with separate admin  
**Date:** 04/10/2012 09:50 AM

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Janet and Jennifer,

Attached spreadsheet has a new worksheet called <9822-0388 (2)>. In this sheet, the expenses we discussed moving to an admin category have been moved to such a category. I hope I got them all. Admin category adds to \$36,604.37. In our 2010 approved budget, we had budgeted \$16,649 in "Admin" costs (\$5427 in Office costs and \$11,222 for Administrative Assistance.

The worksheet <9822-0388> is the original worksheet but with some highlights and notes.

Please note that Lisa Eigner was a full time employee on the Luckenbach project. We discussed possibly leaving her annual leave, holiday and admin leave hours as direct costs. But for this exercise, I have moved those to the Admin category.

Regarding the Humboldt State coop agreement issues that Jennifer raised, the confusion is because of a modification to the agreement that changed the charge code from 9822-0069 to 9822-0388 as well as a later RDS of funds 9822-0069 to 9822-038 for a paid invoice. That documentation was included with the cost doc package but I will also forward an email from Cindy Ballard further explaining. Hopefully that clears that up.

My understanding is that you will calculate a sample bio-day rate with this revised spreadsheet and let us know whether or not this is how you want us to present our costs. We will wait to hear back from before proceeding any further.

Gerry

[attachment "Sfbay FY 2010 Luckenbach 1st-4th qtr Summary\_edit copy.xls" deleted by Gerry McChesney/SFBAY/R1/FWS/DOI]

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