



May 2, 2021

Linda Loomis
12 5th Str. E. Suite 102
Chaska, MN 55318

Linda, please find attached invoice #4 for the analysis and the evaluation of options to support document management for the Lower Minnesota River Watershed District. This is the final invoice for the project.

Please submit payment to

DRB Consulting
1302 Bellavista Drive
Buffalo, MN
55313

Thank you for the opportunity to provide these services to you and your team.

Debra R. Brisk

Debra R. Brisk, P.E.
763.257.7872

Invoicing To Date			
	Total Contract Amount	\$14,904	
4/30/2020	Invoice 1	\$2,816	
6/8/2020	Invoice 2	\$2,458	
2/27/2021	Invoice 3	\$3,691	
5/2/2021	Invoice 4 - FINAL	\$1,583	Total Dollars (%) Used
	TOTAL DOLLARS USED	\$10,548	70.77%
	Remaining dollars in the Contract	\$4,356	



DRB CONSULTING, LLC
(INVOICE 4 - FINAL)
May 2, 2021
1302 Bellavista Drive
Buffalo, MN 55313
763-257-7872
Deb.brisk@outlook.com

Watershed District (data and document management)

Task + Date	Description	Debra Brisk, P.E. (Project Sponsor)	Mariah Helgeson (Analyst)	TOTAL HOURS
Task 5	Implementation technology	0	0	
3.16.2021	Created file structure recommendations. Meeting with Linda to review and update file structure	0.00	2.75	2.75
3.22.2021	Updated file structure with Linda's recommendations and matched SharePoint files to recommendations from Word document	0.00	1.50	1.50
3.23.2021 and 3.25.2021	Meeting with Linda to review SharePoint set up; Set Della up with permissions	0.00	2.00	2.00
4.8.2021	Meeting with Linda and Della to set up Della's permissions; preparation for meeting and follow up	0.00	1.00	1.00
Task 5 Subtotal		0	7.25	7.25
Task 6	Training and Documentation			
4.28.2021, 4.29.2021, 4.30.2021	Cross-checked folder set-up and finalized folder documentation; Created training tutorials for the SharePoint site and added them; Updated the menu structure and verified tags.	0.00	3.50	3.50
Task 6 Subtotal		0	3.50	3.50
Task 7	Project Management, Oversight and invoicing			
	final invoice - and review of project - Deb	0.50	0.00	0.50
Task 7 Subtotal		0.50	0.00	0.50
	TOTAL HOURS	0.50	10.75	11.25
	Hourly Rates	\$156.00	\$140.00	
	Total Cost	\$78.00	\$1,505.00	\$1,583.00
	Expenses			\$0.00
		Invoice #4 Total		\$1,583.00
	I certify that the time and expenses identified on this invoice is accurate. Debra R. Brisk	<i>Debra R. Brisk, PeE. On Behalf of DRB CONSULTING</i>		
		Date	2-May-21	