



June 8, 2020

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

Linda, please find attached invoice #2 for the analysis and the evaluation of options to support document management for the Lower Minnesota River Watershed District.

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

LABOR ONLY (refer to next page for daily reporting)

Team member	Budgeted Hours	Invoiced To Date (hrs)	Invoice 2 (hrs)	Invoiced thru 5.31.2020 (\$)
Deb Brisk	9	1.5	.5	
Sandra Hvizdos	90	36	17	
Mariah Helgeson	20	0		
TOTAL	119	37.5	17.5	\$5,274.00

Invoice 2	Invoice 1	Total To date
\$2,458.00	\$2,816.00 (pd)	\$5,274.00
Contract Amount	\$14,904.00	
Total To date		
\$5,274.00		
% Complete	35.4%	

EXPENSE - No expenses billed to date.



TASK / ACTION	DESCRIPTION	Debra Brisk, P.E. (Project Sponsor)	Sandy Hvizdos (Analyst)	Mariah Helgeson (Administrative Support)	TOTAL HOURS	To Date Hrs
TASK 1	Host requirements. Determine and validate the current document and storage growth factor and space requirements – short - long term storage needs		6		Hours Estimated	
Task 1 Subtotal		0	6	0	6	2.0
TASK 2	Meta data. Identify document types, categories, tags and indices		30		Hours Estimated	
May 6 & 7	Analysis of 2019 doc, abbreviation document	0	8	0		
Task 2 Subtotal		0	8	0	8	23.0
Task 3	Access definitions. Identify stakeholders and access		4		Hours Estimated	
Task 3 Subtotal		0	4	0	4	0.0
Task 4	Recommendations / Report. Host and software research, prepare options and recommendation	2	20	10	Hours Estimated	
5/15/2020	Research doc mgt system options	0	4	0	4	
5/16/2020	Mapped options against requirements	0	5	0	5	
Task 4 Subtotal		0	9	0	9	11.0
Task 5	Implementation technology	0	20	0	Hours Estimated	
Task 5 Subtotal		0	20	0	20	0.0
Task 6	Training and Documentation	2	10	10	Hours Estimated	
Task 6 Subtotal		0	0	0	0	0.0
Task 7	Project Management, Oversight and invoicing	5	0	0	Hours Estimated	
5/31/2020	Invoicing / and review of project	0.5				
Task 7 Subtotal		0.5	0	0	0.5	1.5
TOTAL HOURS		0.5	17.0	0.0	17.5	37.5
Hourly Rates		\$156.00	\$140.00	\$45.00		
Total Cost		\$78.00	\$2,380.00	\$0.00	\$2,458.00	
Expenses					\$0.00	Invoice 1
Invoice Total					\$2,458.00	\$2,816.00
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

8-Jun-20