



May 5, 2020

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

Linda, please find attached invoice #1 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

Team member	Original Hours	Invoiced thru 4.30.2020 (hrs)	Invoiced thru 4.30.2020 (\$)
Deb Brisk	9	1	\$156.00
Sandra Hvizdos	90	19	\$2,660.00
Mariah Helgeson	20	0	0
TOTAL	119	20	\$2,816.00

LABOR ONLY

\$2,816.00 Invoiced thru 4.30.2020

\$14,904.00

% complete based on \$ = 18.9%

EXPENSE

No expenses billed to date.



DRB CONSULTING, LLC	Date of Invoice
Watershed District Proposal (document & data management)	May 5, 2020

TASK / ACTION	DESCRIPTION	Debra Brisk, P.E. (Project Sponsor)	Sandy Hvizdos (Analyst)	Mariah Helgeson (Administrative Support)	TOTAL HOURS
TASK 1	Host requirements. Determine and validate the current document and storage growth factor and space requirements – short - long term storage needs		6		
4/27-4/30	Requirement write up; email to client; modify regarding e signature	0	2	0	
DATE		0	0	0	
DATE		0	0	0	
Task 1 Subtotal		0	2	0	2
TASK 2	Meta data. Identify document types, categories, tags and indices		30		
4/7-4/19	Analysis of edocs 2020	0	15	0	
DATE		0	0	0	
DATE		0	0	0	
Task 2 Subtotal		0	15	0	15
Task 3	Access definitions. Identify stakeholders and access		4		
DATE		0	0	0	0
DATE		0	0	0	0
DATE		0	0	0	0
Task 3 Subtotal		0	0	0	0
Task 4	Recommendations / Report. Host and software research, prepare options and recommendation	2	20	10	
0.2	review options	0	2	0	2
DATE		0	0	0	0
DATE		0	0	0	0
Task 4 Subtotal		0	2	0	2
Task 5	Implementation technology	0	20	0	
DATE		0	0	0	0
DATE		0	0	0	0
Task 5 Subtotal		0	0	0	0
Task 6	Training and Documentation	2	10	10	
DATE		0	0	0	0
DATE		0	0	0	0
Task 6 Subtotal		0	0	0	0
Task 7	Project Management, Oversight and invoicing	5	0	0	
DATE	3.25.2020 - set up project invoicing / preparatoin for meeting on 3.26	1	0	0	1
Task 7 Subtotal		1	0	0	1
TOTAL HOURS		1	19	0	20
Hourly Rates		\$156.00	\$140.00	\$45.00	
Total Cost		\$156.00	\$2,660.00	\$0.00	\$2,816.00
Expenses					\$0.00
Invoice Total					\$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>			