



February 27, 2021

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

Linda, please find attached invoice #3 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

	Invoice #3 Total	\$3,691.00
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	2.27.2021

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
	Percent of Total Used to Date	60.15%
	Remaining dollars in the Contract	\$5,939

DRB CONSULTING, LLC (INVOICE 3) February 27, 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 1	Host requirements. Determine and validate the current document and storage growth factor and space requirements – short - long term storage needs			
Task 1 Subtotal		0	0	0
TASK 2	Meta data. Identify document types, categories, tags and indices			
9/25–9/30/2020	Reviewed requirements and drafted preliminary list of tags	0.00	1.50	1.50
10/1/2020	Identified preliminary list of tags and categories	0.00	0.75	0.75
10/8/2020	Reviewed tag list on call with Della; Updated list and created graphic to explain hierarchy	0.00	3.75	3.75
10/14/2020	Call with Linda to review tags, folder structure, and gather information on needs for document system	0.00	1.00	1.00
Task 2 Subtotal		0	7.00	7.00
Task 3	Access definitions. Identify stakeholders and access			
10/21/2020	Compiled and sent updated tag hierarchy guide containing a branch for dredge management	0.00	1.00	1.00
11/3/2020	Met with Deb to identify SharePoint tagging and capability	0.00	0.50	0.50
Task 3 Subtotal		0	1.50	1.50
Task 4	Recommendations / Report. Host and software research, prepare options and recommendation			
10/30/2020	Prepared recommendations comparison document for 5 document management systems and sent for review	0.00	4.00	4.00
12/18/2020	Compiled recommendations report, summarizing the work and recommendations completed to date.	0.00	1.50	1.50
Task 4 Subtotal		0	5.50	5.50
Task 5	Implementation technology	0	0	
10/2/2020	Prepared recommendations document for document management tool	0.00	1.00	1.00
11/16–11/17/2020	Reviewed recommendations and compiled test environments/demos to review with Linda	0.00	3.00	3.00
12/1/2020	Researched document management system interoperability (i.e. between Dropbox and SharePoint) and sent findings to Linda and Della; Researched file types of existing documents.	0.00	1.00	1.00
2/3/2021	Call with Linda and Della to decide on implementation strategy and determine preliminary folder structure	0.00	1.00	1.00
2/10/2021 and 2/12/2021	Set up SharePoint with Linda and took video screenshots of folders on Linda's computer; Started setting SharePoint site and folder structure on SharePoint site	0.00	0.75	0.75
2/17/2021 and 2/26/2021	Set up SharePoint folder and subfolder structure	0.00	1.50	1.50
Task 5 Subtotal		0	8.25	8.25
Task 6	Training and Documentation			
12/8/2020	Meeting with Linda and Della to review document management systems and ensure that the system chosen works with all consultants associated with the district.	0.00	1.00	1.00
12/10/2020	Tested user permissions on test SharePoint site to ensure that requirements for user permissions and access would be met	0.00	1.00	1.00
Task 6 Subtotal		0	2.00	2.00
Task 7	Project Management, Oversight and invoicing			
10/2/2020	Reviewed invoicing to date and set up invoice for Mariah to log time and details for the work.	0.50	0.00	0.50
12/18/2020	Updated invoicing template and details		1.00	
2/27/2021	Invoice preparation and submittal to Linda	0.50	0.00	
Task 7 Subtotal		1.00	1.00	2.00
TOTAL HOURS		1.00	25.25	26.25
Hourly Rates		\$156.00	\$140.00	
Total Cost		\$156.00	\$3,535.00	\$3,691.00