

SQUAW VALLEY PUBLIC SERVICE DISTRICT

PROGRESS PAYMENT REPORT

EXHIBIT # D - 12

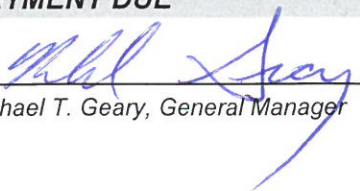
PROJECT TITLE: Website Design Update Services
 PROJECT NUMBER: 150094
 CONTRACTOR NAME: J. Harrison Public Relations
 & ADDRESS: 315 Leidesdorff Street
 Folsom, CA 95630-2632

DATE: 10/28/2014
 PAYMENT ESTIMATE #: 4
 PERIOD: 09/01/14-09/30/14

BID AMOUNT: \$9,845.00
 NET CHANGE ORDERS: \$0.00
 ADJUSTED CONTRACT AMOUNT: \$9,845.00
 WORK COMPLETED: \$7,735.26
 % WORK COMPLETED: 79%

ORIGINAL TIME: N/A
 REVISED TIME: N/A
 TIME ELAPSED: N/A
 % TIME ELAPSED: N/A

	PREVIOUS	CURRENT	TO DATE
EARNINGS:			
Work Completed	6046.51	1688.75	7735.26
Retention on Work Completed	0.00	0.00	0.00
Net Earnings on Work Completed	<u>6046.51</u>	<u>1688.75</u>	<u>7735.26</u>
Materials on Hand			0.00
Retention on Materials	0.00	0.00	0.00
Net Earnings On Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL NET EARNINGS	<u>6046.51</u>	<u>1688.75</u>	<u>7735.26</u>
DEDUCTIONS:			
1.			0.00
2.			0.00
3.			0.00
Total Deductions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
OTHER ADJUSTMENTS:			
1.			0.00
2.			0.00
3.			0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL ADJUSTED EARNINGS	<u>6046.51</u>	<u>1688.75</u>	<u>7735.26</u>
LESS PREVIOUS PAYMENTS			-6046.51
PAYMENT DUE			<u>1688.75</u>

APPROVED BY: 
 Michael T. Geary, General Manager



J Harrison Public Relations
315 Leidesdorff Street
Folsom, CA 95630-2632

INVOICE

Date of Invoice	Invoice #
10/6/2014	808

Bill To
Squaw Valley PSD Mike Geary PO Box 2026 Olympic Valley, CA 96146-2026

Terms	Due Date
Net 20	10/26/2014

Project	Purchase Order	CONTRACT
Web Design		Professional Ser...

Quantity	Description	Service Period	Rate	Amount
17.25	Outreach for SVPSD, Website (principal rate)	September 2014	95.00	1,638.75
1.25	Outreach for SVPSD, Website (assistant rate)	September 2014	40.00	50.00
Total				\$1,688.75

my

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916-716-0636

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jennifer@JHarrisonPR.com



September 2014 Summary Squaw Valley Public Service District

Date	Project	Detail	Princ. Hours	Assoc. Hours	Assist. Hours	Travel Hours	Total Hours
9/16/2014	admin	Emails for setting up training. General administrative tasks.	0.25				0.25
9/25/2014	admin	Conversation with Renee about FD site. Misc. edits. Review scope and budget.	0.25				0.25
9/30/2014	admin	Meeting setup and admin tasks.	0.25				0.25
	admin Total		0.75				0.75
9/19/2014	FD Training	Train Travis on the CMS for the new website.	1.00				1.00
	FD Training Total		1.00				1.00
9/20/2014	FD updates	Load updates about NIXLE per Mike's email. Update structure.	2.00				2.00
9/22/2014	FD updates	Post latest Nixle.	0.25				0.25
9/23/2014	FD updates	Post announcement about community meeting. Emails with Renee and Travis about training and protocols.	0.50				0.50
9/24/2014	FD updates	Speak with Travis about FD pages. Troubleshoot a few issues.	1.00				1.00
	FD updates Total		3.75				3.75
9/5/2014	website	Sort photos and go through edits to site. Load photos. Troubleshoot. Emails to Kathy and Mike.	0.75				0.75
9/5/2014	website	Updated and Uploaded Documents to Website			1.25		1.25
9/9/2014	website	Talk with Mike Geary about final documents needed for website. Go through for final tasks and make notes of missing docs. Email Cindy and Kathy to ask for documents. Email to Pete about training for the CMS.	1.00				1.00
9/9/2014	website	Change site map, review thumbnail issues with banners, update contact page, run through launch checklist.	2.50				2.50
9/12/2014	website	Website work	1.00				1.00
9/13/2014	website	Web management, Network solutionsA record changes. Final development, updating meeting info on home and calendar pages.	1.00				1.00

September 2014 Summary Continued

J Harrison Public Relations

9/15/2014	website	Final check of website links and documents. Loading and troubleshooting.	2.00			2.00
9/15/2014	website	Attempt office 365 login.	0.25			0.25
9/16/2014	website	Change url to contain www; set up new site map and resubmit.	0.50			0.50
9/17/2014	website	Post job opening. More link updates.	0.25			0.25
9/23/2014	website	Meeting prep; training; changes after training.	1.50			1.50
9/29/2014	website	Minor updates to FD pages.	0.25			0.25
9/30/2014	website	Fix menu issues. Set up FD gallery. Change tagline.	0.75			0.75
	Website Totals		11.75		1.25	12.25
	SVPSD Totals		17.25	0.00	1.25	0 18.50