



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA
FRIDAY, MAY 8, 2020 | 3 PM
VIRTUAL MEETING VIA ZOOM

Livestream available here: [Youtube.com → Cities Association of Santa Clara County Channel](https://www.youtube.com/channel/UCv8w7Dn5BdSRSNIFtn7TuOvA)

Zoom Instructions:

Public and attendees please register for the meeting here:

https://us02web.zoom.us/webinar/register/WN_lx7Dn5BdSRSNIFtn7TuOvA

An email address and a name is required to register. Your email address will not be disclosed to the public. After registering, you will receive a confirmation email with instructions on how to connect to the meeting.

Please note: Executive Board Members will receive specific login instructions.

In accordance with Governor Newsom’s Executive Order No-29-20, this meeting will be a teleconference meeting without a physical location. Public may join via zoom or by dialing the above number received after registering for the meeting.

Public will be allowed to give testimony on each topic and also on those items not on the agenda. Public is encouraged to send written comments to executive_director@citiesassociation.org prior by Thursday, May 7, 2020 by 3 PM.

Discussion & action may be taken on any of the following items. Times are approximate.

1. Welcome and Roll Call (Mayor Larry Klein, Sunnyvale) 3 PM

2. Consent Agenda: 3:05 PM
 - Executive Board Meeting Minutes April 3, 2020
 - Executive Board Meeting Minutes April 17, 2020
 - Financial Reports – April 2020
 - SCSC Roundtable – Environmental Science Associates March 2020 invoice
 - \$ 14,512.65 for a total of \$ 54,301.67 for (January – June extended contract)

3. Discussion of actions concerning Covid-19 including 3:10 PM
 - letter to Santa Clara County Board of Supervisors
 - testing
 - tracing
 - telecommuting
 - resolution to reaffirm “equitable communities” resolution
 - Executive Director activities related to COVID 19
 - Silicon Valley Strong

4. Organizational status – Consideration of retaining an attorney on contract for 3:45 PM
\$200/hour not to exceed \$5000 to complete the IRS documents with the accountant.

5. SCSC Roundtable: contract with attorney to create a best practice guide for the SCSC Roundtable. Recommend not to exceed \$5000 of SCSC Roundtable funds.

4. May 14th Agenda Setting 4:00 PM
 - Legislative Action Committee – 6PM
 - City Selection Committee – 6:45 (LAFCO, EOAC – North County, ALUC)
 - Committee Updates: Legislative Action Committee, Transportation, Public Safety
 - Possible items for discussion:
 - COVID 19 (45 minutes - resolutions, update from County)
 - RHNA update/Plan Bay Area

5. Executive Director Report

6. Public Comment

7. Adjourn 4:30 PM



EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES
APRIL 3, 2020 | 10:45 AM

Zoom Instructions:

<https://zoom.us/j/452871168?pwd=U2h2SWZxU0pQZEtUWoxRWJTVXUrdz09>

Password: 482502

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833

Webinar ID: 452 871 168

1. Mayor Larry Klein (Sunnyvale) called the meeting to at 11 AM. Present:

- Mayor Larry Klein (Sunnyvale)
- Councilmember Marco Sayoc (Los Gatos)
- Vice Mayor Chappie Jones (San José)
- Vice Mayor Neysa Fligor (Los Altos)
- Mayor Margaret Abe-Koga (Mountain View)
- Councilmember Manny Cappello (Saratoga)
- Kent Steffens, SCCMA (Sunnyvale)
- Andi Jordan, Executive Director
- Raania Mohsen, Office of Vice Mayor Chappie Jones

2. Consent agenda:

- Executive Board of Directors Meeting Minutes: March 6, 2020
- March Financials
- SCSC Roundtable Invoice January 2020 of \$21,634.41
- SCSC Roundtable Invoice February 2020 of 18,154.61
Total for 39,789.02 of 125,000 budget/6-month budget.

Motion to approve by Vice Mayor Jones.

Second by Vice Mayor Fligor

Motion passes: 6-0-0-0

AYES: 6 (Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain View), Fligor (Los Altos), Cappello (Saratoga))

NOS: 0

ABSTENTIONS: 0

ABSENT: 0

3. Organizational status update and next steps if the IRS provides which is expected April 1, 2020 (However, date was given prior to the shelter in place orders.)

No update was available.

4. Discussion of the draft FY 2021 Budget and request from Los Altos Hills for change in dues structure from tiered dues to per capita.

Motion by Abe-Koga to recommend FY 2021 Budget with options to include PT administrative positions and consultants and administrative costs associated with these positions.

Second – Jones

AYES: 6 (Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain View), Fligor (Los Altos), Cappello (Saratoga))

NOS: 0

ABSTENTIONS: 0

ABSENT: 0

5. Covid-19 update
 - Update and status
 - Meeting planning and changes to calendar: General Membership Meeting & Committee Meetings

No Action taken.

6. Executive Board Member Updates &/Committee Updates

7. Agenda setting and requests to present to Board of Directors:

- Census 2020 by County
- Valley Water – Support for the Anderson Dam
- ABAG – RHNA Methodology
- Planning Collaborative (LEAP/REAP)
- CASCC Budget
- Covid-19 topics (city updates, budget effects)
- Other items for consideration

8. Executive Director Report (Jordan)

8. Public Comment – there was no public comment.

9. Adjourn at 12:15 PM until Friday, May 1, 2020.

Respectfully Submitted,

Andi Jordan
Executive Director

Approved on DATE

Motion to approve by
Second
Motion passes:

AYES:
NOS:
ABSTENTIONS:
ABSENT:

DRAFT



EXECUTIVE BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
FRIDAY APRIL 17, 2020 | 2 PM
Via ZOOM

1. Welcome and Roll Call (Mayor Larry Klein, Sunnyvale)

Present:

Mayor Larry Klein (Sunnyvale)
Councilmember Marico Sayoc (Los Gatos)
Vice Mayor Chappie Jones (San José)
Mayor Margaret Abe-Koga (Mountain View) - 2:07PM
Vice Mayor Neysa Fligor (Los Altos)
Councilmember Manny Cappello (Saratoga)
Kent Steffens, SCCMA (Sunnyvale)
Councilmember Chris Clark (Mountain View)
Vice Mayor Liz Gibbons (Campbell)
Councilmember Jeanie Bruins (Los Altos)
Raania Mohsen, Office of Vice Mayor Jones (San José)
Andi Jordan, Executive Director
Mayor Sam Liccardo (San José) - 2:25 PM
Councilmember Anita Enander (Los Altos)

2. Discussion of ABAG Executive Board Meeting Agenda for April 23, 2020 and whether the Executive Board would like to provide feedback on agenda topics: determine direction, if any, from Executive Board.

No action was taken.

Public comment was given by Councilmember Anita Enander (Los Altos).

3. Collaborative COVID 19 relief efforts including Silicon Valley (Mayor Sam Liccardo & Vice Mayor Chappie Jones, San José). No action was taken.

4. Public Comment

5. Adjourn

Respectfully submitted,
Andi Jordan
Executive Director

Approved on DATE

MOTION
SECOND

AYES
NAYES
ABSTENTIONS
ABSENT

DRAFT

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended April 30, 2020



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

May 5, 2020

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Profit and Loss

July 2019 - April 2020

	Total
INCOME	
4000 INCOME	
4010 Membership Dues	150,290.19
4020 Roundtable Income	124,999.00
4040 Planning Collaborative	49,999.95
Total 4000 INCOME	325,289.14
Total Income	325,289.14
GROSS PROFIT	
	325,289.14
EXPENSES	
6000 EXPENSES	
6120 Bank Service Charges	30.00
6122 Merchant QB Payment Fees	298.52
Total 6120 Bank Service Charges	328.52
6125 Directory Production	317.00
6150 Office	
6151 Conferences/Director's Expenses	148.55
6180 Insurance	1,460.65
6550 Supplies and Equipment	125.10
6610 Postage and Delivery	9.17
6611 Post Office Box	150.00
6615 Office/General Administrative Expenses	94.04
6620 Software Licenses	1,493.04
6665 Printing and Copying	744.68
6670 Recognition	392.95
Total 6150 Office	4,618.18
6160 Dues & Subscriptions	225.00
6162 Hospitality	838.30
6190 Website SOS	600.00
6300 Legal & Professional Fees	
6310 Accounting Services	2,531.25
6320 Attorney Services	1,443.00
Total 6300 Legal & Professional Fees	3,974.25
6350 Roundtable consultant and technical services	214,024.45
Total 6000 EXPENSES	224,925.70
MEETINGS	
6400 General Meeting - catering	300.00
6410 General meeting - office supplies/signage	1,251.72
Total MEETINGS	1,551.72
PAYROLL	
6565 Payroll Service Fees	450.00
6568 Workers Compensation	523.56
6575 Payroll Wages/Salary	95,408.33

	Total
6580 Payroll Taxes	6,878.88
Total PAYROLL	103,260.77
Total Expenses	329,738.19
NET OPERATING INCOME	-4,449.05
OTHER INCOME	
7010 Interest Income	2,218.19
7020 Membership Dinners - Proceeds	6,911.41
Total Other Income	9,129.60
OTHER EXPENSES	
6675 Membership Dinners - Cost	7,388.96
Total Other Expenses	7,388.96
NET OTHER INCOME	1,740.64
NET INCOME	\$ -2,708.41

Balance Sheet

As of April 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking - Union Bank	142,649.35
Total Bank Accounts	142,649.35
Accounts Receivable	
1200 Accounts Receivable	3,333.33
Total Accounts Receivable	3,333.33
Other Current Assets	
1300 LAIF Funds	122,730.82
1310 Venue Prepaid Deposit	1,000.00
1395 Accrued Interest	44.60
Total Other Current Assets	123,775.42
Total Current Assets	269,758.10
Fixed Assets	
1500 Machinery and Equipment	2,203.41
1700 Accumulated Depreciation	-1,926.59
Total Fixed Assets	276.82
TOTAL ASSETS	\$270,034.92
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2200 First National Bank of Omaha	210.74
Total Credit Cards	210.74
Total Current Liabilities	210.74
Total Liabilities	210.74
Equity	
1110 Unrestricted Fund Balance	235,237.50
3000 Opening Bal Equity	-34.00
3010 Reserves	0.00
3013 Reserve for New Equip.	2,329.09
3014 Reserve for Operations	35,000.00
Total 3010 Reserves	37,329.09
Net Income	-2,708.41
Total Equity	269,824.18
TOTAL LIABILITIES AND EQUITY	\$270,034.92

Statement of Cash Flows

July 2019 - April 2020

	Total
OPERATING ACTIVITIES	
Net Income	-2,708.41
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable	-3,333.33
1300 LAIF Funds	-2,218.19
2200 First National Bank of Omaha	-222.94
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-5,774.46
Net cash provided by operating activities	-8,482.87
NET CASH INCREASE FOR PERIOD	-8,482.87
Cash at beginning of period	151,132.22
CASH AT END OF PERIOD	\$142,649.35

Monthly Summary Expenses by VENDOR

April 2020

	Total
Adobe	14.99
Andi Jordan	8,750.00
AP Intego	49.88
Baird + Driskell Community Planning	8,325.00
Best Books 4 U	202.50
Environmental Science Associates	39,789.02
Great American Insurance Group	150.17
Gusto	700.37
Intuit	41.26
Microsoft	12.50
Union Bank	3.00
USPS	67.00
www.1and1.com	20.00
Zoom.us	54.99
TOTAL	\$58,180.68

Transaction Detail by Account

April 2020

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
1001 Checking - Union Bank									
04/02/2020	Expense		No	Great American Insurance Group			6180 EXPENSES:Office:Insurance	-150.17	-150.17
04/02/2020	Expense		No	Gusto			6565 PAYROLL:Payroll Service Fees	-45.00	-195.17
04/06/2020	Journal Entry	Gusto	No			Debit tax	-Split-	14.00	-181.17
04/06/2020	Expense		No	AP Intego			6568 PAYROLL:Workers Compensation	-49.88	-231.05
04/10/2020	Check	bill pay	No	Environmental Science Associates		paid with bill pay	6350 EXPENSES:Roundtable consultant and technical services	-18,154.61	-18,385.66
04/10/2020	Check	bill pay	No	Environmental Science Associates		January Roundtable paid via bill pay, approved by EBOD on April 3, BOD on April 9, 2020. Approved by MLB/MAK (ok via email)	6350 EXPENSES:Roundtable consultant and technical services	-21,634.41	-40,020.07
04/20/2020	Payment	PC - check #141530	No	Laurel Prevetti		check number 141530	1200 Accounts Receivable	3,333.33	-36,686.74
04/20/2020	Payment	PC - check # 216524	No	Dan Rich		PC - check # 216524	1200 Accounts Receivable	3,333.33	-33,353.41
04/20/2020	Expense	bookkeeping	No	Best Books 4 U			6310 EXPENSES:Legal & Professional Fees:Accounting Services	-202.50	-33,555.91
04/20/2020	Payment	PC - check #18810	No	City of Monte Sereno		check #18810	1200 Accounts Receivable	3,333.33	-30,222.58
04/22/2020	Journal Entry	Gusto	No			Contractor Payment to Baird + Driskell Community Planning	-Split-	-8,325.00	-38,547.58
04/22/2020	Transfer		No				2200 First National Bank of Omaha	-294.44	-38,842.02
04/24/2020	Journal Entry	Gusto	No			Debit tax	-Split-	-3,553.74	-42,395.76
04/24/2020	Journal Entry	Gusto	No			Debit net pay	-Split-	-5,865.63	-48,261.39
04/30/2020	Expense		No	Union Bank			6120 EXPENSES:Bank Service Charges	-3.00	-48,264.39
Total for 1001 Checking - Union Bank								\$ -48,264.39	
1200 Accounts Receivable									
04/20/2020	Payment	PC - check # 216524	No	Dan Rich			1001 Checking - Union Bank	-3,333.33	-3,333.33
04/20/2020	Payment	PC - check #18810	No	City of Monte Sereno			1001 Checking - Union Bank	-3,333.33	-6,666.66
04/20/2020	Payment	PC - check #141530	No	Laurel Prevetti			1001 Checking - Union Bank	-3,333.33	-9,999.99
Total for 1200 Accounts Receivable								\$ -9,999.99	
2200 First National Bank of Omaha									
04/01/2020	Expense		No	Zoom.us		zoom webinar	6620 EXPENSES:Office:Software Licenses	40.00	40.00
04/08/2020	Expense		No	www.1and1.com			6620 EXPENSES:Office:Software Licenses	20.00	60.00
04/13/2020	Expense		No	Zoom.us		zoom basic account	6620 EXPENSES:Office:Software Licenses	14.99	74.99
04/16/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	25.00	99.99

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
04/16/2020	Expense		No	Adobe			6620 EXPENSES:Office:Software Licenses	14.99	114.98
04/16/2020	Credit Card Credit		No	Intuit			6620 EXPENSES:Office:Software Licenses	-4.74	110.24
04/20/2020	Expense		No	Intuit			6620 EXPENSES:Office:Software Licenses	21.00	131.24
04/20/2020	Expense		No	Microsoft			6620 EXPENSES:Office:Software Licenses	12.50	143.74
04/22/2020	Transfer		No				1001 Checking - Union Bank	-294.44	-150.70
04/27/2020	Expense		No	USPS			6611 EXPENSES:Office:Post Office Box	67.00	-83.70
Total for 2200 First National Bank of Omaha								\$ -83.70	
6000 EXPENSES									
6120 Bank Service Charges									
04/30/2020	Expense		No	Union Bank		CHECK IMAGE FEE	1001 Checking - Union Bank	3.00	3.00
Total for 6120 Bank Service Charges								\$3.00	
6150 Office									
6180 Insurance									
04/02/2020	Expense		No	Great American Insurance Group		GreatAmer - Grea VENDOR P GreatAmer - Grea VENDOR PMT PPD *****4223	1001 Checking - Union Bank	150.17	150.17
Total for 6180 Insurance								\$150.17	
6611 Post Office Box									
04/27/2020	Expense		No	USPS	CASCC	USPS PO BOXES ONLINE - 800-782-6724, DC	2200 First National Bank of Omaha	67.00	67.00
Total for 6611 Post Office Box								\$67.00	
6620 Software Licenses									
04/01/2020	Expense		No	Zoom.us	CASCC	zoom webinar	2200 First National Bank of Omaha	40.00	40.00
04/08/2020	Expense		No	www.1and1.com		WWW.1AND1.COM - 6105601589, PA	2200 First National Bank of Omaha	20.00	60.00
04/13/2020	Expense		No	Zoom.us	CASCC	zoom basic account	2200 First National Bank of Omaha	14.99	74.99
04/16/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	25.00	99.99
04/16/2020	Credit Card Credit		No	Intuit		Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	-4.74	95.25
04/16/2020	Expense		No	Adobe	CASCC	ADOBE ACROBAT PRO - 4085366000, CA	2200 First National Bank of Omaha	14.99	110.24
04/20/2020	Expense		No	Intuit	CASCC	Intuit *QuickBooks - 800-446-8848, CA	2200 First National Bank of Omaha	21.00	131.24
04/20/2020	Expense		No	Microsoft	CASCC	MSFT * E0100ASR3M - MSBILL.INFO, WA	2200 First National Bank of Omaha	12.50	143.74
Total for 6620 Software Licenses								\$143.74	
Total for 6150 Office								\$360.91	
6300 Legal & Professional Fees									

Date	Transaction Type	Num	Adj	Name	Class	Memo/Description	Split	Amount	Balance
6310 Accounting Services									
04/20/2020	Expense	bookkeeping	No	Best Books 4 U		monthly bookkeeping	1001 Checking - Union Bank	202.50	202.50
Total for 6310 Accounting Services								\$202.50	
Total for 6300 Legal & Professional Fees								\$202.50	
6350 Roundtable consultant and technical services									
04/10/2020	Check	bill pay	No	Environmental Science Associates	Roundtable	invoice 153323	1001 Checking - Union Bank	18,154.61	18,154.61
04/10/2020	Check	bill pay	No	Environmental Science Associates	Roundtable	invoice 153026	1001 Checking - Union Bank	21,634.41	39,789.02
Total for 6350 Roundtable consultant and technical services								\$39,789.02	
Total for 6000 EXPENSES								\$40,355.43	
PAYROLL									
6565 Payroll Service Fees									
04/02/2020	Expense		No	Gusto	CASCC	GUSTO FEE 520362 CCD 6sem GUSTO FEE 520362 CCD 6semjodee3b	1001 Checking - Union Bank	45.00	45.00
Total for 6565 Payroll Service Fees								\$45.00	
6568 Workers Compensation									
04/06/2020	Expense		No	AP Intego	CASCC	APIntego ACHTRANS CCD 595 APIntego ACHTRANS CCD 59578324	1001 Checking - Union Bank	49.88	49.88
Total for 6568 Workers Compensation								\$49.88	
6575 Payroll Wages/Salary									
04/22/2020	Journal Entry	Gusto	No			Contractor Payment for Baird + Driskell Community Planning	-Split-	8,325.00	8,325.00
04/24/2020	Journal Entry	Gusto	No		CASCC	Regular Wages	-Split-	8,750.00	17,075.00
Total for 6575 Payroll Wages/Salary								\$17,075.00	
6580 Payroll Taxes									
04/06/2020	Journal Entry	Gusto	No			Employer Taxes	-Split-	-14.00	-14.00
04/24/2020	Journal Entry	Gusto	No		CASCC	Employer Taxes	-Split-	669.37	655.37
Total for 6580 Payroll Taxes								\$655.37	
Total for PAYROLL								\$17,825.25	



Environmental Science Associates
 550 Kearny Street, Suite 800
 San Francisco, CA 94108
 (415) 896-5900

INVOICE

Andi Jordan
 Executive Director
 Cities Association of Santa Clara County
 PO Box 3144
 Los Altos, CA 94024

April 17, 2020
 Invoice No: 153973
 Project Manager: Steven Alverson

Project D201801353.01 SCSC Roundtable Facilitation

Professional Services from March 1, 2020 to March 31, 2020

Task 0000001 Facilitate Regular Roundtable Meetings
 Subtask 0000011 1.1 Prepare for up to 8 Roundtable Meetings

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	7.00	300.00	2,100.00
Senior Associate I Wasserman, Evan	22.00	150.00	3,300.00
Totals	29.00		5,400.00
Total Labor			5,400.00
Subtotal this Subtask:			\$5,400.00

Subtask 0000013 1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	5.50	300.00	1,650.00
Senior Associate I Wasserman, Evan	17.00	150.00	2,550.00
Totals	22.50		4,200.00
Total Labor			4,200.00
Subtotal this Subtask:			\$4,200.00

TOTAL THIS TASK: \$9,600.00

Task 0000002 Assist CASCC in Improving Roundtable Participation, Meeting Format, and Composition

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			2,550.00
Remaining			2,550.00
TOTAL THIS TASK:			0.00

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	7.50	300.00	2,250.00
Totals	7.50		2,250.00
Total Labor			2,250.00

	Current	Prior	To-Date
Billing Limits			
Total Billings	2,250.00	1,950.00	4,200.00
Limit			25,310.00
Remaining			21,110.00
TOTAL THIS TASK:			\$2,250.00

Task	0000004	Follow Up with FAA and SFO on the Select Committee Recommendations
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	Current	Prior	To-Date
Billing Limits			
Total Billings	0.00	0.00	0.00
Limit			3,600.00
Remaining			3,600.00
TOTAL THIS TASK:			0.00

Task	0000005	Follow Up with FAA and SJC on the Southflow Recommendations
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	Current	Prior	To-Date
Billing Limits			
Total Billings	0.00	0.00	0.00
Limit			3,600.00
Remaining			3,600.00
TOTAL THIS TASK:			0.00

Task	0000006	Develop an FAA Advocacy Plan
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	Current	Prior	To-Date
Billing Limits			
Total Billings	0.00	0.00	0.00
Limit			10,800.00
Remaining			10,800.00
TOTAL THIS TASK:			0.00

Task	0000007	Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website
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Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	4.00	300.00	1,200.00
Senior Associate I			
Wasserman, Evan	7.00	150.00	1,050.00
Totals	11.00		2,250.00
Total Labor			2,250.00

	Current	Prior	To-Date
Billing Limits			
Total Billings	2,250.00	5,550.00	7,800.00
Limit			9,410.00
Remaining			1,610.00
TOTAL THIS TASK:			\$2,250.00

Task	0000ODC	Other Direct Cost
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Reimbursable Expenses

Travel - Transportation			6.00	
Travel - Meals			34.07	
Travel - Mileage			138.58	
Total Reimbursables		1.0 times	178.65	178.65

In-House Reimbursable Billing

Printing 8.5x11 b/w				
ARC Printing_BW 8.5X11	1,736.0 Pages @ 0.10		173.60	
Printing 8.5x11 color				
ARC Printing_COLOR 8.5X11	151.0 Pages @ 0.40		60.40	
Total In-House Reimbursables	1.0 times		234.00	234.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	412.65	3,082.77	3,495.42	
Limit			8,080.85	
Remaining			4,585.43	

TOTAL THIS TASK: \$412.65

TOTAL INVOICE AMOUNT \$14,512.65

Outstanding Invoices

Number	Date	Balance
153026	3/9/2020	21,634.41
153323	3/20/2020	18,154.61
Total		39,789.02

Billings to Date	Current	Prior	Total
	14,512.65	39,789.02	54,301.67

Remit to:

E S A
P.O. Box 92170
Elk Grove, IL 60009

TIN #: 94-1698350

Billing Backup

Friday, April 17, 2020

Environmental Science Associates

Invoice 153973 Dated 4/17/2020

12:21:42 PM

Project	D201801353.01	SCSC Roundtable Facilitation		
Task	0000001	Facilitate Regular Roundtable Meetings		
Subtask	0000011	1.1 Prepare for up to 8 Roundtable Meetings		

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Senior Director III			
1 - Alverson, Steven	3/6/2020	2.00	300.00
Prep for the April 2020 RT Meeting			600.00
1 - Alverson, Steven	3/13/2020	1.00	300.00
Tracking the Potential COVID-19 Meeting Impacts			300.00
1 - Alverson, Steven	3/16/2020	1.00	300.00
April 22, 2020 Meeting COVID-19 Issues			300.00
1 - Alverson, Steven	3/17/2020	1.00	300.00
Coordinate on the COVID-19 Meeting Cancellation			300.00
1 - Alverson, Steven	3/18/2020	1.00	300.00
Discussion Possible April 22 Meeting Alternatives			300.00
1 - Alverson, Steven	3/23/2020	1.00	300.00
Investigate Holding Virtual Roundtable Meetings			300.00
Senior Associate I			
Senior Associate I			
7 - Wasserman, Evan	3/2/2020	.50	150.00
.5 for communications regarding correspondence			75.00
7 - Wasserman, Evan	3/4/2020	1.50	150.00
1.5 for correspondence tracking			225.00
7 - Wasserman, Evan	3/5/2020	1.50	150.00
1.5 hrs for Work Plan priorities			225.00
7 - Wasserman, Evan	3/6/2020	4.00	150.00
2 hrs for correspondence tracking; 1 hr for meeting/run through of work tasks; 1 hr for document development for letter to FAA			600.00
7 - Wasserman, Evan	3/9/2020	1.00	150.00
1 hr for correspondence tracking relating to future meetings and work plan priorities			150.00
7 - Wasserman, Evan	3/11/2020	2.00	150.00
2 hrs for correspondence tracking relating to future meetings and work plan priorities			300.00
7 - Wasserman, Evan	3/13/2020	.50	150.00
.5 hr for correspondence tracking relating to future meetings and sending out ANR			75.00
7 - Wasserman, Evan	3/16/2020	1.00	150.00
1 hr for work on the prioritization summary table			150.00
7 - Wasserman, Evan	3/19/2020	2.00	150.00
2 hrs for work on the prioritization summary table and letter to SFO			300.00
7 - Wasserman, Evan	3/20/2020	1.00	150.00
1 hr for work on the prioritization summary table and letter to SFO			150.00
7 - Wasserman, Evan	3/23/2020	3.00	150.00
3 hrs for research into virtual meeting possibilities and communication with team			450.00
7 - Wasserman, Evan	3/26/2020	1.00	150.00
1 hr for communications/drafting response to public letter			150.00
7 - Wasserman, Evan	3/27/2020	1.00	150.00
1 hr for drafting response to public letter			150.00

Project	D201801353.01	SCSC Roundtable Facilitation	Invoice	153973	
7 - Wasserman, Evan		3/30/2020	1.50	150.00	225.00
		1.5 hr for communications and correspondence tracking			
7 - Wasserman, Evan		3/31/2020	.50	150.00	75.00
		.5 hr for correspondence tracking			
		Totals	29.00		5,400.00
		Total Labor			5,400.00
				Subtotal this Subtask:	\$5,400.00

Subtask 0000013 1.3 Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
Senior Director III					
1 - Alverson, Steven		3/18/2020	2.00	300.00	600.00
		Review the 2/26 meeting Recap and Related Items			
1 - Alverson, Steven		3/19/2020	1.50	300.00	450.00
		Review the 2/26 meeting Recap and Related Items			
1 - Alverson, Steven		3/20/2020	2.00	300.00	600.00
		Palo Alto Support Letter			
Senior Associate I					
Senior Associate I					
7 - Wasserman, Evan		3/2/2020	2.00	150.00	300.00
		2 hrs for meeting recap			
7 - Wasserman, Evan		3/4/2020	2.00	150.00	300.00
		2 hrs for meeting recap			
7 - Wasserman, Evan		3/5/2020	1.50	150.00	225.00
		1.5 hrs for meeting recap			
7 - Wasserman, Evan		3/10/2020	2.00	150.00	300.00
		2 hrs for meeting recap review and video review			
7 - Wasserman, Evan		3/12/2020	1.50	150.00	225.00
		1.5 hrs for meeting recap review and video review			
7 - Wasserman, Evan		3/13/2020	3.00	150.00	450.00
		3 hrs for meeting recap review and video review			
7 - Wasserman, Evan		3/19/2020	1.00	150.00	150.00
		1 hr for meeting recap edits			
7 - Wasserman, Evan		3/20/2020	1.00	150.00	150.00
		1 hr for meeting recap posting			
7 - Wasserman, Evan		3/23/2020	1.00	150.00	150.00
		1 hr for correspondence tracking; posting correspondence to website, and review of website abilities for potential virtual meetings			
7 - Wasserman, Evan		3/26/2020	1.00	150.00	150.00
		1 hr for correspondence tracking and posting article to website			
7 - Wasserman, Evan		3/27/2020	1.00	150.00	150.00
		1 hr for correspondence tracking, postign to website, and sending out ANR.			
		Totals	22.50		4,200.00
		Total Labor			4,200.00
				Subtotal this Subtask:	\$4,200.00
				TOTAL THIS TASK:	\$9,600.00

Task 0000003 Provide Support for Work Not Currently Before the Roundtable

Professional Personnel

			Hours	Rate	Amount	
Senior Director III						
Senior Director III						
1 - Alverson, Steven	3/3/2020	Email to B. Ganoung Re: SUNNE ONE	1.00	300.00	300.00	
1 - Alverson, Steven	3/4/2020	Phone call with B. Ganoung on SUNNE One	.50	300.00	150.00	
1 - Alverson, Steven	3/5/2020	Respond to Emails	1.00	300.00	300.00	
1 - Alverson, Steven	3/6/2020	Lydia Kou's FAA Questions	1.00	300.00	300.00	
1 - Alverson, Steven	3/25/2020	Tom Anderson Letter Coordination	.50	300.00	150.00	
1 - Alverson, Steven	3/26/2020	Review/Rewrite Anderson Letter	1.50	300.00	450.00	
1 - Alverson, Steven	3/31/2020	SST NPRM Analysis	2.00	300.00	600.00	
		Totals	7.50		2,250.00	
		Total Labor				2,250.00
				TOTAL THIS TASK:		\$2,250.00

 Task 0000007 Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website

Professional Personnel

			Hours	Rate	Amount	
Senior Director III						
Senior Director III						
1 - Alverson, Steven	3/9/2020	Website Update for COVID-19	1.00	300.00	300.00	
1 - Alverson, Steven	3/16/2020	Website Articles & Updates	1.00	300.00	300.00	
1 - Alverson, Steven	3/19/2020	Articles for the SCSC RT Website	1.00	300.00	300.00	
1 - Alverson, Steven	3/31/2020	Articles for the Website	1.00	300.00	300.00	
Senior Associate I						
Senior Associate I						
7 - Wasserman, Evan	3/9/2020	2 hrs for SCSC Roundtable website updates	2.00	150.00	300.00	
7 - Wasserman, Evan	3/16/2020	1 hr for updates to the website for the public health announcements	1.00	150.00	150.00	
7 - Wasserman, Evan	3/17/2020	1 hr for updates to the website for the public health announcements and meeting cancelations	1.00	150.00	150.00	
7 - Wasserman, Evan	3/19/2020	1 hr for article posting	1.00	150.00	150.00	
7 - Wasserman, Evan	3/20/2020	1 hr for article posting and ANR email/communications	1.00	150.00	150.00	
7 - Wasserman, Evan	3/30/2020	.5 hr for posting articles to website	.50	150.00	75.00	
7 - Wasserman, Evan	3/31/2020	.5 hr for posting articles to website	.50	150.00	75.00	
		Totals	11.00		2,250.00	
		Total Labor				2,250.00

TOTAL THIS TASK: \$2,250.00

 Task 0000ODC Other Direct Cost

Reimbursable Expenses

Travel - Transportation				
EX	000000052190	2/26/2020	Alverson, Steven / Bridge Toll	6.00
Travel - Meals				
EX	000000052190	2/26/2020	Alverson, Steven / Eat Dinner	34.07
Travel - Mileage				
EX	000000052190	2/26/2020	Alverson, Steven / Drive to Santa Clara Round Trip	138.58
Total Reimbursables			1.0 times	178.65

178.65

In-House Reimbursable Billing

Printing 8.5x11 b/w				
	ARC Printing_BW 8.5X11		1,736.0 Pages @ 0.10	173.60
Printing 8.5x11 color				
	ARC Printing_COLOR 8.5X11		151.0 Pages @ 0.40	60.40
Total In-House Reimbursables			1.0 times	234.00

234.00

TOTAL THIS TASK: \$412.65

Total this Project \$14,512.65

Total this Report \$14,512.65

Environmental Science AssociatesExpense Report for Invoice #000000153973 Dated 4/17/2020

Date	Person	Category	Description	Amount
02/26/2020	Alverson, Steven	Parking/Toll/Cab/Rail (Ferry)		\$6.00
	Business Reason: Carquinez Bridge Toll			
02/26/2020	Alverson, Steven	Meals (Travel)		\$34.07
	Business Reason: Evan Wassermnsn and Steve Alverson - Eat Dinner After the SCSC Roundtable Meeting			
02/26/2020	Alverson, Steven	Mileage (2020 Rate @.575)	Travel: 241.00 mi @ 0.575	\$138.58
	Business Reason: Drive to Santa Clara Round Trip Travel To/From: Sacramento to Santa Clara Round Trip			
Total				\$178.65

Category Summary

Meals (Travel)	\$34.07
Mileage (2020 Rate @.575)	\$138.58
Parking/Toll/Cab/Rail (Ferry)	\$6.00

2/26/20
SC SC Round table
meeting
ODCs

Mileage Sacramento to Santa
Clara Round Trip

241 mile @ \$.575 = \$138.58

THE SUB HUB

495 EL CAMINO REAL 111
SANTA CLARA, CA 95050
4089852253

<https://www.eatsubhub.com>

Online Order Pick Up

Cashier: Laxman A.
26-Feb-2020 4:48:47P

Transaction 011510

Alverson
Wasserman
Dinner

1	Spartan Tikka Bowl	\$9.95
	Brown Rice	\$0.00
	Chicken	\$0.00
1	Mango	\$4.99
1	SF Teriyaki Bowl	\$9.95
	Brown Rice	\$0.00
	Chicken	\$0.00
1	Fountain Drinks	\$2.29

Subtotal \$27.18
Tax \$2.45

Total \$29.63
Tip \$4.44

CREDIT CARD AUTH \$34.07
VISA 6042

26-Feb-2020 4:50:32P

\$34.07 | Method: EMV

VISA CREDIT XXXXXXXXXXXXX6042

STEVEN ALVERSON

Ref #: 005800615360 | Auth #: 00966D

MID: *****2997

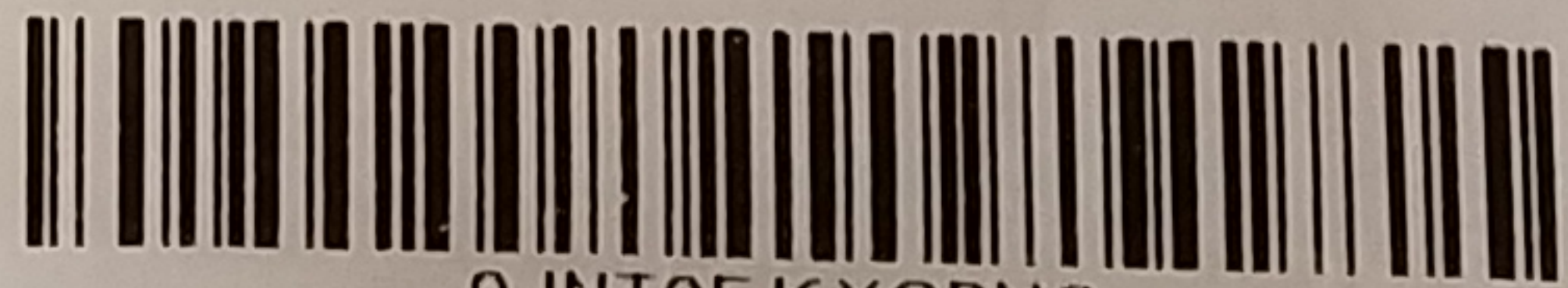
AID: A0000000031010

AthNtwkNm: VISA

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<https://clover.com/privacy>



Account #140703373

TRANSACTION VIEW

Generated 3/9/2020 10:18

POSTED DATE	TRANSACTION DATE	TRANSACTION TIME	TOLL TAG # / PLATE #	EXIT PLAZA	EXIT LANE	ENTRY DATE/TIME	ENTRY PLAZA	ENTRY LANE	DEBIT (-)	CREDIT (+)	BALANCE
02/27/2020	02/26/2020	09:59:05 PM	01462340543	Carquinez Bridge	02	-	-	-	\$6.00		\$12.00

YOUR TRIP TO:

2600 Capitol Ave



3 HR 49 MIN | 241 MI

IRS Reimbursement: \$139.49



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

February 26, 2020 SCSC Roundtable Meeting - Round Trip Mileage

2600 Capitol Ave, Sacramento, CA 95816-5905



1. Start out going east on Capitol Ave toward 27th St.

Then 0.21 miles 0.21 total miles



2. Turn right onto 29th St.

29th St is just past 28th St.

If you reach 30th St you've gone a little too far.

Then 0.08 miles 0.29 total miles



3. Merge onto Capital City Fwy/I-80 Bus W via the ramp on the **left** toward **San Francisco/Placerville**.

If you reach N Street O Street Aly you've gone a little too far.

Then 0.41 miles 0.70 total miles



4. Merge onto Capital City Fwy/I-80 Bus W/US-50 W via EXIT 6B toward **I-5/San Francisco**.

Then 5.70 miles 6.40 total miles



5. Capital City Fwy/I-80 Bus W/US-50 W becomes I-80 W.

Then 41.15 miles 47.55 total miles




6. Merge onto I-680 S via EXIT 40 toward **San Jose/Benicia**.


Then 58.21 miles 105.76 total miles


 **7. Take the Mission Blvd W exit, EXIT 12, toward I-880/Northwestern Polytechnic University/Warm Springs District.**


----- Then 0.47 miles ----- 106.24 total miles


 **8. Merge onto Mission Blvd/CA-262.**
----- Then 0.62 miles ----- 106.86 total miles


 **9. Merge onto I-880 S toward San Jose.**
----- Then 10.68 miles ----- 117.53 total miles

 **10. Merge onto CA-82 via EXIT 2 toward Santa Clara.**
----- Then 2.08 miles ----- 119.62 total miles

 **11. Turn right onto Monroe St.**
Monroe St is just past Jackson St.
If you reach Lincoln St you've gone about 0.2 miles too far.
----- Then 0.20 miles ----- 119.82 total miles

 **12. Take the 3rd left onto Warburton Ave.**
Warburton Ave is just past Reeve St.
If you reach Reed St you've gone a little too far.
----- Then 0.14 miles ----- 119.96 total miles











 **13. 1500 Warburton Ave is on the left.**
Your destination is just past Fillmore St.
If you reach Lincoln St you've gone a little too far.

 1500 Warburton Ave, Santa Clara, CA 95050-3713

This leg of your trip is:
1 hour 58 minutes • 119.96 miles

----- Start of next leg of route -----

 **14. Start out going east on Warburton Ave toward Fillmore St.**
----- Then 0.14 miles ----- 120.11 total miles

-  **15. Turn right** onto Monroe St.
Monroe St is just past Fillmore St.
If you reach Jackson St you've gone a little too far.
----- Then 0.21 miles ----- 120.32 total miles
-  **16. Turn left** onto El Camino Real/CA-82. Continue to follow CA-82.
CA-82 is just past El Camino Real.
If you reach Lewis St you've gone a little too far.
----- Then 1.47 miles ----- 121.79 total miles
-  **17. Stay straight** to go onto The Alameda/CA-82.
----- Then 0.48 miles ----- 122.26 total miles
-  **18. Merge** onto I-880 N toward **Oakland**.
----- Then 10.22 miles ----- 132.49 total miles
-  **19. Merge** onto Mission Blvd/CA-262 via EXIT 12A toward **I-680/Sacramento**.
----- Then 1.50 miles ----- 133.99 total miles
-  **20. Merge** onto I-680 N toward **Sacramento** (Portions toll).
----- Then 58.10 miles ----- 192.08 total miles
-  **21. Merge** onto I-80 E via EXIT 71A toward **Sacramento**.
----- Then 41.44 miles ----- 233.52 total miles
-  **22. Keep left** to take Capital City Fwy/I-80 Bus E/US-50 E via EXIT 82 toward **South Lake Tahoe/Sacramento**.
----- Then 5.29 miles ----- 238.81 total miles
-  **23. Merge** onto Capital City Fwy/I-80 Bus E via EXIT 6A toward **Reno**.
----- Then 1.08 miles ----- 239.90 total miles
-  **24. Take the N Street** exit, EXIT 7A.
----- Then 0.24 miles ----- 240.13 total miles



25. Turn **slight left** onto 30th St.

Then 0.08 miles

240.22 total miles



26. Take the 1st **left** onto Capitol Ave.

Capitol Ave is just past Capitol Avenue N Street Aly.

If you reach L Street Capitol Avenue Aly you've gone a little too far.

Then 0.29 miles

240.50 total miles



27. 2600 Capitol Ave, Sacramento, CA 95816-5905,

2600 CAPITOL AVE is on the **left**.

Your destination is just past 27th St.

If you reach 26th St you've gone a little too far.



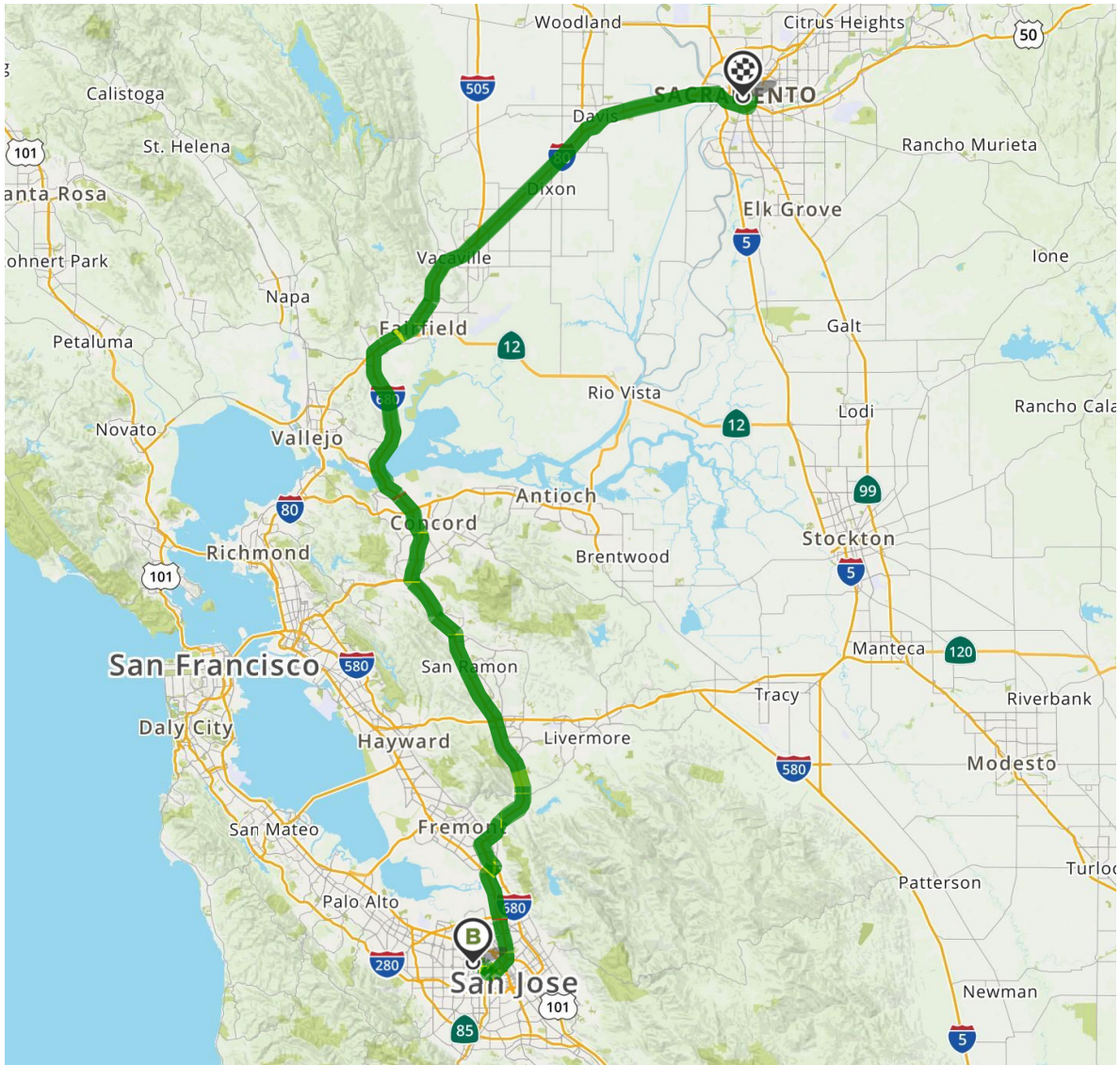
2600 Capitol Ave, Sacramento, CA 95816-5905

This leg of your trip is:

1 hour 59 minutes • 120.54 miles



Save to My Maps



Environmental Science Associates

Unit Detail for Invoice 000000153973 Dated 4/17/2020

Project: D201801353.01-SCSC Roundtable Facilitation

Category	Date	Description	Calculation	Amount
Printing 8.5x11 b/w	03/27/2020	ARC Printing_BW 8.5X11	1,736.0 Pages @ 0.10	\$173.60
Printing 8.5x11 color	03/27/2020	ARC Printing_COLOR 8.5X11	151.0 Pages @ 0.40	\$60.40
Total				\$234.00

Category Summary

Printing 8.5x11 b/w	\$173.60
Printing 8.5x11 color	\$60.40
Total	\$234.00