

## EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA FRIDAY, SEPTEMBER 4, 2020 | 3:00 PM or immediately following closed session <u>VIRTUAL MEETING VIA ZOOM</u>

Livestream available here: Youtube.com → Cities Association of Santa Clara County Channel

https://us02web.zoom.us/webinar/register/WN\_UoF\_earkSY2HM5kAgJhbug 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.

Public will be allowed to give testimony on each topic and also on those items not on the agenda.

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 is encouraged to send written comments to executive\_director@citiesassociation.org prior to the meeting for distribution to the Executive Board.

1. Call to order

3:35 PM

- 2. Roll Call (Klein)
- 3. Report out from Executive Board of Directors Closed Session of any action taken.
- 4. Consent Agenda:
  - Executive Board Meeting Minutes: August 7, 2020
  - SCSC Roundtable July 2020: \$16,503.75 of \$180,000.00
- 5. Discussion and update on ongoing projects and issues:
  - Planning Collaborative next steps in funding the collaborative
  - SCSC Roundtable update if needed
- 6. Priorities for year:
  - Discussion and update on 2020 Board adopted priorities
  - Discussion of incorporating Racial Justice Survey and next steps
- 7. Establish Board of Directors meeting agenda which may include these possible topics:
  - Legislative Action Committee 5 -5:45PM
  - Board meeting at 7PM
  - Committee Reports to the Board:

Executive Board of Directors Agenda September 4, 2020 Page 2 of 3

- Legislative Action Committee
- Transportation
  - SV Bike Coalition
- Racial Justice
- Planning Collaborative Update
- Organizational Status (action)
- Covid-19 updates
- Other items may be considered
- 8. Executive Director Report (Jordan)
- 9. Adjourn.

5:00 PM



## EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES FRIDAY, AUGUST 7, 2020 | 3:35 PM or immediately following closed session VIRTUAL MEETING VIA ZOOM

Livestream available here: Youtube.com → Cities Association of Santa Clara County Channel

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.

- 1. President/Mayor Larry Klein called the meeting to order at 3:41 PM.
- 2. Present:

President Larry Klein (Sunnyvale) 1<sup>st</sup> Vice President Marico Sayoc (Los Gatos) 2<sup>nd</sup> Vice President Chappie Jones (San José) Secretary Treasurer - absent LAC Chair Neysa Fligor (Los Altos)

Andi Jordan, Executive Director Chantene Koplow, legal counsel Rob Eastwood, Santa Clara County Planning Manager/SCCAPO Chair

- 3. Report out from Executive Board of Directors Closed Session of any action taken no action taken.
- 4. Consent agenda:
  - Executive Board Meeting Minutes: June 5, 2020
  - Executive Board Meeting Minutes: June 25, 2020

Motion to approve the consent agenda by Sayoc (Los Gatos) Second by Jones (San José)

Motion passes 4-0-0-1 AYES 4 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Fligor (Los Altos) NAYES 0 ABSTENTIONS 0 ABSENT1 Abe-Koga (Mountain View)

 6 (out of order) Consideration of correspondence to ABAG regarding Plan Bay Area (prepared by members of SCCAPO and the Planning Collaborative).
 Motion by Jones (San José) to approve the Planning Collaborative Letter and signed by President and County Executive Board of Directors Minutes August 7, 2020 Page 2 of 4

Second by Klein (Sunnyvale)

Motion passes 4-0-0-1 AYES 4 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Fligor (Los Altos) NAYES 0 ABSTENTIONS 0 ABSENT1 Abe-Koga (Mountain View)

- 5. Discussion and update on ongoing projects:
  - Planning Collaborative next steps in funding the collaborative (Jordan)
  - SCSC Roundtable discussion of adopted budget of roundtable and Roundtable's action to reduce legal counsel and public engagement (website)

**Motion by Sayoc (Los Gatos)** to send SCSC Roundtable Members a letter regarding CASCC's desire for the Roundtable

- o to use legal counsel at meetings and when necessary
- o take proactive measures to abide by the Brown Act, and
- the role of the Executive Director on behalf of the Association and scope of work to remain unchanged until the Roundtable becomes fiscally & financially independent organization from the CASCC.

## Second by Jones (Sunnyvale)

Motion passes 3-0-0-2 AYES 3 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), NAYES 0 ABSTENTIONS 0 ABSENT 2 Abe-Koga (Mountain View), Fligor (Los Altos)

- Consideration of correspondence to ABAG regarding Plan Bay Area (prepared by members of SCCAPO and the Planning Collaborative). Item considered before Item 5.
- 7. Cities Association of Santa Clara County organizational status (Koplow, Jordan) shall the Cities Association of Santa Clara County determine whether to dissolve or remain an unincorporated organization that will restructure to a JPA or 501c4?

Motion by Sayoc (Los Gatos) to form JPA Second by Jones (San José)



Motion passes 3-0-0-2 AYES 3 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), NAYES 0 ABSTENTIONS 0 ABSENT 2 Abe-Koga (Mountain View), Fligor (Los Altos)

8. Discussion of Racial Injustice Survey and next steps - no action taken. By consensus, take the topic to the Board for input.

AYES 3 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), NAYES 0 ABSTENTIONS 0 ABSENT 2 Abe-Koga (Mountain View), Fligor (Los Altos)

- 9. Establish Board of Directors meeting agenda which may include these possible topics:
  - Legislative Action Committee 6 PM
  - CSC ABAG appointments 6:40 PM
  - Committee Reports to the Board:
    - Legislative Action Committee
    - Transportation
      - Economist presentation or SV Bike Coalition
      - Cut the Commute Pledge
    - Racial Injustice Survey
  - Executive Board of Directors Resignation discussion to reappoint or not.
  - Organizational Status (action)
  - Covid 19 updates
  - CalTrain
  - Executive Director Update
    - Roundtable update
    - Planning Collaborative Update
- 10 Public Comment no public comment was received.
- 11 Executive Director Report no action taken.
- 12 Adjourn.

Executive Board of Directors Minutes August 7, 2020 Page 4 of 4

Respectfully submitted, Andi Jordan Executive Director

Minutes approved on DATE

Motion Second

Tally

AYES NAYES ABSTENTIONS ABSENT



August 11, 2020

Chair Mary-Lynne Bernald Members of the Santa Clara/Santa Cruz Airport Community Roundtable PO Box 3144 Los Altos, CA 94024

via EMAIL

Dear Chair Bernald & Members of the Santa Clara/Santa Cruz Counties Airport Community Roundtable:

The Cities Association of Santa Clara County (CASCC) appreciates the hard work and dedication you have committed to aircraft noise mitigation and to furthering the collaborative goals of the Santa Clara/Santa Cruz Counties Airport Community Roundtable. We see both the CASCC and the Roundtable as a team working toward increased collaboration between cities of Santa Clara, the County of Santa Clara, and our neighbors in Santa Cruz. In furtherance of our continued partnership, we have some guidance below.

As the CASCC is the Roundtable's fiscal agent, and in light of the successes of the Roundtable, the CASCC wants to ensure that the Roundtable is operating to continue that success by, among other things, taking proactive measures to comply with The Brown Act. Like the CASCC, the Roundtable is subject to The Brown Act and is obligated to comply with its requirements during, as well as outside of, a public meeting. We encourage you to utilize legal counsel to maintain compliance with The Brown Act and reference the Brown Act best practices guide that is available publicly on the Roundtable website. This will secure the Roundtable's operational success, protect the Roundtable from avoidable and foreseeable legal liability, as well as protect the CASCC as the Roundtable's fiscal agent.

Similarly, and to the same end, we encourage and insist that the SCSC Roundtable have legal counsel present at each of its meetings. We also recommend that you seek advice from legal counsel in between public meetings where helpful.

In addition, because the CASCC is the fiscal agent of the Roundtable, the CASCC is responsible for directing (including hiring, delegating assignments to, and managing) staff and managing the Roundtable's budget. As you know, the CASCC, in collaboration with the Chair of the Roundtable, recently approved a scope of work contract with Environmental Science Associates (ESA), which provides critical technical expertise for the Roundtable. We are aware that the Roundtable voted recently to amend that contract. However, per the terms of the Roundtable's bylaws, the direction of staff such as ESA falls within the purview of the CASCC as fiscal agent. For this reason, the CASCC's contract with the consultant, ESA, and the scope of work that has been agreed upon and approved by both the Chair of the Roundtable and CASCC, will remain unchanged at least until the Roundtable becomes fiscally and financially independent from CASCC.

Cities Association of Santa Clara County August 13, 2020 Page 2 of 2

We recognize that the Roundtable is working on establishing itself as an organization that is fully independent from the CASCC. We are happy to support the Roundtable's efforts to do so, and we recognize that one such result of independence is the ability of the Roundtable to hire and manage its own staff once the CASCC is no longer the fiscal agent of the Roundtable. Until that time, however, the CASCC remains the fiscal agent with the above-mentioned responsibilities and obligations. The Roundtable is urged to work toward independence in accordance with the terms established at the June 5, 2020 CASCC Executive Board meeting.

We hope to see the Roundtable continue to flourish and believe that this letter represents our best guidance to accomplish that goal. We recognize both the promise of the Roundtable as a collaborative, goal-oriented organization, as well as the past and future successes of this body, and will continue to provide our support to your mission.

Sincerely,

Mayor Larry Klein (Sunnyvale) President Cities Association of Santa Clara County

Councilmember Marico Sayoc (Los Gatos) 1<sup>st</sup> Vice President Cities Association of Santa Clara County

Marytyme Bernald INVOICE

8/25/2020



Andi Jordan

PO Box 3144

Project

Executive Director

Los Altos, CA 94024

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

August 12, 2020 Invoice No: 156877 Cities Association of Santa Clara County Steven Alverson Project Manager: SCSC Roundtable Facilitation-FY 2020-2021 D201801353.02 Professional Services from July 1, 2020 to July 31, 2020 Prepare for, facilitate, and Follow-up 12 Meetings

ask	0000001	Prepare for, facilitate, and Follow-up	12 Meetings		
rofessional Pe	rsonnel				
		Hours	Rate	Amount	
Senior Director III			200.00	5,175.00	
	n, Steven	17.25	300.00	5,175.00	
Senior Asso		40.25	150.00	6,037.50	
Wasser	man, Evan	40.23 57.50	100.00	11,212.50	
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Limit				90,000.00	
Remair	ing			78,787.50	
			TOTAL THIS	TASK:	\$11,212.50
lask	0000002	Roundtable Meeting Planning			
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	es, Christian Associate I	.75	205.00	153.75	
	sserman, Evan	10.50	150.00	1,575.00	
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Rer	naining			42,896.25	
			TOTAL THIS	TASK:	\$2,103.75
<b>-                                    </b>	0000004	Respond to Inquiries			
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	Director III erson, Steven	2.25	300.00	675.00	
	Associate I	2.23	000.00	010.00	
	sserman, Evan	.75	150.00	112.50	
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Lim	-	787.30	0.00	13,000.00	
	naining			12,212.50	
			TOTAL THIS		\$787.50
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		Hours	Rate	Amount	
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	erson, Steven	3.00	300.00	900.00	
	Associate I	=	150.00	1,050.00	
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	sserman, Evan Totals	7.00 10.00	150.00		
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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877

	Current	Prior	Total
Billings to Date	16,503.75	0.00	16,503.75

Remit to:

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

TIN #: 94-1698350

Project	D201801353.02	SCSC Roundtable Fa	cilitation-FY 2	2020-20	Invoice	156877
Billing	Backup				Wednesday, Au	aust 12, 2020
	ntal Science Associates	Invoice	e 156877 Date	ad 8/12/2020	Wednesday, Au	5:17:05 PM
Environmen	ital Science Associates			eu 0/12/2020		3.17.0311
Project	D201801353.02	SCSC Roundta	ble Facilitation	n-FY 2020-2021		
Task	0000001 P	Prepare for, facilitate, a	nd Follow-up	 12 Meetings		
Profession	al Personnel					
			Hours	Rate	Amount	
Senior	Director III					
358	Alverson, Steven	7/15/2020	2.00	300.00	600.00	
	July 22 Agenda and TWO	G Meeting Recap				
358	Alverson, Steven	7/16/2020	1.00	300.00	300.00	
	July 22 Agenda and TWO					
358	Alverson, Steven	7/17/2020	2.00	300.00	600.00	
050	July 22 Agenda and FAA		4.00	000.00	1 000 00	
358	Alverson, Steven	7/22/2020	4.00	300.00	1,200.00	
358	July 22, 2020 RT Meeting Alverson, Steven	J 7/24/2020	2.00	300.00	600.00	
330	July 22, 2020 Meeting Fo			300.00	000.00	
358	Alverson, Steven	7/27/2020	3.00	300.00	900.00	
000	Follow-up to July 22, 202			000100	000.00	
358	Alverson, Steven	7/28/2020	.50	300.00	150.00	
	Follow-up to July 22, 202					
358	Alverson, Steven	7/29/2020	.25	300.00	75.00	
	Next Leg. Committee Pla	nning				
358	Alverson, Steven	7/30/2020	.50	300.00	150.00	
	Follow-up to July 22, 202					
358	Alverson, Steven	7/31/2020	2.00	300.00	600.00	
Quintan	Review July 22, 2020 Me	eting Recap				
Senior 11165	Associate I Wasserman, Evan	7/8/2020	1.50	150.00	225.00	
11105	drafting TWG meeting re-		1.50	150.00	225.00	
11165	Wasserman, Evan	7/9/2020	.25	150.00	37.50	
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11165	Wasserman, Evan	7/9/2020	1.50	150.00	225.00	
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11165	Wasserman, Evan	7/10/2020	1.00	150.00	150.00	
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11165	Wasserman, Evan	7/10/2020	.50	150.00	75.00	
	.5 hr for communication t	o Virtual Meetings tear	n about Zoom	n webinar		
11165	set-up Wasserman, Evan	7/13/2020	1.00	150.00	150.00	
11105	1 hr for call/meeting rega				130.00	
	Team			taan mooting		
11165	Wasserman, Evan	7/13/2020	1.00	150.00	150.00	
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11165	Wasserman, Evan	7/15/2020	2.00	150.00	300.00	
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11165	Wasserman, Evan	7/16/2020	3.00	150.00	450.00	
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11165	Wasserman, Evan	7/17/2020	5.00	150.00	750.00	
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	section/attachments					

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	eparing agenda packet and correspondence packet sep				
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Wasserman, Evan	7/21/2020	1.50	150.00	225.00	
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and updates to referen	ce materials to be posted for	or the public	c.		
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Wasserman, Evan 7/24/2020 sending out ANR, and correspondence tracking, ir and updates to reference materials to be posted for Wasserman, Evan 7/27/2020 3 hrs for correspondence tracking and drafting act Wasserman, Evan 7/30/2020 4 hrs for correspondence tracking and drafting me video recording and list of actions taken Wasserman, Evan 7/31/2020 2.5 hrs for correspondence tracking and drafting re on video recording and list of actions taken Wasserman, Evan 7/31/2020 2.5 hrs for correspondence tracking and drafting re video recording and list of actions taken Wasserman, Evan 7/15/2020 2.5 hrs for correspondence tracking and drafting re video recording and list of actions taken Totals Total Labor 000002 Roundtable Meeting Plann hal Personnel Director III Alverson, Steven 7/15/2020 1 hr to attend the monthly planning meeting Totals	packet to website with correspondence packet seperated due packet. Wasserman, Evan 7/20/2020 1.50 1.5 hrs for preparing for the Roundtable meeting, correspondent tracking, and communication with FAA regarding meeting Wasserman, Evan 7/21/2020 1.50 1.5 hrs for communications with Virtual Meetings Team regar notifications for the Zoom Webinar and correspondence track Wasserman, Evan 7/21/2020 .50 .5 hr for responding to inquiries regarding the agenda packet correspondence Wasserman, Evan 7/22/2020 1.00 1 hr for responding to inquiries leading up to and after the me regarding agenda items and the meeting. Wasserman, Evan 7/22/2020 4.00 4 hrs for full Roundtable meeting time, including prep/set-up of webinar and communications with team; Wasserman, Evan 7/23/2020 1.00 correspondence tracking, including recap drafting, and updat reference materials to be posted for the public. Wasserman, Evan 7/24/2020 1.50 sending out ANR, and correspondence tracking, including recap and updates to reference materials to be posted for the public. Wasserman, Evan 7/27/2020 3.00 3 hrs for correspondence tracking and drafting meeting recap video recording and list of actions taken Wasserman, Evan 7/30/2020 4.00 4 hrs for correspondence tracking and drafting meeting recap video recording and list of actions taken Wasserman, Evan 7/31/2020 2.50 2.5 hrs for correspondence tracking and drafting meeting recap video recording and list of actions taken Wasserman, Evan 7/31/2020 2.50 2.5 hrs for correspondence tracking and drafting meeting recap video recording and list of actions taken Wasserman, Evan 7/15/2020 1.00 Monthly Check-in Meeting w/MLB, Andi, and Kris Associate I Wasserman, Evan 7/15/2020 1.00 1 hr to attend the monthly planning meeting Totals 2.00	packet to website with correspondence packet seperated due to size of packet. Wasserman, Evan 7/20/2020 1.50 150.00 1.5 hrs for preparing for the Roundtable meeting, correspondence tracking, and communication with FAA regarding meeting Wasserman, Evan 7/21/2020 1.50 150.00 1.5 hrs for communications with Virtual Meetings Team regarding notifications for the Zoom Webinar and correspondence tracking Wasserman, Evan 7/21/2020 .50 150.00 5 hr for responding to inquiries regarding the agenda packet and correspondence Wasserman, Evan 7/22/2020 1.00 150.00 1 hr for responding to inquiries leading up to and after the meeting regarding agenda items and the meeting. Wasserman, Evan 7/22/2020 4.00 150.00 4 hrs for full Roundtable meeting time, including pre/set-up of Zoom webinar and communications with team; Wasserman, Evan 7/22/2020 1.00 150.00 correspondence tracking, inclduing recap drafting, and updates to reference materials to be posted for the public. Wasserman, Evan 7/24/2020 1.50 150.00 sending out ANR, and correspondence tracking, inclduing recap drafting, and updates to reference materials to be posted for the public. Wasserman, Evan 7/30/2020 4.00 150.00 3 hrs for correspondence tracking and drafting meeting recap wased on video recording and list of actions taken Wasserman, Evan 7/31/2020 2.50 150.00 2.5 hrs for correspondence tracking and drafting meeting recap based on video recording and list of actions taken Wasserman, Evan 7/31/2020 2.50 150.00 2.5 hrs for correspondence tracking and drafting meeting recap based on video recording and list of actions taken Wasserman, Evan 7/15/2020 1.00 300.00 Monthly Check-in Meeting WMLB, Andi, and Kris Associate I Wasserman, Evan 7/15/2020 1.00 300.00 Monthly Check-in Meeting w/MLB, Andi, and Kris Associate I Wasserman, Evan 7/15/2020 1.00 150.00 1 hr to attend the monthly planning meeting Totals 2.00	packet to website with correspondence packet seperated due to size of packet. Wasserman, Evan 7/20/2020 1.50 150.00 225.00 1.5 hrs for preparing for the Roundtable meeting, correspondence tracking, and communications with FAA regarding meeting Wasserman, Evan 7/21/2020 1.50 150.00 225.00 1.5 hrs for communications with Virtual Meetings Team regarding notifications for the Zoom Webinar and correspondence tracking Wasserman, Evan 7/21/2020 50 150.00 75.00 5 hr for responding to inquiries regarding the agenda packet and correspondence Wasserman, Evan 7/22/2020 1.00 150.00 150.00 1 hr for responding to inquiries leading up to and after the meeting regarding gaenda items and the meeting. Wasserman, Evan 7/22/2020 4.00 150.00 600.00 4 hrs for full Roundtable meeting time, including prep/set-up of Zoom webinar and communications with team; Wasserman, Evan 7/23/2020 1.00 150.00 150.00 correspondence tracking, including recap drafting, and updates to reference materials to be posted for the public. Wasserman, Evan 7/24/2020 1.50 150.00 225.00 sending out ANR, and correspondence tracking, including recap drafting, and updates to reference materials to be posted for the public. Wasserman, Evan 7/20/2020 4.00 150.00 600.00 3 hrs for correspondence tracking and drafting meeting recap based on video recording and list of actions taken Wasserman, Evan 7/30/2020 4.00 150.00 375.00 2.5 hrs for correspondence tracking and drafting meeting recap based on video recording and list of actions taken Masserman, Evan 7/15/2020 1.00 300.00 300.00 4 hrs for correspondence tracking and drafting meeting recap based on video recording and list of actions taken Masserman, Evan 7/15/2020 1.00 300.00 300.00 Monthly Check-in Meeting W/MLB, Andi, and Kris Associate I Wasserman, Evan 7/15/2020 1.00 300.00 300.00 Monthly Check-in Meeting w/MLB, Andi, and Kris Associate I Wasserman, Evan 7/15/2020 1.00 150.00 150.00 1 hr to attend the monthly planning meeting Totals 2.00 450.00

Task

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Support Work Plan Assignments

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Project	D201801353.02	SCSC Roundtable Fa	acilitation-FY 2	2020-20	Invoice	156877
Professio	nal Personnel					
			Hours	Rate	Amount	
Senio	r Director III					
358	Alverson, Steven	7/17/2020	.50	300.00	150.00	
	IFP Gateway Memo R	eview				
358	Alverson, Steven	7/29/2020	.75	300.00	225.00	
	SFO RT NIITE/HUSSI	H TWG Presentation				
Mana	ging Associate III					
10452	Jones, Christian	7/17/2020	.75	205.00	153.75	
	IFP Gateway memo u	odate				
Senio	r Associate I					
11165	Wasserman, Evan	7/1/2020	.50	150.00	75.00	
	.5 hr for corresponden					
11165	Wasserman, Evan	7/8/2020	1.25	150.00	187.50	
		se tracking status matrix				
11165	Wasserman, Evan	7/8/2020	.25	150.00	37.50	
	Correspondence track					
11165	Wasserman, Evan	7/9/2020	.25	150.00	37.50	
	Corespondence tracki					
11165	Wasserman, Evan	7/9/2020	1.50	150.00	225.00	
	•	se tracking status matrix				
11165	Wasserman, Evan	7/10/2020	.25	150.00	37.50	
	Correspondence track		.20	100.00	01.00	
11165	Wasserman, Evan	7/10/2020	1.00	150.00	150.00	
11100		se tracking status matrix	1.00	100.00	100.00	
11165	Wasserman, Evan	7/18/2020	1.00	150.00	150.00	
	1 hr for correspondence		1.00	100.00	100.00	
11165	Wasserman, Evan	7/22/2020	1.00	150.00	150.00	
11100	1 hr for correspondence		1.00	100.00	100.00	
11165	Wasserman, Evan	7/23/2020	.50	150.00	75.00	
11100		ng, inclduing recap drafti			70.00	
		be posted for the public.	ng, and updat			
11165	Wasserman, Evan	7/24/2020	1.50	150.00	225.00	
	,	correspondence tracking				
		nce materials to be poste				
11165	Wasserman, Evan	7/28/2020	.50	150.00	75.00	
		action tracking matrix an	d action list pr	ior to		
	sending out to membe					
11165	Wasserman, Evan	7/30/2020	1.00	150.00	150.00	
	1 hr for sending out Al	NR and posting article				
	Totals		12.50		2,103.75	
	Total Labor					2,103.75
				TOTAL THIS	TASK	\$2,103.75
				IVIAL INIS	IAON.	φ2,103.73

Profes	ssiona	I Perse	onnel

			Hours	Rate	Amount
Seni	ior Director III				
358	Alverson, Steven	7/17/2020	.50	300.00	150.00
	Hyder and Miller Email	Responses			
358	Alverson, Steven	7/23/2020	1.00	300.00	300.00
	Email Reponses Lande	smann & Meadows			
358	Alverson, Steven	7/24/2020	.50	300.00	150.00
	Email Reponses Yaple	e & Willey			

Project	D201801353.02	SCSC Roundtable Fa	acilitation-FY 2	020-20	Invoice	156877
358	Alverson, Steven	7/27/2020	.25	300.00	75.00	
	Response to John Mil	ler				
Senio	r Associate I					
11165	Wasserman, Evan	7/10/2020	.25	150.00	37.50	
	notes/communication	to Mike Leech about com	ment tracking	tool.		
11165	Wasserman, Evan	7/15/2020	.50	150.00	75.00	
	.5 hr for response to p registration	oublic inquiries about ager	nda and virtual	meeting		
	Totals		3.00		787.50	
	Total Labor					787.50
			TOTAL THIS TASK:		\$787.50	

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Task

Prepare/Post Website Content

Duefeeelenel	Deve en med
Professional	Personnei

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		Hours	Rate	Amount	
Senior	Director III				
358	Alverson, Steven 7/15/2	2020 1.00	300.00	300.00	
	Articles and Letters for Website Po	sting			
358	Alverson, Steven 7/20/2	.50	300.00	150.00	
	Articles for Posting				
358	Alverson, Steven 7/24/2	.50	300.00	150.00	
	Website Membership Clean Up				
358	Alverson, Steven 7/30/2	.50	300.00	150.00	
	Review Articles For Posting				
358	Alverson, Steven 7/31/2	.50	300.00	150.00	
	Review Articles For Posting				
Senior	Associate I				
11165	Wasserman, Evan 7/10/2	.50	150.00	75.00	
	.5 hr for posting FAA corresponden	nce to website			
11165	Wasserman, Evan 7/16/2	.50	150.00	75.00	
	.5 hr for article posting and materia	ls			
11165	Wasserman, Evan 7/17/2	2020 2.00	150.00	300.00	
	2 hrs for posting notifications about social media, and by email. Article		website,		
11165	Wasserman, Evan 7/20/2	.50	150.00	75.00	
	.5 hr for posting articles to the web	site			
11165	Wasserman, Evan 7/22/2	2020 1.00	150.00	150.00	
	<ol> <li>hr for website follow up of video r reference such as the action tracke tracking matrix.</li> </ol>				
11165	Wasserman, Evan 7/23/2	.50	150.00	75.00	
	correspondence tracking, inclduing reference materials to be posted fo		ates to		
11165	Wasserman, Evan 7/24/2	2020 1.00	150.00	150.00	
	1 hr for working on updates to web page, and Members list. Also includ tracker, and Questions to the FAA the website.	des review of the Roundt	able action		
11165	Wasserman, Evan 7/28/2	.50	150.00	75.00	
	.5 hr for posting action tracking main to the FAA status tracking matrix.	trix to the website along v	with questions	i	
11165	Wasserman, Evan 7/31/2	.50	150.00	75.00	
	.5 hr for postign meetign recap and	I posting article			
	Totals	10.00		1,950.00	
	Total Labor				1,950.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20 Invoice		156877
		TOTAL THIS	TASK:	\$1,950.00
		Total this P	roject	\$16,503.75
		Total this F	Report	\$16,503.75