



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA  
FRIDAY, SEPTEMBER 4, 2020 | 3:00 PM or immediately following closed session  
[VIRTUAL MEETING VIA ZOOM](#)

Livestream available here: [Youtube.com → Cities Association of Santa Clara County Channel](#)

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[https://us02web.zoom.us/webinar/register/WN\\_UoF\\_earkSY2HM5kAgJhbug](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.*

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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](mailto: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:

- 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](https://www.youtube.com/channel/UC8WwR1G0U0U0U0U0U0U0U0U0)

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, 2020Motion 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

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

- to use legal counsel at meetings and when necessary
- 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)

6- 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.

Respectfully submitted,  
Andi Jordan  
Executive Director

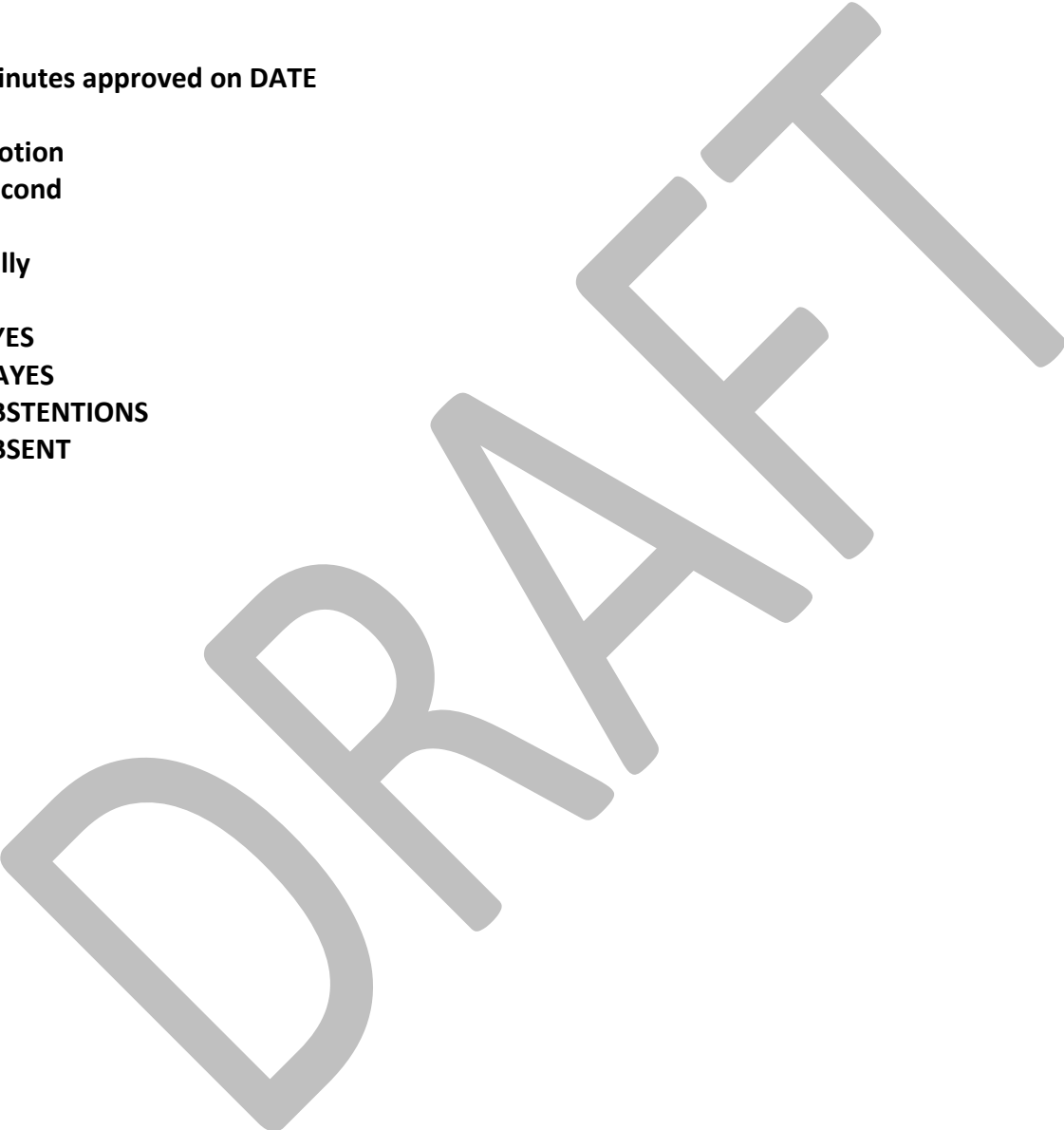
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**Minutes approved on DATE**

**Motion**  
**Second**

**Tally**

- AYES**
- NAYES**
- ABSTENTIONS**
- ABSENT**





P.O. Box 3144  
Los Altos, CA 94024  
<https://citiesassociation.org>  
408-766-9534

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.

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





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

*Mary Lynn Bernald*

**INVOICE**

✓ 8/25/2020

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

August 12, 2020  
 Invoice No: 156877  
 Project Manager: Steven Alverson

Project D201801353.02 SCSC Roundtable Facilitation-FY 2020-2021

**Professional Services from July 1, 2020 to July 31, 2020**

Task 0000001 Prepare for, facilitate, and Follow-up 12 Meetings

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	17.25	300.00	5,175.00	
Senior Associate I Wasserman, Evan	40.25	150.00	6,037.50	
Totals	57.50		11,212.50	
<b>Total Labor</b>				<b>11,212.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	11,212.50	0.00	11,212.50
Limit			90,000.00
Remaining			78,787.50

**TOTAL THIS TASK: \$11,212.50**

Task 0000002 Roundtable Meeting Planning

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	1.00	300.00	300.00	
Senior Associate I Wasserman, Evan	1.00	150.00	150.00	
Totals	2.00		450.00	
<b>Total Labor</b>				<b>450.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	450.00	0.00	450.00
Limit			6,000.00
Remaining			5,550.00

**TOTAL THIS TASK: \$450.00**

Task 0000003 Support Work Plan Assignments

**Professional Personnel**

	Hours	Rate	Amount	
Senior Director III Alverson, Steven	1.25	300.00	375.00	

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877
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Managing Associate III				
Jones, Christian	.75	205.00	153.75	
Senior Associate I				
Wasserman, Evan	10.50	150.00	1,575.00	
Totals	12.50		2,103.75	
<b>Total Labor</b>				<b>2,103.75</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	2,103.75	0.00	2,103.75	
Limit			45,000.00	
Remaining			42,896.25	
		<b>TOTAL THIS TASK:</b>		<b>\$2,103.75</b>

Task	0000004	Respond to Inquiries		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Director III				
Alverson, Steven	2.25	300.00	675.00	
Senior Associate I				
Wasserman, Evan	.75	150.00	112.50	
Totals	3.00		787.50	
<b>Total Labor</b>				<b>787.50</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	787.50	0.00	787.50	
Limit			13,000.00	
Remaining			12,212.50	
		<b>TOTAL THIS TASK:</b>		<b>\$787.50</b>

Task	0000005	Prepare/Post Website Content		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Director III				
Alverson, Steven	3.00	300.00	900.00	
Senior Associate I				
Wasserman, Evan	7.00	150.00	1,050.00	
Totals	10.00		1,950.00	
<b>Total Labor</b>				<b>1,950.00</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,950.00	0.00	1,950.00	
Limit			18,000.00	
Remaining			16,050.00	
		<b>TOTAL THIS TASK:</b>		<b>\$1,950.00</b>

Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)		
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	0.00	0.00	0.00	
Limit			8,000.00	
Remaining			8,000.00	
		<b>TOTAL THIS TASK:</b>		<b>0.00</b>
		<b>TOTAL INVOICE AMOUNT:</b>		<b>\$16,503.75</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billings to Date</b>	<b>16,503.75</b>	<b>0.00</b>	<b>16,503.75</b>

Remit to:

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

TIN #: 94-1698350

# Billing Backup

Wednesday, August 12, 2020

Environmental Science Associates

Invoice 156877 Dated 8/12/2020

5:17:05 PM

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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021		
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Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings		
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**Professional Personnel**

			Hours	Rate	Amount
	<b>Senior Director III</b>				
358	Alverson, Steven	7/15/2020	2.00	300.00	600.00
	July 22 Agenda and TWG Meeting Recap				
358	Alverson, Steven	7/16/2020	1.00	300.00	300.00
	July 22 Agenda and TWG Meeting Recap				
358	Alverson, Steven	7/17/2020	2.00	300.00	600.00
	July 22 Agenda and FAA Coordination				
358	Alverson, Steven	7/22/2020	4.00	300.00	1,200.00
	July 22, 2020 RT Meeting				
358	Alverson, Steven	7/24/2020	2.00	300.00	600.00
	July 22, 2020 Meeting Follow-up Update Matrices				
358	Alverson, Steven	7/27/2020	3.00	300.00	900.00
	Follow-up to July 22, 2020 Regular RT Meeting				
358	Alverson, Steven	7/28/2020	.50	300.00	150.00
	Follow-up to July 22, 2020 Regular RT Meeting				
358	Alverson, Steven	7/29/2020	.25	300.00	75.00
	Next Leg. Committee Planning				
358	Alverson, Steven	7/30/2020	.50	300.00	150.00
	Follow-up to July 22, 2020 Regular RT Meeting				
358	Alverson, Steven	7/31/2020	2.00	300.00	600.00
	Review July 22, 2020 Meeting Recap				
	<b>Senior Associate I</b>				
11165	Wasserman, Evan	7/8/2020	1.50	150.00	225.00
	drafting TWG meeting recap				
11165	Wasserman, Evan	7/9/2020	.25	150.00	37.50
	Sending ANR				
11165	Wasserman, Evan	7/9/2020	1.50	150.00	225.00
	Drafting TWG Meeting recap				
11165	Wasserman, Evan	7/10/2020	1.00	150.00	150.00
	drafting TWG meeting recap				
11165	Wasserman, Evan	7/10/2020	.50	150.00	75.00
	.5 hr for communication to Virtual Meetings team about Zoom webinar set-up				
11165	Wasserman, Evan	7/13/2020	1.00	150.00	150.00
	1 hr for call/meeting regarding Zoom Webinar set-up with Virtual Meeting Team				
11165	Wasserman, Evan	7/13/2020	1.00	150.00	150.00
	1 hr for drafting the agenda				
11165	Wasserman, Evan	7/15/2020	2.00	150.00	300.00
	2 hrs for meeting time, drafting the agenda, and compiling the agenda packet/correspondence section/attachments				
11165	Wasserman, Evan	7/16/2020	3.00	150.00	450.00
	3 hrs for compiling the agenda packet and correspondence section/attachments				
11165	Wasserman, Evan	7/17/2020	5.00	150.00	750.00
	5 hrs for compiling the agenda packet and correspondence section/attachments				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877		
11165	Wasserman, Evan	7/17/2020	1.00	150.00	150.00	1 hr for responding to emails from public and information leading up to RT meeting
11165	Wasserman, Evan	7/18/2020	2.00	150.00	300.00	2 hrs for follow up in preparing agenda packet and posting agenda packet to website with correspondence packet seperated due to size of packet.
11165	Wasserman, Evan	7/20/2020	1.50	150.00	225.00	1.5 hrs for preparing for the Roundtable meeting, correspondence tracking, and communication with FAA regarding meeting
11165	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
11165	Wasserman, Evan	7/21/2020	.50	150.00	75.00	.5 hr for responding to inquiries regarding the agenda packet and correspondence
11165	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 agenda items and the meeting.
11165	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;
11165	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.
11165	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.
11165	Wasserman, Evan	7/27/2020	3.00	150.00	450.00	3 hrs for correspondence tracking and drafting action item recap
11165	Wasserman, Evan	7/30/2020	4.00	150.00	600.00	4 hrs for correspondence tracking and drafting meeting recap based on video recording and list of actions taken
11165	Wasserman, Evan	7/31/2020	2.50	150.00	375.00	2.5 hrs for correspondence tracking and drafting meeting recap based on video recording and list of actions taken
Totals			57.50		11,212.50	
<b>Total Labor</b>						<b>11,212.50</b>
					<b>TOTAL THIS TASK:</b>	<b>\$11,212.50</b>

Task	0000002	Roundtable Meeting Planning	Hours	Rate	Amount	
<b>Professional Personnel</b>						
358	Senior Director III	Alverson, Steven	7/15/2020	1.00	300.00	300.00
		Monthly Check-in Meeting w/MLB, Andi, and Kris				
	Senior Associate I	Wasserman, Evan	7/15/2020	1.00	150.00	150.00
11165		1 hr to attend the monthly planning meeting				
Totals			2.00		450.00	
<b>Total Labor</b>					<b>450.00</b>	
					<b>TOTAL THIS TASK:</b>	<b>\$450.00</b>

Task	0000003	Support Work Plan Assignments
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**Professional Personnel**

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	7/17/2020	.50	300.00	150.00
	IFP Gateway Memo Review				
358	Alverson, Steven	7/29/2020	.75	300.00	225.00
	SFO RT NIITE/HUSSH TWG Presentation				
	Managing Associate III				
10452	Jones, Christian	7/17/2020	.75	205.00	153.75
	IFP Gateway memo update				
	Senior Associate I				
11165	Wasserman, Evan	7/1/2020	.50	150.00	75.00
	.5 hr for correspondence tracking				
11165	Wasserman, Evan	7/8/2020	1.25	150.00	187.50
	Updating FAA response tracking status matrix				
11165	Wasserman, Evan	7/8/2020	.25	150.00	37.50
	Correspondence tracking				
11165	Wasserman, Evan	7/9/2020	.25	150.00	37.50
	Correspondence tracking				
11165	Wasserman, Evan	7/9/2020	1.50	150.00	225.00
	Updating FAA response tracking status matrix				
11165	Wasserman, Evan	7/10/2020	.25	150.00	37.50
	Correspondence tracking				
11165	Wasserman, Evan	7/10/2020	1.00	150.00	150.00
	Updating FAA response tracking status matrix				
11165	Wasserman, Evan	7/18/2020	1.00	150.00	150.00
	1 hr for correspondence tracking				
11165	Wasserman, Evan	7/22/2020	1.00	150.00	150.00
	1 hr for correspondence tracking.				
11165	Wasserman, Evan	7/23/2020	.50	150.00	75.00
	correspondence tracking, including recap drafting, and updates to reference materials to be posted for the public.				
11165	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.				
11165	Wasserman, Evan	7/28/2020	.50	150.00	75.00
	.5 hr for minor edits to action tracking matrix and action list prior to sending out to members				
11165	Wasserman, Evan	7/30/2020	1.00	150.00	150.00
	1 hr for sending out ANR and posting article				
	Totals		12.50		2,103.75
	<b>Total Labor</b>				<b>2,103.75</b>
				<b>TOTAL THIS TASK:</b>	<b>\$2,103.75</b>

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 Task 0000004 Respond to Inquiries

**Professional Personnel**

			Hours	Rate	Amount
	Senior 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 Responses Landesmann & Meadows				
358	Alverson, Steven	7/24/2020	.50	300.00	150.00
	Email Responses Yaplee & Willey				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877	
358	Alverson, Steven	7/27/2020	.25	300.00	75.00
	Response to John Miller				
	Senior Associate I				
11165	Wasserman, Evan	7/10/2020	.25	150.00	37.50
	notes/communication to Mike Leech about comment tracking tool.				
11165	Wasserman, Evan	7/15/2020	.50	150.00	75.00
	.5 hr for response to public inquiries about agenda and virtual meeting registration				
	Totals		3.00		787.50
	<b>Total Labor</b>				<b>787.50</b>
<b>TOTAL THIS TASK:</b>					<b>\$787.50</b>

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Task 0000005 Prepare/Post Website Content

**Professional Personnel**

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	7/15/2020	1.00	300.00	300.00
	Articles and Letters for Website Posting				
358	Alverson, Steven	7/20/2020	.50	300.00	150.00
	Articles for Posting				
358	Alverson, Steven	7/24/2020	.50	300.00	150.00
	Website Membership Clean Up				
358	Alverson, Steven	7/30/2020	.50	300.00	150.00
	Review Articles For Posting				
358	Alverson, Steven	7/31/2020	.50	300.00	150.00
	Review Articles For Posting				
	Senior Associate I				
11165	Wasserman, Evan	7/10/2020	.50	150.00	75.00
	.5 hr for posting FAA correspondence to website				
11165	Wasserman, Evan	7/16/2020	.50	150.00	75.00
	.5 hr for article posting and materials				
11165	Wasserman, Evan	7/17/2020	2.00	150.00	300.00
	2 hrs for posting notifications about agenda being posted to website, social media, and by email. Article posting.				
11165	Wasserman, Evan	7/20/2020	.50	150.00	75.00
	.5 hr for posting articles to the website				
11165	Wasserman, Evan	7/22/2020	1.00	150.00	150.00
	1 hr for website follow up of video recap and materials to be used for reference such as the action tracker, and Questions to the FAA status tracking matrix.				
11165	Wasserman, Evan	7/23/2020	.50	150.00	75.00
	correspondence tracking, including recap drafting, and updates to reference materials to be posted for the public.				
11165	Wasserman, Evan	7/24/2020	1.00	150.00	150.00
	1 hr for working on updates to website reference materials such About page, and Members list. Also includes review of the Roundtable action tracker, and Questions to the FAA status tracking matrix for updates on the website.				
11165	Wasserman, Evan	7/28/2020	.50	150.00	75.00
	.5 hr for posting action tracking matrix to the website along with questions to the FAA status tracking matrix.				
11165	Wasserman, Evan	7/31/2020	.50	150.00	75.00
	.5 hr for postign meetign recap and posting article				
	Totals		10.00		1,950.00
	<b>Total Labor</b>				<b>1,950.00</b>

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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	156877
			<b>TOTAL THIS TASK:</b>	<b>\$1,950.00</b>
			<b>Total this Project</b>	<b>\$16,503.75</b>
			<b>Total this Report</b>	<b>\$16,503.75</b>

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