



**Executive Board
Meeting Agenda**

Virtual Meeting via Zoom

**Friday January 8, 2021 | 3:00pm
or immediately following closed session**

Register for Zoom webinar [\[HERE\]](#)

Meeting also livestreamed on YouTube by “Cities Association of Santa Clara County” [\[LINK\]](#)

More info on public comment and accessibility given at the end of the agenda.

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

| | | |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1. | WELCOME AND ROLL CALL (Sayoc) | |
| 2. | CONSENT AGENDA | Attachments |
| 2a. | Approval of minutes from November 6, 2020 Executive Board meeting | Minutes |
| 2b. | Approval of November Financial Report | Report |
| 2c. | Approval of Environmental Science Associates Invoice from the Santa Clara Santa Cruz Roundtable: October 2020 for \$21,192.50 with total billing to date \$60,250.00 November 2020 for \$11,317.50 with total billing to date \$71,567.50 | Oct Invoice Nov Invoice |
| 2d. | Consideration and approval of 2021 calendar | |
| 3. | Consideration and approval of recommendations for 2021 priority issue areas (action) | |
| | <ul style="list-style-type: none"> • COVID-19 recovery and business retainment • Transportation (VTA) • Racial Justice • Other Items | |
| 4. | Santa Cruz Santa Clara Roundtable Ad Hoc Committee Report (Sayoc/Jones) | Attachments |
| | Update on becoming an independent organization or finding a new fiscal agent. | Report |
| 5. | Develop plan for appointment and recruitment of Cities Selection Committee Appointees. | |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <p>Follow-up conversation from previous City Selection Committee requested by Vice Mayor Gibbons and Vice Mayor Jones.</p> | |
| <p>6. Establish Board of Directors Meeting Agenda</p> | <p>Attachments</p> |
| <p>CSC Meeting 6 PM Board Meeting at 7 PM</p> <ol style="list-style-type: none"> 1. Consent 2. Priority setting for Board of Directors Meeting 3. VTA letter regarding 10-year budget forecast if needed 4. Appointment and Recruitment Development Plan/Strategy for Cities Selection Committee Appointments. 5. Consideration of the SCSC Roundtable Ad Hoc Committee Report on becoming an independent organization or finding a new fiscal agent. 6. Update on Organizational status 7. Discussion and consideration of future presentations: <ul style="list-style-type: none"> - BCDC (November) - Citizens Climate Lobby (CCL) - Silicon Valley Clean Energy (SVCE) - Ahmad Thomas, SVLG - Silicon Valley Recovery - City Selection Committee Appointments - Other | <p>CCL Request SVCE Request</p> |
| <p>7. Executive Director Report (Jordan)</p> | |
| <p>8. PUBLIC COMMENT</p> | |
| <p>9. ADJOURNMENT</p> | |



Executive Board
Meeting Minutes

November 6, 2020 | 3PM
Virtual Meeting via Zoom
Meeting recording available [\[HERE\]](#)

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

| | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------|--------------------|---------------------------------|--------------------|-----------------------------|---------------------|--------------------------------|-----------|-------------------------------|-----------------|---------------------------------|
| 1. WELCOME AND ROLL CALL (Klein) | | | | | | | | | | | | |
| Meeting called to order at 3:00 PM. Present: <table border="1"><tr><td>President</td><td>Mayor Klein (Sunnyvale)</td></tr><tr><td>1st VP</td><td>Councilmember Sayoc (Los Gatos)</td></tr><tr><td>2nd VP</td><td>Vice Mayor Jones (San Jose)</td></tr><tr><td>Secretary/Treasurer</td><td>Mayor Abe-Koga (Mountain View)</td></tr><tr><td>LAC Chair</td><td>Vice Mayor Fligor (Los Altos)</td></tr><tr><td>At-Large Member</td><td>Mayor Constantine (Morgan Hill)</td></tr></table> Also Present: <ul style="list-style-type: none">• Andi Jordan –Executive Director• Joe Rois – Auditor, City of San Jose• Audin Leung –Office Assistant/Board Clerk• Kent Steffens – City Manager, Sunnyvale | President | Mayor Klein (Sunnyvale) | 1 st VP | Councilmember Sayoc (Los Gatos) | 2 nd VP | Vice Mayor Jones (San Jose) | Secretary/Treasurer | Mayor Abe-Koga (Mountain View) | LAC Chair | Vice Mayor Fligor (Los Altos) | At-Large Member | Mayor Constantine (Morgan Hill) |
| President | Mayor Klein (Sunnyvale) | | | | | | | | | | | |
| 1 st VP | Councilmember Sayoc (Los Gatos) | | | | | | | | | | | |
| 2 nd VP | Vice Mayor Jones (San Jose) | | | | | | | | | | | |
| Secretary/Treasurer | Mayor Abe-Koga (Mountain View) | | | | | | | | | | | |
| LAC Chair | Vice Mayor Fligor (Los Altos) | | | | | | | | | | | |
| At-Large Member | Mayor Constantine (Morgan Hill) | | | | | | | | | | | |
| 2. CONSENT AGENDA | | | | | | | | | | | | |
| 2a. Approval of minutes from October 2, 2020 October Financial Report if available 2b. SCSC Roundtable Consultant Invoice: ESA September 2020 Invoice 157488 Dated 9/9/2020 16,203.75 2c. Total billing to date 39,057.50 of \$180,000 total contract Motion to approve consent agenda by Vice Mayor Jones (San Jose) Seconded by Councilmember Sayoc (Los Gatos) Vote passed 6-0-0-0 AYES: 6 Mayor Klein (Sunnyvale) | | | | | | | | | | | | |

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Councilmember Sayoc (Los Gatos) Vice Mayor Jones (San Jose) Mayor Abe-Koga (Mountain View) Vice Mayor Fligor (Los Altos) Mayor Constantine (Morgan Hill)</p> <p>NAYES: 0</p> <p>ABSTENSIONS: 0</p> <p>ABSENCES: 0</p> |
| 3. Audit Report – no action taken. |
| Receive Audit Report from Joseph Rois, Auditor, City of San José |
| 4. Executive Director Report (Jordan) – no action taken. |
| 4a. General Membership Annual Meeting: discussion and direction to staff regarding the General Membership Meeting tentatively scheduled for Thursday, December 3, 2020. Discussion to include date, budget, Cities Association Champion Award. |
| 4b. Consideration of request from Canyon Snow to co-sponsor Mayors Forum, a monthly conversation with a Mayor. |
| 4c. Consideration of adoption of HR policies for the CASCC (Koplow). |
| 4d. Planning Collaborative: Board of Directors previously approved the Scope of Work and Budget. Consideration of additions to the contract with Baird+Driskell Community Planning. |
| 4e. City Selection Committee: discussion of upcoming appointments and timeline of appointments. (info/action) |
| 4f. Election results: Discussion of elections results which may affect the Cities Association of Santa Clara County. |
| 5. Committee Updates – no action taken. |

| | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5a. | Racial Justice (Jones, Fligor, Constantine) update |
| 5b. | Other committees if needed |
| 6. | Board of Directors Meeting Agenda Setting – no action taken. |
| | <ul style="list-style-type: none">• City Selection Committee Meeting (6PM)• Consent (minutes, financials, Planning Collaborative Contract)• Request to present/Community Conversations:<ul style="list-style-type: none">➤ SVLG: Ahmad Thomas➤ SVLG: Recovery effort➤ SF Bay Conservation and Development Commission (BCDC)• Canyon Snow Request• BAAQMD update (Sinks)• General Membership Meeting (budget, time, Cities' Champion Award)• HR policies• Audit• Other items of consideration. |
| 7. | PUBLIC COMMENT |
| | No public comment was received. |
| 8. | ADJOURNMENT |
| | Meeting adjourned at 5:04 PM. |

Respectfully submitted,
Audin Leung
Office Assistant/Board Clerk

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended November 30, 2020



Prepared by

BestBooks4U Bookkeeping & QuickBooks Consulting

Prepared on

December 2, 2020

Table of Contents

Profit and Loss3

Balance Sheet.....4

Statement of Cash Flows.....5

Monthly Summary Expenses by VENDOR.....6

Transaction Detail by Account.....7

Profit and Loss by Class12

Profit and Loss

July - November, 2020

| | Total |
|---------------------------------------------------|---------------------|
| INCOME | |
| 4000 INCOME | |
| 4010 Membership Dues | 309,957.07 |
| 4020 Roundtable Income | 187,597.78 |
| 4060 LAIF INCOME | 450.07 |
| Total 4000 INCOME | 498,004.92 |
| Total Income | 498,004.92 |
| GROSS PROFIT | 498,004.92 |
| EXPENSES | |
| 6000 GENERAL OFFICE | |
| 6120 Bank Service Charges | 15.00 |
| 6180 Insurance | 750.83 |
| 6220 Dues and Subscriptions | 400.00 |
| 6350 Roundtable consultant and technical services | 56,472.50 |
| 6550 Supplies and Equipment | 2,199.25 |
| 6610 Postage and Delivery | 136.50 |
| 6620 Software Licenses | 1,003.55 |
| Total 6000 GENERAL OFFICE | 60,977.63 |
| 6700 Reimbursable Expense | 437.50 |
| EVENT EXPENSES | |
| 6400 General Meeting - catering | 1,748.00 |
| Total EVENT EXPENSES | 1,748.00 |
| Office | |
| 6880 Telephone | 40.30 |
| Total Office | 40.30 |
| OFFICE PERSONNEL_CONSULTANTS | |
| 6153 Contractors | 24,975.00 |
| 6300 Legal & Professional Fees | 5,700.00 |
| 6310 Accounting Services | 7,836.25 |
| 6320 Attorney Services | 4,962.50 |
| Total 6300 Legal & Professional Fees | 18,498.75 |
| 6565 Payroll Service Fees | 297.00 |
| 6568 Workers Compensation | 310.82 |
| 6575 Payroll Wages/Salary | 51,364.03 |
| 6580 Payroll Taxes | 4,064.18 |
| Total OFFICE PERSONNEL_CONSULTANTS | 99,509.78 |
| Total Expenses | 162,713.21 |
| NET OPERATING INCOME | 335,291.71 |
| NET INCOME | \$335,291.71 |

Balance Sheet

As of November 30, 2020

| | Total |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1001 Checking - Union Bank | 193,453.69 |
| Total Bank Accounts | 193,453.69 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 198,964.29 |
| Total Accounts Receivable | 198,964.29 |
| Other Current Assets | |
| 1300 LAIF Funds | 123,798.57 |
| 1310 Venue Prepaid Deposit | 1,000.00 |
| 1395 Accrued Interest | 44.60 |
| Total Other Current Assets | 124,843.17 |
| Total Current Assets | 517,261.15 |
| Fixed Assets | |
| 1500 Machinery and Equipment | 2,203.41 |
| 1700 Accumulated Depreciation | -1,926.59 |
| Total Fixed Assets | 276.82 |
| TOTAL ASSETS | \$517,537.97 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 Accounts Payable | 17,637.50 |
| Total Accounts Payable | 17,637.50 |
| Credit Cards | |
| 2200 First National Bank of Omaha | 321.23 |
| Total Credit Cards | 321.23 |
| Total Current Liabilities | 17,958.73 |
| Total Liabilities | 17,958.73 |
| Equity | |
| 1110 Unrestricted Fund Balance | 129,319.61 |
| 3000 Opening Bal Equity | -34.00 |
| 3010 Reserves | 0.00 |
| 3013 Reserve for New Equip. | 1.92 |
| 3014 Reserve for Operations | 35,000.00 |
| Total 3010 Reserves | 35,001.92 |
| Net Income | 335,291.71 |
| Total Equity | 499,579.24 |
| TOTAL LIABILITIES AND EQUITY | \$517,537.97 |

Statement of Cash Flows

July - November, 2020

| | Total |
|--------------------------------------------------------------------------------------|---------------------|
| OPERATING ACTIVITIES | |
| Net Income | 335,291.71 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| 1200 Accounts Receivable | -198,964.29 |
| 1300 LAIF Funds | -450.07 |
| 2000 Accounts Payable | -20,170.00 |
| 2200 First National Bank of Omaha | -939.92 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | -220,524.28 |
| Net cash provided by operating activities | 114,767.43 |
| FINANCING ACTIVITIES | |
| 3013 Reserves:Reserve for New Equip. | -2,327.17 |
| Net cash provided by financing activities | -2,327.17 |
| NET CASH INCREASE FOR PERIOD | 112,440.26 |
| Cash at beginning of period | 81,013.43 |
| CASH AT END OF PERIOD | \$193,453.69 |

Monthly Summary Expenses by VENDOR

November 2020

| | Total |
|--------------------------------|--------------------|
| Adobe | 33.98 |
| Andi Jordan | 9,187.50 |
| AP Intego | 81.56 |
| Bestbooks4U | 332.50 |
| Great American Insurance Group | 150.16 |
| Gusto | 986.88 |
| Haute Cuisine | 1,748.00 |
| Intuit | 95.00 |
| Koplow Law Offices | 1,362.00 |
| Kristen Leung | 1,944.51 |
| Microsoft | 25.00 |
| Union Bank | 3.00 |
| Zoom.us | 100.25 |
| TOTAL | \$16,050.34 |

Transaction Detail by Account

November 2020

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|---------------------------------------------|----------------------|-------|-----|----------------------------------|-------|------------------------------------|---------------------------------------------------------------------------------------|---------------------|-----------|
| 1001 Checking - Union Bank | | | | | | | | | |
| 11/02/2020 | Expense | | No | AP Intego | | | 6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation | -21.23 | -21.23 |
| 11/03/2020 | Expense | | No | Gusto | | | 6565 OFFICE PERSONNEL_CONSULTANTS:Payroll Service Fees | -75.00 | -96.23 |
| 11/03/2020 | Expense | | No | Great American Insurance Group | | | 6180 GENERAL OFFICE:Insurance | -150.16 | -246.39 |
| 11/06/2020 | Deposit | | No | City of Gilroy | | | 1499 Undeposited Funds | 10,856.89 | 10,610.50 |
| 11/09/2020 | Journal Entry | Gusto | No | | | Debit tax | -Split- | -87.31 | 10,523.19 |
| 11/09/2020 | Expense | | No | AP Intego | | | 6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation | -26.44 | 10,496.75 |
| 11/09/2020 | Journal Entry | Gusto | No | | | Debit net pay | -Split- | -411.07 | 10,085.68 |
| 11/10/2020 | Journal Entry | Gusto | No | | | Debit net pay | -Split- | -3,786.06 | 6,299.62 |
| 11/10/2020 | Journal Entry | Gusto | No | | | Debit tax | -Split- | -2,094.39 | 4,205.23 |
| 11/16/2020 | Expense | | No | AP Intego | | | 6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation | -2.59 | 4,202.64 |
| 11/16/2020 | Expense | | No | Bestbooks4U | | | 6310 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Accounting Services | -332.50 | 3,870.14 |
| 11/20/2020 | Bill Payment (Check) | | No | Koplow Law Offices | | | 2000 Accounts Payable | -1,362.00 | 2,508.14 |
| 11/23/2020 | Credit Card Payment | | No | | | | 2200 First National Bank of Omaha | -257.18 | 2,250.96 |
| 11/24/2020 | Expense | | No | AP Intego | | | 6568 OFFICE PERSONNEL_CONSULTANTS:Workers Compensation | -31.30 | 2,219.66 |
| 11/25/2020 | Journal Entry | Gusto | No | | | Debit tax | -Split- | -2,032.94 | 186.72 |
| 11/25/2020 | Journal Entry | Gusto | No | | | Debit net pay | -Split- | -3,632.12 | -3,445.40 |
| 11/30/2020 | Expense | | No | Union Bank | | | 6120 GENERAL OFFICE:Bank Service Charges | -3.00 | -3,448.40 |
| 11/30/2020 | Bill Payment (Check) | | No | Environmental Science Associates | | | 2000 Accounts Payable | -6,350.00 | -9,798.40 |
| Total for 1001 Checking - Union Bank | | | | | | | | \$ -9,798.40 | |
| 1200 Accounts Receivable | | | | | | | | | |
| 11/01/2020 | Invoice | 1131 | No | Christina Turner | | Invoice for Planning Collaborative | 4010 INCOME:Membership Dues | 8,500.00 | 8,500.00 |
| 11/01/2020 | Invoice | 1123 | No | Campbell - City of | | | 4010 INCOME:Membership Dues | 8,500.00 | 17,000.00 |
| 11/01/2020 | Invoice | 1124 | No | City of Cupertino | | invoice for planning collaborative | 4010 INCOME:Membership Dues | 10,000.00 | 27,000.00 |
| 11/01/2020 | Invoice | 1125 | No | City of Gilroy | | planning collaborative Invoice | 4010 INCOME:Membership Dues | 8,500.00 | 35,500.00 |
| 11/01/2020 | Invoice | 1126 | No | City of Los Altos, CA | | planning collaborative invoice | 4010 INCOME:Membership Dues | 8,500.00 | 44,000.00 |
| 11/01/2020 | Invoice | 1128 | No | Los Gatos Town | | Planning collaborative invoice | 4010 INCOME:Membership Dues | 8,500.00 | 52,500.00 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|-------------------------------------------|----------------------|-------------|-----|----------------------------------|-------|----------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------|------------|
| 11/01/2020 | Invoice | 1136 | No | Kent Steffens | | PC Invoice | 4010 INCOME:Membership Dues | 14,500.00 | 67,000.00 |
| 11/01/2020 | Invoice | 1135 | No | Saratoga | | PC Invoice | 4010 INCOME:Membership Dues | 8,500.00 | 75,500.00 |
| 11/01/2020 | Invoice | 1133 | No | Santa Clara | | Invoice for Planning Collaborative | 4010 INCOME:Membership Dues | 13,500.00 | 89,000.00 |
| 11/01/2020 | Invoice | 1127 | No | Los Altos Hills | | planning collaborative invoice | 4010 INCOME:Membership Dues | 6,500.00 | 95,500.00 |
| 11/01/2020 | Invoice | 1134 | No | Santa Clara County | | Planning Collaborative Invoice | 4010 INCOME:Membership Dues | 10,000.00 | 105,500.00 |
| 11/01/2020 | Invoice | 1132 | No | City of Palo Alto | | Invoice for Planning Collaborative | 4010 INCOME:Membership Dues | 10,000.00 | 115,500.00 |
| 11/01/2020 | Invoice | 1130 | No | Monte Sereno | | Invoice for Planning Collaborative | 4010 INCOME:Membership Dues | 6,500.00 | 122,000.00 |
| 11/01/2020 | Invoice | 1129 | No | Milpitas | | Planning collaborative invoice | 4010 INCOME:Membership Dues | 10,000.00 | 132,000.00 |
| 11/02/2020 | Invoice | 1122 | No | City of San Jose | | | 4010 INCOME:Membership Dues | 18,000.00 | 150,000.00 |
| 11/02/2020 | Invoice | 1121 | No | Mountain View | | | 4010 INCOME:Membership Dues | 10,000.00 | 160,000.00 |
| 11/06/2020 | Payment | Gilroy dues | No | City of Gilroy | | | 1499 Undeposited Funds | -10,856.89 | 149,143.11 |
| Total for 1200 Accounts Receivable | | | | | | | | \$149,143.11 | |
| 1499 Undeposited Funds | | | | | | | | | |
| 11/06/2020 | Payment | Gilroy dues | No | City of Gilroy | | Wells Fargo Check 196524 mobile deposit - confirmation 3200013936200 | 1200 Accounts Receivable | 10,856.89 | 10,856.89 |
| 11/06/2020 | Deposit | | No | City of Gilroy | | Wells Fargo Check 196524 mobile deposit - confirmation 3200013936200 | 1001 Checking - Union Bank | -10,856.89 | 0.00 |
| Total for 1499 Undeposited Funds | | | | | | | | \$0.00 | |
| 2000 Accounts Payable | | | | | | | | | |
| 11/01/2020 | Bill | | No | Koplow Law Offices | | | 6320 OFFICE PERSONNEL_CONSULTANTS:Legal & Professional Fees:Attorney Services | 1,362.00 | 1,362.00 |
| 11/20/2020 | Bill Payment (Check) | | No | Koplow Law Offices | | | 1001 Checking - Union Bank | -1,362.00 | 0.00 |
| 11/20/2020 | Bill | | No | Haute Cuisine | | | 6400 EVENT EXPENSES:General Meeting - catering | 1,748.00 | 1,748.00 |
| 11/30/2020 | Bill Payment (Check) | | No | Environmental Science Associates | | | 1001 Checking - Union Bank | -6,350.00 | -4,602.00 |
| Total for 2000 Accounts Payable | | | | | | | | \$ -4,602.00 | |
| 2200 First National Bank of Omaha | | | | | | | | | |
| 11/03/2020 | Expense | | No | Adobe | | | 6620 GENERAL OFFICE:Software Licenses | 33.98 | 33.98 |
| 11/12/2020 | Expense | | No | Zoom.us | | | 6620 GENERAL OFFICE:Software Licenses | 56.75 | 90.73 |
| 11/17/2020 | Expense | | No | Intuit | | | 6620 GENERAL OFFICE:Software Licenses | 25.00 | 115.73 |
| 11/18/2020 | Expense | | No | Zoom.us | | | 6620 GENERAL OFFICE:Software Licenses | 31.64 | 147.37 |
| 11/18/2020 | Expense | | No | Zoom.us | | | 6620 GENERAL OFFICE:Software Licenses | 11.86 | 159.23 |
| 11/18/2020 | Expense | | No | Intuit | | | 6620 GENERAL OFFICE:Software Licenses | 70.00 | 229.23 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|----------------------------------------------------|---------------------|------|-----|--------------------------------|-------|-------------------------------------------|---------------------------------------|---------------------|------------|
| 11/23/2020 | Expense | | No | Microsoft | | | 6620 GENERAL OFFICE:Software Licenses | 25.00 | 254.23 |
| 11/23/2020 | Credit Card Payment | | No | | | | 1001 Checking - Union Bank | -257.18 | -2.95 |
| Total for 2200 First National Bank of Omaha | | | | | | | | \$ -2.95 | |
| 4000 INCOME | | | | | | | | | |
| 4010 Membership Dues | | | | | | | | | |
| 11/01/2020 | Invoice | 1136 | No | Kent Steffens | PC | planning collaborative | 1200 Accounts Receivable | 14,500.00 | 14,500.00 |
| 11/01/2020 | Invoice | 1135 | No | Saratoga | PC | planning collaborative | 1200 Accounts Receivable | 8,500.00 | 23,000.00 |
| 11/01/2020 | Invoice | 1133 | No | Santa Clara | PC | planning collaborative | 1200 Accounts Receivable | 13,500.00 | 36,500.00 |
| 11/01/2020 | Invoice | 1127 | No | Los Altos Hills | PC | planning collaborative | 1200 Accounts Receivable | 6,500.00 | 43,000.00 |
| 11/01/2020 | Invoice | 1131 | No | Christina Turner | PC | planning collaborative | 1200 Accounts Receivable | 8,500.00 | 51,500.00 |
| 11/01/2020 | Invoice | 1134 | No | Santa Clara County | PC | planning collaborative | 1200 Accounts Receivable | 10,000.00 | 61,500.00 |
| 11/01/2020 | Invoice | 1132 | No | City of Palo Alto | PC | Planning Collaborative | 1200 Accounts Receivable | 10,000.00 | 71,500.00 |
| 11/01/2020 | Invoice | 1130 | No | Monte Sereno | PC | Planning Collaborative | 1200 Accounts Receivable | 6,500.00 | 78,000.00 |
| 11/01/2020 | Invoice | 1129 | No | Milpitas | PC | planning collaborative | 1200 Accounts Receivable | 10,000.00 | 88,000.00 |
| 11/01/2020 | Invoice | 1128 | No | Los Gatos Town | PC | planning collaborative | 1200 Accounts Receivable | 8,500.00 | 96,500.00 |
| 11/01/2020 | Invoice | 1126 | No | City of Los Altos, CA | PC | planning collaborative | 1200 Accounts Receivable | 8,500.00 | 105,000.00 |
| 11/01/2020 | Invoice | 1125 | No | City of Gilroy | PC | Planning Collaborative | 1200 Accounts Receivable | 8,500.00 | 113,500.00 |
| 11/01/2020 | Invoice | 1124 | No | City of Cupertino | PC | Planning Collaboratiave | 1200 Accounts Receivable | 10,000.00 | 123,500.00 |
| 11/01/2020 | Invoice | 1123 | No | Campbell - City of | PC | Planning Collaborative | 1200 Accounts Receivable | 8,500.00 | 132,000.00 |
| 11/02/2020 | Invoice | 1121 | No | Mountain View | PC | Planning Collaborative - FY 21 | 1200 Accounts Receivable | 10,000.00 | 142,000.00 |
| 11/02/2020 | Invoice | 1122 | No | City of San Jose | PC | Planning Collaborative FY 2021 | 1200 Accounts Receivable | 18,000.00 | 160,000.00 |
| Total for 4010 Membership Dues | | | | | | | | \$160,000.00 | |
| Total for 4000 INCOME | | | | | | | | \$160,000.00 | |
| 6000 GENERAL OFFICE | | | | | | | | | |
| 6120 Bank Service Charges | | | | | | | | | |
| 11/30/2020 | Expense | | No | Union Bank | CASCC | CHECK IMAGE FEE | 1001 Checking - Union Bank | 3.00 | 3.00 |
| Total for 6120 Bank Service Charges | | | | | | | | \$3.00 | |
| 6180 Insurance | | | | | | | | | |
| 11/03/2020 | Expense | | No | Great American Insurance Group | CASCC | GreatAmer - Grea VENDOR PMT PPD *****3354 | 1001 Checking - Union Bank | 150.16 | 150.16 |
| Total for 6180 Insurance | | | | | | | | \$150.16 | |
| 6620 Software Licenses | | | | | | | | | |
| 11/03/2020 | Expense | | No | Adobe | CASCC | ADOBE ACROPRO SUBS - 8004438158, CA | 2200 First National Bank of Omaha | 33.98 | 33.98 |
| 11/12/2020 | Expense | | No | Zoom.us | CASCC | ZOOM.US - 8887999666, CA | 2200 First National Bank of Omaha | 56.75 | 90.73 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|-----------------------------------------------------|------------------|-------|-----|--------------------|------------|------------------------------------------|-----------------------------------|-------------------|----------|
| 11/17/2020 | Expense | | No | Intuit | CASCC | INT*QuickBooks Online - 800-446-8848, CA | 2200 First National Bank of Omaha | 25.00 | 115.73 |
| 11/18/2020 | Expense | | No | Zoom.us | CASCC | ZOOM.US - 8887999666, CA | 2200 First National Bank of Omaha | 31.64 | 147.37 |
| 11/18/2020 | Expense | | No | Intuit | CASCC | INT*QuickBooks Online - 800-446-8848, CA | 2200 First National Bank of Omaha | 70.00 | 217.37 |
| 11/18/2020 | Expense | | No | Zoom.us | CASCC | ZOOM.US - 8887999666, CA | 2200 First National Bank of Omaha | 11.86 | 229.23 |
| 11/23/2020 | Expense | | No | Microsoft | CASCC | MSFT * E0100CPG5S - 8006427676, WA | 2200 First National Bank of Omaha | 25.00 | 254.23 |
| Total for 6620 Software Licenses | | | | | | | | \$254.23 | |
| Total for 6000 GENERAL OFFICE | | | | | | | | \$407.39 | |
| EVENT EXPENSES | | | | | | | | | |
| 6400 General Meeting - catering | | | | | | | | | |
| 11/20/2020 | Bill | | No | Haute Cuisine | CASCC | haute cuisine | 2000 Accounts Payable | 1,748.00 | 1,748.00 |
| Total for 6400 General Meeting - catering | | | | | | | | \$1,748.00 | |
| Total for EVENT EXPENSES | | | | | | | | \$1,748.00 | |
| OFFICE PERSONNEL_CONSULTANTS | | | | | | | | | |
| 6300 Legal & Professional Fees | | | | | | | | | |
| 6310 Accounting Services | | | | | | | | | |
| 11/16/2020 | Expense | | No | Bestbooks4U | CASCC | ADELE LEVIN T/A SALE CCD | 1001 Checking - Union Bank | 332.50 | 332.50 |
| Total for 6310 Accounting Services | | | | | | | | \$332.50 | |
| 6320 Attorney Services | | | | | | | | | |
| 11/01/2020 | Bill | | No | Koplow Law Offices | Roundtable | the law offices of chantene koplow | 2000 Accounts Payable | 1,362.00 | 1,362.00 |
| Total for 6320 Attorney Services | | | | | | | | \$1,362.00 | |
| Total for 6300 Legal & Professional Fees | | | | | | | | \$1,694.50 | |
| 6565 Payroll Service Fees | | | | | | | | | |
| 11/03/2020 | Expense | | No | Gusto | CASCC | GUSTO FEE 001463 CCD 6semjp1jmbi | 1001 Checking - Union Bank | 75.00 | 75.00 |
| Total for 6565 Payroll Service Fees | | | | | | | | \$75.00 | |
| 6568 Workers Compensation | | | | | | | | | |
| 11/02/2020 | Expense | | No | AP Intego | CASCC | APIntego ACHTRANS CCD 68685342 | 1001 Checking - Union Bank | 21.23 | 21.23 |
| 11/09/2020 | Expense | | No | AP Intego | CASCC | APIntego ACHTRANS CCD 69043066 | 1001 Checking - Union Bank | 26.44 | 47.67 |
| 11/16/2020 | Expense | | No | AP Intego | CASCC | APIntego ACHTRANS CCD 69347300 | 1001 Checking - Union Bank | 2.59 | 50.26 |
| 11/24/2020 | Expense | | No | AP Intego | CASCC | APIntego ACHTRANS CCD 69670846 | 1001 Checking - Union Bank | 31.30 | 81.56 |
| Total for 6568 Workers Compensation | | | | | | | | \$81.56 | |
| 6575 Payroll Wages/Salary | | | | | | | | | |
| 11/09/2020 | Journal Entry | Gusto | No | | CASCC | Regular Wages | -Split- | 450.00 | 450.00 |

| Date | Transaction Type | Num | Adj | Name | Class | Memo/Description | Split | Amount | Balance |
|-----------------------------------------------|------------------|-------|-----|------|-------|------------------|---------|--------------------|-----------|
| 11/10/2020 | Journal Entry | Gusto | No | | CASCC | Regular Wages | -Split- | 844.50 | 1,294.50 |
| 11/10/2020 | Journal Entry | Gusto | No | | CASCC | Regular Wages | -Split- | 4,593.75 | 5,888.25 |
| 11/25/2020 | Journal Entry | Gusto | No | | CASCC | Regular Wages | -Split- | 4,593.75 | 10,482.00 |
| 11/25/2020 | Journal Entry | Gusto | No | | CASCC | Debit tax | -Split- | 650.01 | 11,132.01 |
| Total for 6575 Payroll Wages/Salary | | | | | | | | \$11,132.01 | |
| 6580 Payroll Taxes | | | | | | | | | |
| 11/09/2020 | Journal Entry | Gusto | No | | CASCC | Employer Taxes | -Split- | 48.38 | 48.38 |
| 11/10/2020 | Journal Entry | Gusto | No | | CASCC | Employer Taxes | -Split- | 442.20 | 490.58 |
| 11/25/2020 | Journal Entry | Gusto | No | | CASCC | Employer Taxes | -Split- | 421.30 | 911.88 |
| Total for 6580 Payroll Taxes | | | | | | | | \$911.88 | |
| Total for OFFICE PERSONNEL_CONSULTANTS | | | | | | | | \$13,894.95 | |

Profit and Loss by Class

July - November, 2020

| | CASCC | PC | Roundtable | TOTAL |
|---------------------------------------------------|-------------------|-------------------|-------------------|-------------------|
| INCOME | | | | |
| 4000 INCOME | | | | 0.00 |
| 4010 Membership Dues | 149,957.07 | 160,000.00 | | 309,957.07 |
| 4020 Roundtable Income | | | 187,597.78 | 187,597.78 |
| 4060 LAIF INCOME | 450.07 | | | 450.07 |
| Total 4000 INCOME | 150,407.14 | 160,000.00 | 187,597.78 | 498,004.92 |
| Total Income | 150,407.14 | 160,000.00 | 187,597.78 | 498,004.92 |
| GROSS PROFIT | | | | |
| | 150,407.14 | 160,000.00 | 187,597.78 | 498,004.92 |
| EXPENSES | | | | |
| 6000 GENERAL OFFICE | | | | 0.00 |
| 6120 Bank Service Charges | 15.00 | | | 15.00 |
| 6180 Insurance | 750.83 | | | 750.83 |
| 6220 Dues and Subscriptions | 400.00 | | | 400.00 |
| 6350 Roundtable consultant and technical services | | | 56,472.50 | 56,472.50 |
| 6550 Supplies and Equipment | 2,199.25 | | | 2,199.25 |
| 6610 Postage and Delivery | 136.50 | | | 136.50 |
| 6620 Software Licenses | 1,003.55 | | | 1,003.55 |
| Total 6000 GENERAL OFFICE | 4,505.13 | | 56,472.50 | 60,977.63 |
| 6700 Reimbursable Expense | 437.50 | | | 437.50 |
| EVENT EXPENSES | | | | 0.00 |
| 6400 General Meeting - catering | 1,748.00 | | | 1,748.00 |
| Total EVENT EXPENSES | 1,748.00 | | | 1,748.00 |
| Office | | | | 0.00 |
| 6880 Telephone | 40.30 | | | 40.30 |
| Total Office | 40.30 | | | 40.30 |
| OFFICE PERSONNEL_CONSULTANTS | | | | 0.00 |
| 6153 Contractors | | 24,975.00 | | 24,975.00 |
| 6300 Legal & Professional Fees | 5,700.00 | | | 5,700.00 |
| 6310 Accounting Services | 7,836.25 | | | 7,836.25 |
| 6320 Attorney Services | 1,202.00 | | 3,760.50 | 4,962.50 |

| | CASCC | PC | Roundtable | TOTAL |
|-------------------------------------------------|------------------|------------------|------------------|-------------------|
| Total 6300 Legal & Professional Fees | 14,738.25 | | 3,760.50 | 18,498.75 |
| 6565 Payroll Service Fees | 297.00 | | | 297.00 |
| 6568 Workers Compensation | 310.82 | | | 310.82 |
| 6575 Payroll Wages/Salary | 51,364.03 | | | 51,364.03 |
| 6580 Payroll Taxes | 4,064.18 | | | 4,064.18 |
| Total OFFICE PERSONNEL_CONSULTANTS | 70,774.28 | 24,975.00 | 3,760.50 | 99,509.78 |
| Total Expenses | 77,505.21 | 24,975.00 | 60,233.00 | 162,713.21 |
| NET OPERATING INCOME | 72,901.93 | 135,025.00 | 127,364.78 | 335,291.71 |
| NET INCOME | \$72,901.93 | \$135,025.00 | \$127,364.78 | \$335,291.71 |



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

INVOICE

Manly Lytle Bernard (Dec 25, 2020 21:59 PST)

Dec 25, 2020

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

November 10, 2020
 Invoice No: 159095
 Project Manager: Steven Alverson

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

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

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

Professional Personnel

| | Hours | Rate | Amount | |
|------------------------|-------|--------|-----------|------------------|
| Senior Director III | | | | |
| Alverson, Steven | 17.75 | 300.00 | 5,325.00 | |
| Managing Associate III | | | | |
| Sequeira, Christopher | 14.75 | 205.00 | 3,023.75 | |
| Senior Associate I | | | | |
| Wasserman, Evan | 27.00 | 150.00 | 4,050.00 | |
| Associate I | | | | |
| Weiman, Phoebe | 17.00 | 105.00 | 1,785.00 | |
| Totals | 76.50 | | 14,183.75 | |
| Total Labor | | | | 14,183.75 |

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|----------------|
| Total Billings | 14,183.75 | 15,712.50 | 29,896.25 |
| Limit | | | 90,000.00 |
| Remaining | | | 60,103.75 |

TOTAL THIS TASK: \$14,183.75

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 | |
| Total Labor | | | | 450.00 |

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|----------------|
| Total Billings | 450.00 | 1,125.00 | 1,575.00 |
| Limit | | | 6,000.00 |
| Remaining | | | 4,425.00 |

TOTAL THIS TASK: \$450.00

Task 0000003 Support Work Plan Assignments

Professional Personnel

| | Hours | Rate | Amount |
|--------------------------------------------|-------|--------|-----------------|
| Senior Director III Alverson, Steven | 1.75 | 300.00 | 525.00 |
| Managing Associate III Jones, Christian | .75 | 205.00 | 153.75 |
| Senior Associate I Wasserman, Evan | 23.00 | 150.00 | 3,450.00 |
| Associate I Weiman, Phoebe | 16.00 | 105.00 | 1,680.00 |
| Totals | 41.50 | | 5,808.75 |
| Total Labor | | | 5,808.75 |

| | Current | Prior | To-Date |
|-------------------------|----------|-----------|-------------------|
| Billing Limits | | | |
| Total Billings | 5,808.75 | 14,441.25 | 20,250.00 |
| Limit | | | 45,000.00 |
| Remaining | | | 24,750.00 |
| TOTAL THIS TASK: | | | \$5,808.75 |

| | | |
|------|---------|----------------------|
| Task | 0000004 | Respond to Inquiries |
|------|---------|----------------------|

| | Current | Prior | To-Date |
|-------------------------|---------|----------|-------------|
| Billing Limits | | | |
| Total Billings | 0.00 | 2,591.25 | 2,591.25 |
| Limit | | | 13,000.00 |
| Remaining | | | 10,408.75 |
| TOTAL THIS TASK: | | | 0.00 |

| | | |
|------|---------|------------------------------|
| Task | 0000005 | Prepare/Post Website Content |
|------|---------|------------------------------|

Professional Personnel

| | Hours | Rate | Amount |
|-----------------------------------------|-------|--------|---------------|
| Senior Director III Alverson, Steven | 2.50 | 300.00 | 750.00 |
| Totals | 2.50 | | 750.00 |
| Total Labor | | | 750.00 |

| | Current | Prior | To-Date |
|-------------------------|---------|----------|-----------------|
| Billing Limits | | | |
| Total Billings | 750.00 | 3,487.50 | 4,237.50 |
| Limit | | | 18,000.00 |
| Remaining | | | 13,762.50 |
| TOTAL THIS TASK: | | | \$750.00 |

| | | |
|------|---------|----------------------------------------------------------|
| Task | 0000006 | Other Direct Costs(ANR, Website Support, Letter Tracker) |
|------|---------|----------------------------------------------------------|

| | Current | Prior | To-Date |
|-------------------------|---------|----------|-------------|
| Billing Limits | | | |
| Total Billings | 0.00 | 1,700.00 | 1,700.00 |
| Limit | | | 8,000.00 |
| Remaining | | | 6,300.00 |
| TOTAL THIS TASK: | | | 0.00 |

TOTAL INVOICE AMOUNT: \$21,192.50

Outstanding Invoices

| Number | Date | Balance |
|---------------|-------------|-----------------|
| 158284 | 10/9/2020 | 6,350.00 |
| Total | | 6,350.00 |

| | Current | Prior | Total |
|-------------------------|------------------|------------------|------------------|
| Billings to Date | 21,192.50 | 39,057.50 | 60,250.00 |

Remit to:

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

TIN #: 94-1698350

Billing Backup

Tuesday, November 10, 2020

Environmental Science Associates

Invoice 159095 Dated 11/10/2020

4:02:54 PM

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

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

Professional Personnel

| | | | Hours | Rate | Amount |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|--------|----------|
| Senior Director III | | | | | |
| 358 | Alverson, Steven | 10/5/2020 | 3.00 | 300.00 | 900.00 |
| | Prep for Oct 28, 2020 Meeting | | | | |
| 358 | Alverson, Steven | 10/6/2020 | 1.00 | 300.00 | 300.00 |
| | Prep for Oct 28, 2020 Meeting | | | | |
| 358 | Alverson, Steven | 10/19/2020 | 1.00 | 300.00 | 300.00 |
| | Review Dispersion PPT for 10/28 meeting | | | | |
| 358 | Alverson, Steven | 10/20/2020 | 2.00 | 300.00 | 600.00 |
| | Prep for the 10/28 meeting | | | | |
| 358 | Alverson, Steven | 10/21/2020 | 1.25 | 300.00 | 375.00 |
| | Prep for the 10/28 meeting | | | | |
| 358 | Alverson, Steven | 10/22/2020 | 2.50 | 300.00 | 750.00 |
| | Prep for the 10/28 meeting | | | | |
| 358 | Alverson, Steven | 10/27/2020 | 2.00 | 300.00 | 600.00 |
| | Prep for the October 28, 2020 Roundtable Meeting | | | | |
| 358 | Alverson, Steven | 10/28/2020 | 5.00 | 300.00 | 1,500.00 |
| | October 28 Roundtable Meeting with Prep and Follow-up | | | | |
| Managing Associate III | | | | | |
| 10935 | Sequeira, Christopher | 10/5/2020 | .50 | 205.00 | 102.50 |
| | Discuss Dispersion 101 presentation | | | | |
| 10935 | Sequeira, Christopher | 10/19/2020 | 6.50 | 205.00 | 1,332.50 |
| | Dispersion 101 presentation | | | | |
| 10935 | Sequeira, Christopher | 10/20/2020 | 3.25 | 205.00 | 666.25 |
| | Dispersion 101 presentation | | | | |
| 10935 | Sequeira, Christopher | 10/21/2020 | .75 | 205.00 | 153.75 |
| | Dispersion 101 presentation | | | | |
| 10935 | Sequeira, Christopher | 10/23/2020 | 1.25 | 205.00 | 256.25 |
| | Roundtable packet review and prep | | | | |
| 10935 | Sequeira, Christopher | 10/28/2020 | 2.50 | 205.00 | 512.50 |
| | Roundtable presentation and prep | | | | |
| Senior Associate I | | | | | |
| 11165 | Wasserman, Evan | 10/19/2020 | 1.00 | 150.00 | 150.00 |
| | 1 hr for 10/28 meeting planning/logistics | | | | |
| 11165 | Wasserman, Evan | 10/20/2020 | 1.50 | 150.00 | 225.00 |
| | 1.5 hr for preparing agenda materials | | | | |
| 11165 | Wasserman, Evan | 10/21/2020 | 2.50 | 150.00 | 375.00 |
| | 2.5 hrs for preparing agenda materials | | | | |
| 11165 | Wasserman, Evan | 10/22/2020 | 2.00 | 150.00 | 300.00 |
| | 2 hrs for preparing agenda materials | | | | |
| 11165 | Wasserman, Evan | 10/23/2020 | 3.00 | 150.00 | 450.00 |
| | 2 hrs for preparing agenda materials; and 1 hr for sending notifications to members, alternates, and interested parties regarding agenda packet posting and zoom webinar details | | | | |
| 11165 | Wasserman, Evan | 10/26/2020 | 3.50 | 150.00 | 525.00 |
| | 3.5 hrs for preparing agenda packet, making edits, and communication with members/interested parties | | | | |

| Project | D201801353.02 | SCSC Roundtable Facilitation-FY 2020-20 | Invoice | 159095 | | |
|--------------------|-----------------|-----------------------------------------|---------|--------|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Senior Associate I | | | | | | |
| 11165 | Wasserman, Evan | 10/1/2020 | 1.00 | 150.00 | 150.00 | 1 hr for review of and communication with Pheobe regarding assistance on updating FAA Reauthorization tracking sheet |
| 11165 | Wasserman, Evan | 10/7/2020 | 2.00 | 150.00 | 300.00 | 2 hrs for correspondence tracking |
| 11165 | Wasserman, Evan | 10/8/2020 | 2.00 | 150.00 | 300.00 | 2 hrs for correspondence tracking |
| 11165 | Wasserman, Evan | 10/9/2020 | 2.00 | 150.00 | 300.00 | 1.75 hrs for communications regarding FAA Reauthorization Matrix and updates to spreadsheet; .25 hr for posting article |
| 11165 | Wasserman, Evan | 10/12/2020 | 1.00 | 150.00 | 150.00 | 1 hr for correspondence tracking |
| 11165 | Wasserman, Evan | 10/14/2020 | 2.00 | 150.00 | 300.00 | 2 hrs for correspondence tracking/compiling |
| 11165 | Wasserman, Evan | 10/16/2020 | 2.00 | 150.00 | 300.00 | 1.75 hrs for correspondence tracking and compiling; .25 hr for sending out ANR |
| 11165 | Wasserman, Evan | 10/19/2020 | 1.00 | 150.00 | 150.00 | 1 hr for correspondence tracking |
| 11165 | Wasserman, Evan | 10/20/2020 | 1.00 | 150.00 | 150.00 | 1 hr for correspondence tracking |
| 11165 | Wasserman, Evan | 10/21/2020 | 2.00 | 150.00 | 300.00 | 1 hr for correspondence tracking; 1hr for FAA Reauthorization Matrix updates |
| 11165 | Wasserman, Evan | 10/22/2020 | 2.00 | 150.00 | 300.00 | 1hr for correspondence tracking; and 1hr for FAA Reauthorization Matrix updates |
| 11165 | Wasserman, Evan | 10/23/2020 | 3.00 | 150.00 | 450.00 | 1.5 hrs for correspondence tracking; 1 hr for FAA Reauthorization Matrix updates; .5 hr for IFP Gateway review/update |
| 11165 | Wasserman, Evan | 10/27/2020 | 1.50 | 150.00 | 225.00 | 1.5 hr for reviewing, updating, and posting FAA 2018 Reauthorization status tracking matrix to website |
| 11165 | Wasserman, Evan | 10/29/2020 | .25 | 150.00 | 37.50 | .25 hr for sending prior week ANR to members/alternates |
| 11165 | Wasserman, Evan | 10/30/2020 | .25 | 150.00 | 37.50 | .25 hr for sending ANR to members/alternates |
| Associate I | | | | | | |
| 11307 | Weiman, Phoebe | 10/5/2020 | 1.00 | 105.00 | 105.00 | Research |
| 11307 | Weiman, Phoebe | 10/6/2020 | 2.00 | 105.00 | 210.00 | Research |
| 11307 | Weiman, Phoebe | 10/9/2020 | 3.00 | 105.00 | 315.00 | researching the 2018 FAA Reauthorization Act |
| 11307 | Weiman, Phoebe | 10/13/2020 | 1.00 | 105.00 | 105.00 | Research for the 2019 FAA reauthorization act |
| 11307 | Weiman, Phoebe | 10/20/2020 | 4.00 | 105.00 | 420.00 | FAA 2018 Reauthorization research |
| 11307 | Weiman, Phoebe | 10/21/2020 | 3.00 | 105.00 | 315.00 | FAA 2018 Reauthorization research |
| 11307 | Weiman, Phoebe | 10/27/2020 | 2.00 | 105.00 | 210.00 | roundtable |
| Totals | | | 41.50 | | 5,808.75 | |
| Total Labor | | | | | | 5,808.75 |
| | | | | | TOTAL THIS TASK: | \$5,808.75 |

| | | |
|------|---------|------------------------------|
| Task | 0000005 | Prepare/Post Website Content |
|------|---------|------------------------------|

Professional Personnel

| | | | Hours | Rate | Amount | |
|-----|-------------------------------------|------------|--------------|---------------------------|---------------|--------------------|
| | Senior Director III | | | | | |
| 358 | Alverson, Steven | 10/2/2020 | .50 | 300.00 | 150.00 | |
| | Research/Select Article for Posting | | | | | |
| 358 | Alverson, Steven | 10/8/2020 | .50 | 300.00 | 150.00 | |
| | Content Review | | | | | |
| 358 | Alverson, Steven | 10/9/2020 | .50 | 300.00 | 150.00 | |
| | Article for Posting | | | | | |
| 358 | Alverson, Steven | 10/28/2020 | 1.00 | 300.00 | 300.00 | |
| | FAA Letter/Chapman Email | | | | | |
| | Totals | | 2.50 | | 750.00 | |
| | Total Labor | | | | | 750.00 |
| | | | | TOTAL THIS TASK: | | \$750.00 |
| | | | | Total this Project | | \$21,192.50 |
| | | | | Total this Report | | \$21,192.50 |

2020-10 SCSC Roundtable Invoice 0159095

Final Audit Report

2020-12-26

| | |
|-----------------|----------------------------------------------|
| Created: | 2020-12-22 |
| By: | Andi Jordan (andi@citiesassociation.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA9JMPu-OikKm35W_2LXV6I8h_3clYuGVJ |

"2020-10 SCSC Roundtable Invoice 0159095" History

-  Document created by Andi Jordan (andi@citiesassociation.org)
2020-12-22 - 6:40:13 PM GMT - IP address: 73.231.1.219
-  Document emailed to Mary-Lynne Bernald (mlbernal@saratoga.ca.us) for signature
2020-12-22 - 6:40:49 PM GMT
-  Email viewed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)
2020-12-22 - 6:43:29 PM GMT - IP address: 76.21.93.7
-  Document e-signed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)
Signature Date: 2020-12-26 - 5:59:44 AM GMT - Time Source: server- IP address: 76.21.93.7
-  Agreement completed.
2020-12-26 - 5:59:44 AM GMT



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

INVOICE

Mary-Lynne Bernold (Dec 25, 2020 22:02 PST)

Dec 25, 2020

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

December 22, 2020
 Invoice No: 160343
 Project Manager: Evan Wasserman

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

Professional Services from November 1, 2020 to November 30, 2020

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

Professional Personnel

| | Hours | Rate | Amount | |
|------------------------|-------|--------|----------|-----------------|
| Senior Director III | | | | |
| Alverson, Steven | 4.00 | 300.00 | 1,200.00 | |
| Managing Associate III | | | | |
| Sequeira, Christopher | 2.25 | 205.00 | 461.25 | |
| Senior Associate I | | | | |
| Wasserman, Evan | 14.00 | 150.00 | 2,100.00 | |
| Totals | 20.25 | | 3,761.25 | |
| Total Labor | | | | 3,761.25 |

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|----------------|
| Total Billings | 3,761.25 | 29,896.25 | 33,657.50 |
| Limit | | | 90,000.00 |
| Remaining | | | 56,342.50 |

TOTAL THIS TASK: \$3,761.25

Task 0000002 Roundtable Meeting Planning

Professional Personnel

| | Hours | Rate | Amount | |
|------------------------|-------|--------|--------|---------------|
| Managing Associate III | | | | |
| Sequeira, Christopher | .75 | 205.00 | 153.75 | |
| Senior Associate I | | | | |
| Wasserman, Evan | 1.00 | 150.00 | 150.00 | |
| Totals | 1.75 | | 303.75 | |
| Total Labor | | | | 303.75 |

| Billing Limits | Current | Prior | To-Date |
|-----------------------|----------------|--------------|----------------|
| Total Billings | 303.75 | 1,575.00 | 1,878.75 |
| Limit | | | 6,000.00 |
| Remaining | | | 4,121.25 |

TOTAL THIS TASK: \$303.75

Task 0000003 Support Work Plan Assignments

Professional Personnel

| | Hours | Rate | Amount |
|------------------------|-------|--------|-----------------|
| Senior Director III | | | |
| Alverson, Steven | 1.00 | 300.00 | 300.00 |
| Managing Associate III | | | |
| Jones, Christian | .50 | 205.00 | 102.50 |
| Sequeira, Christopher | 4.00 | 205.00 | 820.00 |
| Senior Associate I | | | |
| Wasserman, Evan | 32.50 | 150.00 | 4,875.00 |
| Associate I | | | |
| Weiman, Phoebe | 11.00 | 105.00 | 1,155.00 |
| Totals | 49.00 | | 7,252.50 |
| Total Labor | | | 7,252.50 |

| | Current | Prior | To-Date |
|-------------------------|----------|-----------|-------------------|
| Billing Limits | | | |
| Total Billings | 7,252.50 | 20,250.00 | 27,502.50 |
| Limit | | | 45,000.00 |
| Remaining | | | 17,497.50 |
| TOTAL THIS TASK: | | | \$7,252.50 |

| | | |
|-------------------------|---------|----------------------|
| Task | 0000004 | Respond to Inquiries |
| Billing Limits | | |
| Total Billings | 0.00 | 2,591.25 |
| Limit | | 13,000.00 |
| Remaining | | 10,408.75 |
| TOTAL THIS TASK: | | 0.00 |

| | | |
|-------------------------|---------|------------------------------|
| Task | 0000005 | Prepare/Post Website Content |
| Billing Limits | | |
| Total Billings | 0.00 | 4,237.50 |
| Limit | | 18,000.00 |
| Remaining | | 13,762.50 |
| TOTAL THIS TASK: | | 0.00 |

| | | |
|-------------------------|---------|----------------------------------------------------------|
| Task | 0000006 | Other Direct Costs(ANR, Website Support, Letter Tracker) |
| Billing Limits | | |
| Total Billings | 0.00 | 1,700.00 |
| Limit | | 8,000.00 |
| Remaining | | 6,300.00 |
| TOTAL THIS TASK: | | 0.00 |

TOTAL INVOICE AMOUNT: \$11,317.50

Outstanding Invoices

| Number | Date | Balance |
|--------------|------------|------------------|
| 159095 | 11/10/2020 | 21,192.50 |
| Total | | 21,192.50 |

| | | | |
|-------------------------|------------------|------------------|------------------|
| Billings to Date | Current | Prior | Total |
| | 11,317.50 | 60,250.00 | 71,567.50 |

Remit to:

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

TIN #: 94-1698350

Billing Backup

Environmental Science Associates

Invoice 160343 Dated 12/22/2020

Tuesday, December 22, 2020

9:06:48 AM

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

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

Professional Personnel

| | | | Hours | Rate | Amount | |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|--------|----------|-------------------|
| | Senior Director III | | | | | |
| 358 | Alverson, Steven | 11/3/2020 | 1.00 | 300.00 | 300.00 | |
| | Follow-up to the October 28 Meeting | | | | | |
| 358 | Alverson, Steven | 11/6/2020 | .50 | 300.00 | 150.00 | |
| | Follow-up to the October 28 Meeting | | | | | |
| 358 | Alverson, Steven | 11/9/2020 | 1.00 | 300.00 | 300.00 | |
| | QA/QC Meeting Recap & Action List | | | | | |
| 358 | Alverson, Steven | 11/17/2020 | 1.00 | 300.00 | 300.00 | |
| | Meeting with Evan & Chris plus Prep | | | | | |
| 358 | Alverson, Steven | 11/19/2020 | .50 | 300.00 | 150.00 | |
| | Following up on the 11/18 Planning Meeting | | | | | |
| | Managing Associate III | | | | | |
| 10935 | Sequeira, Christopher | 11/6/2020 | .50 | 205.00 | 102.50 | |
| | Discuss Roundtable budget and planning | | | | | |
| 10935 | Sequeira, Christopher | 11/12/2020 | .25 | 205.00 | 51.25 | |
| | Review Roundtable meeting recap | | | | | |
| 10935 | Sequeira, Christopher | 11/13/2020 | .25 | 205.00 | 51.25 | |
| | SC Roundtable status emails | | | | | |
| 10935 | Sequeira, Christopher | 11/16/2020 | .50 | 205.00 | 102.50 | |
| | Roundtable task discussion | | | | | |
| 10935 | Sequeira, Christopher | 11/17/2020 | .75 | 205.00 | 153.75 | |
| | Roundtable meeting prep | | | | | |
| | Senior Associate I | | | | | |
| 11165 | Wasserman, Evan | 11/2/2020 | 2.00 | 150.00 | 300.00 | |
| | 2 hrs for drafting meeting notes based on recording | | | | | |
| 11165 | Wasserman, Evan | 11/3/2020 | 1.00 | 150.00 | 150.00 | |
| | 1 hr for drafting meeting notes based on recording | | | | | |
| 11165 | Wasserman, Evan | 11/5/2020 | 2.00 | 150.00 | 300.00 | |
| | 2 hrs for review and drafting of meeting recap based on first draft and recording | | | | | |
| 11165 | Wasserman, Evan | 11/6/2020 | 3.00 | 150.00 | 450.00 | |
| | 2.5 hrs for review and drafting of meeting recap based on first draft and recording; .5 hr for meeting and review of SCSC Roundtable budget tracking spreadsheet | | | | | |
| 11165 | Wasserman, Evan | 11/9/2020 | 2.00 | 150.00 | 300.00 | |
| | 2 hrs for review of meeting recap | | | | | |
| 11165 | Wasserman, Evan | 11/11/2020 | 2.00 | 150.00 | 300.00 | |
| | 2 hrs for review/edits to meeting recap and communication regarding further review by Steve/Chris | | | | | |
| 11165 | Wasserman, Evan | 11/12/2020 | 1.50 | 150.00 | 225.00 | |
| | 1.5 hr for review/edits to meeting recap, action tracking sheet update, and sending communications regarding action list from meeting | | | | | |
| 11165 | Wasserman, Evan | 11/13/2020 | .50 | 150.00 | 75.00 | |
| | .5 hr regarding meetign recap review and posting | | | | | |
| | Totals | | 20.25 | | 3,761.25 | |
| | Total Labor | | | | | 3,761.25 |
| | TOTAL THIS TASK: | | | | | \$3,761.25 |

Task 0000002 Roundtable Meeting Planning

Professional Personnel

| | | | Hours | Rate | Amount |
|------------------------------------------------------------------------------|-----------------------|------------|-------|--------|---------------|
| Managing Associate III | | | | | |
| 10935 | Sequeira, Christopher | 11/18/2020 | .75 | 205.00 | 153.75 |
| Roundtable Meeting planning discussion and notes | | | | | |
| Senior Associate I | | | | | |
| 11165 | Wasserman, Evan | 11/16/2020 | .50 | 150.00 | 75.00 |
| .5 hr for meeting with Chris S regarding roles and prep for check-in meeting | | | | | |
| 11165 | Wasserman, Evan | 11/18/2020 | .50 | 150.00 | 75.00 |
| .5 hr for planning meeting with team | | | | | |
| Totals | | | 1.75 | | 303.75 |
| Total Labor | | | | | 303.75 |

TOTAL THIS TASK: \$303.75

Task 0000003 Support Work Plan Assignments

Professional Personnel

| | | | Hours | Rate | Amount |
|----------------------------------------------------------------------------------------------------------------|-----------------------|------------|-------|--------|--------|
| Senior Director III | | | | | |
| 358 | Alverson, Steven | 11/20/2020 | 1.00 | 300.00 | 300.00 |
| QA/QC Response to 10/28/20 RT Public Comments on Dispersion | | | | | |
| Managing Associate III | | | | | |
| 10452 | Jones, Christian | 11/19/2020 | .25 | 205.00 | 51.25 |
| Follow up on IFP gateway questions on SJC RNP IAPs | | | | | |
| 10452 | Jones, Christian | 11/20/2020 | .25 | 205.00 | 51.25 |
| Follow up on IFP gateway questions on SJC RNP IAPs | | | | | |
| 10935 | Sequeira, Christopher | 11/20/2020 | 2.50 | 205.00 | 512.50 |
| Respond to public inquiries regarding flight track dispersion | | | | | |
| 10935 | Sequeira, Christopher | 11/23/2020 | 1.00 | 205.00 | 205.00 |
| Review dispersion responses | | | | | |
| 10935 | Sequeira, Christopher | 11/24/2020 | .50 | 205.00 | 102.50 |
| Email to FAA | | | | | |
| Senior Associate I | | | | | |
| 11165 | Wasserman, Evan | 11/2/2020 | 2.00 | 150.00 | 300.00 |
| 2 hrs for correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/4/2020 | 2.00 | 150.00 | 300.00 |
| 2 hrs for correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/6/2020 | .50 | 150.00 | 75.00 |
| .5 for correspondence tracking and sending out ANR | | | | | |
| 11165 | Wasserman, Evan | 11/9/2020 | 1.00 | 150.00 | 150.00 |
| 1 hr for correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/11/2020 | 1.00 | 150.00 | 150.00 |
| 1 hr for correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/13/2020 | 1.00 | 150.00 | 150.00 |
| 1 hr for sending out ANR and correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/16/2020 | 3.50 | 150.00 | 525.00 |
| 2.5 hrs for summary regarding work/handoff; and 1 hr for correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/17/2020 | 3.00 | 150.00 | 450.00 |
| 2 hrs for summary regarding work/handoff; .5 hr for meeting on outstanding tasks; .5 hr for follow-up on tasks | | | | | |

| Project | D201801353.02 | SCSC Roundtable Facilitation-FY 2020-20 | Invoice | 160343 | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------|--------|----------|--------------------|
| 11165 | Wasserman, Evan | 11/18/2020 | 3.00 | 150.00 | 450.00 | |
| | 2 hrs for review of PIRAT letter/edits, and BDEGA letter; 1 hr for correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/19/2020 | 1.50 | 150.00 | 225.00 | |
| | 1 hr for review of PIRAT letter/edits, and BDEGA letter .5 hr for communication with Chris J about IFP Gateway question | | | | | |
| 11165 | Wasserman, Evan | 11/20/2020 | 4.00 | 150.00 | 600.00 | |
| | 3hrs for review, communications/sending PIRAT letter/edits, and BDEGA letter; 1 hr for correspondence tracking | | | | | |
| 11165 | Wasserman, Evan | 11/23/2020 | 3.00 | 150.00 | 450.00 | |
| | 3 hrs for communications and drafting letters/responses for posting and sending ANR. | | | | | |
| 11165 | Wasserman, Evan | 11/24/2020 | 4.00 | 150.00 | 600.00 | |
| | 4 hrs for drafting and communications regarding the sending of letters/responses and posting | | | | | |
| 11165 | Wasserman, Evan | 11/30/2020 | 3.00 | 150.00 | 450.00 | |
| | .25 hr for sending out ANR; 1.75 for communications regarding GBAS and SFO Roundtable meeting and providing links to GBAS materials for SCSC RT members viewing; 1 hr for searching/viewing/gathering links to provide to RT members. | | | | | |
| | Associate I | | | | | |
| 11307 | Weiman, Phoebe | 11/2/2020 | 5.00 | 105.00 | 525.00 | |
| | Roundtable meeting notes. | | | | | |
| 11307 | Weiman, Phoebe | 11/3/2020 | 4.00 | 105.00 | 420.00 | |
| | Roundtable meeting notes and action Items | | | | | |
| 11307 | Weiman, Phoebe | 11/9/2020 | 1.00 | 105.00 | 105.00 | |
| | Meeting Minutes | | | | | |
| 11307 | Weiman, Phoebe | 11/12/2020 | 1.00 | 105.00 | 105.00 | |
| | Meeting Minutes review | | | | | |
| | Totals | | 49.00 | | 7,252.50 | |
| | Total Labor | | | | | 7,252.50 |
| | | | TOTAL THIS TASK: | | | \$7,252.50 |
| | | | Total this Project | | | \$11,317.50 |
| | | | Total this Report | | | \$11,317.50 |

2020-11 SCSC Roundtable Invoice 0160343

Final Audit Report

2020-12-26

| | |
|-----------------|---------------------------------------------|
| Created: | 2020-12-22 |
| By: | Andi Jordan (andi@citiesassociation.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAPuBt1dBY53YqfmQqMeXZWk3GVFBtwH8 |

"2020-11 SCSC Roundtable Invoice 0160343" History

-  Document created by Andi Jordan (andi@citiesassociation.org)
2020-12-22 - 6:43:22 PM GMT - IP address: 73.231.1.219
-  Document emailed to Mary-Lynne Bernald (mlbernal@saratoga.ca.us) for signature
2020-12-22 - 6:43:47 PM GMT
-  Email viewed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)
2020-12-26 - 6:01:27 AM GMT - IP address: 76.21.93.7
-  Document e-signed by Mary-Lynne Bernald (mlbernal@saratoga.ca.us)
Signature Date: 2020-12-26 - 6:02:59 AM GMT - Time Source: server- IP address: 76.21.93.7
-  Agreement completed.
2020-12-26 - 6:02:59 AM GMT

Plan for SCSC Roundtable – Relationship with Cities Association Santa Clara County (CASCC)

Problem Statement:

- CASCC wishes to reduce the amount of time allocated providing services to the Roundtable
- CASCC needs to minimize any liability in overseeing the Roundtable
- Roundtable would like to exercise more independence and oversight in the definition and management of its contractors
- New structure will meet all legal requirements

Summary of Recommendations:

There are several tactical areas that need to be planned for to address the “Problem Statement” listed above.

1. Program Coordinator Support

The Roundtable will contract for Program Coordinator Services from somewhere other than CASCC

2. Legal Counsel

The Roundtable will contract for Legal Counsel

3. Fiscal Agent

Continue to use CASCC as the Fiscal Agent

4. Background comments to CASCC

CASCC staff (and Executive Board) will not need to respond to feedback from Roundtable members, the public, or Congressional Offices

5. Transition Plan

Gain approval from CASCC and the Roundtable to move forward with this plan. Define and implement contracts by the end of Q1 2021.

These recommendations achieve the goals:

- CASCC will reduce the amount of time spent supporting the Roundtable
- Legal oversight will reduce liability exposure
- A clearly defined and fiscally responsible legal structure for the Roundtable will allow continual operations

DRAFT

Details of Recommendations:

1. Program Coordinator Support

The Roundtable will contract with a separate entity other than CASCC to provide Program Coordinator services. Using a different service provider will significantly reduce the time involved by CASCC Staff on Roundtable work.

The working assumption is that the Roundtable will continue to contract with ESA for these services. This is only a working assumption. The Roundtable needs to finish an updated Scope of Work (SOW), discuss with ESA, and come to contract terms.

Action - Legal Counsel, CASCC Representative, Roundtable Chair Ad Hoc and service provider would be the working group to document the roles and responsibilities for the contract.

Issue to be addressed: Funding

If we desire to change Program Coordinator resources before July 2021, then we must negotiate a new contract. Most Roundtable funds are already committed to the ESA and Legal Counsel contracts. There is a small “reserve fund” in the Roundtable budget.

The Roundtable will need authorization to reallocate some or all of these “reserves” to contract for these new services for the rest of this budget year or renegotiate the Scope of Work (SOW) in the current contract with ESA.

As we plan the budget for next fiscal year, we will consider this as an additional requirement when defining the budget and working within the revenue we collect from participating cities.

2. Legal Counsel

The Roundtable understands the requirement of CASCC that if they are our Fiscal Agent, the Roundtable will maintain Legal Counsel and require their attendance at our meetings. The Roundtable will contract for these services. Roundtable must maintain these services to be under the CASCC. The role of the Legal Counsel will be very similar to the role of the City Attorney for all of our Cities.

The Roundtable will be responsible for contracting this service. The contract will need to include a function to periodically report to the CASCC Executive Committee about the Roundtable’s compliance with requirements. (This will require a matrix management of the Legal Counsel by both the Roundtable and CASCC). The contract will specify the requirement to report any non-conformance to the CASCC Executive Board. One of the Legal Counsel roles is to act as the liaison that will ensure Roundtable is conforming to the CASCC governing rules and prevent liability to the CASCC.

DRAFT

Action - Legal Counsel, CASCC Representative and the Roundtable Chair would be the working group to document the roles and responsibilities of the different parties for final approval by the CASCC Board and Roundtable.

3. Fiscal Agent

All other Roundtables in the United States are sponsored by Airports which serve as the Fiscal Agent. CASCC has served as the SCSC Roundtable's Fiscal Agent primarily due to San Jose Airport's lack of engagement or support of the Roundtable. The Roundtable Ad Hoc has evaluated the options for using a different Fiscal Agent than CASCC. We have determined there are no other fiscally viable options.

We will need to clearly define what the role of Fiscal Agent means and does not mean. Specially, the Roundtable is looking for overall sponsorship and budgetary oversight. This means CASCC Staff will not need to be involved day-to-day activities, running of meetings or responding to requests from members of the public. CASCC contact should only be with Legal Counsel, Roundtable Chair, and contracting agencies for administrative functions.

As fiscal agent, CASCC would be limited to the following services:

- Annual collection of dues from member cities after a budget is adopted by the Roundtable Board. Questions about the budget and coordination with member cities would be the responsibility of the Roundtable.
- Pay approved consultant invoices. Consultant invoices would be reviewed and approved by the Roundtable Chair and provided to CASCC in writing. Consultant questions or billing issues would be referred to the Roundtable for resolution.
- Include Roundtable activity in the CASCC periodic financial audit. The Roundtable would be responsible for following all audit recommendations.

The Roundtable understands that CASCC is changing its organizational structure. And that new structure will allow the Roundtable to operate under this new structure, assuming the Roundtable is able to reduce the time commitment from CASCC staff and abides by any legal requirements.

Action - Legal Counsel, CASCC Representative and Executive Board, and the Roundtable Chair and Ad Hoc Committee would be the working group to document the roles and responsibilities of the different parties for final approval by the CASCC Board and the Roundtable.

4. Background comments to CASCC

The Roundtable Ad Hoc Committee has received feedback that there is a concern by CASCC, that they have received too many contacts from Roundtable Members, members of the public, and contacts from Congressional Offices.

DRAFT

With the new structure defined above, CASCC will redirect any contact from these entities to either: Legal Counsel, Roundtable Chair, or Roundtable Program Coordinator. Obviously, any items related to the Fiscal Agent responsibility would continue to be addressed by the appropriate CASCC Staff.

Responsibilities of the Program Coordinator would include:

- Preparation of Roundtable meeting agendas and minutes
- Roundtable meeting notices and virtual hosting or securing conference rooms
- Routine coordination and communications with Roundtable members, stakeholders and member city staff

NOTE: bullet points may need further reflection/definition.

At this point, ESA provides the meeting agendas and minutes, meeting notices and virtual hosting but has NOT secured conference rooms. ESA provides updates to the website and responds to requests for technical information. CASCC staff [Andi] has coordinated and communicated with city and county member staff. (This will be the future Program Coordinator's responsibility.)

Action - Clearly communicate to all parties the appropriate parties to contact. Make sure CASCC knows to whom to refer people, if they are incorrectly contacted.

5. Transition Plan

Obviously, this plan represents a course correction during this fiscal year for the Roundtable and CASCC. Any change of this magnitude requires planning and coordination.

The Roundtable and its Ad Hoc committee will assist as much as possible with this transition. But, we need to be realistic and acknowledge there will be some time required by CASCC staff to assist with this transition.

This plan will also require more work from the Legal Counsel than was originally anticipated and will most likely require contract and budget modifications.

High-Level Steps:

- Approval by CASCC
- Approval by Roundtable
- Contract/MOU for Fiscal Agent
- New Legal Counsel Contract
- Contract for Program Coordinator
 - Developing a scope of services and budget
- Communication with member cities
- Completion of a transition to new model

DRAFT

Appendix A

Efforts made to identify a new Fiscal Agent/Sponsor/Legal Status

- **2019 Met with SJC Airport Director John Aitken, Matt Kazmierzak, Vice Mayor Chappie Jones, San Jose Council Member Raul Peralez**

Request:

Airport sponsorship; City of San Jose participation

Result:

Refusal of SJC to sponsor;
Refusal of SJ City Council to join the SCSC RT unless given proportional representation based on population.

- **7/15/2020 Teleconference with County Supervisor Joe Simitian and Aide Kris Zanardi**

Request:

Possible County Sponsorship,
Legal Representation and/or
Roundtable Coordinator job share

Result:

No ability to sponsor;
Possible Legal Representation – still pursuing;
Part time county employee (required to pay benefits and CalPERS) too costly

- **7/16/2020 Teleconference with FAA Favi Garcia and Tamara Swann**

Request:

Confirm that the FAA will still recognize the legitimacy of the SCSC Roundtable with the departure of the Santa Cruz County entities;
Inquire the status of all other US Roundtables;
Inquire if there are other known options for setting up the SCSC RT

Result:

As long as members of the SFO and SJC airport staff attend our meetings, the FAA will recognize our standing;
All other US Roundtables and Noise Forums are sponsored by Community Service Airports;

DRAFT

FAA does not get involved in the formation of Roundtables and knows of no other status other than being sponsored by airports

- **7/24/2020 Zoom meeting with Cupertino City Manager Deb Fang**

Request:

What are possible alternatives to being under the umbrella of CASCC:

- JPA
- Joint Venture Silicon Valley
- Individual City acting as a fiscal agent for the RT

Result:

- JPA is too structured enough to meet the needs of a Roundtable due to State mandates and the fluid nature of the RT membership;
- It is not in the wheelhouse of JVSJ;
- Having a single City serve as the fiscal agent would create an optics problem because of the differing needs of the individual Cities.

Preferred status: remain with CASCC

Other discussion:

Given the community and member participants make-up, the SCSC RT should seek out its own legal counsel but not required at every meeting.

- **8/24/2020 Teleconference with County Legal Counsel Chris Cheleden and Steve Mitra**

Request:

Is it possible for the County to represent the SCSC RT;
What is the rate schedule?

Result:

County Legal Counsel does represent various agencies e.g. Fire Districts, the Library District, and other Public Agencies

Experienced in Municipal Law

- Would need to have well defined parameters/ create a firewall
- Would contract separately with the RT, if approved by County Counsel James Williams
- Rate Schedule
 - Attorney rate: \$264/hour
 - Paralegal rate: \$116/hour

9/14/2020 onward Follow up email requests for aid in setting up a possible 501 C"?" that could meet the needs of the RT

DRAFT

- **9/25 Telephone Conversation with CPA Paul Resnikoff regarding a 501 C6**

Request:

General information regarding setting up the correct type of 501 C
Process to procure one

Result:

Timeline is a long one – could be up to a year

- File with IRS – possibly online: receive letter of determination
 - Attorney required to re do By Laws, look into reorganizing as an association
- Cost could range between \$5000-10,000: would include substantial attorney fees

- **10/23 Emailed Letter to Kara Gross of Joint Venture Silicon Valley**

Request:

Hope of scheduling a time to talk about how Joint Venture Silicon Valley serves as an umbrella organization/fiscal agent for other local nonprofit groups and whether there might be a fit for the Santa Clara/Santa Cruz Counties/Airport Community Roundtable under your umbrella.

Result:

Pending

DRAFT

Joint Venture Silicon Valley

In today's fast-moving global economy, Silicon Valley more than ever faces mounting challenges to preserve its standing as the world's best region for innovation and entrepreneurship. To meet and act on those challenges, Joint Venture provides a neutral forum for collaborative regional thinking and leadership from both the public and private sectors.

Joint Venture builds the framework for regional thought, analysis and action by assembling Silicon Valley's leaders in business, government, academia, labor and the nonprofit sector to assess our challenges, reach consensus on the best strategies for response and work on solutions together. That's the Joint Venture way.

Our beginnings go back to 1993, when the semiconductor industry found itself facing competitive challenges from other rising tech regions in the U.S. and abroad for the first time. The concern was that Silicon Valley was falling behind and needed better ways to change, adapt and reinvent itself to compete. The region needed to be as creative in the civic realm as it had been in the entrepreneurial world.

Joint Venture was born in that environment, as an experiment in regional thought and action on issues that do not respect city limits, county borders or state lines: economic development, infrastructure, transportation, communications, education, health care, disaster planning, climate change and more.

Early skeptics doubted the notion that otherwise provincial and disparate interests could convene for a common purpose. Some still do, but the greater goal has largely prevailed. Competitive regions were largely domestic at first, but today span oceans to encompass Shanghai, Beijing, India, Ireland, Eastern Europe, South Asia and beyond.

You and your organization can join with hundreds of leaders working in teams on our current initiatives in such areas as climate prosperity, economic development, and wireless communications. Please take time to visit our initiative pages and contact us to become involved in our work.

How we use initiatives to accomplish our work

Joint Venture is often referred to as a "think tank," a common term for a body of experts providing advice and ideas on specific political or economic problems. At Joint Venture, we prefer the term "think and do tank." Along with providing data and guidance on our region's economic and community challenges, we take action on the most pressing issues by launching initiatives. For each initiative we create a plan, form a working group or task force led by board and community champions who convene to assess the need, and then carry out the necessary activities toward a solution.

The lifecycle of an initiative

All Joint Venture initiatives begin with a specific mission and identifiable goals and then are carried out to their logical conclusion. Successful initiatives culminate with their goals achieved. Others, after incubation by Joint Venture, ultimately transfer to partner organizations for long-term administration. Still others cannot reach the desired outcome due to a variety of circumstances. In all cases, we analyze the steps taken, the data collected, the accomplishments and the shortcomings, and then report the results of completed initiatives to our board and to the community.

Notes from the 10/26/2020 Meeting between Russ Hancock and MLB

SCSC RT would sever ties with CASCC

JVSV would become the Fiscal Agent and oversee our program.

They would hire a program manager who then would become part of their Administrative Staff.

They would provide the infrastructure and the office.

The program manager would hire an attorney.

For these services, JVSV would take 15% off the top when they come in the door; the rest would be allocated to the Roundtable.

Our Roundtable work would become JVSV Projects. They would convene Public Meetings.

Russ Hancock believes this venture has “opportunity to enlarge their economic development base.” He mention that SJC Airport Aviation Director John Aitken’s already serves on their Board.

Pros: SCSC RT could remain viable

Cons: We would become an Initiative; the reason for our being set up as elected officials responsible to our constituencies would be lost.

Appendix B

Draft Roundtable Program Coordinator Job Description

The Santa Clara Santa Cruz Roundtable is an organization established in 2018 to address community concerns related to noise from aircraft operating to and from, but not limited to, San Francisco International Airport (SFO) and San Jose International Airport (SJC). This voluntary committee of local elected and appointed officials provides a permanent venue for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input.

The Roundtable's mission is to address community noise concerns and make recommendations to the Regional Airports and FAA on noise-related issues.

The purpose of the SCSC RT is to continue to foster and enhance a cooperative relationship in order to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

At this point, due to financial constraints, Santa Cruz County, the City of Santa Cruz, the City of Capitola, and the City of Monte Sereno have had to withdraw their membership.

Current Membership consists of the cities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale, and the County of Santa Clara.

As a result of reduced funding, the Roundtable has authorized no more than a total of twelve meetings for this fiscal year in its FY 2020/2021 Scope of Work. The full body Roundtable will meet quarterly, while the two standing Subcommittees may fill the remaining eight slots.

The Roundtable Program Coordinator will help plan, organize, and stage the Roundtable's and the Roundtable's Subcommittee meetings and will coordinate the work of an aviation noise-mitigation technical consultant. Responsibilities will include: preparation and management of the Roundtable's work plan and annual budget; regular interaction with Roundtable members, the FAA, and the public; planning and conducting Roundtable and subcommittee meetings, including coordination of meeting times and locations; and contract management overseeing and coordinating with the expert technical consultant supporting the Roundtable's work and in general.

This is a half-time permanent position.

DRAFT

IDEAL CANDIDATE

The ideal candidate is a team player and an independently motivated individual with knowledge and experience in airport operations. The ideal candidate is also an excellent communicator (both verbally and in writing), can develop consensus, and can successfully work with a diverse community. Additionally, the ideal candidate can manage and prioritize multiple tasks in a timely manner and can provide information to other members of the staff, elected officials, aviation consultants, and the public.

The successful candidate will emphasize coordination and communication, and continually look for innovative and creative process improvements that generate more consistent and transparent outcomes. The position requires an ability to work independently with limited supervision and an ability to work from home.

QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge and skills and abilities is qualifying. A typical way to qualify is possession of a bachelor's degree and three years of professional experience.

Knowledge of:

1. Organization of local government and concepts of public administration including familiarity with codes, ordinances, and laws, including the Brown Act and Public Records Act.
2. Modern office practices, i.e., Zoom, Word Press, Office, etc.
3. Research and sources of data

Skill/Ability to:

1. Work cooperatively and effectively with the public and co-workers and work well individually and as a member of a professional and technical team
2. Produce comprehensive, clear, and concise memos, letters, and staff reports which are accurately research, focused on essential information, reflect an appropriate level of analysis, and demonstrate objectivity
3. Make concise and understandable presentations, manage related discussions, facilitate decision-making, summarize and respond to comments effectively
4. Explain policy and procedures to the public and staff
5. Facilitate problem resolution
6. Operate and retrieve information using a computer
7. Adapt to changing situations even under pressure
8. Conduct research and analysis

DRAFT



REQUEST TO PRESENT TO THE BOARD OF DIRECTORS
Return to executive_director@citiesassociation.org at least 2 weeks prior to the Board Meeting for consideration.

NAME OF ORGANIZATION: CITIZENS' CLIMATE LOBBY (CCL)

Name of Contact Person: Karl Danz

Phone: (650) 704-4546

Email: karl.w.danz@gmail.com

Presenters: Karl Danz, Diana Russell, Rahul Patel, David Cain, Angelo De Giuli

REQUEST (WHAT WILL BE PRESENTED?):

We will provide background on the growing support for carbon pricing as an important part of the solution to the climate crisis, and in particular the approach referred to as Carbon Fee & Dividend (CF&D). Much of this growing level of support is manifesting as endorsements from local governments.

We will:

- Briefly describe how CF&D works
- Provide an overview of H.R.763, current federal legislation that would implement a high-impact CF&D solution
- Describe why we feel 2021 holds much promise for getting the bill enacted

RELEVANCE TO THE CITIES ASSOCIATION:

The Cities Association can play a big role in helping to get this important bill enacted. CCL has been advocating for this legislation for ten years. One of the major factors in actually getting a bill introduced in 2018 was the large body of support from mayors, city councils, boards of supervisors, etc. Sitting down with a member of Congress and showing them a long list of municipal support in their district has a big impact. An endorsement from the Cities Association would carry a lot of weight on its own, and would also help with securing endorsements from member cities.

The Cities Association has already shown itself to be a strong influencer of action on climate change solutions, including the important work to bring Silicon Valley Clean Energy to fruition.



WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

We are requesting that the Cities Association:

- Endorse H.R.763 - The Energy Innovation and Carbon Dividend Act
- Provide CCL an opportunity to inform the 15 member cities about H.R.763

MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

We will send the materials we plan to present, in advance of the meeting. In addition, the following information can help attendees learn more in advance of the meeting:

<https://citizensclimatelobby.org/about-ccl/>

<https://energyinnovationact.org/>

<https://energyinnovationact.org/all-supporters/?opentype=local-governments>

<https://www.congress.gov/bill/116th-congress/house-bill/763/cosponsors?searchResultViewType=expanded&pageSort=lastToFirst>

<https://www.mercurynews.com/2020/12/22/opinion-climate-change-is-a-winning-issue-lets-work-together-to-solve-it/>

Statement from Silicon Valley Leadership Group:

The Silicon Valley Leadership Group supports a price on carbon. Our position on H.R. 763 is support in principle. In particular, we look forward to working with the authors to specify how they will work with California and other jurisdictions with existing carbon pricing regimes to implement a coherent carbon pricing system, and identify suitable funding streams, or suitable 'off-ramps' for existing CA state programs dependent on cap and trade revenue.

Request to Present to the Board of Directors

Return to executive_director@citiesassociation.org at least 2 weeks prior to the Board Meeting for consideration.

Request to Present to the Board of Directors

Return to executive_director@citiesassociation.org at least 2 weeks prior to the Board Meeting for consideration.

| | |
|-------------------------------------------------------------|--|
| name of organization: Silicon Valley Clean Energy | |
| Name of Contact Person: Girish Balachandran | |
| Phone: (408) 721-5301 x1005 | |
| Email: Girish@svcleanenergy.org | |
| Presenters: Girish Balachandran | |

request (what will be presented?):

SVCE has set aside \$4.7M in resiliency grants for our member agencies. We would like to present details on this program to your members to ensure city leaders are aware of the program.

relevance to the cities association:

This funding is set aside specifically for the thirteen jurisdictions in our service territory Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Saratoga, Sunnyvale and Unincorporated Santa Clara County. The twelve cities are members of the Cities Association.

what action is requested of the cities ASSOCIATION?

No requested action.

materials to be sent to support presentation:

PowerPoint presentation.