From:	Paul Mitchell
To:	Joyce; Crossman, Brian (CAT); Bollinger, Brett (CPC); Van de Water, Adam (ECN); Mary Murphy (mgmurphy@gibsondunn.com); WManley@rmmenvirolaw.com; Oerth, Sally (CII); Malamut, John (CAT); Clarke Miller; Kate Aufhauser; Kern, Chris (CPC)
Cc:	Karen Lancelle; Danielle Dowler; Brian Boxer; Gary Oates
Subject:	Revised Final Memo of Procedures for Maintaining the GSW AR Website
Date:	Thursday, June 11, 2015 11:40:29 AM
Attachments:	GSW Admin Record Update Procedures_FINAL_rev.docx
Importance:	High

All:

Attached is a *revised* Final memo outlining the procedures for maintaining the GSW administrative record website in compliance with AB 900. (Brett indicates the City slightly revised one of the email addresses for sending documents to [cpc-warriorsadmin@sfgov.org])

As noted, these procedures are effective immediately.

Brett, please forward a copy of this *revised* final memo to the appropriate people at SFMTA and inform them of the purpose of the memo (if members of the public or other agencies were to contact them directly, rather than follow the procedures that are specified in the Draft SEIR and the Notice of Availability).

Please contact Joyce or me if there are any questions on this process.

Thank you.

Paul Mitchell
ESA | Community Development
550 Kearny Street, Suite 800
San Francisco, CA 94108
415.896-5900 | 415.896-0332 fax
pmitchell@esassoc.com

From: Joyce
Sent: Wednesday, June 10, 2015 9:25 AM
To: Brian Crossman; Brett Bollinger; Adam Van de Water; Mary Murphy (mgmurphy@gibsondunn.com); WManley@rmmenvirolaw.com; Sally Oerth; John Malamut; Clarke Miller; Kate Aufhauser; Chris Kern
Cc: Paul Mitchell; Karen Lancelle; Danielle Dowler; Brian Boxer; Gary Oates
Subject: Re: Meeting to Discuss On-going Update of AB 900 Administrative Record

All,
Attached is the Final memo outlining the procedures for maintaining the GSW administrative record website in compliance with AB 900. As noted, these procedures are effective immediately, especially considering that EP has already received at least one email from the public.

Brett, can you please forward a copy of the final memo to the appropriate people at SFMTA and inform them of the purpose of the memo? The only reason to include them is if members of the

public or other agencies were to contact them directly, rather than follow the procedures that are specified in the Draft SEIR and the Notice of Availability.

Please contact Paul Mitchell or me if there are any questions on this process.

thank you,
Joyce

Joyce S. Hsiao
Principal
Orion Environmental Associates
211 Sutter Street, #803
San Francisco, CA 94108
Phone (415) 951-9503
joyce@orionenvironment.com

On 6/9/2015 9:46 PM, Brian Crossman wrote:

> Joyce,
>
> Thank you for preparing this so quickly. I apologize that I am only getting to my review of it now. I do have one question/comment:
>
> My review is needed for the internal documents and correspondence that are sent to the cpc.warriorsadmin@sfgov.org email address. However, I believe the email to warriors@sfgov.org from the public, should be transmitted directly to (or accessable by) ESA, so as not to slow down review of the internal documents and ensure that email comments on the project are made available to the public within five days of receipt. Otherwise, a project comment emailed on Thursday would not be posted until the following Wednesday -- more than five days after receipt. Perhaps that is already everyone's understanding of this protocol, but it wasn't clear to me when I read it.
>
> I will be back in the office tomorrow and available to discuss further if needed. Feel free to give me a call in the morning if my comment isn't clear or I've misunderstood the protocol.
>
> Thanks,
> Brian
>
> Sent from my iPhone
>
> On Jun 9, 2015, at 3:41 PM, Joyce Hsiao <joyce@orionenvironment.com> wrote:
>
>> All,

Thank you for a very productive conference call this morning on this topic. Attached is a draft memo for your that lays out the agreed upon process. Please contact Paul or me **by COB today** if you have any comments or edits to this memo. If the memo is acceptable as is, we will then send it to SFMTA. As indicated in the memo, this procedure is effective immediately, so we need to get started ASAP.

Joyce

Joyce S. Hsiao
Principal
Orion Environmental Associates
211 Sutter Street, #803
San Francisco, CA 94108
Phone (415) 951-9503
joyce@orionenvironment.com

On 6/8/2015 11:56 AM, Paul Mitchell wrote:

> All:
>
> We would like to arrange a meeting, preferably for this Tuesday (can be conference call) to discuss requirements for updating AB 900 Administrative Record (AR) as we move forward, including agreeing on a protocol for regularly providing City/sponsor email correspondence to add to the AR.
>
> I will be sending out a Doodle meeting availability request to everyone shortly. We ideally would like to arrange this meeting for tomorrow, as this Wednesday, there are multiple conflicts.
>
> I am including two additional GSW team members in this email (Brian Crossman – City Attorney's office; and Sally Oerth – representing OCII)
>
> Paul Mitchell
> ESA | Community Development
> 550 Kearny Street, Suite 800
> San Francisco, CA 94108
> 415.896-5900 | 415.896-0332 fax
> pmitchell@esassoc.com

<AR Update Procedures_jsh.docx>