From:	Joyce Hsiao
To:	Crossman, Brian (CAT)
Cc:	Bollinger, Brett (CPC); Van de Water, Adam (ECN); Mary Murphy (mgmurphy@gibsondunn.com); WManley@rmmenvirolaw.com; Oerth, Sally (CII); Paul Mitchell; Malamut, John (CAT); Clarke Miller; Kate Aufhauser; Kern, Chris (CPC); Karen Lancelle; Danielle Dowler
Subject:	Re: Meeting to Discuss On-going Update of AB 900 Administrative Record
Date:	Tuesday, June 09, 2015 11:50:01 PM
Attachments:	AR Update Procedures_jsh_rev1.docx

Brian,
Thank you for your careful review, and I believe you are correct. I've revised the memo to distinguish between internal documents/ correspondence and public/non-City agency documents. Hopefully, this is clear in the revised memo.

Please call me in the morning if you'd like to discuss, preferably before 10 AM. I would call you, but I don't have your phone number. We're concerned that we start this process immediately so that we don't miss any of the deadlines for posting, so we really do need to work this out as quickly as possible.

Thanks!
Joyce

Joyce S. Hsiao
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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>