



360 Lakeside Ave.  
Redlands, CA 92373  
(909) 793-8498 www.intpln.com

April 14, 2011

Joseph McGahan  
SJVDA Project Manager  
San Joaquin Valley Drainage Authority  
P.O. Box 1122  
887 N. Irwin Street  
Hanford, CA 93232

Dear Mr. McGahan,

Enclosed is the March 2011 invoice and supporting documentation. Please review this information and let us know if you have any questions. Enclosed is a statement that summarizes the total hours and costs per Task and the remaining balances in each Task.

Invoice Job	201101
Invoice Number	231
Invoice Date	3/31/2011
Invoice Amount	\$24,418.53
Retainage	\$2,441.85
Balance Due this Invoice	\$21,976.68

**Project Status**

See attached Task summary.

Thank you for choosing Integrated Planning and Management Inc.

Sincerely,

Daniel B. Cozad  
Principal  
Integrated Planning and Management Inc.

- Attachments 1 - Invoice  
2 - Task Summary Statement  
3 - Hours/Cost Statement  
4 - Supporting documents by individual  
5 - Receipts for travel/ODC



## CV-SALTS Management, Facilitation and Administration Project

Invoice March 1 through March 31, 2011

**Total Labor Costs** **\$23,421.25**

### Travel and ODC

<b>Daniel Cozad</b>		
3/17/2011	Southwest	\$185.70
	Inn Off Capitol Par	\$47.19
	Park n Fly	\$8.95
	<b>Total</b>	<b>\$241.84</b>
<b>Charles Gardiner</b>		
2/24/2011	Mileage	\$47.50
	Tolls/Parking	
	<b>Total</b>	<b>\$47.50</b>
<b>Tim Moore</b>		
3/17/2011	Southwest	\$589.10
	Springhill Suites	\$84.00
	Hertz Rental Car	\$34.84
	<b>Total</b>	<b>\$707.94</b>

**Total Travel and ODC's** **\$997.28**

**Total Invoice** **\$24,418.53**

10% Retainage \$2,441.85

<b>Balance Due this Invoice</b>	<b>\$21,976.68</b>
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**Total Retainage withheld** **\$2,441.85**

# CV-SALTS Management, Facilitation and Administration 2011

## Project Summary by Task

### Project Name

CV-SALTS Management, Facilitation and Administration 2011

### Month:

March 2011

Project Information (progress toward each task):

## Task 1.0 Program Coordination

### 1.0 Program Coordination

Homework exercise coordination, draft Delta plan letter and Board staff issues on variance and chair were addressed. Admin and billing coordination and invoice/summary statement with supporting documentation were completed.

#### 1.1.1 Salty 5 Meetings

Salty 5 meeting was held and follow-up completed. Program development efforts and management reporting began.

#### 1.1.2 Committees: Tech and etc.

Executive Committee, Knowledge Gained, Technical and Management Practice Committee agendas were prepared and e-mailed.

#### 1.1.3 Other Meetings and Documentation

No budgeted work in this contract year.

## Task 2: Meeting Management and Facilitation

### 2.0 Meeting Management and Facilitation

Standing Rules modifications for meeting were reviewed/edited and approved.

#### 2.1 Coordinated Meeting Schedule

CVSC calendar changes and coordination was accomplished to add new meeting dates.

### 2.2 Meeting Support

#### 2.2.1 Agenda Preparation

Delphi questionnaire for the Executive Committee was prepared along with the agenda.

#### 2.2.2 Logistics/Attendance

Agenda package, meeting preparation and setup were completed and CV-SALTS meetings attended on March 17th.

### **2.2.2 i Conference Calls**

Knowledge Gained conference call coordination and Technical Committee and BMP teleconference preparation was completed and calls were held. Management practice conference call materials were prepared.

### **2.2.3 Documentation**

Summary notes were prepared and reviewed. Executive Committee homework assignment and meeting notes were completed.

### **2.2.4 Decision Facilitation**

Tim facilitated regulatory policy discussion in Executive Committee meeting.

## **Task 3 Communication, Outreach and Information Exchange**

### **3.0 Communication, Outreach and Information Exchange**

Miscellaneous correspondence and outreach coordination was completed including Delta Plan letter.

### **3.1 E-mail Database**

E-mail list was updated with new participants. E-mailed Executive Committee agenda and announcement.

### **3.2 CV-SALTS Stakeholder Website**

Website maintenance and assistance and file updates

#### **3.2.1 Website Redesign**

Reviewed website design templates and contractors

#### **3.2.2 Website Implementation**

No work completed to date

### **3.3 Outreach**

Leadership Group recommendations memo was written along with the PEO Committee notes.

### **3.4 Facilitate 2011 and 2012 Leadership Group Meetings**

#### **3.4.1 2011 Leadership Group Workshop**

Leadership Group meeting notes were completed.

#### **3.4.2 2012 Leadership Group Workshop**

No work budgeted for this year contract.

## **Task 4: Identify and Pursue Funding**

### **4.1 Increase CVSC Membership**

Coordination for Bob Gore meeting, Delta Council and FREP with WPHA with calls/meetings held. Calls and e-mails to potential and future members were made.

### **4.2 Identify Grant Funding Opportunities**

IRWM conference coordination was conducted.

#### **4.2.1 Develop Funding Needs Request**

No work completed to date

#### **4.2.2 Foundation Database Search and Assessment Report**

No work completed to date

### **4.3 Support Proposal Development**

No work completed to date

## **Task 5 Development Support and Management of Selected Contracts**

### 5.0 Development and Support and Solicit of Selected Contracts

Developed Technical Project Manager scope of work.

### 5.1 Oversee and Manage Contracts and Subcontracts

No work completed to date

## **Task 6 Refine Policy Framework Strategy and Workplan**

### 6.1 Refine Policy and Framework

Policy framework development was initiated.

### 6.2 Update Existing Strategy and Workplan

No work completed to date

## **Task 7 Develop Scope of Work for Elements in Updated Workplan**

### 7.1 SOW Outline for Technical Input

No work completed to date

### 7.2 Finalize SOW

No work completed to date

**Schedule Information (status of project schedule):**

Project is currently on schedule. Plan for accelerated meetings will advance the schedule, scope and cost.

**Anticipated Activities in Next Month:**

Salty 5, Executive Committee meetings, outreach, conference calls for committees and initiation of web design

## CV-SALTS Management, Facilitation and Administration Project

March 1 - 31, 2011

Tasks	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours To Date	Total Cost	Hours Remaining	Cost Remaining
	Mar. Prog Mgr		Mar. Risk Sciences		Mar. Admin		Mar. Comm		Mar. Writer Graphics		To Date	To Date	ALL	ALL
<b>Task 1: Program Coordination</b>														
1.0 Program Coordination	6.5	\$1,430		\$0	13.75	\$894		\$0		\$0	41.75	\$6,123.75	130.25	25,776.25
1.1 CV-SALTS Committee Coordination														
1.1.1 Salty 5 Meetings	3	\$660		\$0	2.5	\$163		\$0		\$0	9.25	\$1,531.25	62.75	11,548.75
1.1.2 Committees:Tech and etc.	1	\$220		\$0	2.5	\$163		\$0		\$0	3.50	\$382.50	53.50	9,157.50
1.1.3 Other Meetings and Documentation		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	0.00	-
Subtotal Task 1:	10.5	\$2,310	0	\$0	18.75	\$1,219	0	\$0	0	\$0	54.50	\$8,037.50	246.50	46,482.50
<b>Task 2: Meeting Management and Facilitation</b>														
2.0 Meeting Management and Facilitation	2	\$440		\$0		\$0		\$0		\$0	3.50	\$770.00	48.50	10,050.00
2.1 Coordinated Meeting Schedule	0.5	\$110		\$0	0.75	\$49		\$0		\$0	1.25	\$158.75	5.75	916.25
2.2 Meeting Support														
2.2.1 Agenda Preparation	2	\$440	2	\$600	7.25	\$471		\$0		\$0	15.25	\$2,081.25	80.75	13,518.75
2.2.2 Logistics/Attendance	13	\$2,860		\$0	11	\$715		\$0		\$0	44.75	\$6,783.75	219.25	32,696.25
2.2.2 i. Conference Calls	4	\$880		\$0	4.25	\$276		\$0		\$0	15.75	\$2,263.75	124.25	19,236.25
2.2.3 Documentation	1	\$220		\$0	12.25	\$796		\$0		\$0	25.25	\$2,416.25	34.75	3,343.75
2.2.4 Decision Facilitation		\$0	8	\$2,400	1	\$65		\$0		\$0	9.00	\$2,465.00	115.00	27,215.00
Subtotal Task 2:	22.5	\$4,950	10	\$3,000	36.5	\$2,373	0	\$0	0	\$0	114.75	\$16,938.75	628.25	106,976.25
<b>Task 3: Communication, Outreach and Information Exchange</b>														
3.0 Communication, Outreach and Information Exchange	2	\$440		\$0	11.25	\$731		\$0		\$0	15.25	\$1,611.25	66.75	7,938.75
3.1 Email Database	1	\$220		\$0	7	\$455		\$0		\$0	10.50	\$992.50	61.50	5,547.50
3.2 CV-SALTS Stakeholder Website	2	\$440		\$0	9.75	\$634		\$0		\$0	18.00	\$1,790.00	120.00	13,060.00
3.2.1 Website Redesign	2	\$440		\$0	1	\$65		\$0		\$0	3.00	\$505.00	17.00	2,235.00
3.2.2 Website Implementation		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	10.00	1,890.00
3.3 Outreach	2	\$440		\$0		\$0	8.75	\$1,575		\$0	19.00	\$2,666.25	99.00	17,083.75
3.4 Facilitate 2011 and 2012 Leadership Group Meetings														
3.4.1 2011 Leadership Group Workshop		\$0		\$0	6	\$390		\$0		\$0	52.00	\$9,760.00	0.00	-
3.4.2 2012 Leadership Group Workshop		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	0.00	-
Subtotal Task 3:	9	\$1,980	0	\$0	35	\$2,275	8.75	\$1,575	0	\$0	117.75	\$17,325.00	374.25	47,755.00
<b>Task 4 Identify and Pursue Funding</b>														
4.1 Increase CVSC Membership	6.5	\$1,430		\$0		\$0		\$0		\$0	10.00	\$2,200.00	118.00	17,200.00
4.2 Identify Grant Funding Opportunities	1.5	\$330		\$0		\$0		\$0		\$0	1.50	\$330.00	26.50	4,170.00
4.2.1 Develop Funding Needs for Requests		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	36.00	5,220.00
4.2.2 Foundation Database Search and Assessment Report		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	21.00	2,340.00
4.3 Support Proposal Development		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	62.00	7,610.00
Subtotal Task 4:	8	\$1,760	0	\$0	0	\$0	0	\$0	0	\$0	11.50	\$2,530.00	263.50	36,540.00
<b>Task 5 Development Support and Management of Selected Contracts</b>														
5.0 Development Support and Solicit of Selected Contracts	7	\$1,540		\$0		\$0		\$0		\$0	7.00	\$1,540.00	25.00	3,640.00
5.1 Oversee and Manage Contracts and Subcontracts		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	64.00	9,120.00
Subtotal Task 5:	7	\$1,540	0	\$0	0	\$0	0	\$0	0	\$0	7.00	\$1,540.00	89.00	12,760.00
<b>Task 6 Refine Policy Framework Strategy and Workplan</b>														
6.1 Refine Policy and Framework	2	\$440		\$0		\$0		\$0		\$0	2.00	\$440.00	94.00	14,180.00
6.2 Update Existing Strategy and Workplan		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	100.00	15,920.00
Subtotal Task 6:	2	\$440	0	\$0	0	\$0	0	\$0	0	\$0	2.00	\$440.00	194.00	30,100.00
<b>Task 7 Develop Scope of Work for Elements in Updated Workplan</b>														
7.1 SOW Outline for Technical input		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	40.00	5,700.00
7.2 Finalize SOW		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	20.00	2,540.00
Subtotal Task 7:	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0.00	\$0.00	60.00	8,240.00
<b>PROJECT TOTAL</b>	<b>59</b>	<b>\$12,980.00</b>	<b>10</b>	<b>\$3,000.00</b>	<b>90.25</b>	<b>\$5,866.25</b>	<b>8.75</b>	<b>\$1,575.00</b>	<b>0</b>	<b>\$0</b>	<b>307.50</b>	<b>\$46,811.25</b>	<b>1855.50</b>	<b>280,613.75</b>



## CV-SALTS Management, Facilitation and Administration Project

Date	Description	Task	Team Member	Hours
3/2/2011	Coordinate FREP with WPHA and call	4.1 Increase CVSC Membership	Program Manager	1.5
3/2/2011	FREP/CDFA and Delta Council Knowledge Gained conference call	3.3 Outreach	Program Manager	2
3/3/2011	coordination Technical and BMP teleconference	2.2.2 i. Conference Calls	Program Manager	1
3/3/2011	coordination and materials	2.2.2 i. Conference Calls	Program Manager	2
3/6/2011	Salty 5 agenda	1.1.1 Salty 5 Meetings	Program Manager	1
3/6/2011	Executive Committee agenda	2.2.1 Agenda Preparation	Program Manager	2
3/7/2011	Admin coordination	1.0 Program Coordination	Program Manager	2.5
3/7/2011	Salty 5 meeting	1.1.1 Salty 5 Meetings	Program Manager	2
3/8/2011	Executive Committee materials	2.2.2 Logistics/Attendance	Program Manager	1.5
3/10/2011	Agenda package preparation	2.2.2 Logistics/Attendance	Program Manager	1.5
3/11/2011	IRWM conference coordination	4.2 Identify Grant Funding Opportunities	Program Manager	1.5
3/14/2011	Board staff issues on variance and chair	1.0 Program Coordination	Program Manager	1.5
3/14/2011	E-mail database updates Funding and fundraising coordination for new members	3.1 Email Database	Program Manager	1
3/14/2011		4.1 Increase CVSC Membership	Program Manager	2
3/15/2011	Executive Committee meeting prep	2.2.2 Logistics/Attendance	Program Manager	2
3/15/2011	BUOS and web site assistance Materials prep for Technical Project Manager scope	3.2 CV-SALTS Stakeholder Website	Program Manager	1
3/15/2011		5.0 Development Support and Solicit of Selected	Program Manager	1.5
3/16/2011	Delta Council coordination	4.1 Increase CVSC Membership	Program Manager	1
3/17/2011	CV-SALTS meetings	2.2.2 Logistics/Attendance	Program Manager	8
3/18/2011	Draft Delta plan letter	1.0 Program Coordination	Program Manager	1
3/18/2011	CVSC calendar changes	2.1 Coordinated Meeting Schedule	Program Manager	0.5
3/18/2011	Coordinate Bob Gore meeting	4.1 Increase CVSC Membership	Program Manager	1
3/18/2011	Technical Project Manager scope	5.0 Development Support and Solicit of Selected	Program Manager	2
3/21/2011	Notes review	2.2.3 Documentation	Program Manager	1
3/21/2011	Technical Project Manager scoping	5.0 Development Support and Solicit of Selected	Program Manager	2
3/24/2011	Support and agenda development	1.1.2 Committees:Tech and etc.	Program Manager	1
3/28/2011	CV-SALTS website development	3.2.1 Website Redesign	Program Manager	2
3/28/2011	Policy framework	6.1 Refine Policy and Framework	Program Manager	2
3/28/2011	Meeting coordination with subcomm Management Practice conference call materials	2.0 Meeting Management and Facilitation	Program Manager	2
3/29/2011		2.2.2 i. Conference Calls	Program Manager	1
3/29/2011	Technical PM scope	5.0 Development Support and Solicit of Selected	Program Manager	1
3/30/2011	Miscellaneous correspondence and Website maintenance	3.0 Communication, Outreach and Information E	Program Manager	2
3/30/2011		3.2 CV-SALTS Stakeholder Website	Program Manager	1
3/30/2011	Membership coordination and Outreach	4.1 Increase CVSC Membership	Program Manager	1
3/30/2011	Technical PM scope	5.0 Development Support and Solicit of Selected	Program Manager	0.5
3/31/2011	Homework exercise coordination	1.0 Program Coordination	Program Manager	1.5
<b>Total Hours</b>				<b>59</b>

**CV-SALTS Management, Facilitation and Administration Project**

<b>Date</b>	<b>Description</b>	<b>Task</b>	<b>Team Member</b>	<b>Hours</b>
3/17/2011	Facilitated regulatory policy discussion in Exec. Committee meeting	2.2.4 Decision Facilitation	Policy Consultant	8
3/17/2011	Prepared Delphi questionnaire for the Exec. Committee scheduled on April 12.	2.2.1 Agenda Preparation	Policy Consultant	2

**Monthly Report of Activities - Communications**

**March 1 through March 31, 2011**

**CV-SALTS Management, Facilitation and Administration Project**

<b>Date</b>	<b>Description</b>	<b>Task</b>	<b>Team Member</b>	<b>Hours</b>
3/2/2011	Leadership Group recommendations memo	3.3 Outreach	Comm. Advisor	1.25
3/7/2011	Salty 5 conference call	3.3 Outreach	Comm. Advisor	1.25
3/17/2011	Executive Comm mtg. and PEO committee	3.3 Outreach	Comm. Advisor	5
3/21/2011	PEO committee notes	3.3 Outreach	Comm. Advisor	1.25
Total				8.75

**CV-SALTS Management, Facilitation and Administration Project**

<b>Date</b>	<b>Description</b>	<b>Task</b>	<b>Team Member</b>	<b>Hours</b>
3/1/2011	Email	3.1 Email Database	Admin. Support	0.5
3/1/2011	Leadership Group meeting notes	3.4.1 2011 Leadership Group Workshop	Admin. Support	4
3/2/2011	Prelim agenda for Executive Committee meeting	2.2.1 Agenda Preparation	Admin. Support	1.5
3/2/2011	Summary notes revision	2.2.3 Documentation	Admin. Support	0.75
3/2/2011	Email	3.1 Email Database	Admin. Support	1
3/2/2011	Leadership Group meeting notes	3.4.1 2011 Leadership Group Workshop	Admin. Support	2
3/3/2011	Exec Committee agenda revision	2.2.1 Agenda Preparation	Admin. Support	0.25
3/3/2011	Summary notes revision	2.2.3 Documentation	Admin. Support	2
3/3/2011	Email	3.0 Communication, Outreach and Informat	Admin. Support	0.5
3/3/2011	Website file updates	3.2 CV-SALTS Stakeholder Website	Admin. Support	1
3/4/2011	Exec Comm agenda/meeting note revision	2.2.2 Logistics/Attendance	Admin. Support	2.25
3/4/2011	February timesheets	2.2.3 Documentation	Admin. Support	1
3/4/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	0.5
3/7/2011	Salty 5 call	1.1.1 Salty 5 Meetings	Admin. Support	1
3/7/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	0.75
3/7/2011	Website file updates	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.75
3/8/2011	Purchase and install Adobe Acrobat for agenda prep	2.2.1 Agenda Preparation	Admin. Support	1
3/8/2011	Agenda preparation	2.2.1 Agenda Preparation	Admin. Support	2
3/8/2011	Executive Committee meeting prep/call w/ Daniel	2.2.2 i. Conference Calls	Admin. Support	1
3/8/2011	Website file updates	3.2 CV-SALTS Stakeholder Website	Admin. Support	2
3/9/2011	Project fork/website/adobe acrobat	1.0 Program Coordination	Admin. Support	3
3/10/2011	Exec Comm meeting prep	2.2.2 Logistics/Attendance	Admin. Support	1.5
3/10/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	1.5
3/10/2011	Agenda web capture/upload	3.2 CV-SALTS Stakeholder Website	Admin. Support	1
3/11/2011	Call with Daniel	2.2.2 i. Conference Calls	Admin. Support	1.75
3/11/2011	Website/calendar/file updates/publish docs	3.2 CV-SALTS Stakeholder Website	Admin. Support	2.5
3/14/2011	Email file work/organization	1.0 Program Coordination	Admin. Support	1
3/14/2011	Post/email exec committee agenda/announcement	3.1 Email Database	Admin. Support	2.5
3/15/2011	Salty 5 notes	1.1.1 Salty 5 Meetings	Admin. Support	1.5
3/15/2011	Update tribal letter addresses	3.0 Communication, Outreach and Informat	Admin. Support	0.5
3/15/2011	Update email lists	3.1 Email Database	Admin. Support	1
3/15/2011	Reviewed website design templates	3.2.1 Website Redesign	Admin. Support	1
3/16/2011	Purchased installed Office 2011 for Outlook	1.0 Program Coordination	Admin. Support	2
3/17/2011	Attend Executive Committee meeting	2.2.2 Logistics/Attendance	Admin. Support	6
3/18/2011	Call with Diana	1.0 Program Coordination	Admin. Support	0.25
3/18/2011	Knowledge Gained Committee agenda	1.1.2 Committees:Tech and etc.	Admin. Support	1
3/18/2011	Tech project manager call	2.2.2 i. Conference Calls	Admin. Support	1.5
3/19/2011	Knowledge Gained Committee agenda	1.1.2 Committees:Tech and etc.	Admin. Support	0.5
3/20/2011	Mail out agenda	1.1.2 Committees:Tech and etc.	Admin. Support	1
3/21/2011	Post new versions of lists/email review	3.0 Communication, Outreach and Informat	Admin. Support	2.25
3/21/2011	Email database update	3.1 Email Database	Admin. Support	1
3/21/2011	Update 2011 calendar and post	3.2 CV-SALTS Stakeholder Website	Admin. Support	2
3/22/2011	Check email	3.0 Communication, Outreach and Informat	Admin. Support	0.25
3/24/2011	BMP Committee meetomatic scheduling	2.1 Coordinated Meeting Schedule	Admin. Support	0.75
3/24/2011	Exec Committee homework assignment	2.2.3 Documentation	Admin. Support	1
3/24/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	0.25

3/25/2011	Executive Committee meeting notes	2.2.3 Documentation	Admin. Support	1
3/25/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	1
3/26/2011	Resend Exec Comm homework due to network issue	3.0 Communication, Outreach and Informat	Admin. Support	1
3/27/2011	Executive Committee meeting notes	2.2.3 Documentation	Admin. Support	2
3/27/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	0.5
3/28/2011	Revise meeting notes	2.2.3 Documentation	Admin. Support	4.5
3/28/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	0.75
3/29/2011	Revise Exec Comm homework due date to 4/4	1.0 Program Coordination	Admin. Support	1
3/29/2011	Executive Committee meeting notes	2.2.2 Logistics/Attendance	Admin. Support	0.5
3/29/2011	BMP call organization/schedule	2.2.4 Decision Facilitation	Admin. Support	1
3/30/2011	Post/distribute BMP Agenda	2.2.1 Agenda Preparation	Admin. Support	1.5
3/30/2011	Email communications and review	3.0 Communication, Outreach and Informat	Admin. Support	1.5
3/30/2011	Email database update	3.1 Email Database	Admin. Support	1
3/31/2011	Prep/email Exec Committee prelim agenda for 4/12	2.2.1 Agenda Preparation	Admin. Support	1
3/31/2011	Review notes	2.2.2 Logistics/Attendance	Admin. Support	0.75
3/31/2011	Post BMP agenda	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.5
Subtotal Daphne				83.75
3/14/2011	Enter timesheet hours, ODC and travel	1.0 Program Coordination	Admin. Support	1
3/15/2011	Prepare task summary statement Prepare invoice and supporting documents by	1.0 Program Coordination	Admin. Support	2
3/16/2011	person	1.0 Program Coordination	Admin. Support	1.5
3/18/2011	Finalize invoice package for mailing	1.0 Program Coordination	Admin. Support	2
Subtotal Diana				6.5
Total Admin hours: 90.25				



**Thank you for your purchase!**

**Air Confirmation: X6APSO**

Ontario, CA to Sacramento, CA (03/16/2011 - 03/17/2011)

**Air**

Confirmation: X6APSO  
Air Total: \$371.40

**Car**

Choose from 14 different rental companies.  
[Browse cars](#)

**Hotel**

Shop over 40,000 hotels  
[Browse hotels](#)

**Total Paid Now \$371.40**

**Trip Total \$371.40**

**Air**

<b>Passenger Type</b>	<b>Name</b>	<b>Confirmation Number</b>	<b>Rapid Rewards Number</b>
ADULT	DANIEL COZAD	X6APSO	61984285

**ITINERARY**

DEPART	<a href="#">Anytime Fare</a>	#1644	Depart <b>Ontario/LA, CA (ONT)</b>	<b>6:00 AM</b>
MAR	<b>Ontario, CA to Sacramento, CA</b>		Arrive in <b>Sacramento, CA (SMF)</b>	<b>7:25 AM</b>
<b>16</b>	Wednesday, March 16, 2011			
	Travel Time 1 h 25 m			
	(Nonstop)			
RETURN	<a href="#">Anytime Fare</a>	#1920	Depart <b>Sacramento, CA (SMF)</b>	<b>7:25 PM</b>
MAR	<b>Sacramento, CA to Ontario, CA</b>		Arrive in <b>Ontario/LA, CA (ONT)</b>	<b>8:40 PM</b>
<b>17</b>	Thursday, March 17, 2011			
	Travel Time 1 h 15 m			
	(Nonstop)			

**PRICE**

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	ONT-SMF	<a href="#">Anytime</a>	\$162.79	\$22.91	1	\$185.70
Adult	Return	SMF-ONT	<a href="#">Anytime</a>	\$162.79	\$22.91	1	\$185.70
Please read the <a href="#">fare rules</a> associated with this purchase.				\$325.58	\$45.82	1	<u>\$371.40</u>

Rapid Rewards points will be deposited into the Member's account once the entire ticket has been flown, exchanged, or refunded (if applicable).

**Total \$371.40**

**Billing**

50/50 split \$339.40

SBUWCD \$169.70

CV-SALTS \$169.70

<b>Purchaser Name</b>	<b>Billing Address</b>
Daniel Cozad	360 LAKESIDE AVE REDLANDS, CA 92373-4946

Form of Payment

Amount Applied

1/2 entered QB

Daniel Cozad

From: Southwest Airlines [SouthwestAirlines@luv.southwest.com]  
 Sent: Thursday, March 10, 2011 6:19 PM  
 To: DCOZAD@USA.NET  
 Subject: Air Confirmation COZAD/DANIEL BRYAN - X6APSO



**COZAD/DANIEL BRYAN**      **Confirmation Date:** March 8, 2011      **Confirmation Number:** X6APSO

**Passenger Information**

Passenger(s)	Account Number	Ticket #	Expiration <sup>1</sup>	Estimated Points Earned
COZAD/DANIEL BRYAN	00000061984285	5262160755862	Mar 7, 2012	3500

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.

**Itinerary**

**Depart:** ONTARIO CA TO SACRAMENTO CA ( Travel Time: 1 hrs 25 mins )

Date	Flight	Flight Information
Wed Mar 16	1644	Depart ONTARIO CA (ONT) at 06:00 AM Arrive in SACRAMENTO CA (SMF) at 07:25 AM

**Return:** SACRAMENTO CA TO ONTARIO CA ( Travel Time: 1 hrs 15 mins )

Date	Flight	Flight Information
Thu Mar 17	1920	Depart SACRAMENTO CA (SMF) at 7:25 PM Arrive in ONTARIO CA (ONT) at 8:40 PM

**Cost and Payment Summary**

Base Fare	\$325.60
+Excise Taxes	\$24.40
<b>Advertised Fare</b>	<b>\$350.00</b>
+ Segment Fee	\$7.40
+ Passenger Facility Charge	\$9.00
+ Security Fee <sup>2</sup>	\$5.00
<b>Total Payment</b>	<b>\$371.40</b>

**Current Payment(s):**  
 Mar 10, 2011 Visa XXXXXXXXXXXX4385 \$32.00  
 Mar 8, 2011 Ticket Exchange \$339.40

**Save up to 30%**  
 plus earn **DOUBLE POINTS**  
 GET THIS DEAL >>>  
 Budget

**EARLYBIRD CHECK-IN**  
 Let us take care of Checkin for you.  
 ONLY \$10 ONE-WAY  
 Purchase EarlyBird

**Need A Car?**  
  
 Browse All Cars

**Where to Stay**  
  
 Browse All Hotels

**What To Do**  
  
 Travel Guide

50/50 split  
 SBVWCD \$16.00  
 CV-SALTS \$16.00

entered AB

D. Cozad



**Inn Off Capitol Park, an Ascend  
Collection hotel (CAC81)**

1530 N Street  
Sacramento, CA 95814  
(916) 447-8100  
GM.CAC81@choicehotels.com

Account: 176781753

Date: 3/17/11

Room: 318 SGM

Arrival Date: 3/16/11

Departure Date: 3/17/11

Check In Time: 3/16/11 5:06 PM

Check Out Time: 3/17/11 7:44 AM

Rewards Program ID: GP-DXC25033

You were checked out by: pdunne.cac81

You were checked in by: mkenne.cac81

**Total Balance Due: 0.00**

COZAD, DANIEL  
1630 W REDLANDS BLVD  
REDLANDS, CA 92373

Post Date	Description	Comment	Amount
3/16/11	Room Charge	#318 COZAD, DANIEL	84.00
3/16/11	Occupancy Tax		10.08
3/16/11	Other Tax		0.30
3/17/11	Visa Payment		(94.38)

XXXXXXXXXXXX4385

**Folio Summary 3/16/11 - 3/17/11**

		84.00
Occupancy Tax		10.08
Other Tax		0.30
Visa Payment		(94.38)

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to Choice Privileges points.

Balance Due: **0.00**

x \_\_\_\_\_

50/50 split  
SBVWCD \$47.19  
CV-SALTS \$47.19  
94.38

entered QB

D. Cozad

Park 'N Fly  
3555 E. Airport Drive  
Ontario, CA 91761  
909-937-7111

A Booth 03/17/11 19:06  
Cashier 29  
Receipt 084612

Short-term parking tkt  
1 - No. 072545

03/16/11 05:00 -  
03/17/11 19:06 -

Period 1d14h7'  
(PARKNG) \$21.50  
4004 4004 \$( 3.60)

Sub Total \$17.90  
PARKNG \$0.00

Total \$17.90

Payment Received  
VISA \$17.90  
XXXXXXXXXXXX4385  
Merch:625029512886  
Auth:123359  
Type: Keyed

All Amounts in USD.

\*\*\*Thank You\*\*\* Split: 50/50  
SBVWCD \$ 8.95  
Signature CV-SALTS \$ 8.95

*entered  
PB*



Thank you for your purchase!

**Air Confirmation: XK6UZO**

Ontario, CA to Sacramento, CA (03/17/2011)

**Air**

Confirmation: XK6UZO  
Air Total: \$148.70

**Car**

Choose from 14 different rental companies.  
[Browse cars](#)

**Hotel**

Shop over 40,000 hotels  
[Browse hotels](#)

**Total Paid Now \$148.70**

**Trip Total \$148.70**

**Air**

Passenger Type	Name	Confirmation Number	Rapid Rewards Number
ADULT	TIMOTHY MOORE	XK6UZO	104567713

**ITINERARY**

DEPART	Ontario, CA to Sacramento, CA	#549	Depart Ontario/LA, CA (ONT)	6:45 AM
<b>MAR 17</b>	Thursday, March 17, 2011		Arrive in Sacramento, CA (SMF)	8:05 AM
	Travel Time 1 h 20 m (Nonstop)			

**PRICE**

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	ONT-SMF	Wanna Get Away	\$128.37	\$20.33	1	\$148.70
Please read the <a href="#">fare rules</a> associated with this purchase.				\$128.37	\$20.33	1	\$148.70

Rapid Rewards points will be deposited into the Member's account once the entire ticket has been flown, exchanged, or refunded (if applicable).

**Total Due \$148.70**

**Total \$148.70**

**Billing**

Purchaser Name	Billing Address
Timothy Moore	125 New Dawn Rd Rockvale, TN 37153

Form of Payment	Original Balance	Applied	Remaining	Amount Applied
Travel Funds - XCQUYR - 1702	\$467.30	\$148.70	\$318.60	\$148.70

**Total Paid Now \$148.70**

**Trip Total**



Thank you for your purchase!

**Air Confirmation: XXQU6C**

Sacramento, CA to Nashville, TN (03/18/2011)

<b>Air</b> Confirmation: XXQU6C Air Total: \$440.40	<b>Car</b> Choose from 14 different rental companies. <a href="#">Browse cars</a>	<b>Hotel</b> Shop over 40,000 hotels <a href="#">Browse hotels</a>	<b>Total Paid Now</b> <b>\$440.40</b>
			<b>Trip Total</b> <b>\$440.40</b>

**Air**

Passenger Type	Name	Confirmation Number	Rapid Rewards Number
ADULT	TIMOTHY MOORE	XXQU6C	104567713

**ITINERARY**

DEPART	<u>Wanna Get Away Fare</u>	#663	Depart Sacramento, CA (SMF)	9:40 AM
<b>MAR</b>	Sacramento, CA to Nashville, TN		Arrive in Chicago (Midway), IL (MDW)	3:40 PM
<b>18</b>	Friday, March 18, 2011	#128	Change ✈️ in Chicago (Midway), IL (MDW)	4:25 PM
	Travel Time 6 h 05 m		Arrive in Nashville, TN (BNA)	5:45 PM
	(1 stop, includes 1 plane change)			

**PRICE**

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	SMF-MDW-BNA	<u>Wanna Get Away</u>	\$389.77	\$50.63	1	\$440.40
Please read the <a href="#">fare rules</a> associated with this purchase.				\$389.77	\$50.63	1	<del>\$440.40</del>

Rapid Rewards points will be deposited into the Member's account once the entire ticket has been flown, exchanged, or refunded (if applicable).

**Total      \$440.40**

**Billing**

Purchaser Name	Billing Address
Timothy Moore	125 New Dawn Rd. Rockvale, TN 37153

Form of Payment	Amount Applied
Visa - XXXXXXXXXXXX-4424	\$56.00
Travel Funds - XXQU6C - 1928	\$384.40
	Original Balance      Applied      Remaining
	\$384.40      \$384.40      \$0.00

**Total Paid Now      \$440.40**



SpringHill Suites by Marriott  
Sacramento Airport Natomas

2555 Venture Oaks Way  
Sacramento Ca 95833  
t(916) 925 2280

T. Moore

Room: 121

Room Type: KSTE

Number of Guests: 1

Rate: \$134.00 Clerk:

Arrive: 17Mar11 Time: 07:22PM

Depart: 18Mar11 Time:

Folio Number: 54797

Date	Description	Charges	Credits
17Mar11	Room Charge	134.00	
17Mar11	Occupancy Sales Tax	16.08	
17Mar11	Calif/Local Tourism Fee	0.08	
17Mar11	Sacramento Tourism Assessment	1.25	
18Mar11	Visa		151.41
Card #: VXXXXXXXXXXXX4424/XXXX			
Amount: 151.41 Auth: 070595 Signature on File			
This card was electronically swiped on 17Mar11			
	Balance:	0.00	

DOLLAR RENT A CAR  
 SACRAMENTO INT'L APO SA1919374  
 RENTAL RECORD: SA1919374  
 MOORE, TIMOTHY  
 COMPLETED BY: E13631  
 RENTED: SACRAMENTO INT'L APO  
 RENTAL: 03-17-11 0836  
 RETURN: 03-18-11 0806  
 VEH NUMBER: W14549  
 MILES IN: 29446 OUT: 29365  
 MILES DRIVEN: 81  
 CHECK IN FUEL LEVEL: 7 OUT: 8  
 PLAN IN/OUT: RCUE1  
 CLS: CDAR  
 1 XDAY @ \$14.99 \$14.99  
 SUBTOT \$14.99  
 TAXABLE TOT: \$14.99  
 TIME \$14.99  
 VLF  
 1 DAY @ \$0.23 \$0.23  
 FF00 1 DAY @ \$1.50 \$1.50  
 FUEL \$12.98  
 APCORFEE \$1.86  
 TOURSM SRG \$0.52  
 STATE TAX \$2.76  
 TOTAL CHARGE \$34.84  
 NET DUE \$0.00  
 PAYMENTS -\$34.84  
 PAID BY: VI  
 CREDIT CARD#: \*\*\*\*\*4424  
 FT # WN 104567713

**Other Direct Costs - Communications**

Charles Gardiner

**Mileage**

Date	From	To	Miles	Rate	Cost	Tolls/parking	Total	
3/10/2011	San Rafael	Sacramento	95	\$0.50	\$47.50		\$47.50	*

\*Costs shared with another project

**Other Expenses**

**Total ODCs**

**\$47.50**