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June 7, 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 May 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	235
Invoice Date	5/31/2011
Invoice Amount	\$24,144.34
Retainage	\$2,414.43
Balance Due this Invoice	\$21,729.91

**Project Status**

See attached Task summary.

Meeting related budget items are over budget due to the increased number of meetings, 9 Executive meetings and 11 conference calls.

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 May 1 through May 31, 2011

**Total Labor Costs** **\$22,887.50**

### Travel and ODC

<b>Daniel Cozad</b>		
5/10-5/12/11	Southwest	\$285.40
	Park n Fly	\$30.75
	<b>Total</b>	<b>\$316.15</b>
<b>Charles Gardiner</b>		
	Mileage	\$0.00
	Tolls/Parking	
	<b>Total</b>	<b>\$0.00</b>
<b>Tim Moore</b>		
5/11-5/13/11	Southwest	\$158.90
	Frontier Airlines	\$440.40
	Dollar Rental Car	\$173.39
	SpringHill Suites	\$168.00
	<b>Total</b>	<b>\$940.69</b>

**Total Travel and ODC's** **\$1,256.84**

**Total Invoice** **\$24,144.34**

10% Retainage \$2,414.43

<b>Balance Due this Invoice</b>	<b>\$21,729.91</b>
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**Total Retainage withheld** **\$2,414.43**

# CV-SALTS Management, Facilitation and Administration 2011

## Project Summary by Task

### Project Name

CV-SALTS Management, Facilitation and Administration 2011

### Month:

May 2011

Project Information (progress toward each task):

## Task 1.0 Program Coordination

### 1.0 Program Coordination

Coordinated BMP special meeting with Regional Board staff and completed Management Practice document edits. Admin and billing coordination and invoice/summary statement with supporting documentation were completed.

#### 1.1.1 Salty 5 Meetings

Salty 5 meeting was coordinated and held with follow-up completed.

#### 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

Final AGR homework was completed. Meeting materials and information was coordinated.

#### 2.1 Coordinated Meeting Schedule

Meeting schedule was updated with meeting changes.

### 2.2 Meeting Support

#### 2.2.1 Agenda Preparation

Agendas were prepared for all DAC outreach, Knowledge Gained, Management Practice, Technical and Executive Committee meetings.

#### 2.2.2 Logistics/Attendance

Agenda packages, meeting preparation and setup were completed and CV-SALTS meetings held May 12<sup>th</sup> and May 24<sup>th</sup>.

### **2.2.2 i Conference Calls**

Knowledge Gained, Technical Committee and Executive Committee conference call coordination and preparation was completed and calls/meetings were held.

### **2.2.3 Documentation**

Executive Committee and other meeting notes and materials were compiled, reviewed and posted for May 12 and 24 meetings.

### **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**

Nitrate meeting for Pamela. Updates to Committee rosters and distribution lists were completed.

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

Updates to e-mail list were made. Agendas were emailed for the various meetings.

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

Files uploading and editing to website was completed with Salty 5, Policy Homework #2 and Executive Committee agenda and other notes and materials added.

#### **3.2.1 Website Redesign**

Website re-design proposal review contract.

#### **3.2.2 Website Implementation**

No work completed to date

### **3.3 Outreach**

Follow-up and DAC/Nitrate calls planning

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

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

Task Complete

#### **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**

Outreach to Calevares County Water District was made. Calls and e-mails to potential and future members were made. Coordination with Westlands WD, MWD SC, and Dairy CARES.

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

FREP coordination and conference call.

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

FREP proposals and funding support

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

No work completed to date

### **4.3 Support Proposal Development**

CDFA FREP proposal was coordinated. Follow-up for FREP Grants support letters.

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

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

RFP for Water Quality and Release was finalized and questions and responses were developed. TPM scope RFQ was updated. Technical Project Manager RFQ final changes made and posted. Coordinated Water Quality proposal review, post proposals and sent for reviewers. Hours for this task exceed first year estimate.

### **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 and discussed in conjunction with the Knowledge Gained Committee.

### **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 has advanced the schedule, scope and cost.

### **Anticipated Activities in Next Month:**

Salty 5, (3) Executive Committee meetings, outreach, conference calls for committees and draft of web design

## CV-SALTS Management, Facilitation and Administration Project

May 1 - 31, 2011

Tasks	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours To Date	Total Cost To Date	Hours Remaining	Cost Remaining
	May Prog Mgr		May Risk Sciences		May Admin		May Comm		May Writer Graphics		To Date	To Date	ALL	ALL
<b>Task 1: Program Coordination</b>														
1.0 Program Coordination	7	\$1,540		\$0	8.5	\$553		\$0		\$0	74.25	\$10,561.25	97.75	21,338.75
1.1 CV-SALTS Committee Coordination														
1.1.1 Salty 5 Meetings	3.5	\$770		\$0	2	\$130		\$0		\$0	19.50	\$3,205.00	52.50	9,875.00
1.1.2 Committees: Tech and etc.	4.5	\$990		\$0	2.5	\$163		\$0		\$0	14.00	\$1,917.50	43.00	7,622.50
1.1.3 Other Meetings and Documentation		\$0		\$0		\$0		\$0		\$0	0.00	\$0.00	0.00	-
Subtotal Task 1:	15	\$3,300	0	\$0	13	\$845	0	\$0	0	\$0	107.75	\$15,683.75	193.25	38,836.25
<b>Task 2: Meeting Management and Facilitation</b>														
2.0 Meeting Management and Facilitation	4	\$880		\$0	0.5	\$33		\$0		\$0	14.50	\$3,035.00	37.50	7,785.00
2.1 Coordinated Meeting Schedule														
		\$0		\$0	0.25	\$16		\$0		\$0	1.75	\$191.25	5.25	883.75
2.2 Meeting Support														
2.2.1 Agenda Preparation	11	\$2,420	2	\$600	4	\$260		\$0		\$0	45.25	\$7,141.25	50.75	8,458.75
2.2.2 Logistics/Attendance	7	\$1,540		\$0	11	\$715		\$0		\$0	96.75	\$14,426.25	167.25	25,053.75
2.2.2 i. Conference Calls	12	\$2,640		\$0	6	\$390		\$0		\$0	44.00	\$6,657.50	96.00	14,842.50
2.2.3 Documentation		\$0		\$0	5	\$325		\$0		\$0	35.25	\$3,221.25	24.75	2,538.75
2.2.4 Decision Facilitation		\$0	8	\$2,400	3.5	\$228		\$0		\$0	31.25	\$7,671.25	92.75	22,008.75
Subtotal Task 2:	34	\$7,480	10	\$3,000	30.25	\$1,966	0	\$0	0	\$0	268.75	\$42,343.75	474.25	81,571.25
<b>Task 3: Communication, Outreach and Information Exchange</b>														
3.0 Communication, Outreach and Information Exchange	2	\$440		\$0	3.5	\$228		\$0		\$0	26.00	\$2,775.00	56.00	6,775.00
3.1 Email Database														
		\$0		\$0	6.5	\$423		\$0		\$0	24.75	\$2,073.75	47.25	4,466.25
3.2 CV-SALTS Stakeholder Website														
		\$0		\$0	2.25	\$146		\$0		\$0	29.50	\$2,692.50	108.50	12,157.50
3.2.1 Website Redesign	2	\$440		\$0		\$0		\$0		\$0	5.00	\$945.00	15.00	1,795.00
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		\$0		\$0	21.00	\$3,106.25	97.00	16,643.75
3.4 Facilitate 2011 and 2012 Leadership Group Meetings														
3.4.1 2011 Leadership Group Workshop		\$0		\$0		\$0		\$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:	6	\$1,320	0	\$0	12.25	\$796	0	\$0	0	\$0	158.25	\$21,352.50	333.75	43,727.50
<b>Task 4 Identify and Pursue Funding</b>														
4.1 Increase CVSC Membership	2	\$440		\$0		\$0		\$0		\$0	17.00	\$3,740.00	111.00	15,660.00
4.2 Identify Grant Funding Opportunities														
4.2.1 Develop Funding Needs for Requests	2	\$440		\$0		\$0		\$0		\$0	2.00	\$440.00	34.00	4,780.00
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														
	1	\$220		\$0		\$0		\$0		\$0	1.00	\$220.00	61.00	7,390.00
Subtotal Task 4:	8.5	\$1,870	0	\$0	0	\$0	0	\$0	0	\$0	25.00	\$5,500.00	250.00	33,570.00
<b>Task 5 Development Support and Management of Selected Contracts</b>														
5.0 Development Support and Solicit of Selected Contracts	10.5	\$2,310		\$0		\$0		\$0		\$0	28.50	\$6,270.00	0.00	(1,090.00)
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:	10.5	\$2,310	0	\$0	0	\$0	0	\$0	0	\$0	28.50	\$6,270.00	67.50	8,030.00
<b>Task 6 Refine Policy Framework Strategy and Workplan</b>														
6.1 Refine Policy and Framework														
		\$0		\$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:	0	\$0	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>74</b>	<b>\$16,280.00</b>	<b>10</b>	<b>\$3,000.00</b>	<b>55.50</b>	<b>\$3,607.50</b>	<b>0.00</b>	<b>\$-</b>	<b>0</b>	<b>\$0</b>	<b>590.25</b>	<b>\$91,590.00</b>	<b>1572.75</b>	<b>235,835.00</b>



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

<b>Date</b>	<b>Description</b>	<b>Task</b>	<b>Team Member</b>	<b>Hours</b>
5/2/2011	Salty 5 agenda	1.1.1 Salty 5 Meetings	Program Manager	1
5/2/2011	Salty 5 meeting	1.1.1 Salty 5 Meetings	Program Manager	1
5/2/2011	BMP Sub Committee	1.1.2 Committees:Tech and etc.	Program Manager	3.5
5/2/2011	Management Practice agenda	2.2.1 Agenda Preparation	Program Manager	1.5
5/3/2011	CDFA proposal coordination	4.3 Support Proposal Development	Program Manager	1
5/4/2011	Combined AGR homework and review	2.0 Meeting Management and Facilitation	Program Manager	1.5
5/4/2011	Calevares County WD outreach	4.1 Increase CVSC Membership	Program Manager	1
5/5/2011	Committee coordination	2.0 Meeting Management and Facilitation	Program Manager	2
5/5/2011	Management Practice agenda and materials	2.2.1 Agenda Preparation	Program Manager	1.5
5/5/2011	Final RFP for Water Quality and Release	5.0 Development Support and Solicit of Selected	Program Manager	1.5
5/6/2011	Salty 5 coordination	1.1.1 Salty 5 Meetings	Program Manager	1
5/6/2011	Final AGR homework	2.0 Meeting Management and Facilitation	Program Manager	0.5
5/6/2011	Technical PM scope edits and Committee agenda	2.2.1 Agenda Preparation	Program Manager	2
5/6/2011	Funding and fundraising	4.1 Increase CVSC Membership	Program Manager	1
5/9/2011	Meeting and homework coordination	1.0 Program Coordination	Program Manager	1
5/9/2011	Technical PM conference call	2.2.2 i. Conference Calls	Program Manager	1
5/10/2011	Coordination BMP special meeting with RB staff	1.0 Program Coordination	Program Manager	1
5/10/2011	Coordination committee membership and timing due to resignations	1.1.2 Committees:Tech and etc.	Program Manager	1
5/10/2011	FREP coordination	4.2 Identify Grant Funding Opportunities	Program Manager	0.5
5/12/2011	CV-SALTS meetings	2.2.2 Logistics/Attendance	Program Manager	6
5/13/2011	Follow-up and DAC/Nitrate calls planning	1.0 Program Coordination	Program Manager	2
5/13/2011	Agenda for Executive meeting	2.2.1 Agenda Preparation	Program Manager	2
5/13/2011	Water Quality RFQ questions and responses	5.0 Development Support and Solicit of Selected	Program Manager	1
5/16/2011	Meeting coordination	1.0 Program Coordination	Program Manager	1
5/16/2011	Nitrate meeting for Pamela	3.0 Communication, Outreach and Information E	Program Manager	2
5/18/2011	FREP conference call	4.2 Identify Grant Funding Opportunities	Program Manager	1
5/19/2011	Agenda for Special MP Committee with staff	2.2.2 Logistics/Attendance	Program Manager	1
5/20/2011	Management Practice document edits	1.0 Program Coordination	Program Manager	2
5/20/2011	Screening tool call	2.2.2 Logistics/Attendance	Program Manager	1
5/20/2011	FREP approach	4.2 Identify Grant Funding Opportunities	Program Manager	1
5/23/2011	Management Practice agenda and documents	2.2.1 Agenda Preparation	Program Manager	1



5/23/2011	Knowledge Gained Committee documents and agenda	2.2.1 Agenda Preparation	Program Manager	2
5/23/2011	TPM scope RFQ update	5.0 Development Support and Solicit of Selected	Program Manager	1
5/23/2011	Water Quality criteria proposal coordination	5.0 Development Support and Solicit of Selected	Program Manager	1
5/23/2011	Technical Project Manager scope changes	5.0 Development Support and Solicit of Selected	Program Manager	1
5/24/2011	Executive Committee conference call	2.2.2 i. Conference Calls	Program Manager	4
5/25/2011	Management Practice conference call	2.2.2 i. Conference Calls	Program Manager	2
5/25/2011	Knowledge Gained and Management Practice prep	2.2.2 Logistics/Attendance	Program Manager	2
5/25/2011	Knowledge Gained call and follow-up	2.2.2 Logistics/Attendance	Program Manager	2
5/25/2011	Follow-up for FREP Grants support letters	4.2 Identify Grant Funding Opportunities	Program Manager	1
5/26/2011	DAC outreach meeting agenda	2.2.1 Agenda Preparation	Program Manager	1
5/26/2011	FREP proposals and funding support	4.2.1 Develop Funding Needs for Requests	Program Manager	2
5/27/2011	Salty 5 agenda coordination	1.1.1 Salty 5 Meetings	Program Manager	0.5
5/27/2011	DAC EJ conference call	3.3 Outreach	Program Manager	2
5/27/2011	Technical PM RFQ final changes and posting	5.0 Development Support and Solicit of Selected	Contracts	2
5/30/2011	TPM RFQ posting and e-mail	5.0 Development Support and Solicit of Selected	Program Manager	1.5
5/30/2011	Website re-design proposal review contract	3.2.1 Website Redesign	Program Manager	2
5/31/2011	Coordinate Water Quality proposal review, post proposals and send for reviewers	5.0 Development Support and Solicit of Selected	Contracts	1.5
<b>Total Hours</b>				<b>74</b>

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

<b>Date</b>	<b>Description</b>	<b>Task</b>	<b>Team Member</b>	<b>Hours</b>
5/12/2011	Facilitated regulatory policy discussion in the Exec. Comm. Meeting.	2.2.4 Decision Facilitation	Policy Consultant	8
5/7/2011	Prepared summaries and handouts for regulatory policy discussion re: MUN & AGR	2.2.1 Agenda Preparation	Policy Consultant	2
				10

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

<b>Date</b>	<b>Description</b>	<b>Task</b>	<b>Team Member</b>	<b>Hours</b>
5/2/2011	Salty 5 call	1.1.1 Salty 5 Meetings	Admin. Support	2
5/2/2011	BMP call	1.1.2 Committees:Tech and etc.	Admin. Support	1.25
5/4/2011	Email, distribute/file homework documents	3.1 Email Database	Admin. Support	0.25
5/6/2011	Knowledge Gained Meetomatic	1.0 Program Coordination	Admin. Support	0.25
5/6/2011	Email Upcoming Meeting Update	3.1 Email Database	Admin. Support	0.25
5/9/2011	Compile Committee Documents/Revised committee rosters	1.1.2 Committees:Tech and etc.	Admin. Support	0.75
5/9/2011	Assemble/post/email 5/12 agenda	2.2.1 Agenda Preparation	Admin. Support	2
5/10/2011	Coordinate agenda printing, update/post membership lists	2.2.2 Logistics/Attendance	Admin. Support	0.5
5/10/2011	Email Knowledge Gained meetomatic/post documents to DBX	3.1 Email Database	Admin. Support	0.25
5/12/2011	Ex Comm meeting attendance	2.2.2 Logistics/Attendance	Admin. Support	5
5/12/2011	Update committee rosters/dist lists	3.0 Communication, Outreach and Informa	Admin. Support	0.5
5/12/2011	Email/file review and processing	3.1 Email Database	Admin. Support	0.25
5/13/2011	Compile prelim agenda for 5/24	2.2.1 Agenda Preparation	Admin. Support	1.25
5/13/2011	Post and email prelim agenda for 5/24	3.1 Email Database	Admin. Support	0.25
5/14/2011	Distribute copies of Agenda pkg files to Jeanne/Daniel/Parry/M	1.0 Program Coordination	Admin. Support	0.5
5/14/2011	Convert 5/24 Agenda files and compile package	2.2.3 Documentation	Admin. Support	0.25
5/14/2011	Exec Comm prelim agenda, post/email, email to Jeanne/Parry/I	3.1 Email Database	Admin. Support	0.25
5/14/2011	Post 5/24 Agenda Files to website	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.25
5/17/2011	Distribute Upcoming Meeting Schedule for May/June	1.0 Program Coordination	Admin. Support	0.25
5/17/2011	Executive Committee Meeting Notes for 5/12	2.2.3 Documentation	Admin. Support	1
5/17/2011	Distribute Knowledge Gained meeting agenda	2.2.4 Decision Facilitation	Admin. Support	0.5
5/17/2011	Email/file review and processing	3.1 Email Database	Admin. Support	0.5
5/17/2011	Post file revisions to website	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.25
5/18/2011	Review 5/12 afternoon session recording for summary for Karn	1.0 Program Coordination	Admin. Support	0.25
5/18/2011	Exec Comm Notes for 5/12	2.2.3 Documentation	Admin. Support	1
5/18/2011	Exec Comm Notes, email review, file updating	2.2.4 Decision Facilitation	Admin. Support	1
5/18/2011	Update committee rosters/dist lists	3.0 Communication, Outreach and Informa	Admin. Support	0.5
5/18/2011	Email/file review and processing	3.1 Email Database	Admin. Support	0.5
5/18/2011	Post file revisions to website	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.25
5/19/2011	5/24 Agenda package compilation	2.2.1 Agenda Preparation	Admin. Support	0.5
5/19/2011	Exec Comm Notes for 5/12	2.2.3 Documentation	Admin. Support	0.5
5/19/2011	Agenda file revision and formatting	2.2.4 Decision Facilitation	Admin. Support	1
5/20/2011	5/24 Agenda package compilation and formatting	2.2.3 Documentation	Admin. Support	0.25
5/20/2011	Revision of 5/12 Notes	2.2.4 Decision Facilitation	Admin. Support	0.25
5/20/2011	5/12 Meeting Transcription summary	3.0 Communication, Outreach and Informa	Admin. Support	0.75
5/20/2011	Email 5/24 Final Agenda Package	3.1 Email Database	Admin. Support	0.5
5/20/2011	Uploading of final 5/45 agenda to website	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.25
5/23/2011	Compile and distribute upcoming meeting Schedule	1.0 Program Coordination	Admin. Support	1
5/23/2011	Edit 5/12 afternoon session recording for summary	2.2.3 Documentation	Admin. Support	0.25
5/23/2011	Distribute Knowledge Gained Agenda	3.0 Communication, Outreach and Informa	Admin. Support	0.25
5/23/2011	Email/file review and processing	3.1 Email Database	Admin. Support	1
5/23/2011	Upload Knowledge Gained Subcommittee files and agenda	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.5
5/24/2011	Finalize 5/12 summary for afternoon session	2.2.2 Logistics/Attendance	Admin. Support	3
5/24/2011	Executive Committee Conference Call and followup	2.2.2 i. Conference Calls	Admin. Support	2
5/24/2011	Notification to Exec Committee of conference call contingency	3.1 Email Database	Admin. Support	0.75
5/24/2011	Post file revisions to website	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.5
5/25/2011	Assemble contingency contact list for Executive Committee	1.0 Program Coordination	Admin. Support	0.25
5/25/2011	Review BMP transcript	1.1.2 Committees:Tech and etc.	Admin. Support	0.25
5/25/2011	Review and summarize action items and homework for Knowle	2.0 Meeting Management and Facilitation	Admin. Support	0.25
5/25/2011	Knowledge Gained Call and BMP Call	2.2.2 i. Conference Calls	Admin. Support	3.75
5/25/2011	Executive Committee Meeting Notes for 5/24	2.2.3 Documentation	Admin. Support	0.25
5/25/2011	Forward back up conference call number to BMP and Knowledg	3.0 Communication, Outreach and Informa	Admin. Support	0.75

5/27/2011	Executive Committee Notes for 5/24	1.1.2 Committees:Tech and etc.	Admin. Support	0.25
5/27/2011	Distribute Knowledge Gained Agenda, followup homework and	2.1 Coordinated Meeting Schedule	Admin. Support	0.25
5/27/2011	Review TPM documents	2.2.4 Decision Facilitation	Admin. Support	0.75
5/27/2011	Followup email for BMP committee	3.0 Communication, Outreach and Informa	Admin. Support	0.5
5/27/2011	Email/file review and processing	3.1 Email Database	Admin. Support	1
5/27/2011	Post file revisions to website	3.2 CV-SALTS Stakeholder Website	Admin. Support	0.25
5/28/2011	Compile upcoming meeting schedule	2.0 Meeting Management and Facilitation	Admin. Support	0.25
5/28/2011	Executive Committee Meeting Notes for 5/24	2.2.2 Logistics/Attendance	Admin. Support	1
5/28/2011	Exec Comm notes, file/website update	2.2.3 Documentation	Admin. Support	1
5/31/2011	Revise 5/12 Executive Committee Meeting notes	2.2.1 Agenda Preparation	Admin. Support	0.25
5/31/2011	Executive Committee Meeting Notes for 5/24	2.2.2 Logistics/Attendance	Admin. Support	1.5
5/31/2011	Compile conference call schedule for June	2.2.2 i. Conference Calls	Admin. Support	0.25
5/31/2011	Distribute Upcoming Meeting Schedule for June	3.0 Communication, Outreach and Informa	Admin. Support	0.25
5/31/2011	Email/file review and processing	3.1 Email Database	Admin. Support	1.25

**Subtotal hours Daphne**

**49.5**

5/4/2011	Enter timesheet hours, ODC and travel Prepare task summary statement and supporting invoice	1.0 Program Coordination	Admin. Support	1
5/5/2011	documents	1.0 Program Coordination	Admin. Support	4
5/6/2011	Finalize invoice package for mailing	1.0 Program Coordination	Admin. Support	1

**Subtotal hours Diana**

**6**

**Total Admin hours: 55.5**

**Daniel Cozad**

**From:** Southwest Airlines [SouthwestAirlines@luv.southwest.com]  
**Sent:** Friday, April 15, 2011 7:47 AM  
**To:** DCOZAD@USA.NET  
**Subject:** Air Confirmation COZAD/DANIEL BRYAN - WA9WGT



**COZAD/DANIEL BRYAN**

**Confirmation Date:**  
April 15, 2011

**Confirmation Number:**  
WA9WGT

**Passenger Information**

Passenger(s)	Account Number	Ticket #	Expiration <sup>1</sup>	Estimated Points Earned
COZAD/DANIEL BRYAN	00000061984285	5262168055806	Apr 14, 2012	2309

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

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

**Itinerary**

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

Date	Flight	Flight Information
Tue May 10	1019	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 May 12	452	Depart SACRAMENTO CA (SMF) at 5:55 PM Arrive in ONTARIO CA (ONT) at 7:10 PM

**Cost and Payment Summary**

Base Fare	\$245.58
+Excise Taxes	\$18.42
<b>Advertised Fare</b>	<b>\$264.00</b>
+ Segment Fee	\$7.40
+ Passenger Facility Charge	\$9.00
+ Security Fee <sup>2</sup>	\$5.00
<b>Total Payment</b>	<b>\$285.40</b>

**Save up to 30%**  
plus earn **DOUBLE POINTS**  
GET THIS DEAL >>>  
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Let us take care of  
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Travelocity

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Book a hotel with  
Hotels.com

**What To Do**  
SOUTHWEST.COM  
TRAVEL GUIDE

*Entered  
ABV*

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

Park 'N Fly Ontario

A Booth 05/12/11 19:24  
Cashier 29  
Receipt 006672

Parking Ticket

1 - No. 085139

05/10/11 05:08 -

05/12/11 19:24 -

Period 2d14h17'

(PARKNG) \$35.25  
29005 \$( 4.50)

Sub Total \$30.75  
PARKNG \$0.00

Total \$30.75

Payment Received

29005 4290043707314564

VISA \$30.75

XXXXXXXXXX1763

Merch:825029512886

Auth:192437

Type: Keyed

\$1.75/dy Parking Tax Incl  
Earn FREE PARKING today  
Go to [www.pnf.com](http://www.pnf.com)  
Become a Frequent Parker

Signature

.....



**Tim Moore**

**From:** Southwest Airlines <SouthwestAirlines@luv.southwest.com>  
**Sent:** Tuesday, April 26, 2011 4:34 PM  
**To:** Tim Moore  
**Subject:** Air Confirmation MOORE/TIMOTHY F - WD7XKV



**SOUTHWEST.COM**

**MOORE/TIMOTHY F**

**Confirmation Date:**  
April 26, 2011

**Confirmation Number:**  
WD7XKV

**Passenger Information**

Passenger(s)	Account Number	Ticket #	Expiration <sup>1</sup>	Estimated Points Earned
MOORE/TIMOTHY F	00000104567713	5262170312800	Apr 25, 2012	834

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

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

**Itinerary**

**Depart:** NASHVILLE TN TO SACRAMENTO CA ( Travel Time: 6 hrs 20 mins )

Date	Flight	Flight Information
Wed May 11	611	Depart NASHVILLE TN (BNA) at 4:45 PM Arrive in LAS VEGAS NV (LAS) at 6:50 PM
Wed May 11	275	Change planes in LAS VEGAS NV (LAS) at 7:40 PM Arrive in SACRAMENTO CA (SMF) at 9:05 PM

**Cost and Payment Summary**

Base Fare	\$129.30
+Excise Taxes	\$9.70
<b>Advertised Fare</b>	<b>\$139.00</b>
+ Segment Fee	\$7.40
+ Passenger Facility Charge	\$7.50
+ Security Fee <sup>2</sup>	\$5.00
<b>Total Payment</b>	<b>\$158.90</b>

**Current Payment(s):**

Apr 26, 2011 Amer Express XXXXXXXXXXXX5011 \$158.90

**AMSO**  
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**What To Do:**

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1-800-4-A-SW  
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## Tim Moore

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**From:** Frontier Airlines <no-reply@flyfrontier.com>  
**Sent:** Tuesday, April 26, 2011 4:51 PM  
**To:** Tim Moore  
**Subject:** Reservation Confirmation

Frontier Airlines Inc.  
7001 Tower Road  
Denver, CO 80249-7312

Thank you for choosing FrontierAirlines.com for your travel plans. Please read these important details carefully regarding your purchase and itinerary:

## Booking Confirmation

Reference: **DPANEQ**

Issue Date: Tue, 26 Apr 2011

Main contact: Mr Timothy Francis Moore  
E-mail: [tmoores@risk-sciences.com](mailto:tmoores@risk-sciences.com)  
Home phone: 615-274-2570  
Cell phone: 615-479-4795

## Passengers

---

Mr Timothy Francis Moore	Flight	SMF-DEN-BNA
	Membership No.	EarlyReturns® - 30037442746
	Ticket Number	4222168305455
	Seat	10C,10C

## Air Itinerary Details Flights

<b>Sacramento CA (SMF), US</b> Fri, 13 May 2011, 06:30 AM Airbus 319.	<b>Denver CO (DEN), US</b> Fri, 13 May 2011, 09:47 AM	F9 370 Frontier Airlines Inc.	Fare Type : Classic Plus Non stop Seats: 10C
<b>Denver CO (DEN), US</b> Fri, 13 May 2011, 10:50 AM Airbus 319.	<b>Nashville TN (BNA), US</b> Fri, 13 May 2011, 02:23 PM	F9 232 Frontier Airlines Inc.	Fare Type : Classic Plus Non stop Seats: 10C

## Fare Breakdown

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Passenger Type	Base Fare per person	Taxes per person	Total Fare per person	Number of passengers	Total Fare
Passenger	389.77 USD	50.63 USD	440.40 USD	x 1	440.40 USD

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### SMF-BNA: Classic Plus Fare Benefits

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1. Advance Seat Assignment: Full Cabin Seating\*
2. Fully Refundable Fare: Included
3. Checked Baggage (2 bags): Included
4. Same Day Standby: Included
5. Same Day Confirmed Alternate Flight: \$0
6. Itinerary Change Fee: \$0 + fare difference
7. Name Change Fee: \$0 + fare difference
8. Priority Services (check-in, security lane, and boarding)\*\*: Included
9. In-flight Snack (flights over 200 miles): Included
10. Premium Beverage (flights over 200 miles): Included
11. Access to Best Care Club (Milwaukee only): Included
12. STRETCH Seating\*\*\*: \$0
13. EarlyReturns® Mileage Credit: 150%
14. EarlyReturns® Elite Qualification Miles: 150%
15. \* Advance seat assignments are not available on Great Lakes codeshare flights.
16. \*\* Where available
17. \*\*\* Based upon availability starting at time of purchase. STRETCH seating is not available on Frontier Express flights or on Great Lakes codeshare flights.

## PAYMENT DETAILS



Rental Location Out

DTG OPERATIONS dba DOLLAR RENT & CAR  
6327 AVIATION DR

SACRAMENTO, CA 95837  
(866) 434-2226

Rental Closed At

DTG OPERATIONS dba DOLLAR RENT & CAR  
6327 AVIATION DR

SACRAMENTO, CA 95837

Customer Information

MOORE, TIMOTHY F 0100750399  
125 NEW DAUN RD.

ROCKVALE, TN 37153  
5779 TN 3/20/2012 6152742570  
VN 00000104567713

Additional Drivers : None

Vehicle Information

Veh.# V806595 Cls: IFAR  
Lic.# 6MLS781 Color BLUE  
2011 FORD 4ESCAPE  
Rate: R3D2 Cls: XXAR 199  
Fuel Level Out: FULL  
Fuel Level In: 6/8  
Mileage In: 4307  
Mileage Out: 4221  
Total Mls 86  
Driven:

Rental Expires On

5/13/2011  
5:35:08 AM

SA203323-1

Date/Time Out

5/11/2011 9:44:00 PM

Date/Time In

5/13/2011 5:35:08 AM

\*\* Charges\*\*

Daily	2 @ 52.15	104.30
Total Time & Mileage		104.30
Fuel Charge	4.125 @ 8.79/Gal	36.26
STATE TAX	0.75%	13.66
APCONRECFEE	11.11%	11.98
VEHICLE LICENSE FEE	2 @ 0.27/Day	0.54
TOURISM SURCHARGE	3.50%	3.65
FREQFLYERSURCHARG E	2 @ 1.50/Day	3.00
<b>Total Charges</b>		<b>173.39</b>

\*\* Credits/Payments\*\*

Deposits		0.00
Net Due		173.39
<b>Payments</b>		<b>-173.39</b>
ZERO BALANCE		0.00

Credit Card and Cash Payments

VI/ \*\*\*\*6991/ 067825/ 173.39/ Pmt/5/13/2011

ZR  
LVALLD/209 SYAN2D/209

## Tim Moore

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**From:** Thanks for staying! <efolio@springhillsuites.com>  
**Sent:** Sunday, May 15, 2011 6:58 PM  
**To:** Tim Moore  
**Subject:** Your May 11, 2011 - May 13, 2011 stay at the SpringHill Suites Sacramento Airport Natomas

Thank you for choosing the SpringHill Suites Sacramento Airport Natomas for your recent stay.

As requested, below is a billing summary or adjustment for your stay.  
**If you have questions about your bill**, please contact the hotel directly at (916) 925-2280.

Make another reservation on [Marriott.com](http://Marriott.com) >>



### Summary of Your Stay

**Hotel: SpringHill Suites Sacramento Airport Natomas**  
2555 Venture Oaks Way  
Sacramento, California 95833  
USA  
(916) 925-2280

**Guest: TIM MOORE**  
RISK SCIENCES  
125 NEW DAWN RD.  
ROCKVALE, TN 37153  
USA

**Dates of stay:** May 11, 2011 - May 13, 2011  
**Guest number:** 58083  
**Marriott Rewards number:** XXXXX9687

**Room number:** 115  
**Group number:**

Date	Description	Reference	Charges	Credits
05/11/11	ROOM CHARGE	RB115	154.00	
05/11/11	Occupancy Sales Tax	T1115	18.48	
05/11/11	Calif/Local Tourism Fee	TW115	0.08	
05/11/11	Sacramento Tourism Assessment	RU115	1.25	
05/12/11	ROOM CHARGE	RB115	154.00	
05/12/11	Occupancy Sales Tax	T1115	18.48	
05/12/11	Calif/Local Tourism Fee	TW115	0.08	
05/12/11	Sacramento Tourism Assessment	RU115	1.25	
05/13/11	Payment - Visa XXXXXXXXXXXX6991	VI10:44AM		347.62

**Total balance**

**0.00 USD**