
From: Rivasplata, Charles
Sent: Monday, June 10, 2019 7:52 AM
To: Garcia, Jessica; Henderson, Tony; Hunter, Mari E; Jefferis, Richard Scott; Sallaberry, Mike; White, Dustin
Cc: Paine, Carli; Shahamiri, James
Subject: Balboa Reservoir AB 900 Compliance - Files to be Uploaded by Tue., Jun 11 at Noon
Importance: High

Hello Balboa Reservoir Reviewers,

I am re-sending the background materials sent to you on May 3.

As previously mentioned, based on the criteria previously indicated in the documents attached, if you have relevant materials, please create one or more of the following files/folder:

- a file for all relevant e-mails;
- a file for all relevant calendar items;
- a folder where you place all relevant documents.

Between now and tomorrow (Tuesday, June 11), save relevant files/folder to a folder set up for Balboa Reservoir AB900 compliance. Here is the link: <I:\Land Use-Transportation\Project Review-CEQA\Balboa Reservoir\AB 900 Compliance\Staff Folders & Files> Please label each file or folder that you upload as follows:

- **Relevant E-Mails File:** Initial, Last name – Balboa Reser. E-Mails, 06.12.19 (e.g., “C. Rivasplata – Balboa Reser. E-Mails 06.12.19”)
- **Relevant Calendar Items File:** Initial, Last name – Balboa Reser. Calendar Items, 06.12.19 (e.g., “C. Rivasplata – Balboa Reser. Calendar Items 06.12.19”)
- **Relevant Documents Folder:** Initial, Last name – Balboa Reser. Documents 06.12.19 (e.g., “C. Rivasplata – Balboa Reservoir Documents 06.12.19”)

Later today, I will also send you a Time Control code for charging your time spent on Balboa Reservoir AB900 compliance. The time that you charge should include:

- time spent bringing together any relevant Balboa Reservoir files and/or folders (including meetings/conversations with me); and
- time spent at the April 10 training meeting in City Hall (led by the City Attorney’s Office and OEWD).

Again, for any questions concerning the AB 900 compliance process (as well as instructions on how to create the e-mail and calendar item files), please consult my May 3, 2019 e-mail, “Re: Balboa Reservoir AB900 Compliance”).

Please let me know if you have questions.

Thanks,
Charles

Charles R. Rivasplata, Ph.D.

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