To: Tom Ford[tford@santamonicabay.org]
Cc: Yelensky, Erica[Yelensky.Erica@epa.gov]
From: Yelensky, Erica
Sent: Wed 7/12/2017 1:57:16 AM
Subject: checking in on a few things
SMBNEP_semi-annual report_4-5-2017_final draft 4-28-17 ey.docx

Hi Tom,

I would like to check in with you on a few things: semiannual report, email communication, and planning for an August site visit.

Semiannual reports: I believe Molly had calls with Karina after she reviewed the reports. I know that your next report is not due until the end of October, but I'd like to be on the same page before you start writing it. Attached is your most recent and report with comments and questions from me. Is Karina back or should I go over this with you? Please advise.

Email communication: at one point I believe you said I should cc Heather and Marcelo on all email and at another Guangyu. Is there a 'formula' that works for you?

August site visit and governing board meeting: Sam and I are planning to both be at the governing board meeting. At the last meeting there was a request for EPA to go over our expectations. I am putting notes together and it would be good to have a call with you and Sam later next week or early the week of July 24 to discuss what would be most helpful for you.

Is there anything else happening (NEP -related) around the time of the August governing board meeting that would be interesting to see or participate in?

FYI- I will be out of town July 31 – August 13, and back in the office on August 14. I will be able to access text messages, but that's probably about all.

Best,

Erica

From: Yelensky, Erica
Sent: Monday, July 10, 2017 6:01 PM
Subject: August visit-

Hi Tom,

Sam and I are planning to attend the governing board meeting on August 17. I would like to maximize my time there to meet more NEP staff and see projects (I'm guessing Sam would not stay as long as I am planning to). I would really appreciate your help planning a trip that makes sense.

Here are two options I'm looking at:

1. Arrive around 10 AM on Wednesday, August 16 and depart the evening of August 17, or

2. Arrive mid day or evening on Wednesday, August 16 and leave around 1 PM on Friday, August 18.

Thoughts? Thanks in advance.

Best,

Erica

Disclaimer: This message was written with voice activated software. It may contain errors. Some of them might be interesting. Observe the context and the meaning will, hopefully, be obvious.

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http://www2.epa.gov/sfbay-delta/sf-bay-water-quality-improvement-fund