



Date/Day	Subject	Description	Hours
1	Th	General Mgmt	
		Finance	FC Mtg agenda items
		EPC	0.00
		PSB	0.00
		Legal	0.00
2	F	General Mgmt	BOD rpts; call DA; gen admin
		Finance	FC items final review/update; payroll/rpts; pkt to CED
		EPC	0.00
		PSB	0.00
		Legal	0.00
3	Sa	General Mgmt	gen admin-files in google; Zoom-CED
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
4	Su	General Mgmt	BOD agenda draft
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
5	M	General Mgmt	consol/reorg-website, reso-JB review/to DL; laptop; call w/JS
		Finance	0.00
		EPC	0.00
		PSB	emails-team/CM/legal; doc prep/review
		Legal	0.00
6	T	General Mgmt	
		Finance	FC mtg-prep/attend
		EPC	0.00
		PSB	0.00
		Legal	0.00
7	W	General Mgmt	gen emails/admin
		Finance	audit-emails/final
		EPC	0.00
		PSB	emails-team/CM/legal; doc prep/review
		Legal	0.00
8	Th	General Mgmt	BOD minutes-3; agenda
		Finance	County-pmt followup
		EPC	0.00
		PSB	emails/review docs
		Legal	0.00
9	Fr	General Mgmt	BOD agenda /items/rpts; gen emails/admin
		Finance	0.00
		EPC	0.00
		PSB	emails/review docs; call GS
		Legal	0.00
10	Sa	General Mgmt	

		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
11	Su	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
12	Mo	General Mgmt	gen admin/emails-BOD agenda; call DA;	1.00
		Finance	invoice review/pmts/to BC; CalNet billing	5.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
13	Tu	General Mgmt	gen admin/emails; BOD agenda/items	6.00
		Finance		0.00
		EPC		0.00
		PSB	emails/review docs	1.00
		Legal		0.00
14	We	General Mgmt	gen admin/emails; BOD agenda/items	2.00
		Finance	forecast; rpts; budget	1.00
		EPC		0.00
		PSB	emails-team/CM/legal; doc prep/review	2.25
		Legal		0.00
15	Th	General Mgmt	gen admin/emails; BOD agenda update/items; LAFCO vote	4.00
		Finance	mtg docs-transmittal/reso/forecast/budget	2.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
	Fr	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
				<hr/>
				63.50



<b>Date/Day</b>	<b>Subject</b>	<b>Description</b>	<b>Hours</b>	
16	F	General Mgmt	BOD agenda/items-final/review/post; call ES	4.25
		Finance	invoice payments/emails-BC, CCC	1.25
		EPC		0.00
		PSB	emails, prep/review docs; update report; call GS	1.50
		Legal		0.00
17	Sa	General Mgmt	BOD pkt final/update/post-web/ND	0.50
		Finance	CCC ltr re: petty cash	0.25
		EPC	call HG; CERT shed;	0.00
		PSB		0.00
		Legal		0.00
18	Su	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
19	M	General Mgmt		0.00
		Finance	payroll/reports	0.50
		EPC	mtg agenda-post/distribute; emails	2.25
		PSB	project emails	0.50
		Legal		0.00
20	T	General Mgmt	BOD pkt-CC; mtg microphone	3.00
		Finance		0.00
		EPC	minutes/post; emails-PM attend	1.50
		PSB	project emails	0.50
		Legal		0.00
21	W	General Mgmt	BOD items; gen admin/emails; BOD mtg-prep/attend	5.25
		Finance	invoice review/pmt/submit to BC	3.00
		EPC		0.00
		PSB	emails/doc review	2.00
		Legal		0.00
22	Th	General Mgmt	gen admin/emails/org-update files	4.00
		Finance		0.00
		EPC	EPC mtg prep/attend	2.50
		PSB		0.00
		Legal		0.00
23	Fr	General Mgmt	gen admin-emails, post Zoom	1.50
		Finance	invoice review/pmt/submit to BC	2.50
		EPC		0.00
		PSB		0.00
		Legal		0.00
24	Sa	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
25	Su	General Mgmt		0.00

		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
26	Mo	General Mgmt	gen admin/emails/org-update-save files	1.50
		Finance	invoice review/pmt/file	2.50
		EPC		0.00
		PSB		0.00
		Legal		0.00
27	Tu	General Mgmt	gen admin/emails-prep FY files	1.75
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review	1.25
		Legal		0.00
28	We	General Mgmt	plan FY task calendar	1.25
		Finance	invoice review/pmt/file	1.00
		EPC		0.00
		PSB	emails/doc review	0.75
		Legal		0.00
29	Th	General Mgmt		0.00
		Finance	budget final-to NHA for disclosure; FYE agreements	1.75
		EPC		0.00
		PSB	emails/review docs	0.75
		Legal		0.00
30	Fr	General Mgmt	gen admin/emails; LAFCO vote	1.00
		Finance	transmittal/pmts/agreements	4.00
		EPC		0.00
		PSB	emails/review docs	1.00
		Legal		0.00
		General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
				<hr/> 55.25



Date/Day	Subject	Description	Hours
1	Sa	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
2	Su	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
3	M	General Mgmt	0.00
		Finance CCC special tax docs; resolutions; DOIT tax docs	4.75
		EPC	0.00
		PSB	0.00
		Legal	0.00
4	T	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
5	W	General Mgmt	0.00
		Finance payroll; contracts; invoice review/pmt/submit/file; ins	4.00
		EPC	0.00
		PSB emails/doc review	1.00
		Legal	0.00
6	Th	General Mgmt	0.00
		Finance invoice pmts-docs to BC	4.00
		EPC	0.00
		PSB emails/doc review	1.00
		Legal	0.00
7	Fr	General Mgmt	0.00
		Finance invoice review/pmt/submit/file	3.25
		EPC	0.00
		PSB emails/doc review	0.75
		Legal	0.00
8	Sa	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
9	Su	General Mgmt emails-gen admin/BOD/DA	1.00
		Finance	0.00
		EPC	0.00
		PSB emails	0.25
		Legal	0.00
10	Mo	General Mgmt emails-gen admin; call DA; BOD agenda	2.00



		Finance	emails-CCC/tax; invoice review/pmt/submit	4.00
		EPC	emails; call JV	0.75
		PSB		0.00
		Legal		0.00
11	Tu	General Mgmt	BOD agenda/to JS	1.25
		Finance	reports w/BC	1.25
		EPC		0.00
		PSB	emails/doc review	0.50
		Legal		0.00
12	We	General Mgmt	BOD pkt items;	2.50
		Finance	contract amendments/budget; invoice review/pmt/file	0.75
		EPC		0.00
		PSB	emails/doc review/prep	0.75
		Legal		0.00
13	Th	General Mgmt	BOD agenda/items	4.00
		Finance	contracts; budget; invoice review/pmt/file	4.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
14	Fr	General Mgmt	BOD agenda/items	8.00
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review	1.00
		Legal		0.00
15	Sa	General Mgmt	BOD agenda/pkt posting, to CED	2.50
		Finance		0.00
		EPC		0.00
		PSB	pmt app; emails	0.50
		Legal		0.00
		General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
				<hr/> 53.75



Date/Day	Subject	Description	Hours
16	Su	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
17	M	General Mgmt	0.50
		gen admin/emails	
		Finance	2.75
		CERBT FY disbursement	
		EPC	0.00
		PSB	0.75
		emails/review docs	
		Legal	0.75
		Reserves policy research	
18	T	General Mgmt	1.25
		gen admin/emails	
		Finance	4.00
		emails; payroll; billing samples to JV	
		EPC	0.00
		PSB	0.00
		Legal	1.25
		Reserves policy research	
19	W	General Mgmt	4.50
		gen admin/emails; prep/setup/attend BOD mtg	
		Finance	3.50
		invoice review/pmts	
		EPC	0.00
		PSB	0.00
		Legal	0.00
20	Th	General Mgmt	3.00
		gen admin/emails-AV; call DA	
		Finance	0.00
		EPC	0.00
		PSB	1.75
		emails/doc review/prep ltr	
		Legal	0.00
21	Fr	General Mgmt	1.25
		emails-gen admin/GM recruit	
		Finance	0.00
		EPC	0.00
		PSB	0.75
		emails/doc review	
		Legal	0.00
22	Sa	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
23	Su	General Mgmt	0.00
		Finance	0.00
		EPC	0.00
		PSB	0.00
		Legal	0.00
24	Mo	General Mgmt	1.00
		emails-gen admin	
		Finance	1.00
		special tax followup	
		EPC	3.25
		mtg agenda; emails re: volunteers; call JV	
		PSB	0.00
		Legal	0.00
25	Tu	General Mgmt	0.00

		Finance		0.00
		EPC	mtg agenda/minutes; call ES; emails re: volunteers	4.50
		PSB		0.00
		Legal		0.00
26	We	General Mgmt	emails-gen admin	1.00
		Finance		0.00
		EPC	mtg reminder/emails/minutes	2.50
		PSB	doc review/emails	1.50
		Legal	Policy research	1.50
27	Th	General Mgmt	emails-gen admin; file org	1.75
		Finance	invoice review/pmts	2.50
		EPC	mtg prep/setup/attend	4.00
		PSB		0.00
		Legal		0.00
28	Fr	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review; call KM; CORs	3.25
		Legal		0.00
29	Sa	General Mgmt		0.00
		Finance	special tax docs	1.75
		EPC		0.00
		PSB	emails	0.75
		Legal		0.00
30	Su	General Mgmt	org files/docs	2.50
		Finance	transmittal; invoice review/pmt/submit/file	4.00
		EPC		0.00
		PSB	emails/doc review	1.50
		Legal		0.00
31	M	General Mgmt	gen admin/emails	0.75
		Finance	invoice review/pmt/submit/file	3.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
				<hr/> 68.00



Date/Day	Subject	Description	Hours	
1	Tu	General Mgmt	gen admin-emails/BOD CSDA reg	0.75
		Finance		0.00
		EPC	emails	0.50
		PSB		0.00
		Legal		0.00
2	W	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
3	Th	General Mgmt	gen admin-emails	0.25
		Finance	invoice review/pmt	0.75
		EPC		0.00
		PSB		0.00
		Legal		0.00
4	Fr	General Mgmt	gen admin-emails; PRA; CSDA-hotel	0.75
		Finance	payroll; spec tax-review parcels/confirm/rev Form A	3.00
		EPC		0.00
		PSB	emails/doc review; permit fees; call-GS	3.00
		Legal		0.00
5	Sa	General Mgmt	PRA; gen admin emails	0.50
		Finance	invoice review/pmt; rpts to BC	1.50
		EPC		0.00
		PSB		0.00
		Legal		0.00
6	Su	General Mgmt	gen admin-emails; CSDA	1.75
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
7	Mo	General Mgmt	gen admin-emails	1.25
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
8	Tu	General Mgmt	gen admin-emails	0.75
		Finance		0.00
		EPC		0.00
		PSB	COR review	1.00
		Legal		0.00
9	We	General Mgmt	gen admin-emails	1.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
10	Th	General Mgmt		0.00

		Finance	invoice review/pmt/submit to BC; FC poll to CED	4.25
		EPC		0.00
		PSB	emails/doc review	1.50
		Legal		0.00
11	Fr	General Mgmt	Ethics/Dist Distinct checklist/review/prep	2.50
		Finance	invoice review/pmt	0.50
		EPC		0.00
		PSB		0.00
		Legal	Reserve/other policy research	5.00
12	Sa	General Mgmt		0.00
		Finance	invoice review/pmt/submit/file	4.50
		EPC		0.00
		PSB		0.00
		Legal		0.00
13	Su	General Mgmt	gen admin/emails/prep for vac	1.00
		Finance	invoice review/pmt/submit/file	4.00
		EPC		0.00
		PSB		0.00
		Legal	Reserve/other policy research	5.00
14	M	General Mgmt	gen admin/emails/ethics tracking	2.50
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
15	Tu	General Mgmt	gen admin/emails	1.75
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
		General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
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				49.25





Date/Day	Subject	Description	Hours	
16	W	General Mgmt	gen admin/emails	0.50
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review	2.00
		Legal		0.00
17	Th	General Mgmt	gen admin/PRA	0.50
		Finance		0.00
		EPC		0.00
		PSB	emails/doc review	0.75
		Legal		0.00
18	Fr	General Mgmt	gen admin/emails-GM int/spec mtg sched w/BI&CED	1.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
19	Sa	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
20	Su	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
21	Mo	General Mgmt	gen admin/emails; call w/DA	2.00
		Finance	payroll-rpts to BC; invoice review/pmt/submit/file	2.25
		EPC	EPC agenda; committee app-review process/update	2.50
		PSB		0.00
		Legal		0.00
22	Tu	General Mgmt	gen admin/emails-GM intw mtg sched, BOD manual	1.50
		Finance	invoice review/pmt/submit/file; OPEB actuarial census	2.50
		EPC		0.00
		PSB	emails/review docs	1.00
		Legal		0.00
23	We	General Mgmt	gen admin/emails/files; mtg w/DA, ES, MG	3.00
		Finance	invoice review/pmt/submit/file	2.00
		EPC		0.00
		PSB	emails/review docs; call GS	1.50
		Legal		0.00
24	Th	General Mgmt	gen admin/emails	0.75
		Finance	invoice review/pmt/submit/file	1.00
		EPC	emails/minutes in prog/prep & attend mtg	3.00
		PSB	emails/doc review; plan mtg	1.25
		Legal	coop purchasing info/review request to legal	1.00
25	Fr	General Mgmt		0.00

		Finance	invoice/debt svc followup;	1.00
		EPC		0.00
		PSB	mtg plan; prep/attend review mtg	2.50
		Legal		0.00
26	Sa	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
27	Su	General Mgmt		0.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
28	Mo	General Mgmt	spec mtg agenda; file org; emails/gen admin; CSDA conf pmts	3.75
		Finance	invoice review/file	1.00
		EPC		0.00
		PSB	emails/doc review/update	1.25
		Legal	reserve policy	2.00
29	Tu	General Mgmt	gen admin/emails; BOD agenda/update; CED coord	4.00
		Finance		0.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
30	W	General Mgmt	BOD agenda update; FAQs-email DA	2.50
		Finance	FC agenda	1.00
		EPC		0.00
		PSB		0.00
		Legal		0.00
31	Th	General Mgmt		0.00
		Finance	DS incumb cert/pmt; state comp rpt; audit mtg;	2.50
		EPC		0.00
		PSB	emails/doc review	1.00
		Legal	policy review/research/draft	3.00
				<hr/> 55.50