

Amy Ow

From: Jessica Henderson-McBean <JHenderson-McBean@swca.com>
Sent: Tuesday, December 17, 2019 2:32 PM
To: Camille Leung; Kristen Outten
Cc: Amy Ow; Steve Monowitz
Subject: RE: Highland Estates Monthly Progress Report - November 2019
Attachments: Highland Estates_Monthly Progress Report_November 2019.pdf

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hello Camille,

Please find the updated monthly report attached to this email. I have also uploaded the updated version to the project Sharepoint.

Please let us know if you have any additional questions or comments.

Thanks,

Jessie Henderson-McBean
Biologist

SWCA Environmental Consultants
60 Stone Pine Road, Suite 100
Half Moon Bay, CA 94019
P 650.440.4160 x 6410 | C 805.712.8794



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From: Camille Leung <cleung@smcgov.org>
Sent: Monday, December 16, 2019 11:12 AM
To: Kristen Outten <koutten@swca.com>
Cc: Amy Ow <aow@smcgov.org>; Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Steve Monowitz <smonowitz@smcgov.org>
Subject: RE: Highland Estates Monthly Progress Report - November 2019

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Hi Kristen,

A count and brief synopsis of any public inquiries would be great. Thank you :)

From: Kristen Outten [<mailto:koutten@swca.com>]

Sent: Monday, December 16, 2019 7:54 AM

To: Camille Leung <cleung@smcgov.org>

Cc: Amy Ow <aow@smcgov.org>; Jessica Henderson-McBean <JHenderson-McBean@swca.com>; Steve Monowitz <smonowitz@smcgov.org>

Subject: RE: Highland Estates Monthly Progress Report - November 2019

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Hi Camille,

I considered including a section that summarized public inquiries; however, decided against it in the end since we were tracking them separately in the Inquiry Tracking Table. I also didn't know if you would be making these Monthly Progress Reports public and wanted to have all the inquiries listed in there. Either way, its easy enough for me to include them. I will make that revision and send you the revised copy.

Also, I didn't see Steve copied on your last email so I'm including him here. Steve, please let us know if you have any questions or comments.

Thanks,
Kristen

From: Camille Leung <cleung@smcgov.org>

Sent: Friday, December 13, 2019 11:39 AM

To: Kristen Outten <koutten@swca.com>

Cc: Amy Ow <aow@smcgov.org>; Jessica Henderson-McBean <JHenderson-McBean@swca.com>

Subject: RE: Highland Estates Monthly Progress Report - November 2019

EXTERNAL: This email originated from outside SWCA. Please use caution when replying.

Hi Kristen,

Looks fine to me. Perhaps add a section that describes any public inquiries. I'm also copying Steve to see if he has any comments.

Thanks

From: Kristen Outten [<mailto:koutten@swca.com>]

Sent: Friday, December 06, 2019 10:03 PM

To: Camille Leung <cleung@smcgov.org>

Cc: Amy Ow <aow@smcgov.org>; Jessica Henderson-McBean <JHenderson-McBean@swca.com>

Subject: Highland Estates Monthly Progress Report - November 2019

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Hello Camille,

Please find attached the Monthly Progress Report and the Environmental Compliance Matrix for the Highland Estates Project. I've also uploaded these to the project SharePoint site. Please let me know if you have any questions regarding the attached documents. Since it is the first Monthly Progress Report, I want to make sure the format works for you and provides you with all the information you need.

Thank you,
Kristen

Kristen Outten
Project Manager / Senior Biologist

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