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MEMORANDUM

Date: February 17, 2021
To: Seven County Infrastructure Coalition
From: Michael Hawley, PE; Brian Barton, PE; Daniel Hawley, PE
Subject: **Summary of Work – February 2021 Board Meeting**

We appreciate the opportunity to work closely with the Coalition on so many critical projects in the region. Please note that these invoices include work for 1.5 months due to the need to sync schedules with the CIB/State invoicing preferences.

Seven County Infrastructure Coalition – Uinta Rail Line, December 15, 2020 – January 31, 2021

1. Phase 12 – Milestone 2 Owner’s Representative.
 - ICF contract modification coordination
 - Board and technical meeting preparation
 - DEIS comment review
 - Forest service calls and coordination
 - EIS review coordination
 - PLPCO meeting
 - Administration letter preparation and review
 - Ongoing GRAMA requests and data gathering.
 - Budget updates and tracking.
2. Phase 13 – Strategic Communications
 - Stakeholder call.
 - Remove final social ads
 - Response to DMS, check google suite, respond to inquiries
 - Public official calls
 - Ongoing social media follow up
 - Updated social media graphics.
 - Board meeting and social media follow up.
 - Website updates

Seven County Infrastructure Coalition – Program Management & Engineering Services. December 15, 2020 – January 31, 2021

1. Phase 30 – General Planning
 - Budget hearing technical coordination
 - Public comment technical preparation
 - Project briefing paper updates
 - Capital improvements list coordination
 - Rules and regulations coordination.
 - Team planning and coordination.
 - Board meeting planning and prep.
2. Phase 32 – San Rafael Research Center General Support
 - Coordination and weekly meetings.
3. Phase 33 – Inland Port Satellite Planning
 - Coordination meetings with Colliers
4. Phase 34 – GRAMA Response
 - GRAMA documents coordination.
 - New officer of records set up and coordination.
 - Records collection for legal team.

