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**MEMORANDUM**

**Date:** June 18, 2021  
**To:** Seven County Infrastructure Coalition  
**From:** Michael Hawley, PE; Brian Barton, PE; Daniel Hawley, PE  
**Subject:** **Summary of Work – June 2021 Board Meeting**

We appreciate the opportunity to work closely with the Coalition on so many critical projects in the region. Following is the summary of our work completed during the past month.

**Seven County Infrastructure Coalition – Uinta Rail Line**

1. Phase 12 –Milestone 2 Owner’s Representative.
  - Meeting and resource coordination
  - MSA 9 review
  - Weekly coordination meetings and agenda preparation.
  - Ongoing GRAMA requests and data gathering.
  - Budget updates and invoice tracking.
  - Project file management.
  - CIB retreat preparation and coordination
  - Property access letters and coordination
  - Rocky Mountain Power line review
  
2. Phase 13 – Strategic Communications
  - Weekly team meeting
  - Social media tracking and updates
  - Stake holders follow up
  - Google suite checkup and analytics download
  - Coordination calls with Board and email follow up
  - Board meeting and social media follow up.
  - Website updates

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**Seven County Infrastructure Coalition – Program Management & Engineering Services.**

1. Phase 33 – Rural Community Diversification Planning
  - Colliers revised report review and coordination with other stakeholders
  - Weekly coordination calls and consultant coordination
  
2. Phase 36 – Navajo Mountain Transportation Planning
  - Project scope coordination
  - Discussions with Senator Hinkins
  - Prepare scope for legislative funding request
  
3. Phase 37 – Navajo Water Settlement Planning
  - Project scope discussion
  - Review of Brown and Caldwell Report recommendations
  - Prepare scope for legislative funding request
  
4. Phase 38 – General Planning
  - Natural Gas RFI scope review
  - RFI Draft preparation
  - Updates to project briefing paper summaries
  - Data updates to web GIS system.
  - Website maintenance.
  - Board meeting planning and prep.
  - Budget coordination with Smuin Rich and Marsing.
  
5. Phase 39 – Strategic Communications
  - Biden administration letter preparation and signature coordination

