1.50 Rachel Hutchinson

I have been thinking a lot about the “tool” and I think I would like to say that using Microsoft Teams to help organize projects and deliverables between multiple staff members and multiple projects is the tool I would like to recommend. I can’t exactly send this to you, but I included a snapshot here of one project:
### Summer Surveys
- **Aspen Surveys**
  - 05/30
  - Karl Ronning
- **Surface Water Monitoring**
  - 10/31
  - Karl Ronning
- **Groundwater Monitoring (2-3 week return)**
  - 05/30

### NEPA/CEQA
- **Native American Outreach (AB52)**
  - 05/31
  - Betsy Harbert
- **404 Permit**
  - 05/05
  - Betsy Harbert
- **401 Permit**
  - 05/05
  - Betsy Harbert
- **1600 Permit**
  - 05/05
  - Betsy Harbert

### Stakeholders
- **Schedule a meeting with Scott (permittee)**
  - 05/03
  - Rachel Hutchinson

### Implementation
- **Collection Permit (fish relocation)**
  - 05/03
- **Schedule Volunteer Days**
  - 05/30
  - CH
- **RFP for Contractor**
  - 05/14