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**From:** Briana Seapy <bseapy@kearnswest.com>  
**Sent:** Monday, June 19, 2017 8:30 AM  
**To:** Rieker, Jeffrey; Garwin Yip  
**Cc:** Michael Harty  
**Subject:** RE: RPA Meeting Prep

Thanks for getting back to us, Jeff!

I've added Garwin to the email thread.

Wednesday afternoon between 1:30 and 4:00 looks good on Mike's calendar for a pre-meeting call.

Garwin, can you let us know if you are free during this time block and also let us know what contracting mechanism you'll be using to have Mike at the Thursday meeting – we're happy to provide any information as needed!

Thanks,

Bri

**Briana Seapy**  
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**From:** Rieker, Jeffrey [mailto:jrieker@usbr.gov]  
**Sent:** Monday, June 19, 2017 7:14 AM  
**To:** Briana Seapy <bseapy@kearnswest.com>  
**Cc:** Michael Harty <jmharty@kearnswest.com>  
**Subject:** Re: RPA Meeting Prep

Briana,

Thanks for contacting us to get things sorted out for our meeting this week. I'm looping in Garwin who I believe has the best info on the contracting mechanisms for the meeting.

We would like to schedule a pre-meeting with Mike to go over the meeting plan and logistics. Would he be available Tuesday before 10 am or Wednesday afternoon (perhaps between 1:30 and 4)? Garwin - are you available either of those times?

Thanks,  
Jeff

Jeffrey Rieker  
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On Wed, Jun 14, 2017 at 1:04 PM, Briana Seapy <[bseapy@kearnswest.com](mailto:bseapy@kearnswest.com)> wrote:

Hi Jeff –

Mike has the afternoon of Thursday, June 22 held to facilitate a Shasta RPA meeting, and I'm reaching out with a few questions to confirm that we're set for that meeting (Mike is on vacation this week).

1. Do you need anything from us to get contracting in place for this meeting? My understanding is that last time Eric facilitated on a purchase order (< \$2,500).
2. Is there any need for a status update or check-in call ahead of the meeting to confirm objectives/approach?

Thanks for your insights!

Bri

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