

## Amy Ow

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**From:** Kristen Outten <koutten@swca.com>  
**Sent:** Thursday, February 06, 2020 9:25 AM  
**To:** Camille Leung  
**Cc:** Amy Ow; Steve Monowitz; Jessica Henderson-McBean  
**Subject:** Highland Estates Monthly Progress Report - January 2020  
**Attachments:** Highland Estates\_Monthly Progress Report\_January 2020.pdf

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Hello Camille,

Please find attached the January 2020 Monthly Progress Report. The Report has also been uploaded to the project [SharePoint](#) site. Please let me know if you have any questions or would like to discuss in more detail.

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](mailto:cleung@smcgov.org)>  
**Sent:** Monday, December 16, 2019 11:12 AM  
**To:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>  
**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>; Steve Monowitz <[smonowitz@smcgov.org](mailto: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 :)

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

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

**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>; Steve Monowitz <[smonowitz@smcgov.org](mailto: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

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**From:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

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

**To:** Kristen Outten <[koutten@swca.com](mailto:koutten@swca.com)>

**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto:JHenderson-McBean@swca.com)>

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

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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

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

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

**To:** Camille Leung <[cleung@smcgov.org](mailto:cleung@smcgov.org)>

**Cc:** Amy Ow <[aow@smcgov.org](mailto:aow@smcgov.org)>; Jessica Henderson-McBean <[JHenderson-McBean@swca.com](mailto: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

**SWCA Environmental Consultants**  
60 Stone Pine Road, Suite 100  
Half Moon Bay, CA 94019  
P 650.440.4160 x 6404 | C 831.331.5264 | F 650.440.4165



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