



1416 Ninth Street, Suite 1155 (916) 657-2666
Sacramento, California 95814 FAX (916) 654-9780

February 11, 1997

Ms. Rhett Simmons
West Coast Captioning
5404 East Morada Lane
Stockton, CA 95212

Dear Ms. Simmons:

This is to confirm the arrangements we recently discussed regarding the real-time captioning service you will be providing at two CALFED Bay-Delta Program meetings on February 18 and 20, 1997. I have listed below the details and responsibilities as I understand them. Please call me as soon as possible at (916) 657-2666 if you have a different memory of our discussion.

MEETING DATES/TIMES/LOCATION:

February 18, 12:30 - 4:30 p.m., The Resources Building, 1416 Ninth Street, Room 1131 (11th floor), Sacramento

February 20, 9 a.m. - 5 p.m., The Resources Building, Room 1601

MATERIALS:

CALFED will send an agenda and available meeting material (enclosed).

EQUIPMENT:

CALFED will ensure that a power source is available, plus two chairs and a table, with a chair nearby for the client. *West Coast Captioning* will provide a laptop computer for the client.

SET-UP:

West Coast Captioning agrees to set up equipment at least 30 minutes prior to the start of each meeting.

CALFED Agencies

California

The Resources Agency
Department of Fish and Game
Department of Water Resources
California Environmental Protection Agency
State Water Resources Control Board

Federal

Environmental Protection Agency
Department of the Interior
Fish and Wildlife Service
Bureau of Reclamation
Department of Commerce
National Marine Fisheries Service

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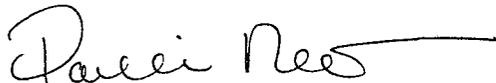
CONTACTS:

On *February 18* (the half-day session), there will be one captioner from West Coast Captioning: *Denise Harlan*. On *February 20* (the full-day session), there will be two captioners: *Rhett Simmons and Denise Harlan*. The telephone number of *West Coast Captioning* is (209) 931-0904, FAX (209) 931-5350.

There is a state holiday on February 12, and I will be on vacation February 14-18. Please contact the *CALFED meeting facilitator, Wendy Halverson Martin*, at (916) 657-2666, FAX (916) 654-9780, if you have any questions. Bob Malinowski will be helping with the meeting arrangements, and you can call him at the same number if Wendy is not available.

Thank you for all your help, and I look forward to meeting you in person on the 20th.

Sincerely,



Pauline Nevins

Enclosures