



CALFED
BAY-DELTA
PROGRAM

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May 17, 1999

Portale & Associates
211 East Weber Avenue
Stockton, CA 95202
Attn: Susan Portale

Subject: March 25th BDAC Meeting Minutes

Dear Ms. Portale,

This shall serve as notice that Portale & Associates has not provided the CALFED Bay-Delta Program the minutes for the March 25, 1999, Bay-Delta Advisory Council (BDAC) meeting as required by contract. As of May 17, 1999, we received only the condensed version of the minutes, and not the original certified hard copy. It is understood that you could not attend this particular BDAC meeting, and another organization was obtained by you to perform this task. You were contacted periodically over the past month requesting the minutes be provided, and we were told by you that we should contact the organization that you obtained. It is not CALFED's responsibility to obtain the minutes from that organization; under the contract, that responsibility lies with Portale & Associates.

By not providing these minutes in a timely fashion, Portale and Associates is in violation of the provisions of contract 98-0160-B-81189 between the Department of Water Resources and Portale and Associates Deposition Reporters. The agreement states that the "contractor will provide one original bound certified hard copy of the transcript and one condensed copy 8-10 days after the meeting." It is important that we have written documentation on file should individuals make inquiries of activities that may have taken place at the meeting. Also, Paragraph 3 on the reverse side of the STD. 2 (Standard Agreement) provides that the State may terminate this agreement if the Contractor should fail to perform.

We request that Portale & Associates provide the original bound certified hard copy of the minutes of the March 25th BDAC meeting within 15 days of the date of this letter. If the minutes are not received within this period of time, CALFED may terminate this agreement in accordance with Paragraph 3 and take any other legal action as required by law.

CALFED has had an excellent working relationship with Portale & Associates in the past, and would like to avoid anything that would adversely affect this relationship.

If you have any questions, please call me at 653-1103, or Allan Loucks at 654-1665.

Sincerely,

for 
Lynda Marty, Chief
Budget and Contract Services

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
U.S. Army Corps of Engineers

Department of Agriculture
Natural Resources Conservation Service
Department of Commerce
National Marine Fisheries Service