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April 4, 2019

City of Salida
The Touber Building
448 E First Street, Suite 112
Salida, CO 81201

Attention: P. T. Wood, Mayor

Matter #: 17-269

Inv #: 15133

RE: General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Mar-01-19	Review Miller CORA requests and analyze responsive documents for same for privilege communication; advise and assist S. Walter in response to same; correspondence w D. MacDonald re request for severance pursuant to employment agreement; review and analyze uptown grill's warranty deed for inclusion in packet for liquor license hearing; advise S. Walter accordingly; correspondence w staff to confirm factual evidence for D. MacDonald severance; edit and finalize memo to council re D. MacDonald severance and recommended settlement; correspondence and cover letter to council re same; conf w G. Wilson re same; conf w G. VanNimwegen re FHA concerns with draft language for Revised Annexation agreement; review correspondence w County re same; research FHA issue (statute, case law, regulations and secondary source) and recommend amended language to be compliant w same	NPW	\$170.00	3.00	510.00
Mar-04-19	prepare and deliver training on open mtgs/open records and conflicts of interest	GTW	\$200.00	2.50	500.00

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Mar-05-19	<p>Prepare for 3/5 council meeting; review and analyze agenda, packet and associated documents for same and liquor hearing; research for same; correspondence w S. Walter re numerous CORA requests, documents reviewed for same and recommended responses; advise and answer follow up questions for same; correspondence w CIRSA investigators re outstanding investigation and final report for same; correspondence w G. Wilson and G. VanNimwegen and C. Brown-Kovacic re annexation agreement and outstanding issues concerning same; conf w Boulder County Housing Authority for advise re FHA standards and recommended language for annexation agreement; review, analyze and research correspondence and law and memos drafted concerning same; advise G. VanNimwegen re same in preparation for 3/5 council meeting and final language for annexation agreement.</p>	NPW	\$170.00	2.75	467.50
	confer w PT and NW re D. Nelson evaluation	GTW	\$200.00	0.50	100.00
	<p>Attend City Council meeting and advise staff and council at same; meeting w accountant to review documents and bank and account and loan information and other documents necessary for the final tax return for NRCDC; review and analyze documents for meeting; meeting w council member re upcoming meeting and annexation agreement and other outstanding legal issues and concerns; meeting w G. VanNimwegen re amendment of annexation agreement and strategies and preparation for 3/5 council meeting; meeting w D. Nelson re same; meeting w S. Walter re same and review and analysis and advice re CORA requests, responses and other legal questions; conf w PT Wood re D. MacDonald settlement issue; answer council members' questions re same and other legal issues and assignments; conf w G. Wilson; review, analyze and obtain</p>	NPW	\$170.00	6.50	1,105.00

	documents from city staff concerning proof of D. MacDonald termination; review and analyze MacDonald personnel file; conf w staff members re same; conf w city staff member re general legal inquiries				
Mar-06-19	confer w NW; draft and send memo to council re MacDonald settlement	GTW	\$200.00	1.00	200.00
	Meeting w G. Wilson re 3/5 council meeting, outstanding and resolved legal issues and direction from council re D. Nelson's six month review to be conducted by independent Employer's Council; review and analyze amended KHEN Lease extension agreement; advise D. Nelson accordingly; correspondence w G. VanNimwegen and D. Nelson re appeal, resolution of same and written agreement resolving same; analyze CORA request; response to S. Walter w responsive document and advise on how to respond to same re MacDonald correspondence; conf w PT Wood and D. Nelson re same; correspondence w High Country Bank re NRCDC loan and CD documentation for final tax return; conf call w D. MacDonald notifying her of 3/5 council direction to enter into settlement negotiations for unpaid severance due and owing pursuant to her employment contract; began draft of waiver and release for MacDonald to sign.	NPW	\$170.00	2.50	425.00
Mar-07-19	Review and analyze another CORA request re MacDonald correspondence; advise S. Walter w how to respond and answer other follow up legal questions; conf w G. Wilson and D. Nelson re same and other outstanding legal issues; correspondence w City staff	NPW	\$170.00	0.50	85.00
Mar-08-19	review investigators report; draft transmittal memo to Council and staff	GTW	\$200.00	1.00	200.00
	Review and analyze and interpret independent investigator's executive report and results of recent and last outstanding personnel complaint; meeting w G. Wilson re resolution of same and communication w council re	NPW	\$170.00	2.75	467.50

same; correspondence w CIRSA attorney re same and re communication w former employee re same and with report; conf w city staff re same; meeting w G. Wilson re franchise agreement w charter company and proposed small cell ordinance; conf w M. Varnum re same; review and analyze agreement and make legal assessment and advice re same; follow up correspondence w High Country Bank and accountant re statements and documentation needed for NRCDC final tax return; conf w S. Walter re parking ticket code and summons for past due tickets; research re on/off liquor license; advise S. Walter re same and answered follow up legal questions on same; meeting w G. Wilson.

Mar-11-19	Conf call w G. Wilson; Conf call w D. Nelson re outstanding legal issues and concerns and planning and allocation of work for same	NPW	\$170.00	0.50	85.00
	Correspondence w High Country Bank re accountant's questions for NRCDC final tax return; conf w S. Walter re liquor law and permitting questions; research and analyze for same; conf w city staff and G. Van Nimwegen with advice concerning LeBaron appeal; draft electronic memo regarding negotiation options and resolution of same; analyze facts and issues for same; answer follow up questions from staff re same; review minutes for same and to draft appeal decision and agreement concerning payment of fees for same; draft electronic memo to R. Thornhoff re appeal and practical option for payment plan to resolve same.	NPW	\$170.00	2.25	382.50
	Draft waiver and release agreement for Dara MacDonald severance payment and pursuant to employment contract; review, edit and finalize same; correspondence w D. MacDonald re processing of same; conf w city staff re logistics concerning same; review and analyze correspondence, articles and phone calls re same to respond to same	NPW	\$170.00	2.75	467.50

	and to communicate with co until to address their concerns w severance due to MacDonald and analysis of her employment contract, facts surrounding same and waiver and release agreement for same; answer follow up questions re same; conf w G. Wilson re same				
	Coordination of 360 performance evaluation; correspondence w C. Brown-Kovacic re same; share information re same to include in distribution to public; t/c w Employers Council to begin process; correspondence w city staff to coordinate logistics for same; answer follow up questions re same; conf w G. Wilson re same; direction to staff and council re same	NPW	\$170.00	1.50	255.00
Mar-12-19	memo to Council; hand off admin eval to NW for interface w MSEC.	GTW	\$200.00	0.50	100.00
	Conf call re Nelson's performance evaluation and coordination of logistics and collection of contact information of same and discussion w consultant re their process, procedure and timeline and outstanding issues or factual documentation needed; obtain and review material needed for same and coordinate logistic re same; meeting w G. Wilson re same and outstanding legal issues; conf call w C. Brown-Kovacic re same; conf call w PT Wood re same	NPW	\$170.00	2.25	382.50
	Draft memo to council re w factual and legal questions surrounding Dara MacDonald's termination and employment agreement; research for same; review correspondence and articles and phone calls re same; obtain documentary evidence for same; review and analyze issue for same; conf w G. Wilson re same; conf w council re same; t/cs w council members re same	NPW	\$170.00	3.75	637.50
	Draft confidential memo to PT Wood and C. Brown-Kovacic re charge and logistics of Nelson performance evaluation, and regarding process and logistics learned from Employers Council conference call; further coordination of contact information	NPW	\$170.00	2.50	425.00

needed for Employers Council for same; answer follow up questions from staff and council re same; conf w G. Wilson re same; coordinate draft of information to share to public re same and communication w council w update of process

Communication w accountant concerning NRCDC final filing; conf w PT Wood and D. Nelson re same; review CORA request; advise S. Walter re same and include correspondence and documentation to be responsive to CORA requests; answer follow up questions re same; review additional CORA requests; review and analyze documentation for privilege communication; advise S. Walter re response and what to withhold due to privilege; follow up advice re correspondence w citizen and S. Walter re demands concerning open records law; review and analyze law and draft electronic memo w advice for S. Walter re same; answer follow up questions from staff and council re MacDonald severance payment and employment agreement and waiver and release agreement resolving same;

NPW \$170.00 3.25 552.50

Mar-13-19

Correspondence w Employers Council to obtain areas of question to report back to council and public and to coordinate information needed of those being questioned from community partners, city staff and council; discussion and coordination of who Employers Council advises to question and include, in order to obtain contact information from staff and council members; conf w C Brown-Kovacic re update to public for details of performance evaluation; answer follow up questions from consultant; assist w logistics or with any information needed to conduct evaluation; conf w staff and council re same; answer follow up questions from council re same; conf w G. Wilson re same

NPW \$170.00 3.00 510.00

	Review numerous CORA requests and communication with S. Walter re open records; advise S. Walter re same and answer follow up questions re same; research and draft memo re CRS sections and city policy concerning same for S. Walter; review job descriptions for response to CORA requests; conf w city staff for same and to respond to same; correspondence w D. Bess for documents responsive to CORA requests; answer all legal questions re same; review draft letter for marijuana transfer hearing and decision; analyze state law and city code for same; advise S. Walter re same; discuss and plan process and coordinate logistics for marijuana transfer hearing	NPW	\$170.00	2.25	382.50
Mar-14-19	Coordination w staff members and community partners re Employers Council review; assist consultant with information needed to conduct same; answer staff questions concerning same that arise; answer consultant's procedural and logistical questions that arise; answer council members questions that arise; e-mail to each council member to coordinate phone interviews; and t/c with council members and G. Wilson re same; conf w D. Nelson with required information requested by Employer's Council consultant for performance review; follow up correspondence w all of the above for same; follow up correspondence and coordination re statement to public to explain performance review process; answer concerns and factual questions from staff re review process	NPW	\$170.00	2.25	382.50
	Advise S. Walter re CORA requests; analyze responses and responsive documents; assist with responses; answer follow up questions; advise staff re same; conf w clerk re scopes of work and job descriptions; conf w G Wilson re same; correspondence w Mountain Mail re memos requested concerning Dara MacDonald severance entitlement	NPW	\$170.00	2.00	340.00

and all issues and documents surrounding same; conf w D. Shore and G. Wilson re same; review and analyze CIRSA report re MacDonald investigation; conf w council member re same; [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

	Review prior extension agreements and analyze same to answer D. Lady's legal question; advise re developers question concerning final plat approval and extension of utility line; draft electronic memo to D. Lady; answer follow up questions re same; finalize same	NPW	\$170.00	1.50	255.00
Mar-15-19	Coordinate logistics and questions w council members re phone interviews w Employers Council; conf w Employers Council consultant; review and analyze agenda and packet for 3/19 meeting and advise S. Walter to amend and add certain legal information; Coordinate appeal decision and agreement re utility fees w G. VanNimwegen and D. Nelson; follow up re finance set up for payment plan for same and strategies negotiation w G. VanNimwegen to finalize appeal decision and agreement re same; advise S. Walter re publication and posting for marijuana license transfer hearing; advise for other logistics for procedure and policy re hearing; conf w staff and answer various legal questions; conf w D. Nelson; conf w. G. Wilson	NPW	\$170.00	3.50	595.00
Mar-17-19	Review document and recommend changes to same; edit, amend and finalize same; conf w G. Wilson re same; Draft, revise and finalize draft script for marijuana license transfer hearing; review law, code and regulations concerning same for accuracy and procedural fairness; advise staff re same and answer follow up questions re same; review cover letter for hearing; advise S. Walter accordingly.	NPW	\$170.00	3.25	552.50
Mar-18-19	Conf call w Employers Council consultant re: logistics and contact	NPW	\$170.00	0.50	85.00

	information requested for Drew Nelson's performance evaluation; follow up coordination and review re same				
	Draft confidential memo to PT Wood and C. Brown-Kovacic; conf w G. Wilson re same; answer staff and consultant follow up logistical questions re performance evaluation; draft memo to council members regarding Drew Nelson 6 month 360 performance review updating them pursuant to council direction re same at last City Council meeting and with anticipated timeline re same; answer questions re same.	NPW	\$170.00	2.50	425.00
Mar-19-19	Prepare for (review and analyze agenda, packet and associated materials) and attend City Council meeting; advise staff and council at meeting and present certain legal ordinances at same	NPW	\$170.00	3.50	595.00
	Attend and represent city at marijuana transfer hearing; support and advise staff at same; answer legal and procedural questions at same	NPW	\$170.00	0.50	85.00
	Attend various individual meetings while in town w D. Nelson, S. Walter, PT Wood, C. Brown-Kovacic, other council members, G. VanNimwegen and other staff members concerning numerous legal issues and assignments both outstanding and in preparation for tonight's City Council meeting and marijuana transfer hearing	NPW	\$170.00	4.25	722.50
Mar-20-19	Meeting w G. Wilson re city council meeting and outstanding legal issues and assignments stemming from same; report of meetings held yesterday	NPW	\$170.00	0.50	85.00
	Review and analyze CCT agreement w Buena Vista for proposed agreement with Salida; advise M. Varnum re same; conf w G. Wilson re same; coordinate logistics re execution of this version; correspondence w D. MacDonald re execution of waiver and release agreement and final settlement of severance claims; update Council on workplace investigations which were finalized last month; answer follow up questions re same that arose during	NPW	\$170.00	2.50	425.00

council meeting; draft council privileged memoranda re personnel issue and resolution of same; follow up correspondence and update to PT Wood and D. Nelson re Palmer Street; follow up correspondence w D. Nelson re his letter extending probationary time for conclusion of evaluation for 4/2 meeting; analyze D. Nelson employment contract for same; conf w G. Wilson re scopes of work and job descriptions.

Mar-25-19

t/c w M. Bowers re questions concerning performance evaluation and process concerning Nelson contract and probation; t/c w G. Wilson re same and other outstanding legal concerns and issues

NPW \$170.00 0.50 85.00

[REDACTED]
[REDACTED]
[REDACTED] follow up correspondence w staff and third parties re same; correspondence w CCT re right of way agreement w City of Salida; conf w staff re same; confidential memo to Mayor and Mayor Pro Tem w updates concerning performance evaluation; answer follow up questions from staff re same; conf w G. VanNimwegen re appeal resolution w LeBaron; coordination of settlement, payment and execution of agreement w D. MacDonald and relevant staff members; conf w S. Walter re CORA requests and advised responses to same; review and analyze Planning Commission agenda and packet for tonight's meeting, advise G. VanNimwegen re same and conf re same.

NPW \$170.00 2.50 425.00

Mar-26-19

revise City CORA policy, redline and final; transmit to SW; transmit internal CORA policy to SW

GTW \$200.00 1.50 300.00

Review confidential real estate contract; advise D. Nelson and T. Casey re analysis, recommendations and concerns; conf w G. Wilson re same; confidential memo w advice to PT Wood and conf w G. Wilson re same; advise S. Walter re CORA policy; e-mail memo to resident and Mayor w

NPW \$170.00 3.50 595.00

	clarifications and information in response to questions about Nelson's performance review; conf w Mayor and Geoff re same; conf w Council members re same; research Records retention issue and advise SI Walter re scanning old documents; conf calls w council members and staff members				
Mar-27-19	Meeting w G. Wilson re numerous legal issues and assignments including confidential contract, property issue, memo to council, performance evaluation and council members questions and concerns	NPW	\$170.00	0.75	127.50
	Advise T. Casey re: executive session for confidential property agreement discussion and negotiation; review and analyze CCT amendments and draft right of way agreement; detail differences and changes made; conf w M. Varnum, D. Lady and D. Nelson re same and advise and concerns w same; draft memo w analysis and advice re same; conf w CCT re same and concerns w draft and negotiations re same and specific provision items and questions re same, and coordination of conf call re same; draft privileged memo to council re legal options upon receipt of D. Nelson's performance evaluation and w analysis of employment contract; conf w G. Wilson re same; follow up correspondence w D. Nelson re confidential property contract and issues w same.	NPW	\$170.00	3.25	552.50
Mar-28-19	Research state statute, regulations and resources concerning marijuana licensing; analyze city code re liquor license provisions and marijuana provisions; draft detailed ordinance amending Salida Municipal Code re marijuana business licensing to update with state law changes, w special election updates and many general clean up consistency issues, and with Council's direction to amend hearing provisions to be similar to city code provisions re liquor code; conf w S. Walter and D. Nelson re same; prepare	NPW	\$170.00	4.75	807.50

both re same for 4/1 work study session;
 conf w G. Wilson re same; draft memo
 to S. Walter and D. Nelson w
 explanation of ordinance changes,
 necessary legal changes and optional
 policy decisions for city council in
 preparation of 4/1 council work study
 meeting; finalize, review, edit and draft
 other outstanding items for 4/2 city
 council agenda packet; conf w D.
 Nelson and S. Walter re same; conf w S.
 Walter re licensing questions; conf w
 staff re 4/2 city council meeting

Mar-29-19	Review and analyze various agreements and contracts for 4/2 City Council meeting; advise staff re same and recommendations and conclusions re same; conf w city council members and G. Wilson re follow up issues with coordination for performance evaluation, timeline for same and general questions; Draft, edit and finalize LeBaron agreement settling appeal and resolving and detailing fee and affordability issue; analyze law and facts and minutes and documentation for same; answer and advise G. VanNimwegen on questions re same; conf w D. Nelson re same; conf w S. Walter re CORA requests and issues surrounding same;	NPW	\$170.00	3.25	552.50
Mar-31-19	Conf w G. Wilson; review and analyze facts and G. Wilson draft; draft confidential memo to PT Wood w analysis of facts and law and advice re same; follow up research re same	NPW	\$170.00	1.75	297.50
Totals				96.00	\$16,530.00

DISBURSEMENTS

Mar-31-19	Prints/Copies - March 2019 135 @ 0.10	13.50
	3/19/19 Roundtrip mileage to Salida City Council meeting 266 @ 0.58	154.28
	3/5/19 Roundtrip mileage to Salida City Council meeting 266 @ 0.58	154.28

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Totals

\$322.06

Total Fee & Disbursements

\$16,852.06

Previous Balance

13,453.18

Previous Payments

13,453.18

Balance Now Due

\$16,852.06

TAX ID Number 20-1943771

TIMEKEEPER LIST

GTW

Geoffrey T. Wilson

Associate

NPW

Nina P. Williams

Associate