

From: Ramaiya, Shilpa R
Sent: 9/9/2011 1:57:12 PM
To: 'Madrigal, Anna-Marie' (anna-marie.madrigal@cpuc.ca.gov)
Cc: Horner, Trina (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=TNHC);
'Cooke, Michelle' (michelle.cooke@cpuc.ca.gov)
Bcc:
Subject: RE: addresses for letter you have been holding for me

Anna-Marie,

As a follow-up to our email exchange yesterday, attached is a spreadsheet ready for mail-merging. Hopefully this will be easier to process.

Let me know if you need anything else. And thanks again for providing the generic letters yesterday.

Shilpa

415-973-3186

From: Ramaiya, Shilpa R
Sent: Thursday, September 08, 2011 11:52 AM
To: 'Madrigal, Anna-Marie'
Cc: Cooke, Michelle; Horner, Trina
Subject: RE: addresses for letter you have been holding for me

Thanks Anna. I have someone currently working on a mail merge format for you. He said he'll be able to have it done tomorrow and then I'll forward on directly to you.

Hopefully, you can still proceed with the generic letters sometime in the next day. Thanks for staying on top of this.

Shilpa

From: Madrigal, Anna-Marie [mailto:anna-marie.madrigal@cpuc.ca.gov]
Sent: Thursday, September 08, 2011 9:51 AM
To: Ramaiya, Shilpa R
Cc: Cooke, Michelle; Horner, Trina
Subject: RE: addresses for letter you have been holding for me

Unfortunately, no. Today is our Commission Business Meeting, which may last until after lunch. But I will check in with both Michelle and Paul when it finishes.

BTW, would you happen to have a cleaner copy of that spreadsheet? One that can be used for a "Mail Merge"?

Where it has distinct columns labeled:

Title

First Name

Last Name

Address

I'm sure one of your admins would know what I mean, if it sounds confusing. It will make the letters much easier and faster if I get the ok to proceed.

Just a thought.

Thank you,

Anna-Marie

From: Ramaiya, Shilpa R [mailto:SRRd@pge.com]
Sent: Thursday, September 08, 2011 9:15 AM

To: Madrigal, Anna-Marie
Cc: Cooke, Michelle; Horner, Trina
Subject: RE: addresses for letter you have been holding for me

Anna-Marie,

Just a friendly check-in, any ETA on the generic letters?

Thanks,

Shilpa

From: Madrigal, Anna-Marie [mailto:anna-marie.madrigal@cpuc.ca.gov]
Sent: Thursday, September 01, 2011 5:19 PM
To: Ramaiya, Shilpa R
Cc: Cooke, Michelle
Subject: RE: addresses for letter you have been holding for me

Shilpa--

Paul had some edits and wanted some changes made before we sent you the "Generic" letters.

We will send as soon as he gives the ok.

Thank you,

Anna-Marie Madrigal
Executive Director's Office
California Public Utilities Commission
505 Van Ness Avenue
San Francisco CA 94102
O: 415.703.1636
F: 415.703.1356

From: Cooke, Michelle
Sent: Tuesday, August 30, 2011 7:05 PM
To: Madrigal, Anna-Marie
Subject: addresses for letter you have been holding for me

Anna-Marie- here is the list for the letters that I gave you. We need a personalized letter for all the names in all the columns in the list that includes personalized address block and greeting.

We also need generic ones for

- Dear Mayor
- Dear City Manager
- Dear City Administrator
- Dear Director of Public Works
- Dear Local Official
- Dear Supervisor
- Dear Permitting Department

Order of priority is from the top down on the excel sheet.

If you have questions, please contact me ASAP.

If you can only a few at a time for Paul's signature, please start with the addresses for Test 49.

We are to give the signed copies to PG&E NOT mail them, but they need the personalized info in them. When signed letters are ready for pick up (either all of them or in batches), please contact Shilpa whose address is down below and copy me. They will be going into packets that that PG&E will be delivering to local officials, so no mailing by us is needed.

These should be on whatever letterhead Paul regularly uses.

Thanks.

Michelle

From: Ramaiya, Shilpa R [mailto:SRRd@pge.com]
Sent: Tuesday, August 30, 2011 4:42 PM
To: Cooke, Michelle
Cc: Horner, Trina; Dowdell, Jennifer
Subject: FW: CPUC outreach spreadsheet

Michelle,

As a follow-up to our discussion yesterday, attached is the spreadsheet for use in preparing letters to local officials regarding upcoming hydrostatic testing. The spreadsheet is listed in order of priority and it would be helpful to have through Test-49 done more immediately as those tests are scheduled in September.

Given Paul's time constraints, it would also be helpful if he could start with generic letters for the following for our use:

- Dear Mayor
- Dear City Manager
- Dear City Administrator
- Dear Director of Public Works
- Dear Local Official
- Dear Supervisor
- Dear Permitting Department

Thanks again.

Shilpa

415-973-3186