



no 298

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phone 916.558.7676  
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July 29, 2008

Barbara Jakub  
Hazardous Material Specialist  
Alameda County Environmental Health Services/Environmental Protection  
1131 harbor Bay Parkway, Suite 250  
Alameda, CA 94502-6577

Re: Change of Site Manager Notification ConocoPhillips  
Alameda County District Sites Currently Managed by Bill Borgh

Dear Ms. Jakub,

This letter is to inform you that I will be assuming responsibilities for the Alameda County Environmental sites currently managed under Mr. Bill Borgh.

Per my recent emails to you I will be attempting to set an introductory meeting with you in August to go over the current site status and any existing concerns you may have.

I look forward to building a solid communication bridge as we move these sites forward. Please call me directly with any concerns prior to our meeting.

Respectfully,

Terry L. Grayson  
ConocoPhillips Company  
76 Broadway Street  
Sacramento, CA 95818  
916-558-7666

RECEIVED

JUL 31 2008

ENVIRONMENTAL HEALTH SERVICES