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## Clarification and Narrowing of Invoice Distribution Request

1 message

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Laurie Ortolano <laurieortolano@gmail.com>

Fri, Feb 27, 2026 at 6:24 PM

To: "Foster, Joe" <JOE.FOSTER@mclane.com>, "Steadman, Graham" <graham.steadman@mclane.com>

Good Afternoon,

Thank you for your response.

We are willing to reduce the burden associated with our supplemental request. We do not require that the invoices themselves be re-produced or re-redacted, as we understand the City has already provided copies. We had been under the impression that McLane Middleton performed the redactions before transmitting invoices to the City.

Our focus is narrower.

We are seeking records that demonstrate whether McLane invoices were transmitted to, received by, and reviewed by the Boards of Directors of NPAC Corp. and the 201 Main Street corporations, or by individual Directors acting in their Board capacity.

Specifically, we request:

- Any email transmitting invoices to the full Board or to individual Directors, showing the recipient list and date;
- Any board packet, portal posting, or distribution log reflecting delivery to Directors;
- Any minutes or written record reflecting Board review or approval of the invoices;
- Any record identifying which officer or individual reviewed and approved payment, if the invoices were not provided to the full Board.

If invoices were mailed directly to a single officer and not distributed to the Board, then the only responsive record may be the invoice itself. If no records exist reflecting Board transmission or review, please state that explicitly. In that circumstance, production should be minimal.

To further reduce burden, an alternative would be production of representative examples, for example, the first, middle, and last invoice for calendar years 2023, 2024, and 2025, along with any corresponding record showing transmission to or review by the Board.

We also seek confirmation that the engagement agreement and fee structure were provided to and approved by the Board, and any record reflecting that approval.

We expressly permit full redaction of the invoice description section, as our present inquiry is limited to governance, authorization, and Board oversight, not billing narrative content. The City is supposed to provide properly redacted invoices. Issues concerning the City's redactions are addressed with the City separately.

If there is a more efficient method you propose that would meaningfully reduce burden while still providing records showing Board transmission and review, please let us know with specificity.

Sincerely,  
Laurie Ortolano