

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; Holmstead, Jeff[jeff.holmstead@bracewell.com]  
**From:** Woodward, Cheryl  
**Sent:** Tue 5/30/2017 7:28:03 PM  
**Subject:** RE: Meeting with Administrator Scott Pruitt

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, June 1<sup>st</sup> at 1:30 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

**Directions:** If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators from the train otherwise two escalators then do a small U-Turn to the left heading toward 12<sup>th</sup> street, the South Lobby entrance is directly and immediately to your right (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, **which is between Pennsylvania and Constitution Avenue**. It is almost exactly half way between the two avenues on with Federal Triangle Metro sign and Trump Hotel Towers side entrance can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the **South Lobby of the William Jefferson Clinton building**.

Once inside the building, security will prompt you to scan all items such as bags, coats etc., and then let the guards know that you were instructed to call Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process.

**From:** Hupp, Sydney  
**Sent:** Tuesday, May 30, 2017 2:45 PM  
**To:** Holmstead, Jeff <jeff.holmstead@bracewell.com>  
**Cc:** Woodward, Cheryl <Woodward.Cheryl@epa.gov>  
**Subject:** RE: Meeting with Administrator Scott Pruitt

Great. Thank you so much! Looping in Cheryl to provide directions for the day of.

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]

**Sent:** Tuesday, May 30, 2017 2:30 PM

**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Subject:** RE: Meeting with Administrator Scott Pruitt

That would actually be better for me. I will arrive by 1:15 to be sure I can get to your office by 1:30 on Thursday.

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]

**Sent:** Tuesday, May 30, 2017 1:46 PM

**To:** Holmstead, Jeff <[jeff.holmstead@bracewell.com](mailto:jeff.holmstead@bracewell.com)>

**Subject:** RE: Meeting with Administrator Scott Pruitt

Reaching back out with another request to change. Could we perhaps do Thursday instead now at 1:30PM? So sorry.

Thank you!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]

**Sent:** Thursday, May 25, 2017 10:28 AM

**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Subject:** Re: Meeting with Administrator Scott Pruitt

Great. I will plan to get there by 11:30 to be sure I can get through security and up to your office before 11:45

Sent from my iPhone

On May 25, 2017, at 10:26 AM, Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)> wrote:

My apologies, I mean next Friday.

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]

**Sent:** Thursday, May 25, 2017 10:24 AM

**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Subject:** Re: Meeting with Administrator Scott Pruitt

Do you mean tomorrow or the following Friday, June 1st?

I could do either one but want to be sure I have the right day on my calendar.

Sent from my iPhone

On May 25, 2017, at 9:37 AM, Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)> wrote:

Thank you! Could we do 11:45 on Friday?

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Holmstead, Jeff [<mailto:jeff.holmstead@bracewell.com>]

**Sent:** Thursday, May 25, 2017 8:44 AM

**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Subject:** Re: Meeting with Administrator Scott Pruitt

I just left you a voice message but then thought that email might be easier for you. Here are the time slots that would work for me next week:

Tues (the 30th) Before 12:00 or after 2:00

Wed After 3:30

Thurs Before 10:00 or after 11:00

Friday Any time after 10:00

I could also do it any time tomorrow

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**JEFF HOLMSTEAD**

Partner

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**From:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Sent:** Wednesday, May 24, 2017 4:48 PM  
**To:** Holmstead, Jeff  
**Subject:** Meeting with Administrator Scott Pruitt

Good afternoon Mr. Holmstead,

I am reaching out from Administrator Pruitt's office to hopefully set up a meeting with you next week. I know you have a pretty full schedule so it might be a bit easier for us to find some time over the phone? Feel free to give me a call if you agree or if you know you have some open pockets of time please send my way and we can work to find one that fits.

Thank you!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)