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Attorneys for Plaintiffs and Aggrieved Employees

**SUPERIOR COURT OF THE STATE OF CALIFORNIA**  
**FOR THE COUNTY OF SANTA CLARA**

RACHEL QUIJADA, as an individual and  
on behalf of aggrieved employees,

Plaintiff,

vs.

EXTRA SPACE MANAGEMENT, INC.,  
a Utah corporation; and DOES 1 through  
50, inclusive,

Defendants.

Case No.: 21CV385899

**DECLARATION OF KEVIN LEE  
REGARDING PLAINTIFF'S MOTION TO  
APPROVE SETTLEMENT AGREEMENT  
PURSUANT TO THE PRIVATE ATTORNEYS  
GENERAL ACT**

Date: April 25, 2024

Time: 8:30 a.m.

Dept: 1

Complaint Filed: August 17, 2021

Trial Date: None

1 I, Kevin Lee, hereby declare and state as follows:

2 1. I am an individual over the age of 18. I have personal knowledge of the facts set  
3 forth below and if called to testify I could and would do so competently.

4 2. I am employed by Phoenix Settlement Administrators (“PSA”), as Director of Case  
5 Management.

6 3. I personally have over five (5) years of experience in claims management and  
7 administration of class and collective action matters.

8 4. A true and correct copy of PSA’s Curriculum Vitae is attached hereto as **Exhibit**  
9 **A**. PSA has extensive experience administering class action matters. PSA has administered  
10 complex wage and hour, labor and employment, consumer/ product liability, TCPA, FLSA,  
11 FACTA, ERISA and PAGA class action matters, thru final approval and distribution. PSA has  
12 developed a system of quality assurance measures, to ensure the highest quality service is provided  
13 in our cases and to class members.

14 5. PSA’s Claims Management Group has extensive experiences in all aspects of  
15 notification and identification of class members, claims processing, formulation and calculation  
16 methodologies, award distribution and taxation, accounting and reconciliation.

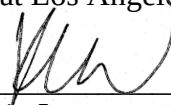
17 6. PSA has extensive experience in and are experts at all aspects of complex class  
18 action matters including: preparing, printing, mailing and tracking privacy notices; operation of a  
19 24/7/365 multi-lingual call center; establishing settlement websites; claims management; USPS  
20 processes and systems, third party tracing, including the use of reverse telephone directory  
21 services; database management, programming and security protocols; calculating and issuing  
22 settlement payments; tax management, filings, and account reconciliation; and final approval.

23 7. PSA has been appointed as a claims administrator in both State and Federal Courts.

24 8. PSA has been chosen to administer the proposed representative PAGA settlement  
25 in this case. A copy of PSA’s quote for administering the settlement of this action is attached hereto  
26 as **Exhibit B**. The quote includes sending notices to employees, calculating and mailing settlement  
27 payments, preparing and processing tax documents and reporting to the court and counsel. All  
28 settlement funds provided by Defendant will be placed into an escrow account until disbursed.

1 I declare under penalty of perjury under the laws of the State of California that the  
2 foregoing is true and correct.

3 Executed on this 1<sup>st</sup> day of March 2024, at Los Angeles, California.

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6 Kevin Lee  
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## **Exhibit A**



CLASS ACTION ADMINISTRATION SOLUTIONS

1411 N. Batavia Street, Suite 105, Orange, CA 92867

800.523.5773

[www.phoenixclassaction.com](http://www.phoenixclassaction.com)

## CURRICULUM VITAE

### Phoenix, Class Action Administrators, PSA Overview

Phoenix Settlement Administrators, PSA, is a National Class Action Notification and Claims Administration firm, located in Orange County, California. PSA's core competencies ensure delivery of the highest quality and accuracy to its Clients and Class members. With a combined 38 years of expert experience, PSA's Managing Partners, Case Supervisors, Managers and Associates, Data Programming, and Certified Secure Strategic Partners possess all the qualities that our clients expect throughout the Noticing and Administration process to Final Approval. It is our Value Pricing, Efficiency, Experience, Consultative Expertise and Delivery, that has perpetuated PSA, as an emerging leader in Class Action Settlement Administration. Expert PSA staff members are currently managing, Consumer and Product Liability, TCPA, ADA, Complex Labor & Employment, FLSA, ERISA and PAGA cases.

PSA has over 400 Attorney & Law Firm Clients, which have entrusted us with the management of their claims administration, because of the "Boutique" attention every case receives. PSA is value driven on all size cases. large or small, cases receive expert management, secure data custody, neutral communication and a dedicated team. This seamless process maintains superior case continuity to ensure our clients receive timely final approval and conclusion to their actions. Phoenix Settlement Administrators implements its successful C.A.S.E. solutions on all our class action matters.

With Hundreds of Millions of dollars in award distributions and currently under management since our inception, PSA has the ability and strengths to manage all levels of Complex Cases. PSA's Staff "Synergy" is our greatest attribute. It allows our people to work closely together and solve our client's case issues. PSA prides itself as a true "Third Party Administrator" and holds Neutrality and Service as a mantra. Because of this approach, both Defense and Plaintiff Clients, experience fairness, trust and confidence in us, and allows for continued business from both parties. PSA has been appointed Third Party Administrator in State and Federal Courts.

We look forward to working with you on your next Class Action Noticing Campaign or Claims Administration. Let us design a C.A.S.E. solution, which will allow us to showcase the difference you'll experience. Superior Service, Class Savings Value Pricing and Timely Outcomes is why our clients come back to PSA.



## **Expert Core Services**

**Initial Planning and Consultative Service on Class Action Cases and Noticing Plans.**

**State/Nationwide Noticing Expertise: Privacy, Media, Publication, Internet & Email Campaigns.**

**Attorney General(s) CAFA Notification & ADA Cases.**

**Claims Programming, Administration, Processing and Reporting.**

**24/7/365 Multi-Lingual Call Center Support and Claims Processing**

**Secure Data Management Environment, Individual Firewalls, Encrypted Data and Storage**

**Settlement Fund Calculations, Solutions, Award Distribution, Award Reconciliation**

**Tax Filings: State, Federal, EDD, ETT, FUTA, PAGA Payments**

## **Partial PSA Client List, Defense and Plaintiff**

**Fisher & Phillips  
Gordon & Rees  
Paul Plevin Sullivan & Connaughton  
Call & Jensen  
Seyfarth Shaw  
McKenna Long & Aldridge  
Greenberg Traurig  
Manning & Kass  
Littler Mendelson  
Perkins Coie  
Orrick Herrington & Sutcliffe  
Ogletree Deakins Nash Smoak & Stewart  
Morrison Foerster  
O'Hagan Meyer  
Winston & Strawn  
Sheppard Mullins  
Lewis Brisbois Bisgaard & Smith  
Morgan Lewis & Bockius  
Paul Hastings  
Snell & Wilmer  
Sidley Austin  
Higgs Fletcher & Mack  
Jackson Lewis  
Norton Rose Fulbright**

**Lavi & Ebrahimian, LLP  
Work Lawyers, PC  
Mahoney Law Group, APC  
Law Office of Thomas Rutledge  
Lawyers for Justice PC  
Verum Law Group, APC  
Rastegar Law Group  
Diversity Law Group  
Righetti & Glugoski  
Cohelan, Khoury & Singer  
Moon Law Group, PC  
Moss & Moss  
The Spivak Law Firm  
Law Offices of Kenneth Yoon  
Paul Haines Law Group  
Parris Law Firm  
Mallison & Martinez  
Jackson, APC  
David Yeremian & Associates  
Aegis Law Firm  
Lauby, Mankin & Lauby, APC  
Jones Law Firm  
Crosner Legal, APC  
Setareh Law Group**

## **Exhibit B**



# PHOENIX

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## CASE ASSUMPTIONS

|                           |            |
|---------------------------|------------|
| Aggrieved Members         | 1180       |
| Opt Out Rate              | N/A        |
| Opt Outs Received         |            |
| Total Aggrieved Claimants | 1180       |
| Subtotal Admin Only       | \$9,600.00 |

**Not-to-Exceed Total \$9,600.00**

**For 1180 Class Members**

**Pricing Good for Scope of Estimate Only**

**January 5, 2024**

## Case: Cruz/Vasvision PAGA Admin wTranslation

Phoenix Contact: Jodey Lawrence

Contact Number: 800-566-1455

Email: Jodey@phoenixclassaction.com

Requesting Attorney: Nick Rosenthal

Firm: Diversity Law Group

Contact Number: 213.488.6555

Email: nrosenthal@diversitylaw.com

Assumptions and Estimate are based on information provided by counsel. If class size changes, PHX will need to adjust this Estimate accordingly.  
Estimate is based on **1180** Aggrieved Members. Class data **Must** be sent in Microsoft Excel or uploaded in the same format. Class Data Must be sent in one spreadsheet, with no additional programming needed. A rate of \$150 per hour will be charged for any additional analysis or programming. Pricing good for 90 days.

### Case & Database Setup / Toll Free Setup & Call Center / NCOA (USPS)

| Administrative Tasks:        | Rate     | Hours/Units  | Line Item Estimate |
|------------------------------|----------|--------------|--------------------|
| Programming Manager          | \$125.00 | 2            | \$250.00           |
| Programming Database & Setup | \$125.00 | 2            | \$250.00           |
| Toll Free Setup*             | \$61.77  | 1            | \$61.77            |
| Call Center & Long Distance  | \$2.00   | 118          | \$236.00           |
| NCOA (USPS)                  | \$250.00 | 1            | \$250.00           |
| Language Translation         | \$250.00 | 1            | \$250.00           |
|                              |          | <b>Total</b> | <b>\$1,297.77</b>  |

\* Up to 120 days after disbursement

### Data Merger & Scrub / Notice Packet, Check & Postage

| Project Action                   | Rate     | Hours/Units  | Line Item Estimate |
|----------------------------------|----------|--------------|--------------------|
| Notice Packet Formatting         | \$125.00 | 2            | \$250.00           |
| Data Merge & Duplication Scrub   | \$0.25   | 1,180        | \$295.00           |
| Notice and Check Packet          | \$1.50   | 1,180        | \$1,770.00         |
| Estimated Postage (up to 1 oz.)* | \$0.64   | 1,180        | \$755.20           |
|                                  |          | <b>Total</b> | <b>\$3,070.20</b>  |

\* Prices good for 90 days. Subject to change with the USPS Rate or change in Notice pages or Translation, if any.



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## Skip Tracing & Remailing Notice Packets / Tracking & Programming Undeliverables

| Project Action:             | Rate    | Hours/Units | Line Item Estimate |
|-----------------------------|---------|-------------|--------------------|
| Case Associate              | \$50.00 | 3           | \$150.00           |
| Skip Tracing Undeliverables | \$1.50  | 177         | \$265.50           |
| Remail Notice Packets       | \$1.50  | 177         | \$265.50           |
| Estimated Postage           | \$0.64  | 177         | \$113.28           |
| Programming Undeliverables  | \$50.00 | 3           | \$150.00           |
| Total                       |         |             | \$944.28           |

## Database Programming

| Project Action:             | Rate     | Hours/Units | Line Item Estimate |
|-----------------------------|----------|-------------|--------------------|
| Programming Claims Database | \$125.00 | 3           | \$375.00           |
| Case Manager                | \$125.00 | 3           | \$375.00           |
| Total                       |          |             | \$750.00           |

## Calculation & Disbursement Programming/ Create & Manage QSF/ Mail Checks

| Project Action:            | Rate     | Hours/Units | Line Item Estimate |
|----------------------------|----------|-------------|--------------------|
| Programming Calculations   | \$125.00 | 3           | \$375.00           |
| Disbursement Review        | \$125.00 | 3           | \$375.00           |
| Programming Manager        | \$95.00  | 2           | \$190.00           |
| QSF Bank Account & EIN     | \$50.00  | 1           | \$50.00            |
| Check Run Setup & Printing | \$125.00 | 4           | \$500.00           |
| Total                      |          |             | \$1,490.00         |

\* Checks are printed on 8.5 x 11 in. sheets with W2/1099 Tax Filing



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| Tax Reporting & Reconciliation / Re-Issuance of Checks / Conclusion Reports and Declarations |          |             |                    |
|----------------------------------------------------------------------------------------------|----------|-------------|--------------------|
| Project Action:                                                                              | Rate     | Hours/Units | Line Item Estimate |
| Case Supervisor                                                                              | \$150.00 | 4           | \$600.00           |
| Remail Undeliverable Checks<br>(Postage Included)                                            | \$1.50   | 89          | \$132.75           |
| Case Associate                                                                               | \$75.00  | 2           | \$150.00           |
| Reconcile Uncashed Checks                                                                    | \$75.00  | 4           | \$300.00           |
| Conclusion Reports                                                                           | \$100.00 | 1           | \$100.00           |
| Case Manager Conclusion                                                                      | \$75.00  | 1           | \$75.00            |
| Final Reporting & Declarations                                                               | \$95.00  | 2           | \$190.00           |
| QSF Annual Tax Reporting *<br>(State Tax Reporting Included)                                 | \$500.00 | 1           | \$500.00           |
| Total                                                                                        |          |             | \$2,047.75         |

\* All applicable California State & Federal taxes, which include SUI, ETT, and SDI, and FUTA filings. Additional taxes are Defendant's responsibility.

**Estimate Total: \$9,600.00**



# PHOENIX

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## **TERMS AND CONDITIONS**

**Provisions:** The case estimate is in good faith and does not cover any applicable taxes and fees. The estimate does not make any provision for any services or class size not delineated in the request for proposal or stipulations. Proposal rates and amounts are subject to change upon further review, with Counsel/Client, of the Settlement Agreement. Only pre-approved changes will be charged when applicable. No modifications may be made to this estimate without the approval of PSA (Phoenix Settlement Administrators). All notifications are mailed in English language only unless otherwise specified. Additional costs will apply if translation into other language(s) is required. Rates to prepare and file taxes are for Federal and California State taxes only. Additional charges will apply if multiple state tax filing(s) is required. **Pricing is good for ninety (90) days.**

**Data Conversion and Mailing:** The proposal assumes that data provided will be in ready-to-use condition and that all data is provided in a single, comprehensive Excel spreadsheet. PSA cannot be liable for any errors or omissions arising due to additional work required for analyzing and processing the original database. A minimum of two (2) business days is required for processing prior to the anticipated mailing date with an additional two (2) business days for a National Change of Address (NCOA) update. Additional time may be required depending on the class size, necessary translation of the documents, or other factors. PSA will keep counsel apprised of the estimated mailing date.

**Claims:** PSA's general policy is to not accept claims via facsimile. However, in the event that facsimile filing of claims must be accepted, PSA will not be held responsible for any issues and/or errors arising out of said filing. Furthermore, PSA will require disclaimer language regarding facsimile transmissions. PSA will not be responsible for any acts or omissions caused by the USPS. PSA shall not make payments to any claimants without verified, valid Social Security Numbers. All responses and class member information are held in strict confidentiality.

**Payment Terms:** All postage charges and 50% of the final administration charges are due at the commencement of the case and will be billed immediately upon receipt of the data and/or notice documents. PSA bills are due upon receipt unless otherwise negotiated and agreed to with PSA by Counsel/Client. In the event the settlement terms provide that PSA is to be paid out of the settlement fund, PSA will request that Counsel/Client endeavor to make alternate payment arrangements for PSA charges that are due at the onset of the case. The entire remaining balance is due and payable at the time the settlement account is funded by Defendant, or no later than the time of disbursement. Amounts not paid within thirty (30) days are subject to a service charge of 1.5% per month or the highest rate permitted by law.

### **Tax Reporting Requirements**

PSA will file the necessary tax returns under the EIN of the QSF, including federal and state returns. Payroll tax returns will be filed if necessary. Under the California Employment Development Department, all taxes are to be reported under the EIN of the QSF with the exception of the following taxes: Unemployment Insurance (UI) and Employment Training Tax (ETT), employer-side taxes, and State Disability Insurance (SDI), an employee-side tax. These are reported under Defendant's EIN. Therefore, to comply with the EDD payroll tax filing requirements we will need the following information:

1. Defendant's California State ID and Federal EIN.
2. Defendant's current State Unemployment Insurance (UI) rate and Employment Training Tax (ETT) rate. This information can be found in the current year DE 2088, Notice of Contribution Rates, issued by the EDD.
3. Termination dates of the class members, or identification of current employee class members, so we can account for the periods that the wages relate to for each class member.
4. An executed Power of Attorney (Form DE 48) from Defendant. This form is needed so that we may report the UI, SDI, and ETT taxes under Defendant's EIN on their behalf. If this form is not provided we will work with the EDD auditors to transfer the tax payments to Defendant's EIN.
5. Defendant is responsible for reporting the SDI portion of the settlement payments on the class member's W-2. PSA will file these forms on Defendant's behalf for an additional fee and will issue an additional W-2 for each class member under Defendant's EIN, as SDI is reported under Defendant's EIN rather than the EIN of the QSF. The Power of Attorney (Form DE 48) will be needed in order for PSA to report SDI payments.