



SAMANTHA M. ADAMS
ARLYN G. CROW
ALANA M. DE YOUNG
BILLY J. JIMENEZ

6 JUNE 2018

The Council of the Incorporated County of Los Alamos
1000 Central Avenue, Suite 340
Los Alamos, New Mexico 87544

Re: Status of Independent Investigation

Dear Councilors:

We attach for your review a status memorandum summarizing the preliminary findings of our investigation in the matter regarding expenditures related to the Regional Coalition of LANL Communities.

Along with our status memo, we also attach the following for your review:

- Summary spreadsheet of our work completed in this matter shown in number of hours per task, per timekeeper;
- Sample set of reimbursement documents; and
- Correspondence from the State Auditor dated February 2013.

We look forward to presenting these matters to you at the upcoming Council Meeting. Please let us know if you have any questions.

Sincerely,

SAMANTHA M. ADAMS
MANAGING PARTNER
ADAMS+CROW LAW FIRM

Attachments as stated



MEMORANDUM

DATE: JUNE 6, 2018

TO: THE COUNCIL OF THE INCORPORATED COUNTY OF LOS ALAMOS
1000 CENTRAL AVENUE, SUITE 340
LOS ALAMOS, NEW MEXICO 87544

FROM: SAMANTHA M. ADAMS
BILLY J. JIMENEZ
ALANA M. DE YOUNG
ADAMS+CROW LAW FIRM

SUBJECT: STATUS UPDATE AND PRELIMINARY FINDINGS

I. INTRODUCTION

The Incorporated County of Los Alamos (“County”), through the County Council (“Council”), retained the ADAMS+CROW LAW FIRM to perform an independent investigation into allegations of improper expenses and reimbursements related to the Regional Coalition of LANL Communities (“RCLC”). With respect to certain complaint items, we were asked to determine if there was *intentional* concealing of misconduct. Our investigation thus far demonstrates the County and its employees have not engaged in *intentional* misconduct. Notwithstanding, the investigation has raised concerns related to RCLC’s accounting, use of public funds, and treatment as a non-governmental entity and how that activity might bear upon the role of the RCLC Treasurer when such office was held by a Los Alamos County Councilor.

a. SCOPE OF INVESTIGATION

Initial review of the facts and documentation within the 2016-2018 timeframe indicate possible violations by RCLC of the Audit Act, the Per Diem Act, the Procurement Code, and the Anti-Donation Clause of the New Mexico Constitution. Further, possible violations of the Governmental Conduct Act, Open Meetings Act, and the Los Alamos County Code of Conduct appear to be implicated. Within the scope of our memorandum dated April 3, 2018, we are completing our investigation of the roles of individual councilors who served on the RCLC Board and those councilors’ respective duties to the County.

Our preliminary investigation included interviews with County Councilors and County financial staff (Steven Lynne, Harry Burgess, Helen Perraglio). We also reviewed RCLC’s organizational documents, RCLC’s travel policy, RCLC’s meeting minutes from 2015-2018, RCLC’s reimbursement documents from 2016-2018, email correspondence of Helen Perraglio, Steven Lynne, and Harry Burgess. We have not yet fully reviewed the entirety of the public records that were recently produced by the County. In order to make a complete determination that there were

absolutely no *intentional* violations of law or the Code of Conduct by the County, we will need to review the additional emails and internal correspondence (approximately 10gb).

II. BACKGROUND

In 2011, a coalition of governments from Northern New Mexico entered into a Joint Powers Agreement (“JPA”) to form the Regional Coalition of LANL Communities (“RCLC”), pursuant to the New Mexico Joint Powers Act (NMSA 1978, § 11-1-1 et seq.). The purpose of this organization, generally, was to address and advocate on issues related to operations of Los Alamos National Labs (“LANL”). The JPA was approved and made effective by the Secretary of Finance and Administration (Tom Clifford) on October 13, 2011. The original members of RCLC included the following communities: (1) the Incorporated County of Los Alamos (“County”), (2) the City of Santa Fe, (3) Santa Fe County, (4) the City of Espanola, (5) Rio Arriba County, (6) the Town of Taos, and (7) Taos County. The tribes of Ohkay Owingeh (October 9, 2012) and Pueblo of Jemez (August 16, 2014) also entered into the JPA following formation.

The JPA states four (4) main purposes of the RCLC:

- i. Promotion of economic development
- ii. Promotion and coordination of environmental protection and stewardship
- iii. Participation in regional planning
- iv. Evaluation of policy initiatives and legislation for impact on the RCLC

To accomplish the stated purposes, the members of RCLC agreed to contribute funds to support RCLC’s activities. *See* JPA, ¶ 8(A). In line with Section 11-1-4(D) of the New Mexico Joint Powers Act, RCLC agreed to be “strictly accountable for all receipts and disbursements under this Agreement.” *See* JPA, ¶ 9. In exercising its powers under the JPA, RCLC further agreed that “[t]he Incorporated County of Los Alamos shall act as the fiscal agent for implementation and administration of this agreement.” *See* JPA, ¶ 6(B). As organized under the JPA, RCLC appears to be a local public body and/or governmental agency, which places upon RCLC certain budget, finance, and audit requirements¹.

¹ *See* Letter from Office of the State Auditor, dated February 20, 2013 (defining RCLC as a special district that is defined as a ‘local public body’ and citing 2.2.2.7.BB NMAC. “‘Local public body’ means a mutual domestic water consumers association, a land grant, an incorporated municipality or a special district.”); *see also* 2.2.3.7.J NMAC (“‘Local public body’ means every political subdivision of the state which expends public money from whatever source derived, including but not limited to any county, incorporated municipality, or special district, land grants registered with the New Mexico secretary of state’s office.”).

As to budget requirements, *see* 2.2.3.8.A NMAC (“Pursuant to Section 6-6-2 NMSA 1978, budgets shall be submitted by the local public body to the local government division [of the Department of Finance and Administration]. Receipt of the most current audit(s) that were required to be conducted and submitted for review per the New Mexico state auditor’s required report due dates for the previous fiscal year(s) shall be confirmed by the local government division. The local government division, by letter to the local public body, shall inform the governing body of the local public body and other state public officers, elected and appointed, of the need for corrective action, in accordance with Subsection E of 2.2.3.8 NMAC by the local public body when previous fiscal year audit(s) have not been submitted.”).

It is unclear from our investigation thus far when or who decided that RCLC should not be classified as a local public body or governmental entity for state regulatory purposes. In Spring 2013, however, the County, through Steven Lynne as the County's Deputy County Administrator and Chief Financial Officer, sought guidance from the New Mexico Office of the State Auditor regarding whether RCLC should be treated as a "component unit"² of the County that would require inclusion in the County's annual audit performed by an independent public accountant. In response, the Office of the State Auditor informed the County of the following:

"[RCLC] is a special district that is defined as a "local public body pursuant to Section 12-6-2(B) NMSA 1978, and would fall under the Tier System.

"Local public bodies are required to procure their Tiered System services from an independent public accountant (IPA) pursuant to Subsection D Section 2.2.2.16 NMAC. Therefore, the County should not amend its own audit contract for the performance of the AUP engagement for [RCLC]. Instead, The Regional Coalition of LANL Communities should procure the IPA services for its [sic] AUP engagement pursuant to Subsection D of 2.2.2.16 NMAC."

A copy of the Letter from Carla Martinez, Deputy State Auditor, dated February 20, 2013, is attached as Exhibit A. The status of RCLC and its reporting to the State Auditor bears, in some measure, on the activities of the County Councilors who have participated on the RCLC Board. It is unclear if RCLC was ever informed by the County that they should be treated as a local public body for audit purposes. Notwithstanding, it is assumed that, from 2013 to the present, RCLC was responsible for complying with the guidance given by the Office of the State Auditor under the Audit Act.

As presented to the Council on April 3, 2018, this investigation has been focused on the period of 2016-2018. It is our understanding that, during this period, RCLC failed to submit annual budgets to the local governmental division of the Department of Finance and Administration, failed to perform tier system audits, failed to comply with the Procurement Code when procuring items of

As to procurement requirements, *see State ex rel. Educational Assessments Systems, Inc. v. Cooperative Educational Services of New Mexico, Inc.* 1993-NMCA-024 ("[...] the joint agency must comply with the provisions of the [Procurement Code] in acquiring goods and services."); *see also* 2.40.2.2.A NMAC ("The contracts review bureau of the department of finance and administration shall review and approve all professional services contracts which result in expenditures greater than five thousand dollars (\$5,000), including applicable gross receipts tax, and all amendments to those contracts for all state agencies except as provided in Subsections B and C of Section 2.40.2.2 NMAC of this rule.").

As to auditing requirements, *see* 2.2.2.16.B(4) NMAC [Office of the State Auditor]. "[I]f a local public body's annual revenue is greater than fifty thousand dollars (\$50,000) but less than two hundred-fifty thousand dollars (\$250,000), then the local public body shall procure the services of an IPA for the performance of a tier four agreed upon procedures engagement in accordance with the audit contract for a tier four agreed upon procedures engagement.").

² Generally, if an entity is not a "component unit" of a local government, it may be a "joint venture" or "jointly-managed organization," which involves multiple government entities. Governmental Accounting Standards Board, Statement No. 14: The Financial Reporting Entity (1991), ¶ 27. "Joint ventures" and "jointly-managed organizations" are not considered a part of a local government, but rather legally separate entities. *Id.* A local government does not have to adhere to the same reporting standards for these entities as it must for component units. *Compare id.* ¶¶ 42–50, with *id.* ¶¶ 75, 77.

tangible personal property and services, and failed to have travel and expenditure policies that complied with the Per Diem Act and other applicable state statutes and regulations.

III. CONDUCT BY COUNTY EMPLOYEES.

a. Ethics Complaint Items #4 and #5

Our investigation thus far demonstrates County employees have a duty under the County Code of Conduct and the Governmental Conduct Act (NMSA 1978, §§ 10-16-1 et al.) to act ethically and responsibly. As the fiscal agent, the County would deposit and disburse funds from RCLC's separate bank account upon request/approval from the RCLC Treasurer. Meeting minutes show that the County would generally have a member of financial staff attend the regular RCLC meetings. With respect to expense and travel reimbursements to members or executive directors of RCLC, County financial staff made disbursements upon approval of the RCLC Treasurer and believed that RCLC's travel policy was being followed. Further, our investigation demonstrates the County staff believed the RCLC Board was appropriately approving expenditures as shown in RCLC meeting minutes.

With respect to concerning conduct by RCLC, County financial staff acted under guidance from the Office of the State Auditor that RCLC was a not a component unit of the County for auditing and reporting purposes. There is confusion by County finance staff and RCLC regarding what entity, under the JPA and all laws, was responsible for managing or overseeing RCLC's accounting, expenditures, travel reimbursements and procurement. In August 11, 2017, Steven Lynne, informed the RCLC during its Board meeting that it was not required to perform an audit:

“Budget Update, Steve Lynne, 10:04a-

- i. Member contribution funds were recorded for Ohkay Owingeh
 - i. Mayor Gonzales - Is the RCLC subject to any audit regulations? Steve replied no. Due to the small size of the Coalition, a full audit by Los Alamos County is not required. The current audit role has a tiered approach.”

As discussed above, our investigation thus far demonstrates RCLC was required to perform annual tiered system audits in compliance with the Audit Act. We do not have any indication that advisement by County employees to RCLC on these issues was done *intentionally* or for the purpose of carrying out *intentional* misconduct.

Whether the actions by County employees regarding RCLC reimbursements have been intentional is the subject of this investigation. There is no case law directly on point guiding this question. Therefore, we look to principles of qualified immunity to help inform as to when an individual's conduct rises to the type of intention that seems to be at the heart of the Council's concern. Qualified immunity under certain circumstances protects “all but the plainly incompetent or those who knowingly violate the law.” *Williams v. Bd. of County Com'rs of San Juan County*, 1998-NMCA-090, ¶ 23, 125 N.M. 445 (quoting *Malley v. Briggs*, 475 U.S. 335, 341). As well, under the New Mexico Tort Claims Act, the key requirement for waiver of immunity is that the

government officer must *not* have been acting within the scope of his or her duty. NMSA 1978, § 41-4-4. Although application of these principles to County financial staff is not absolutely determinative, we preliminarily find no instances of conduct by County staff that appear to be known violations of law or ethics. Nor does it appear that County staff were acting outside the scope of their duties, but instead it appears such staff were acting under guidance by the Office of the State Auditor.

Since the County has accepted the duty as fiscal agent from RCLC through the JPA, the County should obtain clear guidance from the Department of Finance and Administration and the Office of the State Auditor to determine what corrective action is needed, if any, and which entity is responsible for ensuring compliance with state statutes and regulations

IV. CONDUCT BY COUNTY REPRESENTATIVES SERVING ON RCLC

a. Ethics Complaint Items #2 and #3

A member of the County Council has served on the RCLC Board since its inception. Officials have a duty under the Los Alamos County Standard of Conduct, Code of Ordinances ch. 30 art. I, Sections 30-1 to -17, and the Governmental Conduct Act, NMSA 1978, Sections 10-16-1 to -18, to act ethically and responsibly. County Councilors have a duty to ensure that public funds are used and appropriated in a responsible manner. *See* Los Alamos County Code of Ordinances ch. 30 art. I, § 30-4; *see also* NMSA 1978, § 10-16-3. To the extent a councilor was designated as treasurer of RCLC³, this individual has a responsibility to ensure all expenditures of RCLC funds are made in accordance with all state laws and regulations. RCLC's bylaws state that the treasurer "[s]hall have oversight of Regional Coalition funds and assets. He/she shall review accounts of receipts, disbursements and deposits of all regional coalition monies[.]"

Concerns regarding RCLC's accounting and financial management include, but are not limited, to the following items:

1. RCLC failed to adopt an expense policy as required by its bylaws. Article II, Section D, of RCLC's bylaws state: "The Board of Directors, shall adopt, by separate action, a resolution detailing the procedures for reimbursement of expenses related to Director and Alternate Director participation in Coalition activities."
2. RCLC's travel policy appears to not comply with the Per Diem Act. Lodging expenses over \$215.00 per night requires the signature and approval of the Board chair. *See* 2.42.2.9.B NMAC. Actual expenses for meals are limited to \$45.00 per day for out-of-state travel. *Id.*
3. Expense records from RCLC and Andrea Romero Consulting, LLC ("ARC"), RCLC's Executive Director, during the 2016-2018 timeframe appear to show hotel, flight, and meal expenses that exceeded allowable limits under the Per Diem Act and RCLC's travel

³ Councilor Kristin Henderson served on the RCLC Board from 2014-2018 and served as RCLC treasurer from 2015-2017.

policy.⁴ See travel for August 2017 Washington D.C., totaling \$2,340.65 (hotel \$1433.39, MLB tickets \$307.00). There is no evidence from this timeframe to suggest that County officials who served on the RCLC Board or otherwise attended RCLC-related functions were double-reimbursed through both the County and RCLC. However, expense reports show that on certain occasions, hotel, flight, and meal expenses were incurred for RCLC Board members by ARC. ARC would then request reimbursement for the travel costs of members, which would relieve RCLC members from claiming travel reimbursement. In certain circumstances, ARC received reimbursement through RCLC and while waiting upon reimbursement through a third-party entity (Environmental Communities Alliance.

4. It appears that contracts for services, including the ARC professional services contract, were not competitively bid and did not receive Department of Finance and Administration approval.
5. RCLC expenses included many meal and entertainment expenses that may not have served a public purpose and potentially violated the Anti-Donation Clause of the New Mexico Constitution⁵. In particular, RCLC purchased twelve (12) tickets to the Washington Nationals game on August 5, 2017. The purchase of these tickets was known to County members who either approved the purchase or attended the game. Use of public money for entertainment expenses, including plays, sporting events and concerts are not permissible expenditures of public money under the Anti-Donation Clause. See NMAG Opinion 97-02. The baseball tickets were further prohibited under Section VIII of RCLC's travel policy.

We understand the items above are being investigated by the Office of the State Auditor. In all circumstances, however, the County's RCLC designated Councilor is presumed to have had knowledge of the travel event in which the impermissible expenditures occurred since any out-of-state travel required approval from the RCLC Board under Section IV of RCLC's travel policy.

V. REMAINING SCOPE OF WORK TO BE COMPLETED

There is a documented history of confusion among the County and RCLC regarding RCLC's legal status for many years and, therefore, it has been likely unclear to what extent RCLC is required to adhere to applicable statutes and regulations. There is limited information to suggest that any County employee or official *intentionally* permitted or approved the conduct described in this memorandum, however, we continue to analyze the roles of the County Councilors who have served on the RCLC Board in this regard.

The factual investigation into this matter has taken much longer than expected due to the gratuitous reimbursement process that was carried out by RCLC and ARC, which in some cases required double reimbursement through RCLC and Environmental Communities Alliance. See reimbursement documents attached as Exhibit B. We are prepared to proceed with reviewing

⁵ The Anti-Donation clause provides, in part, that "Neither the state nor any county, school district or municipality, except as otherwise provided in this constitution, shall directly or indirectly lend or pledge its credit or make any donation to or in aid of any person, association or public or private corporation or in aid of any private enterprise for the construction of any railroad..." Art. IX, Sec. 14.

additional documentation provided by the County and preparing final conclusions at the County's request.

Specific task	Summary of scope	Number of hours	Remaining work needed
Preparing Engagement Contract	Review and revision of professional services contract with the County.	BJJ 4.10	Completed
Preliminary Investigation	Review of news articles, RCLC organizational documents, RCLC financial documentation related to County audit, and RCLC and County meeting minutes (including watching County Council meeting).	BJJ 14.7 / BF .3	Completed
Developing Scope of Investigation	Conduct interviews of County Council, financial staff, and County Manager staff; prepare disclosure statements for County officials and non-officials (including required research on criminal liability); preparation of memorandum of scope to be presented to County Council.	BJJ 64.6 / SMA 10.3 / AMD .5 / BF .4	Completed
Attend April 3 County Council Meeting to Present Scope	Travel to Los Alamos to attend County Council meeting. Attend County Council Meeting.	BJJ 5.0 / SMA 6.0	Completed
Prepare Inspection of Public Records Request	Prepare outline of documents needed based on scope of investigation and finalize. Includes correspondence with Barb Ricci.	BJJ 12.7 / BF 1.6 / SMA .6	Completed
Receipt and Review of Responsive Documents from the County	Review of documents transmitted by Barb Ricci, including documents in word, pdf, excel, and pst formats related to both RCLC and the County. Contains review of approximately 30gb of documentation.	BJJ 15.10	In progress. Review completed of organizational documents and most email documents (approximately 8gb of email pst files were received from the County on May 15). Still reconciling financial documentation for final report.



State of New Mexico
OFFICE OF THE STATE AUDITOR

Hector H. Balderas
State Auditor

Carla C. Martinez
Deputy State Auditor

February 20, 2013

Mr. Steven Lynne
Los Alamos County
Deputy County Administrator/Chief Financial Officer
P. O. Box 30
Los Alamos, NM 87544-0030

Re: Request to Amend Contract

Dear Mr. Lynne:

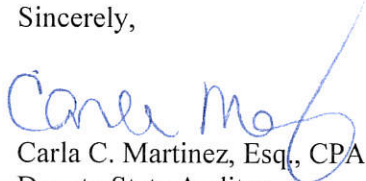
The Office of the State Auditor (Office) received your email inquiry dated February 15, 2013, requesting permission to amend the Los Alamos County audit contract to engage the County's external auditor to perform a Tier 5 Agreed-upon Procedures (AUP) engagement of a new entity created by a joint powers agreement, The Regional Coalition of LANL Communities.

In the effort to answer your inquiry, the Office has reviewed *The Joint Powers Agreement Establishing the Regional Coalition of LANL Communities By and Among the Incorporated County of Los Alamos, The City of Santa Fe, Santa Fe County, the City of Española, Rio Arriba County, the Town of Taos and Taos County* (the JPA). The Office agrees with you that the new entity created by the JPA is a separate entity from the parties that make up the entity. The Office has also determined that the new entity is a special district that is defined as a "local public body" pursuant to Section 12-6-2(B) NMSA 1978, and would fall under the Tier System.

Local public bodies are required to procure their Tiered System services from an independent public accountant (IPA) pursuant to Subsection D Section 2.2.2.16 NMAC. Therefore, the County should not amend its own audit contract for the performance of the AUP engagement for this new entity. Instead, The Regional Coalition of LANL Communities should procure the IPA services for its AUP engagement pursuant to Subsection D of 2.2.2.16 NMAC.

Thank you for your attention regarding this matter.

Sincerely,


Carla C. Martinez, Esq., CPA
Deputy State Auditor

2540 Camino Edward Ortiz, Suite A, Santa Fe, New Mexico 87507

Toll Free 1-800-432-5517

Local (505) 476-3800 • Fax (505) 827-3512

<http://www.osanm.org> • 1-866-OSA-FRAUD

EXHIBIT A

From: Griego, David
Sent: Friday, March 30, 2018 4:01 PM
To: Perraglio, Helen
Subject: FW: Question Regarding Your Reimbursable Claim
Attachments: LaCocina.png; ECA_reimbursement_Sept.pdf; Receipts-Jan-Feb.pdf; ARC_reimbursables_2018.feb.xlsx

fyi

From: Andrea D. Romero [mailto:andread.romero@gmail.com]
Sent: Friday, March 30, 2018 2:47 PM
To: Griego, David <david.griego@lacnm.us>
Subject: Re: Question Regarding Your Reimbursable Claim

Hi David,

Thanks for your patience. Per our discussion, attached the revised the ARC reimbursement request through February 2018.

I've attached the original ECA September reimbursement request for your reference. The Nov 2017 negative balance came to -\$1,523.68 from previously RCLC reimbursed expenses. ECA covered taxi and travel expenses directly. I received payment from ECA in late October, so that is why I had begun subtracting from the ECA reimbursement balance in November.

As for the remaining RCLC reimbursement expenses from Dec-Feb, please see the items attached. I've simplified the reimbursement a request per diem for days traveled and removed any receipts for those dates. The balance comes to -\$10.69 from the ECA reimbursement balance. I'm assuming this balance will be deducted from the expenses I previously submitted receipts for in the amount of \$260.79, after the last ARC check was distributed.

I also want to note that the March 6th meeting setup and execution was volunteered by ARC, as we were out of contract at that point. There are no reimbursement requests for that meeting.

Thanks and let me know if you have any questions!

Happy Easter!
Andrea

On Wed, Mar 28, 2018 at 3:45 PM, Griego, David <david.griego@lacnm.us> wrote:

Hi Andrea,

In reviewing your reimbursable expense claim for January-February 2018, it is unclear what the credit for \$323.89 is for. The description indicates "Adjustment from Dec ECA Payment" but does not reference any detail of the original charge.

Would you please provide an explanation for this credit. Any supporting documentation you can provide would also be helpful.

I understand Harry would like to discuss your claim at the next RCLC meeting coming up next week, so I appreciate your prompt response.

Many thanks,

David R. Griego

Senior Management Analyst – Finance Office

1000 Central Avenue, Suite 300 | Los Alamos, NM 87544

david.griego@lanl.us | (505)662-8062 Direct | (505)662-8069 Fax | (505)662-8060 Main Line

LOS ALAMOS
where discoveries are made

ARC Reimbursable Expenses | Dec 2017 - Feb 2018



Staff	Date	Travel Purpose	Miles Traveled	Cost (\$0.545/mi)
Andrea Romero	#####	RT: SF to Alcalde - Delancey St, Board Dinner	62.4	\$34.01
Andrea Romero	#####	RT: SF to Ohkay Owingeh - RCLC Board Meeting	56	\$30.52
Scarlet Rendleman	1/5/2018	Tour	62.6	\$34.12
Scarlet Rendleman	#####	RT: SF to Ohkay Casino - RCLC Board Meeting	56.6	\$30.85
Scarlet Rendleman	#####	RT: SF to Los Alamos - NMED Meeting on Consent Order	66.2	\$36.08
Scarlet Rendleman	#####	RT: SF to Ohkay Casino - NNM CAB Meeting	56.6	\$30.85
Scarlet Rendleman	#####	RT: SF to Pojoaque - ED Services Review	30.8	\$16.79
Scarlet Rendleman	#####	RT: SF to Pojoaque - ED Services Review	30.8	\$16.79
Andrea Romero	#####	RT: SF to Pojoaque - ED Services Review	30.8	\$16.79
Andrea Romero	#####	RT: SF to Pojoaque - ED Services Review	30.8	\$16.79
Andrea Romero	#####	RT: SF to Española - Northern Foundation Leadership Circle	54.2	\$29.54
Andrea Romero	2/5/2018	RT: SF to Pojoaque - ED Services Review	30.8	\$16.79
Mileage Total			568.60	\$309.89

Staff	Date	Purpose	Totals
Andrea Romero	1/1/2018	Adjustment from Dec ECA Payment	-\$1,072.82
Andrea Romero	#####	ECA reimbursement for Southwest.com SA, TX flight	-\$389.45
Andrea Romero	#####	Delancey Street Foundation Board Dinner	\$782.00
Andrea Romero	1/15-1/18	Per Diem for Travel - Las Vegas, NV for ECA Cc	\$180.00
Scarlet Rendleman	#####	Sprouts - RCLC Board Breakfast	\$57.91
Scarlet Rendleman	#####	Whole Foods - breakfast for RCLC Breakfast	\$22.88
Scarlet Rendleman	#####	Sprouts - ED Review Breakfast	\$21.73
Scarlet Rendleman	#####	Whole Foods - ED Review Breakfast	\$14.97
Scarlet Rendleman	#####	Whole Foods - ED Review Coffee	\$11.63
Scarlet Rendleman	#####	Sinclair - Water bottles for meetings	\$6.49
Scarlet Rendleman	#####	El Parasol - ED Review Breakfast	\$44.08
Subtotal Board Travel, Meeting & Food Expenses			-\$320.58
Total Mileage, Food, Meeting & Travel Reimbursement			-\$10.69

Note on Per Diem - Traveled to Las Vegas, NV 1/15-1/18 for ECA Meeting

REIMBURSEMENT EXPENSE FORM

Reimbursement forms are due by October 15, 2017

Late forms will not be processed

Attach all receipts. Tape multiple receipts on a single sheet of paper



Travelers Name: Andrea Romero
E-Mail: andrea@regionalcoalition.org
Phone: 505.470.6684

NAME: Andrea Romero
ADDRESS: 1101 Hickox St
Santa Fe, NM 87505

Sign and send your expense form to:

Sharon Worley
Energy Communities Alliance
1625 Eye Street, NW, Suite 800
Washington, DC 20006 OR
Email form and receipts to sharon.worley@energyca.org

National Cleanup Workshop

September 12-14, 2017

ECA will provide ECA members up to \$1,700 associated with the meeting

ECA will reimburse city/county members for up to two (2) attendees; other affiliate member organizations will be reimbursed for up to one (1) attendee

Please read ECA's "Explanation of what ECA will and will not reimburse" before filling out the below.

EXPENSES	MEETING DATES		
	September 11	September 12	September 13
Airfare (up to \$650.00)	\$527.95		
Hotel (\$231.00 per diem)	\$331.91	\$331.91	\$331.91
Taxi/Transportation	\$19.00		\$18.00
RT: Santa Fe to Abq, 129 miles Ground/Mileage			\$69.02
Baggage			
TOTALS	\$878.86	\$331.91	\$418.93
Traveler's Signature	TOTAL REIMBURSEMENT \$ 1,629.70		

Explanation of what ECA will reimburse:

Airfare:	Up to \$650.00 (has to be pre-approved if over \$650.00)
Hotel:	Per Diem hotel rate at \$231.00 plus taxes and required fees.
Taxi/Transportation:	To and from airport in Peer Exchange City only
Ground/Mileage:	If driving, mileage up to \$650; to/from home airport if over 25 miles. The federal mileage rate is 56 cents.
Baggage:	Up to ONE baggage fee can be included in airfare.

ECA will not reimburse for:

- Meeting registration fees;
- Meal expenses outside of Peer Exchange;
- Additional transportation (e.g. rental cars, taxis, public transit) within Peer Exchange city;
- Hotel internet access fees, room upgrades, room service, or other amenities;
- Parking in Peer Exchange city; and
- Parking at home airport.

If you have any questions, they should be directed to Sharon Worley at (202) 828-2413 or e-mail at sharon.worley@energyca.org

1101 Hickox St, Santa Fe, NM 87505

Albuquerque International Sunport

Add destination

Leave now

OPTIONS



Send directions to your phone



via I-25 S

58 min

Fastest route, the usual traffic

64.5 miles

DETAILS



12:47 PM–2:57 PM

2 h 10 min

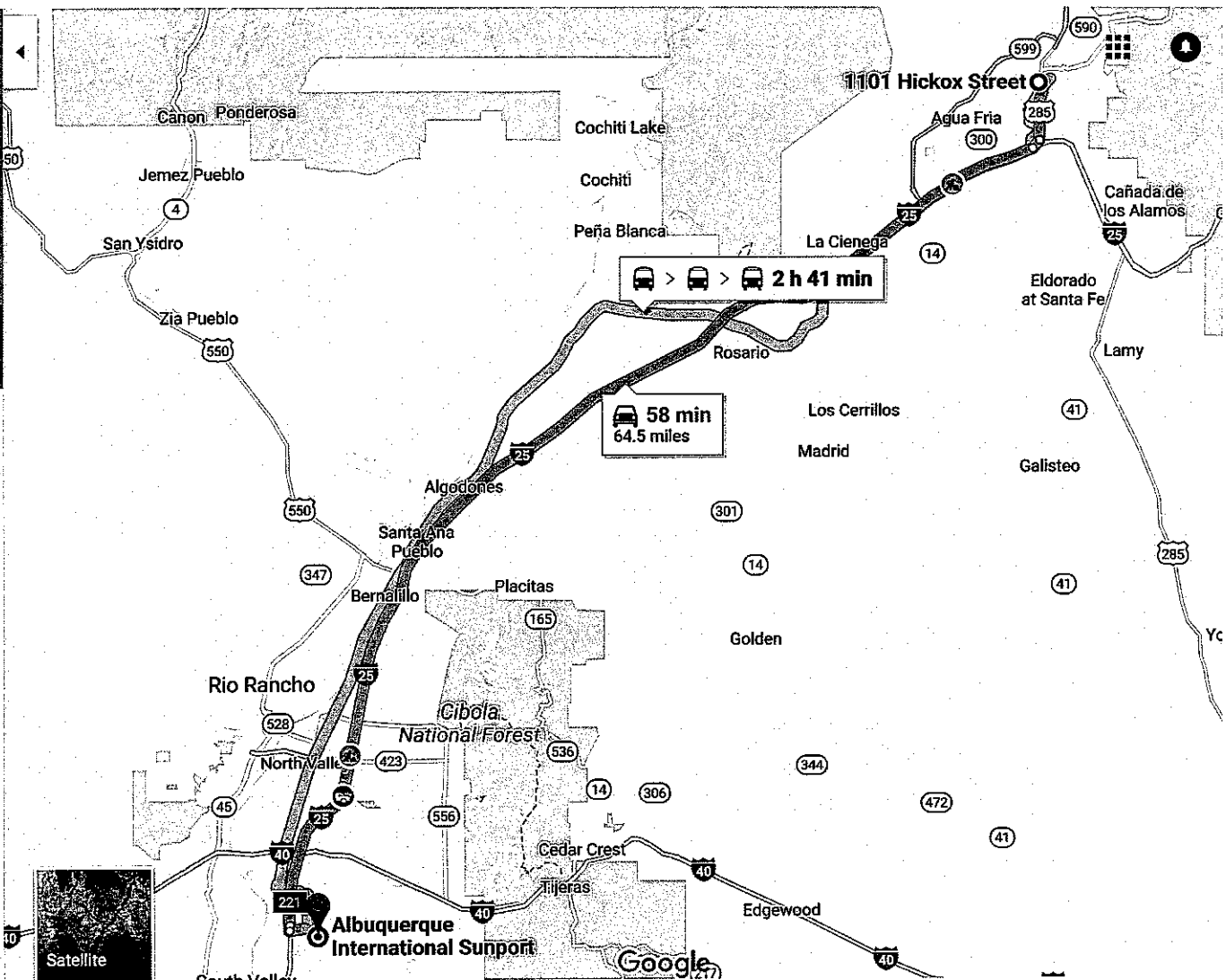
New Mexico Rail Runner (NMRX)



12:47 PM–3:28 PM

2 h 41 min

New Mexico Rail Runner (NMRX)



UPDATED flight reservation (WTOQR2) | 10SEP17 | ABQ-DCA | Romero/Andrea Desirea

1 message

Southwest Airlines <SouthwestAirlines@luv.southwest.com>
 Reply-To: Southwest Airlines <reply@wnco.com>
 To: me@andrearomero.com

Wed, Aug 23, 2017 at 12:26 PM

Thanks for choosing Southwest® for your trip.

Southwest 

 [Log in](#) | [View my itinerary](#)

[Check In Online](#)

[Check Flight Status](#)

[Change Flight](#)

[Special Offers](#)

[Hotel Offers](#)

[Car Offers](#)

Ready for takeoff!



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!



Air itinerary

AIR Confirmation: WTOQR2

Confirmation Date: 08/23/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
ROMERO/ANDREA D ESIREA	20028714915	5268756598667	Aug 22, 2018	2694

Date	Flight	Departure/Arrival
Sun Sep 10	879	Depart ALBUQUERQUE, NM (ABQ) on Southwest Airlines at 07:10 AM Arrive in DALLAS (LOVE FIELD), TX (DAL) at 09:50 AM Wanna Get Away
	3948	Change planes to Southwest Airlines in DALLAS (LOVE FIELD), TX (DAL) at 11:55 AM Arrive in WASHINGTON (REAGAN NATIONAL), DC (DCA) at 03:50 PM Travel Time 6 hrs 40 mins Wanna Get Away

Date	Flight	Departure/Arrival
Thu Sep 14	1971	Depart WASHINGTON (REAGAN NATIONAL), DC (DCA) on Southwest Airlines at 06:00 AM Arrive in CHICAGO (MIDWAY), IL (MDW) at 07:00 AM Wanna Get Away
	122	Change planes to Southwest Airlines in CHICAGO (MIDWAY), IL (MDW) at 08:25 AM Arrive in ALBUQUERQUE, NM (ABQ) at 10:25 AM

Save up to 30%

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Budget



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Travel Time 6 hrs 25 mins
Wanna Get Away

- ✓ **Check in for your flight(s):** 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

■ **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

■ **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

- L **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

- i **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Customers calling Southwest to request a refund or to research travel funds for a specific ticket must provide their confirmation number, ticket number or flight information (date, origin and destination).

Air Cost: 527.95

Fare Rule(s): 5268756598667: NONREF/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

ABQ WN X/DFW WN WAS224.35WN X/CHI WN ABQ224.35USD448.70END XF DAL4.5 PD XF ABQ4.5DCA4.5MDW4.5 ZP ABQ4.10DCA4.10MDW4.10DAL4.10



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WiFi & entertainment ➤

Cost and Payment Summary

✈ AIR - WTOQR2

Base Fare

\$ 448.70 **Payment Information**



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Excise Taxes	\$ 33.65	Payment Type: Visa XXXXXXXXXXXXX9266
Passenger Facility Charge	\$ 18.00	Date: Aug 23, 2017
September 11th Security Fee	\$ 11.20	Payment Amount: \$4.50
Segment Fee	\$ 16.40	
Total Air Cost	\$ 527.95	

Exchange Detail

Aug 22, 2017 From ticket # 5268756007333 to ticket # 5268756598667

Useful Tools

[Check In Online](#)
[Early Bird Check-In](#)
[View/Share Itinerary](#)
[Change Air Reservation](#)
[Cancel Air Reservation](#)
[Check Flight Status](#)
[Flight Status Notification](#)
[Book a Car](#)
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Notice of Incorporated Terms	FAQs	

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¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

² Security Fee is the government-imposed September 11th Security Fee.

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See Southwest Airlines Limit of Liability

Southwest Airlines
P.O. Box 36647-1CR
Dallas, TX 75235

[Contact Us](#)

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HILTON ALEXANDRIA MARK CENTER
5000 SEMINARY ROAD
ALEXANDRIA, VA 22311
United States of America
TELEPHONE 703-845-1010 • FAX 703-845-6425
Reservations
www.hilton.com or 1 800 HILTONS

ROMERO, ANDREA

1101 HICKOX

SANTA FE NM 87505
UNITED STATES OF AMERICA

Room No: 1803/K1C
Arrival Date: 9/10/2017 4:19:00 PM
Departure Date: 9/14/2017 2:21:00 PM
Adult/Child: 1/0
Cashier ID: ANOLAN4
Room Rate: 289.00
AL:
HH # 464670675 BLUE
VAT #
Folio No/Che 1114145 A

Confirmation Number: 3382082515

HILTON ALEXANDRIA MARK CENTER 9/14/2017 2:20:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/10/2017	GUEST ROOM	MIRWAIS	5608499	\$289.00		
9/10/2017	ROOM STATE SALES TAX	MIRWAIS	5608499	\$17.34		
9/10/2017	ROOM CITY TAX	MIRWAIS	5608499	\$24.57		
9/10/2017	ROOM OCCUPANCY TAX	MIRWAIS	5608499	\$1.00		
9/11/2017	GUEST ROOM	MIRWAIS	5609304	\$289.00		
9/11/2017	ROOM STATE SALES TAX	MIRWAIS	5609304	\$17.34		
9/11/2017	ROOM CITY TAX	MIRWAIS	5609304	\$24.57		
9/11/2017	ROOM OCCUPANCY TAX	MIRWAIS	5609304	\$1.00		
9/12/2017	*FINN & PORTER	LINTR	5609855	\$18.50		
9/12/2017	GUEST ROOM	MIRWAIS	5610401	\$289.00		
9/12/2017	ROOM STATE SALES TAX	MIRWAIS	5610401	\$17.34		
9/12/2017	ROOM CITY TAX	MIRWAIS	5610401	\$24.57		
9/12/2017	ROOM OCCUPANCY TAX	MIRWAIS	5610401	\$1.00		
9/13/2017	GUEST ROOM	MIRWAIS	5611624	\$289.00		
9/13/2017	ROOM STATE SALES TAX	MIRWAIS	5611624	\$17.34		
9/13/2017	ROOM CITY TAX	MIRWAIS	5611624	\$24.57		
9/13/2017	ROOM OCCUPANCY TAX	MIRWAIS	5611624	\$1.00		
9/14/2017	VS *9266	ANOLAN4	5612502		(\$1,346.14)	
	REF=0001114145-01446329 CHIP					
	Application Label: CAPITAL ONE VISA					
	TC: 1B2ACEB2D618A817					
	TVR: 0080008000					

ROMERO, ANDREA
1101 HICKOX
SANTA FE NM 87505
UNITED STATES OF AMERICA

Room No: 1803/K1C
Arrival Date: 9/10/2017 4:19:00 PM
Departure Date: 9/14/2017 2:21:00 PM
Adult/Child: 1/0
Cashier ID: ANOLAN4
Room Rate: 289.00
AL:
HH # 464670675 BLUE
VAT #
Folio No/Che 1114145 A

Confirmation Number: 3382082515

HILTON ALEXANDRIA MARK CENTER 9/14/2017 2:20:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
AID: A0000000031010						
BALANCE						\$0.00

EXPENSE REPORT
SUMMARY

	9/10/2017	9/11/2017	9/12/2017	9/13/2017
ROOM AND TAX	\$331.91	\$331.91	\$331.91	\$331.91
FOOD AND BEVERAGE	\$0.00	\$0.00	\$18.50	\$0.00
DAILY TOTAL	\$331.91	\$331.91	\$350.41	\$331.91

EXPENSE REPORT
SUMMARY

	STAY TOTAL
ROOM AND TAX	\$1,327.64
FOOD AND BEVERAGE	\$18.50
DAILY TOTAL	\$1,346.14

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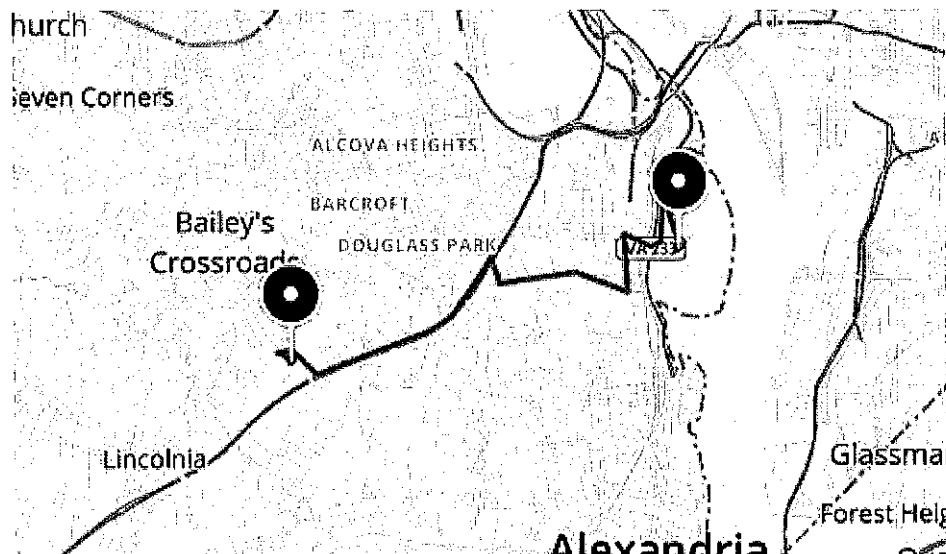
September 10, 2017 at 3:55 PM

Ride Details

Lyft fare (7.04mi, 19m 30s)	\$17.97
Round Up & Donate - Human Rights Campaign	\$0.03
Tip	\$1.00

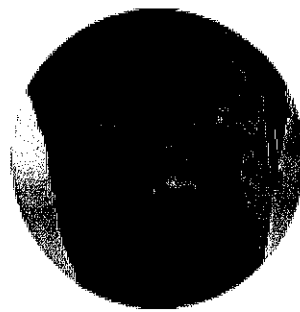
 Visa *9266

\$19.00



- Pickup 3:55 PM
Aviation Cir, Arlington, VA
- Dropoff 4:14 PM
5032 Seminary Rd, Alexandria, VA

ATTACHMENT A



Thanks for riding with Hamed!

September 14, 2017 at 4:45 AM

Ride Details

Since you updated your stop or destination, your fare reflects actual time and distance

[Learn more](#)

Base fare	\$1.15
13m 51s	\$2.35
7.52 mi	\$8.12
Service fee	\$1.80
DCA Airport - Airport Fee	\$4.00
Round Up & Donate - Human Rights Campaign	\$0.58

 Visa *9266

\$18.00