

**Texas Commission On Environmental Quality  
AGENDA ITEM REQUEST**

**AGENDA REQUESTED:** April 10, 2013  
**DATE OF REQUEST:** March 20, 2013  
**NAME & NUMBER OF PERSON TO CONTACT REGARDING CHANGES TO THIS REQUEST, IF NEEDED:** Sara Taubman at 239-3664

**CAPTION:** Docket No. 2013-0552-MIS. Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts by certain state agencies. [Elizabeth West]

**Chief Clerk must send Notice of Application/Hearing:**

**Type of Matter:**

**County:**

**Uncontested:**

**Contested:**



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**David Timberger, Director  
General Law Division**

2013 MAR 22 AM 10:08  
CHIEF CLERKS OFFICE

TEXAS  
COMMISSION  
ON ENVIRONMENTAL  
QUALITY

# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



A RESOLUTION      Regarding acceptance of gifts and donations in accordance with Chapter 575 of the Government Code concerning acceptance of gifts and donations by certain state agencies;  
**TCEQ Docket No. 2013-0552-MIS.**

WHEREAS, Chapter 575 of the Government Code provides that a majority of the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500.00 or more in an open meeting no later than the 90th day after the date the gift is accepted.

WHEREAS, a list of gifts and donations submitted for acknowledgment is attached as Exhibit "A." The gifts have been accepted by the Executive Director. The list includes a description and amount of each gift or donation with a value of \$500.00 or more, the donor's name, and a statement regarding the purpose of each gift or donation in accordance with Section 575.004 of Chapter 575.

NOW, THEREFORE BE IT RESOLVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY that the Commission acknowledges acceptance of the gifts and donations listed in Exhibit "A" in accordance with Chapter 575 of the Government Code.

Issued this the \_\_\_\_\_ day of \_\_\_\_\_, 2013

TEXAS COMMISSION ON  
ENVIRONMENTAL QUALITY

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Bryan W. Shaw, Ph.D., Chairman

# TCEQ Interoffice Memorandum

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**To:** Commissioners  
Zak Covar, Executive Director

**From:** Elizabeth West, Senior Attorney   
Contracts, Employment Law and Ethics  
General Law Division

David Timberger, Director   
General Law Division

Caroline M. Sweeney, Deputy Director   
Office of Legal Services

**DATE:** March 20, 2013

**Caption:** **Docket No. 2013-0552-MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 of the Government Code provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90th day after the date the gift is accepted. Chapter 575 of the Government Code further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." The Executive Director's approval memorandum is attached as Exhibit "D."

Attachments

**Exhibit "A"**

**Chapter 575 of the Government Code**

## CHAPTER 575. ACCEPTANCE OF GIFT BY STATE AGENCY

### § 575.001. Definitions

In this chapter:

(1) "Gift" means a donation of money or property.

(2) "State agency" means a board, commission, council, committee, department, office, agency, or other governmental entity in the executive or judicial branch of state government. The term does not include an institution of higher education as defined by Section 61.003, Education Code.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### § 575.002. Gifts of \$500 or More

This chapter applies only to a gift that has a value of \$500 or more.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### § 575.003. Acceptance of Gift by State Agency Governing Board

A state agency that has a governing board may accept a gift only if the agency has the authority to accept the gift and a majority of the board, in an open meeting, acknowledges the acceptance of the gift not later than the 90th day after the date the gift is accepted.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 143, § 1, eff. Sept. 1, 1999.

### § 575.004. Record of Gift

A state agency that accepts a gift must record the name of the donor, a description of the gift, and a statement of the purpose of the gift in:

(1) the minutes of the governing board of the agency; or

(2) appropriate agency records, if the agency does not have a governing board.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### § 575.005. Acceptance of Gift From Party to Contested Case Prohibited

A state agency may not accept a gift from a person who is a party to a contested case before the agency until the 30th day after the date the decision in the case becomes final under Section 2001.144. In this section, "contested case" has the meaning assigned by Section 2001.003.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

**Exhibit "B"**

**List of Gifts and Donations**

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION  
 DECLARATION OF THIRD PARTY REIMBURSEMENT

Dec 2012 through Mar 2013

Over \$500.00

REIMBURSING ORGANIZATION	TRAVELLERS NAME	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	REIMBURSED	REIMBURSED TOTAL
American Society of Civil Engineers (ASCE)	Niemeyer, Stephen	02/08-02/10/2013	San Diego, CA	To attend the Earth and Water Resources Institute (EWRI) Council Meeting (Steve is the BIWQS committee chair) of the American Society of Civil Engineers (ASCE).	Airfare: \$327.70 Lodging: \$270.00	\$597.70
ASTSWMO-Association of State & Territorial Solid Waste Management Officials	Long, Marilyn Czimmer	11/25-11/30/2012	Henderson, NV	Attend the EPA National Assoc. of Remedial Project Managers annual training conference (focus on Superfund technical/regulatory training).	Public Transport: \$23.10 Airfare: \$472.60 Meals & Lodging: \$763.40	\$1,259.10
ASTSWMO-Association of State & Territorial Solid Waste Management Officials	Ponick, Allan	01/15-01/17/2013	Washington, DC	Attend an ASTSWMO Federal Facilities Subcommittee Meeting to discuss future federal facility projects, review state representatives on current focus groups and meet with U.S. EPA and Department of Defense representatives concerning federal facility programmatic and cleanup issues.	Airfare: \$409.70 Public Transport: \$24.00 Miscage: \$16.95 Parking: \$21.00 Lodging: \$419.08 Meals: \$64.00	\$954.73

Greater Austin Merchants Cooperative Association	Weiss, Nathan	02/05/2013	Austin, TX	Provide compliance assistance at a booth at the Greater Austin Merchants Cooperative Association Trade Show.	Event Registration: (Booth cost waived)	\$800.00	\$800.00
Greater Houston Retailers Cooperative Association (GHRA)	Thompson, Todd	03/06/2013	Houston, TX	The Region 12 Petroleum Storage Tank (PST) Team Leader was asked to attend and staff a booth to answer PST program related questions during the 2013 GHRA Trade Show in Houston, TX.	Event Registration: (Booth cost waived)	\$1,300.00	\$1,300.00
Ground Water Protection Council	Kohler, Dale	01/18-01/22/2013	Sarasota, FL	As a member of the Board of Directors of Ground Water Protection Council will attend the January board meeting.	Airfare: Lodging:	\$404.70 \$516.00	\$920.70
HEB	Wyman, Will	01/14/2013	Schertz, TX	Declaration of donation of food for Central Texas Environmental Summit.	Food donation:	\$612.12	\$612.12
ITTRC (Interstate Technology & Regulatory Council)	Wilkinson, Brad	11/27-11/29/2012	Phoenix, AZ	ITTRC Munitions Response Team	Public Transport: Airfare: Meals: Lodging: Parking: Personal Mileage:	\$58.00 \$353.60 \$177.50 \$237.86 \$27.00 \$33.30	\$887.26

The NELAC (National Environmental Laboratory Accreditation) Institute      Lancaster, Ken      01/13-01/18/2013      Denver, CO      \$1,365.17

Attend the semiannual meeting of the members of the NELAC Institute (TNI) and accrediting states as the representative for the agency's laboratory accreditation program and TCEQ's Air Laboratory, a laboratory accredited under the National Environmental Laboratory Accreditation Program (NELAP).

Airfare: \$350.80  
 Public Transport: \$45.00  
 Baggage Fees: \$50.00  
 Lodging: \$711.45  
 Meals: \$207.92

North Texas Business Alliance      Reske, Doug      02/02/13      Irving, Tx      \$1,250.00

The Region 4 PST program was asked by the NTBA to man a booth during their trade show. The cost of the booth for paying companies was \$1,250.00.

Booth Waiver: \$1,250.00

Pasadena Convention Center      Baker, Toby      03/12-03/13/2013      Pasadena, TX      \$750.00

Gulf Coast Ecosystem Restoration Council- Public Engagement Meeting, which gives the public the opportunity to provide feedback on the Council's restoration planning efforts. The Governor of Texas appointed Toby Baker as the designee for the Council.

Fee Waiver: \$750.00

SEEN (Southern Environmental Enforcement Network)	Gorman, Paul	11/05-11/09/2013	Memphis, TN	SEEN Training				\$1,415.02
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Public Transport:	\$40.00
Airfare:	\$566.10
Meals:	\$200.00
Lodging:	\$503.92
Parking:	\$35.00
Baggage Fees:	\$50.00

SEEN (Southern Environmental Enforcement Network)	Huch, Kimberly	11/05-11/09/2013	Memphis, TN	SEEN Training				\$1,491.02
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Public Transport:	\$40.00
Airfare:	\$664.60
Meals:	\$200.00
Lodging:	\$503.92
Parking:	\$32.50
Baggage Fees:	\$50.00

Susser Petroleum Company	Weiss, Nathan	2/20-2/21/2013	Houston, TX	To staff a booth and provide presentations to attendees at the Susser Petroleum Company Trade Show.				\$1,275.00
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Event Registration:	\$1,275.00
(Booth cost waived)	

Totals:	\$14,877.82	\$14,877.82
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**Exhibit "C"**

**Declaration of Third Party Reimbursement Forms for  
Supporting Documentation**

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

<b>Employee Name:</b>	Stephen Niemeyer
<b>Travel Dates:</b>	February 8-10, 2013
<b>Destination:</b>	San Diego, CA
<b>Reimbursing Organization:</b>	American Society of Civil Engineers (ASCE)

**Purpose of the Trip:**

Steve Niemeyer traveled to San Diego, CA for the Earth and Water Resources Institute (EWRI) Council meeting (Steve is the BIWQS committee chair), of the American Society of Civil Engineers (ASCE).

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$327.70	ASCE reimbursed 100% of the airfare
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	\$270.00	ASCE reimbursed \$135.00 for two nights
Meals		
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$597.70</b>	

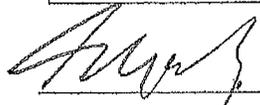
ASC or Travel Coordinator:

Michael Brow

Phone:

512 239-6840

Employee Signature:



Date Signed:

2/13/13

Supervisor Signature:



Date Signed:

2.13/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC-181 or fax to 239-6768.

1. Employee's Name: Marilyn Czimer Long
2. Dates of Travel: 11/25-30/2012
3. Destination: Henderson, NV
4. Purpose: Attend the EPA National Assoc. of Remedial Project Managers annual training conference (focus on Superfund technical/regulatory training).
5. Reimbursing Organization: ASTSWMO

6. **Itemized Expenses:**

Description	Total	Additional Comments
<b>Fares:</b>		
Public Transportation	<u>\$23.10</u>	<u>AP shuttle</u>
Rental Car	<u>\$0.00</u>	_____
Air	<u>\$472.60</u>	_____
Meals	<u>\$0.00</u>	<u>incl w/lodging</u>
Lodging	<u>\$763.40</u>	_____
Parking	<u>\$0.00</u>	_____
<b>Other:</b>		
Business Telephone Calls	<u>\$0.00</u>	_____
Personal Vehicle Mileage	<u>\$0.00</u>	_____
Seminar Registration/Fees	<u>\$0.00</u>	_____
Misc. (Describe under comments)	<u>\$0.00</u>	_____
<b>Grand Total</b>	<u>\$1259.10</u>	

*SP* 1259.10 *mcl*  
1-3-13

13 JAN 10 PM 02:10

**Approval Signatures:**

7. M. C. Long / 01/03/2013  
Employee Signature/Date
8. Marilyn Czimer Long / 1/8/2013  
Supervisor Signature/Date

*CMW*  
*1/3/13*

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Allan Posnick
Travel Dates:	1/15-17/2013
Destination:	ASTSWMO HQ, Washington D.C.
Reimbursing Organization:	Association of State and Territorial Solid Waste Managers

**Purpose of the Trip:**

Attend an ASTSWMO Federal Facilities Subcommittee Meeting to discuss future federal facility projects, review state representatives on current focus groups and meet with U.S. EPA and Department of Defense representative concerning federal facility programmatic and cleanup issues.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$409.70	
Rental Car		
Cab, Bus, Train	\$24.00	
Mileage	\$16.95	
Gas		
Parking	\$21.00	
Baggage Fees		
Lodging	\$419.08	
Meals	\$64.00	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$954.73</b>	

ASC or Travel Coordinator:

Phone:

Employee Signature:

*Allan Posnick*

Date Signed:

2/15/13

Supervisor Signature:

*[Handwritten Signature]*

Date Signed:

2/15/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

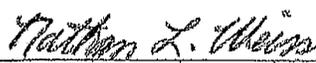
Employee Name:	Nathan Weiss
Travel Dates:	Feb 5th, 2013
Destination:	Austin, TX
Reimbursing Organization:	Greater Austin Merchants Cooperative Association

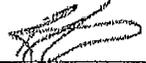
**Purpose of the Trip:**

Provide compliance assistance at a booth at the Greater Austin Merchants Cooperative Association Trade Show.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging		
Meals		
Event Registration	\$800.00	Booth cost was waived for state agency
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$800.00</b>	

A5C or Travel Coordinator: Nathan Weiss Phone: (210) 403-4092

Employee Signature:  Date Signed: 2-7-13

Supervisor Signature:  Date Signed: 2-8-13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tax Code Chapter 575.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Todd Thompson
Travel Dates:	March 6, 2013
Destination:	Houston
Reimbursing Organization:	Greater Houston Retailers Cooperative Association (GHRA)

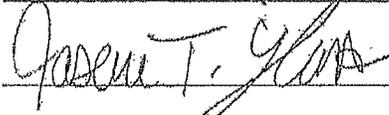
**Purpose of the Trip:**

The Region 1-2 Petroleum Storage Tank (PST) Team Leader was asked to attend and staff a booth to answer PST program related questions during the 2013 GHRA Trade Show in Houston, TX.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging		
Meals		
Event Registration	\$1,300.00	Waived booth fee
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$1,300.00</b>	

ASC or Travel Coordinator: Chaundra Davis Phone: 713-767-3514

Employee Signature:  Date Signed: 3/18/2013

Supervisor Signature:  Date Signed: 03/18/2013

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov. Code Chapter 676.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC-181 or fax to 239-6768.

1. Employee's Name: Dale Kohler
2. Dates of Travel: 1/18-1/22/2013 *DK*
3. Destination: Sarasota, FL
4. Purpose: as a member of the Board of Directors of Ground Water Protection Council will attend the January board meeting
5. Reimbursing Organization: Ground Water Protection Council

**6. Itemized Expenses:**

Description	Total	Additional Comments
<b>Fares:</b>		
Public Transportation	_____	_____
Rental Car	_____	_____
Air	<u>\$404.70</u>	_____
Meals	_____	_____
Lodging	<u>\$516.00</u>	<u>\$129 per night</u>
Parking	_____	_____
<b>Other:</b>		
Business Telephone Calls	_____	_____
Personal Vehicle Mileage	_____	_____
Seminar Registration/Fees	_____	_____
Misc. (Describe under comments)	_____	_____
<b>Grand Total</b>	<b><u>\$920.70</u></b>	

**Approval Signatures:**

7. *Dale Kohler* 12/9/12  
Employee Signature/Date

8. *[Signature]* 1/3/13  
Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC-181 or fax to 239-6768.

1. Employee's Name: Will Wyman
2. Dates of Travel: 1/14/2013
3. Destination: Schertz, TX
4. Purpose: Declaration of donation of food for Central Texas Environmental Summit
5. Reimbursing Organization: HEB

6. **Itemized Expenses:**

Description	Total	Additional Comments
<b>Fares:</b>		
Public Transportation	_____	_____
Rental Car	_____	_____
Air	_____	_____
Meals	_____	_____
Lodging	_____	_____
Parking	_____	_____
<b>Other:</b>		
Business Telephone Calls	_____	_____
Personal Vehicle Mileage	_____	_____
Seminar Registration/Fees	_____	_____
Misc. (Describe under comments)	<u>\$612.12</u>	<u>food donation</u>
<b>Grand Total</b>	<u>\$612.12</u>	

**Approval Signatures:**

7. Will Wyman - 1/15/13

Employee Signature/Date

8. [Signature] - 1-15-13

Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

### DECLARATION OF THIRD-PARTY REIMBURSEMENT

For the trip is taken, it is the employee's responsibility to file for reimbursement with the appropriate reimbursement organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC 181 or fax to 239-6368

Employee's Name: Brad Wilkinson

Dates of Travel: 11/27 - 11/29/12

Destination: Phoenix AZ

Purpose: ITRC Munitions Response Team

Reimbursing Organization: ITRC (Interstate Technology & Regulatory Council)

Description	Total	Additional Comments
Travel	\$	
Transportation	\$ <u>58.00</u>	
Rental Car	\$	
Auto	\$ <u>353.60</u>	
Hotel	\$ <u>177.50</u>	
Dining	\$ <u>237.86</u>	
Gas	\$ <u>27.00</u>	
Other		
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$ <u>33.30</u>	
Car Registration/Fees	\$	
Other (Describe under comments)	\$	
<b>Grand Total</b>	<b>\$ <u>887.26</u></b>	

Employee Signatures: Brad Wilkinson 12/17/12

Employee Signature/Date: [Signature] 12/17/12

Supervisor Signature/Date: [Signature]

I hereby certify that the information provided is true and correct to the amount requested from the reimbursing source

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC 181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

<b>Employee Name:</b>	Ken Lancaster
<b>Travel Dates:</b>	1/13/13 - 1/18/13
<b>Destination:</b>	Denver, CO
<b>Reimbursing Organization:</b>	The NELAC Institute
<b>Purpose of the Trip:</b>	<i>National Environmental Laboratory Accreditation</i>

Attend the semiannual meeting of the members of The NELAC Institute (TNI) and accrediting states as the representative for the agency's laboratory accreditation program and TCEQ's Air Laboratory, a laboratory accredited under the National Environmental Laboratory Accreditation Program (NELAP).

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	\$350.80	
Rental Car		
Cab, Bus, Train <i>* Public Transport *</i> →		
Mileage		
Gas		
Parking		
Baggage Fees	\$50.00	
Lodging	\$711.45	
Meals	\$207.92	
Event Registration		
Other (Describe) <i>*</i>	\$45.00	Shuttle Express shuttle service
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$1,365.17</b>	

<b>ASC or Travel Coordinator:</b>	Hattie Watters	Phone:	239-1975
<b>Employee Signature:</b>	<i>Ken Lancaster</i>	<b>Date Signed:</b>	<i>2/7/13</i>
<b>Supervisor Signature:</b>	<i>Cindy Marsh</i>	<b>Date Signed:</b>	<i>2/7/13</i>

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Govt. Code Chapter 525.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third-Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit (MC-18) within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Doug Reske
Travel Dates:	02/02/2013
Destination:	Irving, TX
Reimbursing Organization:	North Texas Business Association Alliance (NTBA)

**Purpose of the Trip:**

The Region 4 off PST program was asked by the NTBA to man a booth during their trade show. The cost of the booth for paying companies was \$1250.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging		
Meals		
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>		

ASC or Travel Coordinator:	<i>Kyle Ternal</i>	Phone:	817-588-5920
Employee Signature:	<i>[Signature]</i>	Date Signed:	3/19/13
Supervisor Signature:	<i>[Signature]</i>	Date Signed:	3/19/13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Govt. Code Chapter 575.

# DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

<b>Employee Name:</b>	Toby Baker
<b>Travel Dates:</b>	March 12-13, 2013
<b>Destination</b>	Pasadena, TX
<b>Reimbursing Organization:</b>	Pasadena Convention Center

**Purpose of the Trip:**

Gulf Coast Ecosystem Restoration Council--Public Engagement Meeting, which gives the public the opportunity to provide feedback on the Council's restoration planning efforts. The Governor of Texas appointed Toby Baker as the designee for the Council.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging		
Meals		
Event Registration		
Other (Describe)	\$750.00	Pasadena Convention Center offered to waive fee
Other (Describe)		
Other (Describe)		
<b>Total Reimbursement:</b>	<b>\$750.00</b>	

<b>ASC or Travel Coordinator:</b>	Mehgan Taack	<b>Phone:</b>	512.239.0014
<b>Employee Signature:</b>		<b>Date Signed:</b>	3/19/13
<b>Supervisor Signature:</b>	_____	<b>Date Signed:</b>	_____

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 575.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC-181 or fax to 239-6768.

1. Employee's Name: Paul Gorman
2. Dates of Travel: 11/9/2012
3. Destination: Memphis, TN
4. Purpose: TRAINING
5. Reimbursing Organization: SEEN (*Southern Environmental Enforcement Network*)
6. Itemized Expenses: -----

Description	Total	Additional Comments
Fares:		
Public Transportation	\$40.00	Shuttle Actual
Rental Car	_____	_____
Air	\$566.10	Prepaid
Meals	\$200.00	Actual
Lodging	\$503.92	Prepaid
Parking	\$55.00	Actual
Other:		
Business Telephone Calls	_____	_____
Personal Vehicle Mileage	_____	_____
Seminar Registration/Fees	_____	_____
Misc. (Describe under comments)	\$50.00	Baggage Fees Actual
<b>Grand Total</b>	<b>\$345.00</b>	<b>Actual Reimbursement</b>
	<b>\$1415.02</b>	<b>Total Cost (paid by SEEN)</b>

**Approval Signatures:**

7 [Signature] 12-11-12  
Employee Signature/Date

8 [Signature] Dec 11 2012  
Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third Party, this form is to be completed and forwarded to the Travel Unit, MC-181 or fax to 239-6768.

1. Employee's Name: Kimberly Huch
2. Dates of Travel: ~~11/9/2012~~ <sup>11</sup> 11/5/2012 - 11/9/2012
3. Destination: Memphis, TN
4. Purpose: SEEN Training
5. Reimbursing Organization: SEEN (Southern Environmental Enforcement Network)
6. Itemized Expenses:

Description	Total	Additional Comments
<b>Fares:</b>		
Public Transportation	<u>\$40.00</u>	<u>Shuttle Actual</u>
Rental Car	_____	_____
Air	<u>\$644.00</u>	<u>Prepaid</u>
Meals	<u>\$200.00</u>	<u>Actual</u>
Lodging	<u>\$503.42</u>	<u>Prepaid</u>
Parking	<u>\$32.50</u>	<u>Actual</u>
<b>Other:</b>		
Business Telephone Calls	_____	_____
Personal Vehicle Mileage	_____	_____
Seminar Registration/Fees	_____	_____
Misc (Describe under comments)	<u>\$50.00</u>	<u>Baggage Fees Actual</u>
<b>Grand Total</b>	<u>\$322.50</u>	<u>Actual Reimbursement</u>
	<u>\$1491.02</u>	<u>Total Cost / paid by SEEN</u>

**Approval Signatures:**

7. Kimberly Huch 12/11/12  
Employee Signature/Date
8. Dany M. [Signature] Dec. 11 2012  
Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the Third Party (Reimbursing Organization). All reimbursed expenses must be declared, including those paid directly by the reimbursing organization. **ESTIMATES ARE NOT ACCEPTABLE.** This form is to be completed and forwarded to the Travel Unit at MC-181 within 7 days following the end of travel or reimbursement from the reimbursing organization.

Employee Name:	Nathan Welss
Travel Dates:	Feb 20 & 21, 2013
Destination:	Houston, TX
Reimbursing Organization:	Susser Petroleum Company

**Purpose of the Trip:**

To staff a booth and provide presentations to attendees at the Susser Petroleum Company Trade Show.

Expense Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging		
Meals		
Event Registration	\$1,275.00	Booth cost was waived for state agency
Other (Describe)		
Other (Describe)		
Other (Describe) -		
<b>Total Reimbursement:</b>	<b>\$1,275.00</b>	

ASC or Travel Coordinator: Nathan Welss Phone: (210) 403-4092

Employee Signature:  Date Signed: 2-22-13

Supervisor Signature:  Date Signed: 2-22-13

The employee and supervisor signatures certify that the information provided is true and correct and that the amount shown on the form is the total amount received from the reimbursing organization. Reimbursements that exceed \$500 must be formally accepted by the Executive Director and acknowledged by the Commission every 90 days pursuant to Tex. Gov't Code Chapter 201.

**Exhibit "D"**

**Executive Director's Approval Memorandum**

# TCEQ Interoffice Memorandum

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**To:** Zak Covar  
Executive Director

**From:** Elizabeth West, Senior Attorney   
Contracts, Employment Law and Ethics  
General Law Division

David Timberger, Director   
General Law Division

Caroline M. Sweeney, Deputy Director   
Office of Legal Services

**Date:** March 20, 2013

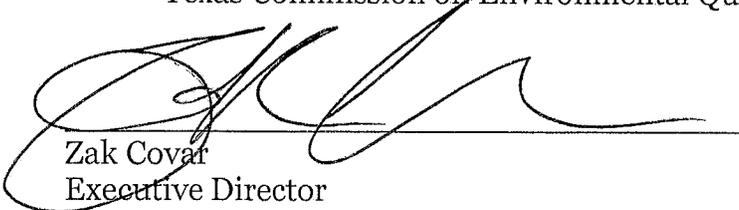
**Caption:** **Docket No. 2013-0552-MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90th day after the date the gift is accepted. Chapter 575 further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

Before the Commission can acknowledge the acceptance of gifts and donations with a value of \$500 or more listed in Exhibit "B," the gifts must be accepted by the agency.

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." Your signature below is needed to accept the aforementioned and referenced exhibits. We recommend you sign this form and accept the gifts.

I acknowledge and accept the gifts listed in Exhibit "B," on behalf of the Texas Commission on Environmental Quality.

  
Zak Covar  
Executive Director

Date: 3/24/13

