TCEQ Interoffice Memorandum

To: Commissioners
Richard A. Hyde, P.E., 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: January 16, 2015

Caption: **Docket No. 2014-1830-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."

Exhibit "B" contains the lists of gifts and donations and includes three spreadsheets. Effective September 1, 2014, all travel expenses, including third party reimbursements, are now entered into TCEQ's accounting data system, BAMS. Accordingly, Exhibit "B" contains records from pre- and post-BAMS implementation. The third spreadsheet records the non-travel related gifts and donations.

Exhibit "C" contains the Declaration of Third Party Reimbursements forms for items prior to September 1, 2014. As BAMS has replaced the paper processing of travel and third party reimbursements, these forms will no longer be required. The Executive Director's approval memorandum is attached as Exhibit "D."

Attachments

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. 2014-1830-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 _____, _____.

TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

_____

Bryan W. Shaw, Ph.D., P.E., Chairman

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

Aug-14

Over $500.00

REIMBURSING ORGANIZATION	TRAVELERS NAME	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	REIMBURSED		REIMBURSED TOTAL
American Petroleum Institute (API)	Hurley, Teresa	3/19-3/20/14	Dallas, TX	Attend meeting of API Committee on Evaporative Loss Estimation in Dallas. Reimbursing organization API waived conference fee of $600.00.			**$600.00**
					Registration:	$600.00	
Association of State Drinking Water Administrators	Haynie, Cindy	06/25/14-06/26/14	Chicago, IL	To participate in the Water Reuse Workshop sponsored by the American Society of Professional Engineers.			**$707.90**
					Airfare:	$445.00	
					Cab, Bus, Train	$24.00	
					Parking:	$14.00	
					Lodging:	$186.45	
					Meals:	$38.45	
Association of State Drinking Water Administrators (ASDW)	Hicks, Angela	08/11/14-08/15/14	Las Vegas, NV	Participation in the AWOP Multi-State CPE, an EPA initiative, allows staff members of the Texas Optimization Program (TOP) to work with other AWOP states to develop optimization programs with existing infastructure and to comply with drinking water regulations.			**$619.28**
					Lodging:	$448.20	
					Meals:	$171.08	

Association of State and Territorial Solid Waste Managers	Thompson, Todd	08/19/14-08/22/14	Manchester, NH	The trip was to attend Underground Storage Tank (UST) Workshop and meet with the Association of State and Territorial Solid Waste Management (ASTSWMO) UST Task Force. The workshop presented quantified results of Energy Policy Act of 2005 requirements and case studies of investigations and the enforcement process.		**$850.59**
					Airfare: $384.50 Lodging: $297.57 Meals: $168.52	
National Academies of Science	Grant, Roberta L.	07/15/14-07/17/14	Washington, D.C.	Participate in an NAS Scientific Peer Review Panel.		**$1,179.14**
					Taxis: $28.00 Airfare: $510.00 Meals: $160.14 Lodging: $450.00 Parking: $21.00 Tips: $10.00	
Nuclear Regulatory Commission (NRC)	Council, Lorraine	08/10/14-08/15/14	Chattanooga, TN	The purpose of the trip was to attend the NRC's Materials Control and Security Systems and Principles course in Chattanooga, Tennessee.		**$2,148.95**
					Airfare: $1,184.20 Mileage: $49.80 Baggage Fees: $50.00 Lodging: $556.95 Meals: $308.00	

Nuclear Regulatory Commission (NRC)	Gonzalez, Tony	08/18/14-08/22/14	Arlington, TX	Purpose of travel was to attend the Visual Sample Planning Training Course.			**$1,270.76**
					Mileage:	$417.76	
					Lodging:	$601.00	
					Meals:	$252.00	
Nuclear Regulatory Commission (NRC)	Weger, Hans	08/18/14-08/22/14	Arlington, TX	Attend the Nuclear Regulatory Commission training class on the program Visual Sampling Plan.			**$982.40**
					Mileage:	$227.24	
					Lodging:	$503.16	
					Meals:	$252.00	
WateReuse Research Foundation	Berg, Marlo	02/24/14-02/26/14	Phoenix, A	Marlo was asked to participate in a research study to determine the best monitoring points for direct potable reuse projects. She was on the team for both the first two direct potable reuse projects in the US and learning more about control points can help her assure proper monitoring in these and for other projects.			**$948.36**
					Airfare:	$331.00	
					Cab, Bus, Train:	$19.00	
					Parking:	$21.00	
					Baggage Fees:	$25.00	
					Lodging:	$459.24	
					Meals:	$93.12	
					Totals:	**$9,307.38**	**$9,307.38**

Third Party Reimbursement Report

(Report Create Date: Tuesday, January 13, 2015)

Date Range: 08/28/2014 to 01/05/2015

Record Count: 26

Reimbursing Organization	Traveler Name	Traveler Trans.	Dates of Travel	Destination	Purpose of Trip	Total Reimbursed
Southern Environmental Enforcement Network (SEEN)	ADAMS, JASON	1040767	11/02/2014 - 11/06/2014	Columbia, SC		$2,237.85
To participate in an environmental training course entitled "Basic Environmental Crime Investigations Course". This course provides an introduction to the specialized methods and techniques of environmental crimes investigations.				Reimbursed Expense Description	Certification Timestamp	Reimbursed Amount
				Meals: Breakfast	11/16/14 10:03 AM	$5.50
				Meals: Brunch	11/25/14 3:17 PM	$8.75
				Meals: Lunch	11/16/14 10:03 AM	$8.96
				Meals: Dinner	11/25/14 3:17 PM	$15.96
				Meals: Breakfast	11/16/14 10:03 AM	$5.50
				Meals: Breakfast	11/25/14 3:17 PM	$5.50
				Hotel: Direct Billed to SEEN	11/25/14 3:17 PM	$94.00
				Meals: Breakfast	11/25/14 3:17 PM	$5.50
				Hotel Tax: Direct Billed to SEEN	11/25/14 3:17 PM	$11.28
				Meals: Mocha	11/25/14 3:17 PM	$5.63
				Hotel Tax: Direct Billed to SEEN	11/25/14 3:17 PM	$11.28
				Airfare: Direct Billed to SEEN	11/25/14 3:17 PM	$1,610.20
				Hotel: Direct Billed to SEEN	11/25/14 3:17 PM	$94.00
				Service Fees: Direct Billed to SEEN	11/25/14 3:17 PM	$45.00
				Hotel Tax: Direct Billed to SEEN	11/25/14 3:17 PM	$11.28
				Hotel: Direct Billed to SEEN	11/25/14 3:17 PM	$94.00
				Meals: Mocha	11/25/14 3:17 PM	$5.23
				Meals: Lunch	11/25/14 3:17 PM	$17.90
				Hotel Tax: Direct Billed to SEEN	11/25/14 3:17 PM	$11.28
				Meals: Dinner	11/16/14 10:03 AM	$21.97
				Meals: Dinner	11/25/14 3:17 PM	$12.63
				Hotel: Direct Billed to SEEN	11/25/14 3:17 PM	$94.00
				Meals: Lunch	11/16/14 10:03 AM	$8.31
				Meals: Dinner	11/16/14 10:03 AM	$17.59
				Meals: Coke	11/25/14 3:17 PM	$3.29
				Meals: Lunch	11/25/14 3:17 PM	$13.31

Nuclear Regulatory Commission	LINE, LEE	1044497	11/16/2014 - 11/21/2014	Chattanooga, TN		$1,688.14
Lee Line and Gehan Flanders will travel via commercial air line to Chattanooga, Tennessee to attend the Nuclear Regulatory Commission (NRC) Agreement States Introductory Health Physics (H-117) (FSME-14-088) training.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Baggage fee flight from Chattanooga, TN return to Austin, TX purchased by NRC		$25.00
				Full Per Diem meal expense allowed for reimbursement by NRC	12/9/14 3:23 PM	$56.00
				Baggage Fee flight from Austin, TX to Chattanooga, TN purchased by NRC	12/9/14 3:23 PM	$25.00
				Full Per Diem $56.00 allowed for meal reimbursement by NRC	12/9/14 3:23 PM	$56.00
				Full Per Diem $56.00 allowed for meal expense reimbursement by NRC	12/9/14 3:23 PM	$56.00
				State Tax 5 nights @ $8.70 = $43.50 reimbursed by NRC	12/9/14 3:23 PM	$43.50
				Last Day Partial Per Diem (3/4 of $56.00 = $42.00) meal expenses allowed for reimbursement by NRC	12/9/14 3:23 PM	$42.00
				Roundtrip transportation from residence in Georgetown to Airport in Austin and return to residence in Georgetown = $35.84 reimbursed by NRC	12/9/14 3:23 PM	$35.84
				Full Per Diem meal expense allowed for reimbursement by NRC	12/9/14 3:23 PM	$56.00
				Roundtrip Airfare from Austin, TX to Chattanooga, TN - return from Chattanooga, TN to Austin, TX through Carlson Wagonlit Travel purchased by NRC	12/9/14 3:23 PM	$701.20
				First Day Partial PerDiem (3/4 of $56.00 = $42.00) allowed for meal reimbursement by NRC	12/9/14 3:23 PM	$42.00
				Parking at Austin Bergstrom International Airport 6 days @$7.00 = $42.00 reimbursed by NRC	12/9/14 3:23 PM	$42.00
				Hoel Room fee 5 nights @$94.00 + $470.00 Reimbursed by NRC	12/9/14 3:23 PM	$470.00
				City County Tax 5 nights @$7.52 + $37.60 reimbursed by NRC	12/9/14 3:23 PM	$37.60

Nuclear Regulatory Commission	STALLARD, ALISHA	1044429	11/02/2014 - 11/07/2014	Chattanooga, TN		$1,467.76
To attend the Nuclear Regulatory Commission (NRC) All Agreement States Characterization and Planning for Decommissioning (H-115) (FSME-14-086) training.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Lunch - Chick-fil-A - $4.36 The Per Diem for food is $56.00 per day and this day 3/4 $42.00 allowed for Third-Party reimbursement.	11/20/14 4:34 PM	$42.00
				Airfare roundtrip from Austin, TX to Chattanooga, TN, return Chattanooga, TN to Austin, TX.	11/20/14 4:34 PM	$493.70
				Baggage Fee from Austin, TX to Chattanooga, TN	11/20/14 4:34 PM	$25.00
				Baggage Fee from Chattanooga, TN to Austin, TX	11/20/14 4:34 PM	$25.00
				Parking at airport 6 days @$7.00 = $42.00 total	11/20/14 4:34 PM	$42.00
				Lunch - Subway Sandwiches & Salads - $7.81 Dinner - Chick-fil-A - $4.31 Total $12.12 The Per Diem for food is $56.00 allowed for Third-Party Reimbursement.	11/20/14 4:34 PM	$56.00
				Lunch - Rib & Loin - $5.23 Dinner - Zaxby's - $7.09 Total $12.32 The Per Diem for food is $56.00 per day allowed for Third-Party reimbursement.	11/20/14 4:34 PM	$56.00
				Mileage from residence to Austin-Bergstrom International Airport 20.50 miles Third-Party reimbursement.	11/20/14 4:34 PM	$11.48
				Hotel 5 nights @$94.00 = $470.00	11/20/14 4:34 PM	$470.00
				Lunch - Arby's $5.66 Walmart - Jr. Mints, Choc $6.07 Dinner Fazolis $5.45 Total $17.18 The Per Diem for food is $56.00 per day today was 3/4 day @ $42.00 allowed for Third-Party Reimbursement.	11/20/14 4:34 PM	$42.00
				County Occupancy tax 5 @3.76 = $18.80	11/20/14 4:34 PM	$18.80
				State Tax 5 nights @$8.70 = $43.50	11/20/14 4:34 PM	$43.50
				Lunch - Popeyes- $7.96 The Per Diem is $56.00 per day and $28.00 for 1/2 day for Third-Party reimbursement. The Per Diem for food is $56.00 per day allowed Third-Party reimbursement.	11/20/14 4:34 PM	$56.00
				City Occupancy Tax 5 @$3.76 = $18.80	11/20/14 4:34 PM	$18.80
				Lunch - Firehouse Subs - $8.72 Walmart - candy - $7.73 Total $16.45 The Per Diem for food is $56.00 per day allowed Third-Party reimbursement.	11/20/14 4:34 PM	$56.00
				Mileage reimbursement -20.50 miles Austin-Bergstrom International Airport to residence Third-Party.	11/20/14 4:34 PM	$11.48

National Oceanographic and Atmospheric Administration, USGS, EPA and Alliance for Coastal Technology	DVORSKY, CHARLES	971549	09/16/2014 - 09/19/2014	Washington D.C., DC		$1,475.23
Mr. Dvorsky will participate in a forum on nutrient sensor technology and provide input to researchers and manufacturers that will help guide development of new/improved nutrient sensors. The Workshop also provides an opportunity to enhance knowledge of continuous water quality nutrient monitoring sensors and to share TCEQ's experience and data needs.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Third Party Reimbursement Airfare: $461.20 plus agent fee: $24 Hotel: $927 Per diem: $63.03	11/12/14 12:00 AM	$1,475.23

Nuclear Regulatory Commission	FLANDERS, GEHAN	1044506	11/16/2014 - 11/21/2014	Chattanooga, TN		$1,652.86
Lee Line and Gehan Flanders will travel via commercial air line to Chattanooga, Tennessee to attend the Nuclear Regulatory Commission (NRC) Agreement States Introductory Health Physics (H-117) (FSME-14-088) training.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				State Tax 5 nights @$8.70= $43.50. third-Party Reimbursement.	12/22/14 3:31 PM	$43.50
				Transporation from airport to home personal vehicle $30.56 maximum allowed for Third-Party Reimbursement NRCfor 11/16/14 & 11/21/14.	12/22/14 3:31 PM	$30.56
				Last Day Partial Per Diem (3/4 of $56.00 = $42.00 meal expense allowed for Third-Party Reimbursement NRC.	12/22/14 3:31 PM	$42.00
				Parking Austin Bergstrom International Airport allowed for Third-Party Reimbursement NRC.	12/22/14 3:31 PM	$12.00
				First Day Partial Per Diem (3/4 of $56=$42.00 meal expense reimbursement allowed by Third-Party Reimbursement NRC.	12/22/14 3:31 PM	$42.00
				Baggage fee flight from Austin, TX to Chattanooga, TN Third-Party Reimbursement.	12/22/14 3:31 PM	$25.00
				Full Per Diem $56.00 meal expense allowed by Third-Party NRC.	12/22/14 3:31 PM	$56.00
				Full Per Diem $56.00 meal exense allowed by Third-Party Reimbursement NRC.	12/22/14 3:31 PM	$56.00
				Roundtrip air fare from Austin, TX to Chattanooga, TN and return from Chattanooga, TN to Austin, TX. Vendor purchased directly from Vendor.	12/22/14 3:31 PM	$701.20
				Hotel Five night @$94.00= $470.00. Third-Party Reimbursement.	12/22/14 3:31 PM	$470.00
				Full Per Diem $56.00 meal expense allowed by Third-Party Reimbursement NRC.	12/22/14 3:31 PM	$56.00
				Full Per Diem $56.00 meal expense allowed for Third-Party Reimbursement NRC.	12/22/14 3:31 PM	$56.00
				City County Tax 5 nights @$17.52=$37.60. Third-Party Reimbursement.	12/22/14 3:31 PM	$37.60
				Baggage Fee flight from Chattanooga, TN to Austin, TX. Third-Party Reimbursement.	12/22/14 3:31 PM	$25.00

Exchange Monitor Publications & Forums	BROUSSARD, BRAD	984477	09/01/2014 - 09/05/2014	Summerlin, NV		$1,660.63
TO SPEAK AT THE EIGHTH ANNUAL RADWASTE SUMMIT AS PART OF THE LOW-LEVEL FORUM'S 10 CFR (Code of Federal Regulations) PART 61 WORKING GROUP. PARTICIPATION IN THE WORKING GROUP AS THE REPRESENTATIVE FROM THE STATE OF TEXAS TO PROVIDE EXPERTISE AND INPUT ON ISSUES RELATING TO THE LOW-LEVEL RADIOACTIVE WASTE DISPOSAL FACILITY IN TEXAS				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Cost of plane ticket paid by Third Party.	11/5/14 11:07 AM	$362.20
				Third party paid for hotel.	11/5/14 11:07 AM	$536.00
				Meals paid for by Third Party 9/1 Schlotzskys $9.37 9/2 Starbucks $2.49 JCKooloughan's $10.81 9/3 Starbucks $2.49 JCKoolougans $22.47 9/4 JCKoologhans $14.04 9/5 360 Gourmet $13.17 Hudson News $4.99	11/5/14 11:07 AM	$79.83
				Parking fee paid for by Third Party.	11/5/14 11:07 AM	$35.00
				Registration fee paid for byu Third Party.	11/5/14 11:07 AM	$625.00
				Personal mileage paid for by Third Party.	11/5/14 11:07 AM	$22.60

Southern Environmental Enforcement Network, Inc. (SEEN)	SALINAS JR, JOSE	1040652	11/02/2014 - 11/06/2014	Columbia, SC		$1,405.32
Portion of travel funded with 3rd party funds, and other with TCEQ out-of-state funds 11/02/14 Travel via air to South Carolina 11/03-06/14 Attend Basic Environmental Crime Investigations Course.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				third party paid for airfare	11/13/14 10:39 AM	$655.20
				third party paid airline baggage fee	11/13/14 10:39 AM	$120.00
				third party paid meals	11/13/14 10:39 AM	$184.00
				third party paid for lodging	11/13/14 10:39 AM	$421.12
				third party paid taxi	11/13/14 10:39 AM	$25.00
Association of State and Territorial Solid Waste Managers Officials (ASTSWMO)	POSNICK, ALLAN	1025791	10/28/2014 - 10/30/2014	Reston, VA		$1,372.76
To participate in the Association of State and Territorial Solid Waste Managers Annual Meeting. Allan Posnick and Omar Valdez are Vice-Chairs of their focus groups and will attend breakout sessions on topics related to their focus group projects (munitions and contaminated sediment cleanups).				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Meals (3) days.	12/3/14 9:20 AM	$145.00
				Parking (3)nights.	12/3/14 9:20 AM	$28.00
				Personal Mileage to and from Airport.	12/3/14 9:20 AM	$17.92
				Lodging for (2) nights.	12/3/14 9:20 AM	$668.64
				Air Fare round trip	12/3/14 9:20 AM	$513.20
United States Geological Survey	BETZ, CARY	1060658	09/15/2014 - 09/18/2014	Reston, VA		$1,350.99
Attend a meeting of the Subcommittee on Ground Water, of the Advisory Committee on Water Information. Expenses for this meeting are being reimbursed by the United States Geological Survey (USGS). All transporation and accommodations are being handled by the USGS.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Parking paid for by third party	11/7/14 11:49 AM	$36.00
				Travel fee paid for by third party	11/7/14 11:49 AM	$7.30
				Voucher fee paid for by third party	11/7/14 11:49 AM	$14.75
				Baggage fee paid for by third party	11/7/14 11:49 AM	$50.00
				Lodging paid for by third party	11/7/14 11:49 AM	$417.00
				Hotel tax paid for by third party	11/7/14 11:49 AM	$50.04
				Meals paid for by third party	11/7/14 11:49 AM	$248.50
				Mileage paid for by third party	11/7/14 11:49 AM	$25.20
				Airfare paid for by third party	11/7/14 11:49 AM	$502.20
Association of State and Territorial Solid Waste Managers Officials (ASTSWMO).	VALDEZ, OMAR	1025796	10/28/2014 - 10/30/2014	Reston, VA		$1,257.60
To participate in the Association of State and Territorial Solid Waste Managers Annual Meeting. Allan Posnick and Omar Valdez are Vice-Chairs of their focus groups and will attend breakout sessions on topics related to their focus group projects (munitions and contaminated sediment cleanups).				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Meals (3) days.	12/3/14 9:48 AM	$213.00
				Lodging (2) nights.	12/3/14 9:48 AM	$398.00
				Parking (3) days.	11/13/14 4:32 PM	$21.00
				Air Fare.	12/3/14 9:48 AM	$504.20
				Personal Mileage.	11/13/14 4:32 PM	$24.64
				Hotel Taxes for (2) nights.	12/3/14 9:48 AM	$47.76
				Taxi from and to the airport in Virginia.	12/3/14 9:48 AM	$49.00

U.S. Nuclear Regulatory Commission (NRC).	MOLINA, EDWIN	986046	09/21/2014 - 09/26/2014	Sugar Land, TX		$1,166.34
To travel to Sugarland, Texas to attend the U.S. Nuclear Regulatory (NRC) Commission's Safety Aspects of Well Logging Course (H-341)(FSME-14-073) September 22-26, 2014 in Sugarland, Texas. This will be Third-Party Reimbursement.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Hotel fee, Mr. Molina used the Tax Exemption for the City and State taxes, so he was not reimbursed for those expenses. Only the $.93 for 5 nights was reimbursed.	11/12/14 1:54 PM	$4.65
				Personal mileage reimbursed 314 miles @$.56 = $175.84.	11/12/14 1:54 PM	$175.84
				Hotel expense 5 nights	11/12/14 1:54 PM	$590.00
				Breakfast - $11.00 Starbucks - $3.73 Lunch - Fishermans Wharf- $23.56 Japan- $6.05 Steak Dinner - $29.00 Total $73.34 Max Allowed $71.00 Mr. Molina had to send original receipts to Third-Party and he has not been able to obtain duplicate receipts due to his credit card account being compromised and locked. Mr. Molina has provided dates and amounts as best available.	11/12/14 1:54 PM	$73.34
				Breakfast - $12.00 Starbucks- $3.73 Lunch- The Rouxpour - $33.82 Dinner-Grilled Dinner $22.00 total $71.55 Max allowed $71.00 Mr. Molina had to send original meal receipts to Third-Party and has not been able to obtain duplicate receipts due to his credit card account being compromised and locked. Mr. Molina has provided dates and amounts as best available.	11/12/14 1:54 PM	$71.55
				Breakfast - $13.00 Starbucks - $3.73 Lunch- Chick-fil-a $9.43 Dinner-Japanese $46.00 Total $72.16 Max allowed $71.00 Mr. Molina has not been able to obtain duplicate meal receipts, since he sent originals to Third-Party and his credit card account was compromised and locked.	11/12/14 1:54 PM	$72.16
				Lunch BBQ - $18.00 Starbucks - coffee $7.00 Dinner - grilled fish $29.00 Total $54.00 Max allowed $53.25 Mr. Molina has been unable to get copies of receipts, due to his credit card account being compromised and locked and he sent originals to Third-Party. He has provided amounts and best available details.	11/12/14 1:54 PM	$54.00

				Breakfast - $13.00 Starbucks - $3.73 Lunch- Turquoise Grill $37.74 Dinner-Grilled Dinner $17.00 Total $71.07 Max Allowed $71.00 Mr. Molina had to send original meal receipts to Third-Party and has not been able to obtain duplicate copies of receipts due to his credit card account being compromised and locked. He has provided dates and amounts as best available.	11/12/14 1:54 PM	$71.07
				Breakfast - $12.00 Starbucks - $3.73 Lunch - Steak lunch - $26.00 Shell convenience coffe, & snacks - $12.00 Total $53.73 Max allowed $53.25 Mr. Molina had to send original meal receipts to Third-Party and has not been able to obtain duplicate receipts due to his credit card account being compromised and locked. Mr. Molina has supplied dates and amounts as best available.	11/12/14 1:54 PM	$53.73
Association of State and Territorial Solid Waste Managers Annual Officials (ASTSWMO.	SHAFFORD, WILLIAM	1025800	10/28/2014 - 10/30/2014	Reston, VA		$1,113.85
To participate in the Association of State and Territorial Solid Waste Managers Annual Meeting. Allan Posnick and Omar Valdez are Vice-Chairs of their focus groups and will attend breakout sessions on topics related to their focus group projects (munitions and contaminated sediment cleanups). Bill Shafford, Technical Specialist in the Office of Waste will also be participating.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Meals for (3)days paid by third party	12/3/14 2:18 PM	$103.09
				Parking (3) days paid by third party	12/3/14 2:18 PM	$21.00
				Cost of airfare paid by third party	12/3/14 2:18 PM	$513.20
				Hotel for (2) nights paid by third party	12/3/14 2:18 PM	$398.00
				Hotel Taxes for (2) nights paid by third party	12/3/14 2:18 PM	$47.76
				Incidentals paid by third party	12/3/14 2:18 PM	$9.76
				Fare for taxi paid by third party	12/3/14 2:18 PM	$21.04
US Environmental Protection Association	ERRAGUNTLA, NEERAJA	1031199	10/14/2014 - 10/17/2014	Arlington, VA		$958.70
To participate in the US Environmental Protection Agency (EPA) workshop on National Research Council's Recommendations to EPA's Integrated Risk Information System (IRIS) program.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Meal and incidental expenses/per diem		$248.50
				Airfare from Austin to Washington round trip		$486.20
				Transport to and back from airport in Austin and Washington		$174.00
				Baggage Costs		$50.00

American Society of Civil Engineers	NIEMEYER, STEPHEN	1006440	10/01/2014 - 10/03/2014	Reston, VA		$861.20
To attend a meeting of the American Society of Civil Engineers' (ASCE) Environment and Water Resources Institute (EWRI) 2015 World Council Planning Committee. The meeting had to be moved to ASCE headquarters instead of Austin. As the chair of the Local Arrangements Group, I am charged with organizing technical and social tours, key signature events, and getting a keynote speaker. The 2015 EWRI World Council will be held in Austin.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Hotel stay for two nights	10/8/14 11:11 AM	$270.00
				Round trip airfare from Austin to Dulles	10/8/14 11:11 AM	$591.20
Council of Industrial Boiler Owners	HONEYCUTT, MICHAEL	1031217	10/14/2014 - 10/18/2014	Santa Fe, NM		$795.48
Make a presentation at the Council of Industrial Boiler Owners Annual Meeting.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				food	11/24/14 1:23 PM	$11.82
				Airport Parking at Austin	11/24/14 1:23 PM	$44.00
				Tolls	11/24/14 1:23 PM	$5.91
				Airport Shuttle at Santa Fe	11/24/14 1:23 PM	$28.00
				Airfare	11/24/14 1:23 PM	$698.75
				Tips	11/24/14 1:23 PM	$7.00

American Bar Association	STEPNEY, L'OREAL	975082	10/09/2014 - 10/10/2014	Miami, FL		$773.97
L'Oreal Stepney, Deputy Director of Office of Water will give a presentation at the 22nd Fall Conference at the Trump National Doral in Miami, Florida.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Hotel lodging paid by third party	11/10/14 3:44 PM	$224.87
				Shuttle cost paid by third party	11/10/14 3:44 PM	$60.90
				Flight to and from Miami, Florida. Paid by third party	11/10/14 3:44 PM	$488.20
Groundwater Protection Council (GWPC)	KOHLER JR, DALE	1003747	10/03/2014 - 10/08/2014	Seattle, WA		$525.00
To participate in the annual GWPC. To promote and ensure the use of best management practices and fair, but effective, laws regarding comprehensive ground water protection.				**Reimbursed Expense Description**	**Certification Timestamp**	**Reimbursed Amount**
				Registration fee to participate in the annual GWBP.	11/5/14 3:05 PM	$525.00

Gifts via Memoranda

Third Party	Gift-Donation-Waiver	Location	Value of Gift
Earth Day of Texas, Inc.	Complimentary exhibit space at Earth Day Texas, Inc. Date of event: 4/24-4/26/2015	Dallas	$1,950.00
Texas Nursery & Landscape Association Expo	Donation of an annaul educational booth at Landscape Expo. Date of event: 8/2015	San Antonio	$1,425.00
H-E-B	$6,000 to purchase TCOT/H-E-B promotional items and $4,000 must be spent at any H-E-B to purchase gift cards & electronics as incentives to promote TCOT.		$10,000
Samsung	Samsung will support TCEQ's Take Care of Texas program by purchasing 16 Samsung tablets and 1 laptop to use as prizes for the "How do you take Care of Texas?" elementary school art contest.		$7,000
El Paso Water Utilities	Use of H2O Tech Center facility to hold an asset management workshop. Date of event: 10/16/2014.	El Paso	$645
H-E-B & Keep Bastrop County Beautiful	catering for Central Texas Environmental Conf.	Bastrop	$1,000

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.

Employee Name:	Teresa Hurley
Travel Dates:	March 19 - 20, 2014
Destination	Dallas, TX
Reimbursing Organization:	American Petroleum Institute (API)

Purpose of the Trip:

Attend meeting of API Committee on Evaporative Loss Estimation in Dallas. Reimbursing organization API waived conference fee of $600.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging		
Meals		
Event Registration	$600.00	
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$600.00	

ASC or Travel Coordinator: Socorro Herrera **Phone:** 9-19-14

Employee Signature: Teresa Hurley **Date Signed:** 9/17/2014

Supervisor Signature: Rebecca Partin **Date Signed:** 9/18/14

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:	Cindy Haynie
Travel Dates:	6/25/14 - 6/26/14
Destination	Chicago, IL
Reimbursing Organization:	Association of State Drinking Water Administrators

Purpose of the Trip:

To participate in the Water Reuse Workshop sponsored by the American Society of Professional Engineers.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	$445.00	
Rental Car		
Cab, Bus, Train	$24.00	
Mileage		
Gas		
Parking	$14.00	
Baggage Fees		
Lodging	$186.45	
Meals	$38.45	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$707.90	

ASC or Travel Coordinator: Marla Rosalez **Phone:** 512 239-6106

Employee Signature: Cindy Haynie **Date Signed:** 9/18/14

Supervisor Signature: [signature] **Date Signed:** 9/18/14

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 572.

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:	Angela Hicks
Travel Dates:	8/11/14- 8/15/2014
Destination	Las Vegas, New Mexico
Reimbursing Organization:	Association of State Drinking Water Administration(ASDW

Purpose of the Trip:

Participation in the AWOP Multi-State CPE, an EPA initiative, allows staff members of the Texas Optimization Program (TOP) to work with other AWOP states to develop optimization programs with existing infrastructure and to comply with drinking water regulations.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	$448.20	Holiday Inn Express & Suites, Las Vegas, New Mexico
Meals	$171.08	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$619.28	

ASC or Travel Coordinator: Karen Stone **Phone:** 903-535-5110

Employee Signature: Angela Hicks **Date Signed:** 8/22/14

Supervisor Signature: Ron B. Nye **Date Signed:** 8/22/14

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.

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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:	August 19-22, 2014
Destination	Manchester, New Hampshire
Reimbursing Organization:	Association of State and Territorial Solid Waste Manageme

Purpose of the Trip:

The trip was to attend an Underground Storage Tank (UST) Workshop and meet with the Association of State and Territorial Solid Waste Management (ASTSWMO) UST Task Force. The workshop presented quantified results of Energy Policy Act of 2005 requirements and case studies of investigations and the enforcement process.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	$384.50	
Rental Car		
Cab, Bus, Train		
Mileage		
Gas		
Parking		
Baggage Fees		
Lodging	$297.57	
Meals	$168.52	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$850.59	

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

Employee Signature: [signature] **Date Signed:** 8/25/2014

Supervisor Signature: [signature] **Date Signed:** 8/25/2014

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.

TCEQ-10051 (Revised 12/2012)

Rcvd 8/25/14

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: Roberta L. Grant
2. Dates of Travel: July 15 – 17
3. Destination: Washington, D.C.
4. Purpose: Participate in an NAS Scientific Peer Review Panel
5. Reimbursing Organization: National Academies of Science
6. **Itemized Expenses:**

Description	Total	Additional Comments
Fares:		
Public Transportation	28.00	taxi's
Rental Car		
Air	510	
Meals	160.14	
Lodging	450	
Parking	21.00	
Other:		
Business Telephone Calls		
Personal Vehicle Mileage		
Seminar Registration/Fees		
Misc. (Describe under comments)	10	tips
Grand Total	~~1178.14~~ 1179.14	

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Approval Signatures:

7. Roberta Grant
   Employee Signature/Date
8.
   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 FORM COMPLETION

Within seven working days of receipt of payment from the Third Party, this form must be completed and submitted to Financial Administration, Travel Unit, MC 181 or fax to 239-6768.

1. Employee's Name: List the name of the traveler.
2. Dates of Travel: List the beginning and end dates of travel for this particular trip.
3. Destination: List the city and state where the event was held.
4. Purpose: Give a brief explanation for the reason of the trip.
5. Reimbursing Organization: List the organization that reimbursed the travel and/or registration expenses.
6. Itemized Expenses: List the total for each type of travel expense and/or registration fee reimbursed or provided directly by the third party. Additional comments may be made to explain any unusual circumstances. Additional comments are optional.

Approval Signatures:

7. Employee's Signature: The employee signs to certify that the information provided is true and correct.
8. Supervisor's Signature: The supervisor of the employee signs to certify that the amount shown on the form is the amount received from the reimbursing source and the reimbursement was for valid expense relating to the trip.

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:	Lorraine Council
Travel Dates:	8/10-15/14
Destination	Chattanooga, TN
Reimbursing Organization:	Nuclear Regulatory Commission (NRC)

Purpose of the Trip:

The purpose of the trip was to attend the NRC's Materials Control and Security Systems and Principles course in Chattanooga, Tennessee

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	$1,184.20	Airfare reimbursed directly to NRC's travel agency
Rental Car		
Cab, Bus, Train		
Mileage	$49.80	
Gas		
Parking		
Baggage Fees	$50.00	
Lodging	$556.95	
Meals	$308.00	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$2,148.95	

ASC or Travel Coordinator: Rose Ernst **Phone:** 512-239-6481

Employee Signature: _____ **Date Signed:** 8/29/14

Supervisor Signature: _____ **Date Signed:** 9/2/14

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:	Tony Gonzalez
Travel Dates:	8/18-22/2014
Destination	Arlington, Texas
Reimbursing Organization:	Nuclear Regulatory Commission

Purpose of the Trip:

Purpose of travel was to attend the Visual Sample Planning Training Course.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare		
Rental Car		
Cab, Bus, Train		
Mileage	$417.76	
Gas		
Parking		
Baggage Fees		
Lodging	$601.00	
Meals	$252.00	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$1,270.76	

ASC or Travel Coordinator: Rose Ernst **Phone:** 512-239-6481

Employee Signature: **Date Signed:** 10/31/2014

Supervisor Signature: **Date Signed:** 10/31/14

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:	Hans Weger
Travel Dates:	August 18 - 22, 2014
Destination	Arlington, Texas
Reimbursing Organization:	Nuclear Regulatory Commission

Purpose of the Trip:

Attend the Nuclear Regulatory Commission training class on the program Visual Sampling Plan.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	$0.00	
Rental Car	$0.00	
Cab, Bus, Train	$0.00	
Mileage	$227.24	
Gas	$0.00	
Parking	$0.00	
Baggage Fees	$0.00	
Lodging	$503.16	
Meals	$252.00	
Event Registration	$0.00	
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$982.40	

ASC or Travel Coordinator: Rose Marie Ernst **Phone:** 6481

Employee Signature: Hans Weger **Date Signed:** 8/26/14

Supervisor Signature: [signature] **Date Signed:** 8/26/14

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:	Marlo Berg
Travel Dates:	2/24/14 to 2/26/14
Destination	Pheonix Arizona
Reimbursing Organization:	WateReuse Research Foundation

Purpose of the Trip:

Marlo was asked to participate in a research study to determine the best monitoring points for direct potable reuse projects. She was on the team for both the first two direct potable reuse projects in the US and learning more about control points can help her assure proper monitoring in these and for other projects.

Expenses Paid by Reimbursing Organization	Expense Amount	Comments
Airfare	$331.00	
Rental Car		
Cab, Bus, Train	$19.00	
Mileage		
Gas		
Parking	$21.00	
Baggage Fees	$25.00	
Lodging	$459.24	
Meals	$93.12	
Event Registration		
Other (Describe)		
Other (Describe)		
Other (Describe)		
Total Reimbursement:	$948.36	

ASC or Travel Coordinator: _____ **Phone:** _____

Employee Signature: Marlo Wanek **Date Signed:** 9/19/14

Supervisor Signature: _____ **Date Signed:** 9/18/14

The employee and supervisor's signature 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.

Exhibit "D"

Executive Director's Approval Memorandum

TCEQ Interoffice Memorandum

To: Richard A. Hyde, P.E.
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: January 16, 2015

Caption: **Docket No. 2014-1830-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.

R. D. Hyde

Richard A. Hyde, P.E.
Executive Director

Date: 1/21/15