State of Oregon

Department of Environmental Quality

Memorandum

Date:

Jan. 4, 2018

To:

Environmental Quality Commission

From:

Leah Feldon, Deputy Director Heldon

Subject:

Agenda item B, Action item: Director's transactions for commission review and

approval

Jan. 18-19, 2018, EQC meeting

Why this is important

Oregon Accounting Policy 10.90.00.PO and DEQ Policy 010.008.2010 require that the commission reviews and approves certain financial

transactions of the DEO director on an annual basis.

Background

In 2001, the Department of Administrative Services adopted a policy requiring EQC review and approval of certain transactions of the DEQ director, including monthly time reports, vacation pay, travel expense and the small purchase order transaction system credit card use.

In September 2001, EQC adopted a policy delegating review and approval of these transactions to the Central Services Division administrator, known at that time as the Management Services Division administrator, with annual EQC review of the approved transactions. The annual review is documented in EQC meeting minutes as directed by State of Oregon policy.

DEQ recommendation

DEQ recommends that the Oregon Environmental Quality Commission review and accept the DEQ director's approved transactions as seen in Attachment C.

Attachments

A. Oregon Accounting Manual Policy Number 10.90.00.PO

B. DEQ policy regarding approval of the director's transactions

C. Director Whitman's transactions subject to commission approval

Report prepared by Mark Brown Financial Services Manager

OREG	ON ACCOUNT	Number 10.90.00.PO	
Oregon Dep Administrati State Contro		Policy	Effective Date July 16, 2001
Chapter	Internal Control		.1 OF .3
Part	Approval of Agency H	lead Transactions	
Section			Approval
			Signature on file at SCD

Accountability and Control Standards

This policy sets accountability and control standards for the determination and delegation of review and approval authority for the agency head's monthly time report, requests for vacation payoff, use of exceptional performance leave, travel expense reimbursement claims, and Small Purchase Order Transaction System (SPOTS) card purchases. This policy is intended to ensure that these transactions are reviewed for completeness and accuracy and that they are in conformance with and measured against the documentation and compliance standards provided herein. In the case of agency heads that are elected, this policy may be applied at the option of that elected official.

Establishing Review and Approval Authority

.102 Agency heads appointed by the Governor shall delegate review and approval authority for agency head financial transactions to the chief financial officer or to the person who holds the position of second-in-command to the agency head. The delegation shall be in writing.

Agency heads appointed by or reporting to a board or commission shall work with that body to create a review and approval structure for financial transactions of the agency head. The board or commission may delegate the review and approval authority, by direct designation or motion, in writing, to the board or commission chair or ranking officer. Or, the board or commission may delegate to the agency second-in-command, chief financial officer, or may choose to retain an active role in the approval process. Boards and commissions choosing to take an active role in the review and approvals process must make the review and approvals of financial transactions a part of their regular meetings and document them in the minutes.

Boards and commissions delegating the review and approval process must at least annually review the financial transactions of the agency head approved as delegated. These post transaction reviews and approvals must be documented in the minutes of the board or commission annual meeting.

Requirement for Internal Procedure and Review

- .103 This policy requires agencies to develop internal procedures for the review and approval of the following agency head transactions:
 - (a) Time reporting: Review and approve the agency head's monthly report of sick leave, vacation, holiday or other leave hours used. Review for completeness and accuracy and to ensure that all time that has been taken has been reported. Ensure that leave hours comply with HRSD 60.000.01 Sick Leave, 60.000.05 Vacation Leave, 60.010.01 Holidays, 60.000.15 Family Medical Leave, 60.005.01 Leave Without Pay and 60.000.10

Special Leaves with Pay. Time reporting (leave usage) must be documented using either paper or electronic timekeeping methods. The documentation must show that the time reports have been reviewed and approved by the appropriate authority, which, in the case of a board or commission, may be the ranking officer of the board. Note: Heads of agencies are classified as exempt from the Fair Labor Standards Act (FLSA) and as such should not be required to report actual hours worked. The time reporting review is intended to focus only on hours related to the categories defined above. The documentation must provide evidence for an audit trail and must be maintained by the agency for the prescribed IRS retention schedule for time records of three years and one quarter as well as the current record retention standards per Secretary of State, Archives Division.

- (b) Travel expense reimbursements: Review and approve all travel claims submitted by the agency head, whether for in-state or out-of-state travel. Ensure compliance with DAS Travel Rules OAM 40.10.00 as well as OAM 10.40.00, Expenditures. The review and approval of travel transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed.
- Exceptional Performance Leave: This leave shall be granted to agency heads using the (c) criteria set forth in HRSD 60,000.10 "Special Leaves With Pay". For agency heads appointed by the Governor, this leave shall only be granted by the Governor or by the Director of the Department of Administrative Services on behalf of the Governor. For agency heads reporting to a board or commission, this leave shall be granted by that body or by the board or commission chair and documented in the minutes of the board or commission. The review and approval responsibility is to ensure that the Exceptional Performance leave was granted based on appropriate criteria and authority and is in compliance with HRSD policy 60.000.10. The review and approval of these transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed. The documentation must clearly demonstrate the criteria upon which the leave was granted. The documentation must include copies of the written request and approval granting the leave and copies of the board or commission minutes, if applicable. The documentation must be retained according to the current record retention standards per Secretary of State, Archives Division.
- (d) Vacation Payoff: Review and approve ensuring compliance with HRSD policy 60 000.05 "Vacation Leave". The review and approval of these transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with HRSD 60.000.05. That review must clearly demonstrate that the vacation payoff was approved in accordance with Section (6)(b) of that policy which mandates that a vacation payoff is only granted when taking vacation leave is not appropriate. Copies of the written request and approval granting the vacation payoff and copies of the board or commission minutes, if applicable, must be part of the documentation for these transactions.
- (e) Use of the Small Purchase Order Transaction System (SPOTS) purchase card: Review purchases to ensure that they are appropriate expenditures that further the business of the state and the mission of the agency and that the use of the SPOTS card complies with OAM 55.30.00. The review must be conducted by someone other than the person whose name appears on the card. The review and approval of transactions must be documented to provide an audit trail and evidence that the review complies with and was conducted in accordance with the prevailing state policies as listed.

The documentation for all of the above should be retained according to the current record retention standards per Secretary of State, Archives Division.

Attachment A Jan. 18-19, 2018, EQC meeting Page 3 of 3

Fiscal Officer Responsibility

.104 Agency fiscal officers processing these financial transactions for the agency head have a duty to pre-audit and verify that the transactions comply with this policy.

Seeking Guidance from Chief Financial Office

.105 For the purposes of this policy, those persons delegated to review and approve financial transactions for state agency heads have a duty to comply with the provisions of this policy. Any agency head requests to deviate from this policy must be approved by the Chief Financial Officer. Those persons delegated review and approval authority that have reservations or questions about an agency head financial transaction may seek guidance from the Chief Financial Office.

Transactions Subject to Audit

.106 All financial transactions of state agency heads are subject to periodic audit by the Secretary of State Audits Division.

DEQ Policy

Approval of Director's Transactions

Policy Number 010.008.2010					
Next Scheduled Revision Date: 2015					
Title:					
MSD Administrator					



Intent/Purpose/ Statement of Need To set accountability and control standards for the review and approval of the DEQ director's financial transactions.

Authority

Oregon Accounting Manual 10.09.00.PO

Applicability

DEQ director, MSD administrator, Environmental Quality Commission members

POLICY

MSD administrator review

As delegated by the Environmental Quality Commission, the Management Services Division administrator will review and approve the director's:

- Monthly time reports
- Requests for vacation payoff
- Use of exceptional performance leaves
- Travel expense reimbursement claims
- Small Purchase Order Transaction System (SPOTS) card purchases

This review will be performed in accordance with OAM 10.90.00.PO.

EQC review

Annual, at the time of the director's evaluation, the Environmental Quality Commission will review the transactions approved as delegated. These post transaction reviews and approvals will be documented in EQC meeting minutes.

History

Updated formatting: January 11, 2010

Attachment C Jan. 18-19, 2018, EQC meeting Pages 19472 OF OREGON TRAVEL EXPENSE DETAIL SHEET



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Attachment C Jan. 18-19, 2018, EQC meeting Page 2 of 72



11-22-16

Richard Whitman Portland OR 97202 **United States**

Folio No. A/R Number Group Code

Company

Membership No.: PC

677407503

Room No. : 127 Arrival

: 11-21-16

Departure : 11-22-16

Conf. No. : 62811701 Rate Code:

IMSTI

Page No. : 1 of 1

Date		Description		Charges	Credits
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I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

per alem 91/51

We'd love your review on Trip Advisor. Our goal is to be #1 Thank you for staying with us.

Holiday Inn Express 1433 West Pine Street Walla Walla, WA 99362 Telephone: (509) 525-6200 Fax: (509) 525-6210 Attachment C Jan. 18-19, 2018, EQC meeting Page 3 of 72

State of Oregon Department of Environmental Quality AUTHORIZATION TO USE PRIVATE VEHICLE

A completed form with all required signatures must be submitted to the DEQ Travel Coordinator $\underline{\text{prior}}$ to using a private vehicle on state business.

1.	1. Name of Traveler: 2. Office / Division/ Section:						
Ric	hard	Whitman	OD				
3.	Tra	avel Dates:	4. Destination:				
11/	21/3	2016 - 11/22/2016	Lapwai, Idaho				
5.	Rea	ason for Travel:					
		t with the Nez Perce Tribe on November 22, 2016. Richa om on 11/21/16 when his flight was cancelled.	rd was not aware he would need to drive his own	ı vehicle until			
6.	Jus	tification to Use Private Vehicle: (Mark the appropriate	box and attach any required documentation)				
	A.	No state owned/operated vehicle is available.		Full GSA Rate			
	В.	A state owned/operated vehicle is available. The ag determined that reimbursing the employee at the full GS transportation. The analysis was completed using the D. the vehicle costs. (Click here for online calculator). A coto this form with any related documentation supporting employee for mileage is the most cost effective method.	SA rate is the most cost effective method of AS online Fleet Daily Rental Cost Calculator for opy of the calculator results must be attached g the determination that reimbursing the	Full GSA Rate			
•	C.	DEQ Human Resources section has documentation of employee has a medical condition that cannot be accommodate. Please contact HR with any questions about the	modated by using a state owned/ operated	Full GSA Rate			
*	D.	A state owned/operated vehicle is available and is do of transportation but the employee's manager and the Femployee to use his or her own vehicle. A description of and how using the private vehicle provides a benefit to must be attached.	inancial Services Manager have authorized the of why the use of a private vehicle is needed	Reduced GSA Rate			
	٤.	A state owned/operated vehicle is available but the the employee will NOT request reimbursement.	employee chooses to use a private vehicle and	No reimbursement			
7.	Cer A.	tification Employee: I certify the accuracy of the item checked about private vehicle while traveling on state business for the cunderstood and will comply with the State's auto insur-	dates and destination indicated. I further certify th				
	В.	Employee's Supervisor: I certify I have examined the superiterion, I authorize the employee's use of a private vehindicated. Manager's Signature:	icle while traveling on state business for the dates				
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Item B 000008

Attachment C Jan. 18-19, 2018, EQC meeting

C. Page Acal 32 rvices Manager: (required only if Section 6D is checked)

Financial Services Manager Signature:

ATTACHMENT 1

Insurance terms for use of a personal vehicle on state business are the same whether mileage is to be reimbursed or not. While using a personal vehicle on state business, personal auto insurance applies first. If an employee has an accident and the loss to others exceeds the personal policy limits, the State's coverage will apply to the amount over the personal policy limits. The State will not cover any loss or damage caused to others when the employee is not acting within the scope of their state employment or duties. Nor will it cover any loss or damage if the employee's actions amount to malfeasance in office or willful or wanton neglect of duty.

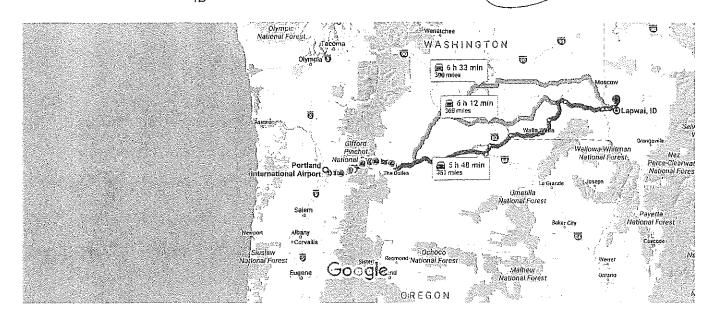
It is the employee's responsibility to carry liability, uninsured motorist, and personal injury protection insurance as required by law. It is up to the employee to carry physical damage coverage. The State provides coverage only for physical damage, uninsured motorist, and personal injury protection on vehicles owned, rented, or leased by the State. This means the State will not pay the costs of any repairs to a personal vehicle.

If an employee has any questions about the correct insurance coverage for a personal vehicle while driving on state business, the employee will contact their own insurance agent for advice. If an employee is involved in a vehicle accident while on state business, the employee will promptly notify the supervisor and DEQ's Health & Safety manager.

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Google Maps

Portland International Airport to Lapwai, Drive 351 miles



Map data @2016 Google 50 mi 1

Portland International Airport

7000 Northeast Airport Way, Portland, OR 97218

Get on I-205 S from NE Airport Way

	1.	Head northwest on NE Airport Way	` '
Ť	2.	Continue straight to stay on NE Airport Way	0.2 mi
**	3.	Slight left to stay on NE Airport Way	0.1 mi
	4.	Continue straight to stay on NE Airport Way	0.5 mi
r	5.	Keep right to stay on NE Airport Way	0.1 mi
Â	6.	Use the right 2 lanes to turn slightly right onto the Interstate 205 S ramp to Interstate 84/Portland/Salem	1.8 mi

Follow I-84 E to US-395 S/US-730 E/6th St in Umatilla County. Take exit 1 from I-82 W

2 h 40 min (182 mi)

0.5 mi

12/1/2016

7 min (3.2 mi)

Item B 000010

Attachment C Jan: 18-19, 2018, EQC meeting

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OGRODNIK Katie

From:

PHILLIPS Kathy

Sent:

Thursday, November 17, 2016 2:24 PM

To:

WHITMAN Richard

Cc:

OGRODNIK Katie; CHADWICK Delia

Subject:

Richard Whitman OSA Approved - Pasco, WA & Lapwai, ID.

Hi Richard,

Your OSA has been approved for the following dates: 11/21/16 - 11/22/16.

The rental vehicle has also been approved.

Please let me know if you have any questions.

Kathy C. Phillips

Department Of Environmental Quality

Accounting Office

My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at:

DEQ Business Office

700 NE Multnomah St., Suite #600

Portland, OR 97232 Phone: 503-229-5763

₹ 20. Turn left onto ID-128 E/N and South Hwy Continue to follow N and South Hwy 0.1 mi 21. Slight left onto US-12 E

7.5 mi 22. Continue onto US-95 S

> 5.0 mi Item B 000012

3.8 mi

Attachment C Jan. 18-19, 2018, EQC meeting Rage 8 of 72

OGRODNIK Katie

From:

TUTTLE Nanc

Sent:

Sunday, November 27, 2016 7:48 AM

To:

OGRODNIK Katie

Subject:

FYI - My Schedule Today

Thought you would want to know

From: WHITMAN Richard

Sent: Tuesday, November 22, 2016 1:18 PM

To: TUTTLE Nanc; FELDON Leah Subject: My Schedule Today

Just a note that I'm unlikely to make it back to the office tiday. My flight to Pasco was cancelled at the last moment, and so I drove to Walla Walla last night, and then on to Lewisto this morning. I'm back to Walla Walla, but my Nez Perce meeting went long. So likely not back in Portland until very close to five.

I'm reachable by phone and email now, although I see our email server is going down.

I cancelled all plane and hotel reservations last night and secured refunds, so no further damage control necessary.

See you tomorrow.

Richard

Sent from my Verizon, Samsung Galaxy smartphone

Attachment C Jan. 18-19, 2018, EQC meeting

PHILLIPSPlagetlyyof 72

From:

PHILLIPS Kathy

Sent:

Thursday, February 23, 2017 12:51 PM

To:

OGRODNIK Katie

Subject:

Travel Expenses for Richard Whitman

Hi Katie,

I am reviewing some of the travel files and I have a OSA form for Richard to travel to Pasco, WA. and Lapwai, ID. It seems like we talked about this trip but I am not finding an expense form in our travel files. Can you confirm that he did attend these meeting with the Nez Perce Executive Tribal Council?

It seems like you had told me something about a flight getting delayed or something then he ended up driving instead? Does this sound familiar to you?

I need to confirm if he traveled and if he submitted the travel expense form (if he had expenses to claim). I am not in a rush for the information but would like to close this OSA soon if possible.

Thank you!

Kathy C. Phillips

Department Of Environmental Quality
Accounting Office

My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at: DEQ Business Office 700 NE Multnomah St., Suite #600 Portland, OR 97232

Phone: 503-229-5763

Item B 000014

1

Out-of-State Travel Authorization Form.xltx

Artachment C
Jan. 18-19, 2018, EQC meeting
OUT-OF-STATE TRAVEL AUTHORIZATION

1. NAME OF EMPLOYEE:	001-0	2. AGENCY/OFFICIAL S DEQ/OD	TATION:	`	3. REQUEST #:	115
Richard Whitman 4. AGENCY ACCOUNTING INFORM	IATION (fund code or O-Tim		. 5. TRA	ON ATTACHED?	113	
14010 41004	ATION (land code of Q lim	e namber)i		☑ Yes	□ No	
6. PURPOSE OF TRIP:	(Be specific, include dat					
Richard is travelling to visit with the cities Monday night, then driving to						ivelling to the Tri-
7. ITINERARY:		8 TRAN	SPORTATION:	Airfare t	rain fare or state	motor
Destination city/state:	Pasco, WA / Lap	wai, ID poo	l vehicle (circle		al cars, see #11,	motor
Departure date/time:	November 21, 2016	5 10:00pm			TOTAL:	\$531.00
Return date/time:	November 22, 201					
9. LODGING: Lodging per	diem rate: \$91.00	10. MEA	LS: Daily	neal per diem r		\$59.00 ~
Amount per night:	96.00	Depart	dast: (25%)	Rate 14.75	# Meals	Total 14.75
Amount per mgm.		<u></u>	Mast. (2370)	14.75	1	14.75
Room tax per night:	12.18	Lunci	n: (25%)	14.75	1	14.75
# of nights:	1	Dinne	er: (50%)	29.50	1	29.50
	TOTAL: \$108.18				TOTAL:	\$59.00
Optional insurance will not be 1 Days @ \$31 plus tax, gas		\$31.00 - b.	Private vehicle Shuttle c. Other (spec		(# of miles)	\$0.00
☐ Yes	□ No				101/12	
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certify that this trip is necessary.	essary and essential to the	그 경기에 속에 다 되었다. 하나는 이 사람들이 가장 그리고 있다면 하다 되었다.				ed and alloted
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19. SUPERVISOR SIGNATURE		M-2		DATE:		DIP Y
20. LT SIGNATURE	h- Feller	(both)		DATE: (1 16 16 16 16 16 16 16 16 16 16 16 16 16	15
21. FINANCIAL SERVICES MGR. SIG	NATURE			DATE:	(/13/16	10

jleber 1/2013

Attachment C Jan. 18-19, 2018, EQC meeting

PHILLIPS Page Hy of 72

From:

PHILLIPS Kathy

Sent:

Thursday, November 17, 2016 2:24 PM

To:

WHITMAN Richard

Cc: Subject: OGRODNIK Katie; CHADWICK Delia

Richard Whitman OSA Approved - Pasco, WA & Lapwai, ID.

Hi Richard,

Your OSA has been approved for the following dates: 11/21/16 - 11/22/16.

The rental vehicle has also been approved.

Please let me know if you have any questions.

Kathy C. Phillips

Department Of Environmental Quality

Accounting Office

My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at:

DEQ: Business Office

700 NE Multnomah St., Suite #600

Portland, OR 97232

13.5

Phone: 503-229-5763

Attachment C Jan. 18-19, 2018, EQC meeting Page 12 of 72

Attachment C Jan. 18-19, 2018, EQC meeting

From:

OGRODNIK Katie

Sent:

Thursday, February 23, 2017 2:19 PM

To:

PHILLIPS Kathy

Subject:

RE: Travel Expenses for Richard Whitman

Don't worry about it. I think I had it prepared, but then dropped the ball. I also found STRAY HOTEL INVOICE FOR THE TRIBAL SUMMIT IN December. I have both travel sheet's ready for Richard's signature tomorrow.

Katie Ogrodnik

Executive Assistant to the Director

Oregon DEQ 503-229-5990

Hours: Mon - Thur 8 - 5; Fri 8 - 2

NOTE: As of November 2016, DEQ's Headquarters Office is at a new location:

700 Lloyd Building, 700 NE Multnomah St., Suite #600, Portland, OR 97232

From: PHILLIPS Kathy

Sent: Thursday, February 23, 2017 12:58 PM

To: OGRODNIK Katie < OGRODNIK.Katie@deg.state.or.us>

Subject: RE: Travel Expenses for Richard Whitman

I thought you turned it in also and that is why I knew the trip went haywire. I will look again and see if maybe support staff filed it in the wrong place.

If you have a copy of the travel claim that will help me search for an payment that might have been issued.

Thank you, Kathy

From: OGRODNIK Katie

Sent: Thursday, February 23, 2017 12:53 PM

To: PHILLIPS Kathy

Subject: RE: Travel Expenses for Richard Whitman

Yes, I thought I had turned it in, but let me check my records.

I know that whole trip went haywire and he ended up driving.

Thanks for following up!

Katie Ogrodnik

Executive Assistant to the Director

Oregon DEQ

503-229-5990

Hours: Mon - Thur 8 - 5; Fri 8 - 2

<u>NOTE</u>: As of November 2016, DEQ's Headquarters Office is at a new location:

700 Lloyd Building, 700 NE Multnomah St., Suite #600, Portland, OR 97232

Item B 000018

Attachment C

From: PHILLIAB.KHAHI, 2018, EQC meeting Sent: Thurs BAGG # 23, 2017 12:51 PM

To: OGRODNIK Katie < OGRODNIK.Katie@deq.state.or.us>

Subject: Travel Expenses for Richard Whitman

Hi Katie,

I am reviewing some of the travel files and I have a OSA form for Richard to travel to Pasco, WA. and Lapwai, ID. It seems like we talked about this trip but I am not finding an expense form in our travel files. Can you confirm that he did attend these meeting with the Nez Perce Executive Tribal Council?

It seems like you had told me something about a flight getting delayed or something then he ended up driving instead? Does this sound familiar to you?

I need to confirm if he traveled and if he submitted the travel expense form (if he had expenses to claim). I am not in a rush for the information but would like to close this OSA soon if possible.

Thank you!

Kathy C. Phillips

Department Of Environmental Quality
Accounting Office
My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at: DEQ Business Office 700 NE Multnomah St., Suite #600 Portland, OR 97232

Phone: 503-229-5763

Attachment C
Jan. 18-19, 2018, EQC meeting 0 1/2 1/72
Page 15 of 72
STATE OF OREGON

TRAVEL EXPENSE DETAIL SHEET



300/UPT43503

1. Name of Er	mployee			2. Agency			3. Period (Mo	onth and Yea	ir)	-	
	Richard	Whitman		DEC	Q			1	2.2016 Triba	I Summit	
4. Official Stati	ion	78 81 4846 4 44 6		5. Division/ Work Unit			6. Regular S	chedule Wor	k Shift	2.5.2110104	
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duty required a are available				11111/		C	150	allo	imhic	4	2/20/10
covered and ha				11111				-			4165/11



Attachment C Jan. 18-19, 2018, EQC meeting Page 16 of 72 Mr. Richard Whitman 700 NE Multnomah Portland OR 97232 United States Room No. Arrival Departure : 241 : 12-06-16

eparture : 12-0

: 12-07-16 : 1 of 1

Page No. Conf. No.

: 1338927

Cashier No.

: 1110

GUEST FOLIO

Winner's Circle # :

Group Code

: 120616GOV

Company Name

Date	Description	Charges	Credits
		USD	USD
12-06-16	Room	79.00	
12-06-16	Room Tax	7.51	9.88
12-06-16	Resort Fee	0.79	1,0
12-06-16	Tribal Rm Tax	1.58	
12-07-16	Visa		88.88
	XXXXXXXXXXX4481 XX/XX		
	Total	88.88	88.88

Balance 0.00 USD

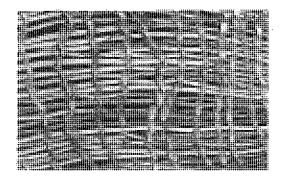
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SIGNATURE_

1501 NW 40TH PLACE * LINCOLN CITY, OREGON 97367-4811 1-877-4BEACH1 * (541) 994-3655 Item B 000022 WWW.CHINOOKWINDSCASINO.COM



The Governor's Office, The Legislative
Commission on Indian Services and our host,
the Confederated Tribes of Siletz,
Invite you to join us for the 17th Annual
State Government-Tribal Governments Summit:
"TIES THAT BIND"



PLEASE MARK YOUR CALENDAR

WEDNESDAY, DECEMBER 7, 2016

AT THE CONFEDERATED TRIBES OF SILETZ

CHINOOK WINDS CASINO, LINCOLN CITY

8:30 AM TO 4 PM

Additional details to follow

Attachment C
Jan. 18-19, 2018, EQC meeting
Page 19 of 72

STATE OF OREGON TRAVEL EXPENSE DETAIL SHEET



JO9/LPT 43875

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4. Official Sta		Whitman	,	5. Division/ Work Unit	Q		6. Regular S	6.20 I	7 ECOS Wa	ashington De	
HQ				OD			## 8 am -	5 pm	# Other		to
7. Unrepr	resented	Manage	ment Service	Executive Service		/Commission		Voluntee		*	
Bargair	ning Unit Name	ī	A	FSCME	Other						
8.	9.	10.	11.	Danilla de la	12.		ual Meal Rein	_	13.		4. Total
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Attachment C Jan. 18-19, 2018, EQC meeting Page 20 of 72 Attachment C Jan. 18-19, 2018, EQC meeting ON DEPARTMENT OF ENVIRONMENTAL QUALITY Page 21 of 72 OUT-OF-STATE TRAVEL AUTHORIZATION

NAME OF EMPLOYEE: Richard Whitman		2. AGENCY/O DEQ/OD	FFICIAL STATION:		3. REQUEST #:	1110
4. AGENCY ACCOUNTING INFO	RMATION (fund code or Q-Time		5	. TRAVEL JUSTIFICATION	ON ATTACHED?	114
14010 41004	MATERIAL STREET, N. C. Arrey	Personal A		✓ Yes	□ No	
6. PURPOSE OF TRIP:	(Be specific, include dat	es/times of m	eeting or confere	nce)		
Travel is to attend the Environme					il 6 and 7. There will	also be sessions
the afternoon of April 5 and the	morning of April 8. Richard v	vill be represen	ting Oregon at this	meeting.		
7. ITINERARY:			8. TRANSPORTATI	ON: Airfare, t	train fare or state r	motor
Destination city/state:	Washington	DC.		circle one). For rent		110101
Destination dity/ states				ind transportation,	and the second s	
Departure date/time:	APRIL 4, 2017	11:30A	Ter fillesi Bras	in a miep at sesserily .		
		11.302			TOTAL:	\$856.00
Return date/time:	APRIL 8, 2017	8:00P			15.0100	
The state of the s	er diem rate: \$242.00	0:00	MEALS: D	aily meal per diem	rate:	\$69.00
5. Loughing pe	2 3 7		VILALDI. L	Rate	# Meals	Total
Amount per night:	and March Arcan 259.00	/W/	20	17.25	2000	69.00
Amount per mant.	C. J. P. W. I. L. 130 235.00	1	100	17.25	4	03.00
Room tax per night:	36.26	10	la l	17.25	5	86.25
Mooni tax per mgnt.		15	20,	17.25	3	80.23
# of nights:	4	1	15	34.50	5	172.50
# Of Hights.		, /	0 10	34.30	3	172.50
	TOTAL: \$1,181.04		30 5		TOTAL:	\$327.75
	70 (AL. \$1,101.04		X -		TOTAL.	
<u> </u>			1 1/2 -		0.1	
11. CAR RENTAL:	See OAM 40.10.00.PO,			US COSTS:	(Identify specif	
Section 125. The State ha	Calculate 192 Section Control of Control			kis, shuttles, phone,	vehicle mileage, e	tc.)
	-A-Car and Hertz Rental Car.		a,			
Optional insurance will no				hicle mileage		0.00
Days @ \$31 plus tax, g	as TOTAL:		b. Shuttle		(# of miles)	
			c. Other	(specify below)	AXI	40.00
13. TRAINING RELATED?	(if yes, attach agenda)				1000	
□ Vac					TOTAL:	\$40.00
☐ Yes	□ No		741			
14. STATUS:						
☑ Executive/Mgmt Svc:				COST OF TRIP:		
AFSCME:			Transporta	ition:	\$856.00	- 1
\square Other: Explain:			Lodging:		\$1,181.04	
			Meals:		\$327.75	
15. TRAVEL AWARDS:	Agencies are mandated to		Car Rental		400	
	oyee accumulation of travel	A 1	Misc:		\$40.00	. 1
awards as reported on the			A Paragraphic		AS Said Se	
sheets. Travel awards inc	lude, but may not be limited		TOTAL:		\$2,404.79	
	iles and hotel or car rental	1 1				
frequent customer award	s or miles.					
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17. for expenditure that the	trip meets all the requireme	nts mandated	by ORS 292.230, OA	M Policy 40.10.00, an	d DEQ policy.	
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18. EMPLOYEE SIGNATURE	17			DATE:		
	Li-					
19. SUPERVISOR SIGNATURY	1.10			DATE:	1/15/17	
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20. LT SIGNATURE	Y			DATE:	Itam D 0000	26
21. FINANCIAL SERVICES MGR. S	SIGNATURE			DATE:	Item B 0000	20
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Out-of-State Travel Authoriza	ation Form.xltx				jlebe	r 1/2013

Attachment C Jan. 18-19, 2018, EQC meeting Page 22 of 72

Out of State Authorization Richard Whitman Washington DC April 4-8, 2017

Richard will be travelling to Washington, DC to attend the Spring Environmental Council of the States (ECOS) meeting from April 6-7, 2017. Richard will also be attending the E-Enterprise meeting April 5, 2017 and a States-Only meeting the morning of April 8, 2017.

The ECOS meeting is being held at the Mayflower Hotel. The cost of room per night is \$259, which is \$17 more than the \$242 per diem rate. Due to the ECOS group booking the entire hotel under contract, they are not able to offer us the per diem rate. Two hotels nearby do not have the government rate available: The Red Lion (\$288/nt) and the Capital Hilton (\$675/nt). Richard has requested that we ask for an exception, and allow him to stay at the Mayflower. By staying onsite, Richard will be able to participate in any afterhours discussions that might be had.

Given the importance of Richard attending the meeting, we ask that you allow arrangements to be made, allowing exceptions for the over per diem rate.

Thank you,

Katie Ogrodnik Executive Assistant

X5990

Attachment C Jan. 18-19, 2018, EQC meeting Page 23 of 72

OGRODNIK Katie

From:

WHITMAN Richard

Sent:

Tuesday, April 25, 2017 8:34 PM

To: Cc: WHITMAN Richard OGRODNIK Katie

Subject:

DC Trip Bills

Mayflower. 889.68 Taxi 19.90 Taxi 14.57 Metro Card 4.20



Hi



OGRODNIK Katie

From:

Thanks for staying! <efolio@autographcollectionhotels.com>

Sent:

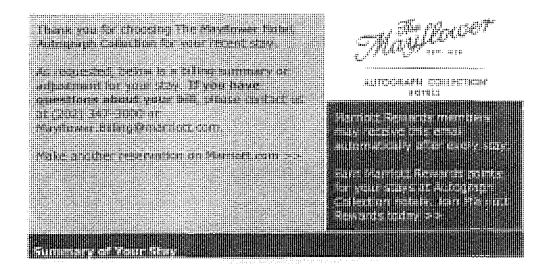
Thursday, April 27, 2017 1:26 PM

To:

OGRODNIK Katie

Subject:

Your Apr 5, 2017 - Apr 8, 2017 stay at The Mayflower Hotel, Autograph Collection



Hotel: The Mayflower Hotel, Autograph Collection

1127 Connecticut Avenue NW Washington, District Of Columbia 20036 USA Guest: WHITMAN/RICHARD/MR

OREGON DEQ 700 NE MULTNOMAH SUITE 600 PORTLAND, OR 97232 USA

Dates of stay: Apr 05, 2017 - Apr 08, 2017

Guest number: 7770

Marriott Rewards number: None

(202) 347-3000

Room number: 562 Group number: 21152

Date	Description	Reference	Charges	Credits
a de grant et de				
04/05/17	ROOM	562, 1	259.00	1
04/05/17	ROOM-TAX	562, 1	37.56	<i></i>
04/06/17	ROOM	562, 1	259.00	7 2
04/06/17	ROOM TAX	562, 1	37.56	3
04/07/17	ROOM	562, 1	259.00	September)
04/07/17	ROOM TAX	562, 1	₹ 37.56	
04/08/17	Payment - Visa XXXXXXXXXXXX4481			889.68

Total balance 0.00 USD

Important Information

Page 25 of 72

Environmental Council of the States (ECOS) Spring 2017 Meeting

Apr 4, 2017 - Apr 8, 2017

Reservation Details

ACKNOWLEDGEMENT NUMBER:32JLZ6B6



THE MAYFLOWER HOTEL

DELUXE ROOM

DATES: Apr 5, 2017 - Apr 8, 2017 3 nights , 1 adult , 0 children RATES

TAXES

USD 777.00 USD 112.67

TOTAL ROOM PRICE

USD 889.67

ADD-ONS

SUBTOTAL

USD 889.67

GUEST SUMMARY

MR RICHARD WHITMAN

700 NE Multnomah, Suite 600, Portland, OR, 97232 US ogrodnik.katie@deq.state.or.us

5032295300 Apr 5, 2017 - Apr 8, 2017

PAYMENT INFORMATION

Credit Card VISA **********0292

BILLING ADDRESS

Mr Richard Whitman 700 NE Multnomah, Suite 600, Portland, OR, 97232 US 5032295300

RATES

Apr 5, 2017 - USD 259.00 Apr 6, 2017 - USD 259.00 Apr 7, 2017 - USD 259.00

OTHER INFORMATION

SMOKING PREFERENCE: No Preference

ACCESSIBLE: No

POLICIES

ROOM POLICIES

 Tax is not included TAX POLICY



GuAstaShimentaCy - Environmental Council of the States (ECOS) Spring 2017 Meeting Jan. 18-19, 2018, EQC meeting Page 26 of 72

. Page 2 of 2

Total Room Charges do not include 14,5% room tax per night (subject to change).

CANCEL POLICY

Reservations cancelled after 6:00 PM day of arrival will forfeit one night room and tax. No penalty for early check out, CHILDREN POLICY

No specifc policy applies to this hotel.

Copyright © 1997-2017 Passkey International, Inc. All Rights Reserved. Privacy Policy, Terms and Conditions, TW-01172017hf-prod aws02a

Item B 000031

Attachment C Jan. 18-19, 2018, EQC meeting PHILLIPS

From:

State of Oregon Travel Team [sor@travelctm.com]

Sent:

Thursday, February 16, 2017 8:17 AM

Ta:

PHILLIPS Kathy; WHITMAN Richard

Subject:

Ticketed itinerary for RICHARD M WHITMAN on 4/4/17 to Washington

Attachments:

CalendarCDTNES 16FEB.ics; ItineraryCDTNES 16FEB.pdf



State of Oregon Travel Phone: 1,877,564,1095 Email: sor@travelctm.com Hrs: 7a-7p PST, 7 days a week



Thursday, 16FEB 2017 11:17 AM EST Passengers: RICHARD M WHITMAN Agency Reference Number: CDTNES

DEPT OF ENVIRONMENTAL QUALITY 811 SW SIXTH AVE PORTLAND, OR 97204

Review this illnerary for accuracy regarding flights/times/dates and personal information.

CTM must be notified within 24 hours regarding corrections.

Thank you for choosing CTM. Agent: GTM Automation BR21

jr.	Tuesday, 4APR 2017		×		
	Alaska Airlines Operated By: SKYWEST AIRLINES AS ALASKASKYWEST CHKIN-PDX-SEA CHECK-IN WITH ALASKA AIRLINES	Flight Number: 3404	Class: V-Coach/Econom		
	From: (PDX) Portland OR, USA.	Depart: 11:30 AM			
	To: (SEA) Seattle/Tacoma WA, USA	Arrive: 12:18 PM			
	Stops: Nonstop				
	Seats; 08D	Status: CONFIRMED	Miles: 130 / 208 KM		
	Equipment: CRJ-700 Canadair Regional Jet				
	Alaska Airlines Confirmation number is QYXTAN Check in on-line to obtain boarding pass; Alaska				

Tuesday, AAPR 2017

Click here for Baggage policies and fees: Alaska

From: (SEA) Seattle/Tacoma WA, USA To: (DCA) Washington Reagan Natl DC, USA Stops: Nonstop

Seats: 21A Equipment: Boeing 737 Jet ARRIVES DCA TERMINAL B

Alaska Airlines Confirmation number is QYXTAN Check in on-line to obtain boarding pass: Alaska Click here for Baggage policies and fees: Alaska

Flight Number: 0002

× Class: V-Coach/Economy

Depart: 01:45 PM Arrive: 09:33 PM

Duration: 4 hour(s) 48 minute(s)

Status: CONFIRMED Miles: 2312 / 3699 KM MEAL: FOOD FOR PURCHASE - FOOD FOR PURCHASE

Saturday, 8APR 2017

Alaska Airlines

From: (DCA) Washington Reagan Natl DC, USA

To: (PDX) Portland OR, USA Stops: Nonstop

Seats: 11F Equipment: Boeing 737 Jet DEPARTS DCA TERMINAL B

Alaska Airlines Confirmation number is OYXTAN Check in on-line to obtain boarding pass: Alaska Click here for Baggage policies and fees: Alaska

Flight Number, 0771 Depart: 05:08 PM Arrive: 08:00 PM

Duration: 5 hour(s) 52 minute(s)

Status: CONFIRMED Miles: 2334 / 3734 KM MEAL: FOOD FOR PURCHASE - FOOD FOR PURCHASE

Class: Y-Coach/Economy



FOR ASSISTANCE ANYTIME CALL 877-564-1095 NORMAL BUSINESS HOURS 7A-7P PST 7 DAYS IF YOU ARE CALLING OUTSIDE NORMAL BUSINESS HOURS AFTER HOURS FAttachment C RESERVATION MADE BY RICHARD WHITMAN 503-322 Jan. 18-19, 2018, EQC meeting Ticket/Invoice Intermation 28 of 72

Ticket for. RICHARD M WHITMAN

Date issued: 2/16/2017 Invoice Nbr. 8051676
Ticket Nbr. A57947080900 Electronic Tkt: Yes
Base: 761.86 US Tax: 57.14 USD XT Tax: 37.00 USD
Charged to: VI

Service fee: RICHARD M WHITMAN

Date issued: 2/16/2017 Document Nbr. XD0700860453 3500

Amount: 6.00

Charged to: VI-

Total Tickets: 856.00 Total Fees: 6.00 Total Amount: 362.00

Please check carry on requirements at www.tsa.gov.

Charges may apply for checked baggage. Contact carrier prior to travel.

For International Travel, please check the latest <u>State Department Advisones</u>.

Federal law forbids the carriage of certain nazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft.

If you do not understand these restrictions, contact your airline or go to www.faa.gov.

Terms & Conditions information.

Airport Parking
Travel awards accepted by State Employees become the property of the State of Oregon. You must notify your Agency of any Awards received.



The Environmental Council of the States 2017 Spring Meeting

New Administration, New Congress: States' Path Ahead

Preliminary Agenda

(as of February 3)

Thursday, April 6-Friday, April 7

The Mayflower Hotel Washington, DC



#ECOSpringMtg17

Speakers designated by an asterisk (*) are confirmed.



Thursday, April 6

7:30 a.m. Registration Open District Fover Palm Court 7:30 - 8:55 a.m.Continental Breakfast Rhode Island 7:45 - 8:45 a.m. Session of the Shale Gas Caucus: Beneficial Reuse of Produced Water Beyond the Oil Patch Open to all Spring Meeting attendees. A separate continental breakfast will be available. The ECOS Shale Gas Caucus is engaged in a discussion series entitled "What Commissioners Need to Know about Alternative Management Strategies for Water Produced from Oil and Gas Wells." This next conversation will explore beneficial reuse of produced water beyond the oil patch - such as in agriculture and road de-icing - and potential technical and legal challenges. Martha Rudolph, SGC Co-Chair and Director of Environmental Programs, Colorado Department of Public Health and Environment (moderator)* ❖ David Glatt, SGC Co-Chair and Chief, Environmental Health Section, North Dakota Department of Health (moderator)* Michael Teague, Secretary of Energy and Environment, State of Oklahoma* Scott Anderson, Senior Policy Director, U.S. Climate and Energy Program, Environmental Defense Fund* Roy Hartstein, Vice President, Strategic Solutions, Southwestern Energy Company 9:00 - 9:30 a.m. Welcome & Introductions District Call to Order, Announcements, and Agenda Preview John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency* ❖ Self-introduction of ECOS Members Former U.S. EPA Leaders' Outlook for The Agency District 9:30 - 10:30 a.m. Moderated by ECOS leaders, this dialogue will bring together past

Moderated by ECOS leaders, this dialogue will bring together past EPA Administrators from diverse political perspectives to reflect on the challenges, opportunities, and changes they see ahead for the agency in the Trump Administration.

- ❖ John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency (moderator)*
- Robert Perciasepe, Former Acting Administrator and Deputy Administrator, U.S. Environmental Protection Agency, and President, Center for Climate and Energy Solutions*

Attachment C Jan. 18-19, 2018, EQC meeting Page 31 of 72

> Marianne Horinko, Former Acting Administrator, U.S. Environmental Protection Agency, and President, the Horinko Group*

10:30 - 11:00 a.m.

Networking Break

District Foyer

11:00 a.m. – 12:15 p.m.

Environmental Infrastructure: Fast Lanes & Pipe Dreams

District

The new Administration could put in motion as much as a trillion dollars in domestic infrastructure investment over the next 10 years. The expected capital infusion will impact state environmental programs in terms of permitting and evaluation and will move forward ready-to-go projects across the nation. This discussion will bring together ECOS and other experts to consider various approaches to environmental infrastructure permitting and siting, local impacts, public-private partnerships, as well as the effect of infrastructure investment on state environmental agencies, U.S. jobs, and the national economy.

- Becky Keogh, ECOS Secretary-Treasurer and Director, Arkansas Department of Environmental Quality (moderator)*
- Virginia Governor Terry McAuliffe, Chair, National Governors Association
- U.S. Conference of Mayors
- Edison Electric Institute*
- Water Sector

12:15 – 1:45 p.m.

Keynote Luncheon: Environment, Energy, & the 115th Congress

Palm Court

U.S. Senator John Barrasso (R-WY), Chairman, Senate Committee on Environment and Public Works, introduced by ECOS Vice President Todd Parfitt, Director, Wyoming Department of Environmental Quality.*

1:45 - 3:15 p.m.

Exploring Our Energy Future

District

ECOS has urged the new Administration to continue a robust national dialogue around energy, as ECOS members are playing a leading role in these conversations in their home states and regions. During the Obama Administration, energy conversation was dominated in large part by the Clean Power Plan, the role of carbon, the Paris negotiations, renewables, and demand-side reduction. How is the energy conversation changing in the new Administration? What considerations remain front and center, and which new topics are coming to the forefront? This discussion will spotlight the perspectives of ECOS members and other experts on where the energy and environment conversation is headed in 2017.

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- Martha Rudolph, ECOS Past President and Director of Environmental Programs, Colorado Department of Public Health and Environment (moderator)*
- Bryan Shaw, Ph.D., ECOS Air Committee Chair and Chairman, Texas Commission on Environmental Quality
- ❖ Ben Grumbles, ECOS Air Committee Vice Chair and Secretary, Maryland Department of the Environment
- The Nature Conservancy*
- Bloomberg BNA
- Corporate Speaker

3:15 - 3:45 p.m.

Networking Break

District Foyer

3:45 - 4:45 p.m.

Electrifying America, Cutting NOx: States and the VW Settlement

District

A national environmental settlement with Volkswagen offers states an opportunity to put new resources to use in communities and to partner with other states. This session will feature ECOS members and other experts discussing a variety of approaches to managing and expending these funds, public engagement, and innovation.

- Matthew Rodriquez, Secretary for Environmental Protection, California Environmental Protection Agency (moderator and speaker)
- ❖ Robert Jackson, President, National Association of State Energy Officials, and Director, Michigan Energy Office
- Diesei Technology Forum*
- Volkswagen

5:00 - 6:45 p.m.

Mayflower Hotel Reception

Palm Court

Friday, April 7

7:15 a.m.

Registration Desk Open

District Foyer

7:15 - 8:45 a.m.

Continental Breakfast

Palm Court

7:15 - 8:40 a.m.

Environmental Research Institute of the States Board Meeting

New Hampshire

Open to states and invited guests. Moderated by David Paylor of Virginia, ERIS President. A separate continental breakfast will be available.

7:30 - 8:40 a.m.

Session of the ECOS Data Management Workgroup

Rhode Island

Open to states and invited guests. A separate continental breakfast will be available.

8:45 - 9:15 a.m.

Welcome from Catherine McCabe, Acting Administrator, U.S. Environmental Protection Agency

Palm Court

Introduced by John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency.*

9:15 - 10:30 a.m.

Corporate Roundtable Enhancing Community Engagement & Communication District

Corporate members of the Business Network for Environmental Justice will discuss how their corporations are engaging with communities and will provide replicable case studies, in conversation with ECOS leaders.

- Chuck Carr Brown, ECOS Waste Committee Vice Chair and Secretary, Louisiana Department of Environmental Quality (moderator and speaker)*
- Sue Briggum, Vice President, Federal Public Affairs, Waste Management*
- Timothy Fields Jr., Senior Vice President, MDB, Inc.*
- American Chemistry Council
- National Association of Manufacturers

10:30 - 11:00 a.m.

Networking Break

District Foyer

11:00 a.m. - 12:15 p.m. Sustainable Materials Management: The Launch of a Public-Private Partnership

District

As interest in Sustainable Materials Management grows within both the public and private sectors, an historic Materials Leadership Council has been launched among members of ECOS and of the U.S. Business Council for Sustainable Development. The initial purpose of this partnership is to connect the capabilities and interests of state and business leaders to promote creative material reuse across industries and develop policy solutions that support these shared goals. This discussion will spotlight innovative ideas toward achieving circular economy objectives.

- Scott Thompson, ECOS Waste Committee Chair and Executive Director, Oklahoma Department of Environmental Quality (moderator and speaker)*
- Robert Martineau, Former ECOS President and Commissioner,



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Tennessee Department of Environment & Conservation*

- John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency*
- Members of the Materials Leadership Council from the U.S. Business Council for Sustainable Development

12:15 - 1:45 p.m.

Keynote Luncheon: Building a Change-Receptive Organization

Palm Court

Misael Cabrera, Vice Chair, ECOS Innovation & Productivity Committee, and Director, Arizona Department of Environmental Quality,* introduced by John Mitchell, Chair, ECOS Innovation & Productivity Committee and Director, Division of Environment, Kansas Department of Health and Environment.*

1:45 - 3:00 p.m.

Serving up Carrots: Innovative State Efforts Yield Measurable Compliance Improvement

District

This discussion will bring forward ECOS experts to discuss compliance assistance programs that work – meaning they advance compliance with air, waste, and water regulatory requirements and that those advancements can be measured. Dialogue will center on replicable approaches that can be taken home and put to work by ECOS members.

- James Macy, ECOS Compliance Committee Chair and Director, Nebraska Department of Environmental Quality (moderator and speaker)*
- Craig Butler, ECOS Water Committee Chair and Director, Ohio Environmental Protection Agency*
- Maia Bellon, ECOS Cross-Media Committee Chair and Director, Washington Department of Ecology
- Lawrence Starfield, Acting Assistant Administrator for Enforcement and Compliance Assurance, U.S. Environmental Protection Agency*
- Jay Shimshack, Associate Professor of Public Policy & Economics, University of Virginia

3:00 - 3:10 p.m.

Closing Remarks & Meeting Adjournment

District

John Linc Stine, ECOS President and Commissioner, Minnesota Pollution Control Agency.*

3:30 - 5:00 p.m.

State-U.S. Environmental Protection Agency Roundtable

District

Open to states and U.S. EPA.

Mark Your Calendar! Upcoming ECOS Meetings

2017 STEP Meeting on Environmental Infrastructure: Innovation & Partnerships

July 17, 2017 Washington, DC

2017 Fall Meeting

September 11-13, 2017 Jackson Hole, Wyoming

2018 Fall Meeting

Dates TBD Vermont 2018 Spring Meeting

March 20-22, 2018 St. Paul, Minnesota

2019 Spring Meeting

Dates TBD Washington, DC



Attachment C Jan. 18-19, 2018, EQC meeting Page 36 of 72



2017 ECOS Spring Meeting April 6 - April 8

Registration

By February 17:

\$675 member/state \$775 federal/dues-paying Alumni Association \$875 other.

Add \$75 for registration 2/18-3/24. Add \$50 more after 3/24.

Register Today> (https://ecos.wildapricot.org/event-2404740)

Important Notes

Cancellation by 2/17 subject to \$35 fee. Non-emergency cancellation after 2/17 non-refundable.

***ECOS cannot comp attendees who plan to attend one session only, unless they are speakers for that session.

Agenda

Preliminary Agenda for April 6 and 7, Current as of Feb. 3 (http://www.ecos.org/wp-content/uploads/2017/02/Preliminary-Spring-Agenda-as-of-Feb.-3.pdf)

IMPORTANT: The event is open to all attendees on April 6 and 7. ECOS members and their staff should also plan to attend a Federal Facilities Forum meeting (if relevant) at 2-5 p.m., an E-Enterprise Engagement at 3:30-5 p.m., and a states-only dinner at 6-9 p.m. on April 5, as well as states-only sessions 8 a.m. – noon and a new member orientation involving officers, new members, and alumniat 12:30 – 2:30 p.m on April 8. Attendees departing on April 8 should allow extra travel time to Reagan National Airport, as the Cherry Blossom Parade that morning could affect traffic.

Hotel

Attendees should make their own room reservations at The Mayflower Hotel online (https://resweb.passkey.com/Resweb.do? mode=welcome_ei_new&eventID=14616375) or by calling or by calling 877-212-5752 from 9:00 AM-8:00 PM Eastern, Monday-Friday-refer to the Environmental Council of the States Spring 2017 Meeting. The special ECOS group rates are available until 5 pm on March 14 or sellout of the room block, whichever is sooner. ECOS' room rates are \$259 for standard rooms, plus applicable taxes (currently 14.5%) and fees in effect at the time of checkout. ECOS room nights include April 5, 6, and 7, with limited availability the nights of April 4 and 8.

If you need to cancel a hotel reservation, please first contact <u>Sarah Grace Longsworth (slongsworth@ecos.org)</u> of ECOS, who will try to transfer the room to another individual.

Evening Events

April 5, 6-9 pm: Off-site working dinner for states only (details to be provided).

April 6, 5-6:45 pm: Evening reception for all attendees. Cost included in meeting registration fee, guest rate \$95.

Twitter

Follow @ECOStates on Twitter for updates on the Spring Meeting, and tweet about the event using the hashtag #ECOSpringMtg17.



28if+Relevant%29+At+2-5+P.m.%2C+An+E-Enterprise+Engagement+At+3%3A30-5+P.m.%2C+And+A+States-Only+Dinner+At+6-9+P.m.+On+April+5%
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28View+Fuil+Event+Description+HereX3A+Http%3AX2F%2Fwww.ecos.org%2Fevent%2F2917-Spring-Meeting%2F%29&Location=1177+Connecticut+Avenue+NW%
2C+Washington%2C+DC%2C+United+States&Trp=False&Sprop=Website:http://Www.ecos.org&Ctz=Atlantic%2FAzores)

+ {Cal Export (Http://Www.ecos.org/Event/2017-Spring-Meeting/?lcal=1&Trfbe_Display=)

Details

Start:

April 6 (2017-04-06)

End:

April 8 (2017-04-08)

Organizer

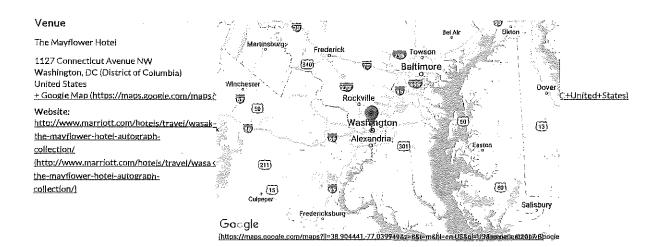
ECOS

Email:

lparisien@ecos.org

Website:

http://www.ecos.org (http://www.ecos.org)



Design and Development by Rocketkoi (http://www.rocketkoi.com)

Item B 000043

PHILLIPS Attachment C

Jan. 18-19, 2018, EQC meeting

From:

Page 39 of 72 PHILLIPS Kathy

Sent:

Wednesday, February 15, 2017 6:03 PM

To: Cc:

WHITMAN Richard CHADWICK Delia

Subject:

Richard Whitman OSA Approved - Washington DC

Hi Richard,

Your OSA has been approved for the following dates: 4/4/17 - 4/8/17.

Please feel free to make necessary travel arrangements.

Thank you,

Department Of Environmental Quality

Accounting Office

My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at:

DEQ Business Office

700 NE Multnomah St., Suite #600

Portland, OR 97232 Phone: 503-229-5763 Attachment C Jan. 18-19, 2018, EQC meeting Page 40 of 72 Attachment C Jan. 18-19, 2018, EQC meeting Page 41 of 72

OGRODNIK Katie

From:

PHILLIPS Kathy

Sent:

Thursday, February 16, 2017 8:31 AM

To:

OGRODNIK Katie

Subject:

RE: Richard Whitman OSA Approved - Washington DC

Hi Katie,

I am sorry I forgot to mention that the over per diem is approved.

Thank you, Kathy

From: OGRODNIK Katie

Sent: Thursday, February 16, 2017 7:33 AM

To: PHILLIPS Kathy

Subject: RE: Richard Whitman OSA Approved - Washington DC

Kathy,

Do you know if the over per diem was approved?

Katie Ogrodnik
Executive Assistant to the Director
Oregon DEQ

503-229-5990

Hours: Mon - Thur 8 - 5; Fri 8 - 2

NOTE: As of November 2016, DEQ's Headquarters Office is at a new location:

700 Lloyd Building, 700 NE Multnomah St., Suite #600, Portland, OR 97232

From: PHILLIPS Kathy

Sent: Wednesday, February 15, 2017 6:04 PM

To: OGRODNIK Katie < OGRODNIK.Katie@deq.state.or.us >

Subject: FW: Richard Whitman OSA Approved - Washington DC

Hi Katie,

Do you need the approval emails for Richard?

Thanks,

Kathy Phillips

From: PHILLIPS Kathy

Sent: Wednesday, February 15, 2017 6:03 PM

To: WHITMAN Richard



Attachment C
Cc: CHADW 16-19-2018, EQC meeting
Subject: Recently Whitman OSA Approved - Washington DC

Hi Richard,

Your OSA has been approved for the following dates: 4/4/17 - 4/8/17.

Please feel free to make necessary travel arrangements.

Thank you,

Kathy C. Phillips

Department Of Environmental Quality
Accounting Office

My office hours are: Tuesday - Friday, 7:30 am - 6:00 pm

Please mail all payments to our new location at: DEQ Business Office 700 NE Multnomah St., Suite #600 Portland, OR 97232

Phone: 503-229-5763

Attachment C Jan. 18-19, 2018, EQG meeting Z Page 43 of 72

* STATE OF OREGON TRAVEL EXPENSE DETAIL SHEET



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Attachment C Jan. 18-19, 2018, EQC meeting Page 44 of 72 Attachment C Jan. 18-19, 2018, EQC meeting Page 45 of 72



Sleep Inn of Bend (OR420)

600 N.E. Bellevue Dr. Bend, OR 97701 (541) 330-0050 GM.OR420@choicehotels.com 105/59

Account: 509092493

Date: 5/4/17

Room: 203 LSTATE

Arrival Date: 5/3/17 Departure Date: 5/4/17

Check In Time: 5/3/17 6:03 PM

Check Out Time: 5/4/17 9:15 AM

Rewards Program ID: You were checked out by: dc

You were checked in by: wn

Total Balance Due: \$0.00

WHITMAN, RICHARD 475 NE Bellevue Drive Ste. 110 Bend, OR 97701

Post Date	Description	Comment	Amount
5/3/17	Room Charge	#203 WHITMAN, RICHARD	(1) \$102.00
5/3/17	City / County Tax		\$12.44
5/4/17	Visa Payment		(\$114.44)
	City / County Tax		

XXXXXXXXXXX4481

Folio Summary 5/3/17 - 5/4/17	
Room Charge	\$102.00
City / County Tax	\$12.44
Visa Payment	(\$114.44)
Balance Due:	\$0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.



You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

Thank you for your stay. Visit ChoiceHotels.com/VerifiedReviews to post your comments about your recent experience (Click the 'Write a Review' button)



Attachment C Jan. 18-19, 2018, EQC meeting Page 46 of 72

Attachment C Jan. 18-19, 2018, EQC meeting 2 Page 47 of 72 OF OREGON TRAVEL EXPENSE DETAIL SHEET



378 UPT44225

1. Name of E	imployee			2. Agency			3. Period (Month and Year)										
	Richard	Whitman	/	DEC	2		6.2017 LT Work Session										
4. Official Sta	ition			5. Division/ Work Unit			6. Regular S	chedule Wor	k Shift								
HQ / Portla				OD			## 8 am -	5 pm 🗆	# Other	4	to						
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Attachment C Jan. 18-19, 2018, EQC meeting Page 48 of 72 Attachment C Jan. 18-19, 2018, EQC meeting Page 49 of 72



Richard Whitman

Portland OR 97202 United States

Date

Description

Room No. :

: 415

Arrival

: 06-28-17

Departure

: 06-29-17

Folio No.

: 77314

Cashier No.

: 836

Conf. No.

: 24611135

Reference #

Charges Credits

Total Charges 88.66
Total Credits 88.66
Balance 0.00

Suest Signature:			

Page No. 1 of 1



Attachment C Jan. 18-19, 2018, EQC meeting Page 50 of 72 Attachment C Jan. 18-19, 2018, EQC meeting Page 51 of 72

HUNTER Laurie

From:

HUNTER Laurie

Sent:

Wednesday, July 12, 2017 1:14 PM

Ta:

OGRODNIK Katie

Subject:

RE: Whitman - travel expense claim question

If Richard didn't have lunch provided on 6/29, he is eligible to claim 75% less 25% for breakfast provided = 50% (\$25.50) meal per diem on that day. I'll add that to his claim and get it in for processing.

Thanks Katie, ,

Laurie

From: OGRODNIK Katie

Sent: Wednesday, July 12, 2017 1:07 PM

To: HUNTER Laurie

Subject: RE: Whitman - travel expense claim question

I do not believe he stayed for lunch. He needed to get to Salem for our Ways and Means Presentation. Please add the lunch if it is something he can get.

Katie Ogrodnik

Executive Assistant to Richard Whitman

Oregon DEQ 503-229-5990

Hours: Mon - Thur 8 - 5; Fri 8 - 2

NOTE: As of November 2016, DEQ's Headquarters Office is at a new location:

700 Lloyd Building, 700 NE Multnomah St., Suite #600, Portland, OR 97232

From: HUNTER Laurie

Sent: Tuesday, July 11, 2017 1:23 PM

Ta: WHITMAN Richard < WHITMAN.Richard@deq.state.or.us > Cc: OGRODNIK Katie < OGRODNIK.Katie@deq.state.or.us >

Subject: Whitman - travel expense claim question

Hi Richard/Katie,

I am reviewing Richard's travel expense claim for his 6/28 - 6/29 trip to McMinnville to attend the Leadership Team Work Session and have a couple of questions....

On 6/29, did Richard stay for the optional provided lunch? If so, since he did not return to the office until 4:00 pm, per the chart below he would be eligible to claim a meal allowance of $$12.75 (75\% -25\% -25\% = 25\% \times $51)$ on that day.

Would you like me to add the allowance to his claim or leave it as is with no meal allowance on that day?

Thank you, Laurie Hunter (503) 229-5698



Calculating First and Last Day Meal Per Diem Rates for Overnight Travel

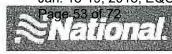
Meal per diem for the initial day of travel and final day of travel is based on the following schedule based on departure and arrival times.

Apply the percentage to the appropriate daily per diem rate.

Initial Day of Travel - Leave	Prior to 6:00 am	6:00 am to Noon	12:01 pm to 6:00 pm	After 6:00 pm
Meal Allowance Percentage	100%	75%	50%	25%
Final Day of Travel - Return				
Meal Allowance Percentage	25%	50%	75%	100%

For example: On the last day of travel, if you return between 12:01 pm and 6:00 pm, you would be eligible to claim 75% of the daily meal per diem (25% for breakfast; 25% for lunch; 25% for a snack or "half a dinner"). If you return after 6:00 pm, you would be eligible to claim 100%.

Attachment C Jan. 18-19, 2018, EQC meeting



9000 W AIRPORT DR BOX 303 SPOKANE, WA 99224-9437

Date of Loss

Claim# / PO# / RO#

Rental Agreement #: Bill Ref#:

Invoice Date: Account #:

748157699 7004-0416-802 08/17/2017

BILL T	0				
RICHARD	MARK WHITM	IAN			
PORTLAN	ID, OR - 97202				
RENTA	L INFORM.	ATION			
Date/Tir 08/16/201	me Out 7 06:31 PM	Start Cha 08/16/2017		Date/Tim 08/17/2017	
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CLAIM	INFORMA	TION			

BILLING DETAIL			
Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	33.53	33.53
	Subtotal	-	33.53
SPOKANE TRANSPORT FEE 3.75/DAY	1 DAY	3.75	3.75
CONCESSION RECOVERY FEE 11.11	PCT	11.11	3.73
SPORTS FACILITY TAX 1.00 PCT	PCT	1.00	0.37
WA STATE RENTAL TAX 5.9 PCT	PCT	5.90	2.20
SALES TAX	PCT	8.80	3.28
Total Charges (USD)			46.86
PAYMENTS			
Payment	/isa		-46.86
Total Payments (USD)		_	-46.86
Amount Due (USD)			0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounided up or down a whole cent to ensure that the charges equal the actual rotal Amount Due and/or to avoid fractional cents.

Repair Shop

Type of Loss

Type of Vehicle

Insured

For Billing Inquiries / Payment Terms:

Tel#:4252287650

SEAEEARADMIN@EHI.COM

Payment Due within days of invoice date

Late payments are subject to a finance charge.

Thank You For Choosing National Car Rental

Please Return This Portion With Remittance

Remit To:

ENTERPRISE RENT-A-CAR PO BOX 749764 LOS ANGELES, CA 90074-9764

Amount Due (USD)

-0

Paid By:

RICHARD MARK WHITMAN

PORTLAND, OR 97202

Fed Tax Id: 26-4086616

Account #

Rental Agreement 748157699

Amqueth B 000058



Attachment C Jan. 18-19, 2018, EQC meeting Page 54 of 72



Attachment C Jan. 18-19, 2018, EQC meeting

PHILLIPS Rage 55 of 72

From: Sent:

SEAEEARADMIN@EHI.COM

Wednesday, December 20, 2017 11:27 AM

To:

PHILLIPS Kathy

Subject: Attachments: Invoice From National Car Rental

CP_748157699_70040416802_20171220132628.pdf

Attached please find your National Car Rental invoice.

Thank you for your prompt payment.

Best regards, National Car Rental

This e-mail was sent to phillips.kathy@deq.state.or.us

File/s Attached with this email: 1) CP_748157699_70040416802_20171220132628.pdf



Attachment C Jan. 18-19, 2018, EQC meeting Page 56 of 72



RICHARD MARK WHITMAN ACCI PORTLAND, OR 97202 NASK	# 1245989455 OUNT ORE ST OF OREGON PO REF #	EC # 3886053 FT #	02						
RENTAL LOCATION RENT SPOKANE INTL ARPT (844)3708933 16-AI 9000 W AIRPORT DR BOX 303 RENT SPOKANE. WA 99224-9437 06:31 CHAI 16-AI	TAL DATE JG-2017 TAL TIME PM RGED DATE JG-2017 RGED TIME		TL ARPT (844)37089 DRT DR BOX 303	33 17-AUG-201 RETURN TI 06:58 PM					
RATE RULES AND QUALIFICATIONS INITIAL XOREGON Monthly Charge up to 31 days		VEHICLE INFO RESERVED DRIVEN CHARGED MAKE MODEL COLOR ODOMETER PLATE REG AREA VEHICLE # BAY STALL	INTERMEDI Full Size 2/4	INTERMEDIATE 2/4 DOOR AUTOMATIC Full Size 2/4 Door Car Auto A/C INTERMEDIATE 2/4 DOOR AUTOMATIC NISSAN ALTIMA WHITE 33396 156JET OR					
CHARGES	UNIT PR		URRENT CHARGE						
RENTER'S RESPONSIBILITY TIME & DISTANCE UNLIMITED MILES/KM-TIME & DISTANCE REFUELING SERVICE CHARGE SPOKANE TRANSPORT FEE 3.75/DAY CONCESSION RECOVERY FEE 11.11 PCT @ 11.11% WA STATE RENTAL TAX 5.9 PCT @ 5.90% SPORTS FACILITY TAX 1.00 PCT @ 1.00% SALES TAX 8.80%	Day : WEEK 16 MONTH 65 M/KM Gallon Day	00.90 X 33.53 X 1 37.66 X 70.64 X 0.00 X 2.83 X	0.00 33.53 0.00 0.00 0.00 3.75 3.73 2.20 0.37 3.28						
Section of States of	ESTIMATED CHARG	ES		INITIAL X					

(ALL CHARGES ARE ESTIMATE ONLY - SUBJECT TO CHANGE IF VEHICLE NOT RETURNED TO THE LOCATION ON DATE AND TIME SPECIFIED, OR IF FUEL TANK IS NOT FULL—AT RETURN AND FUEL SERVICE OPTION WAS NOT PURCHASED).

PAYMENTS

VISA 1348 Auth #

BUSINESS TRAVEL INSURANCE INCLUDED, NO SLI, SEE-MASTER AGREEMENT-LOSS DAMAGE WAIVER (LDW) IS INCLUDED IN THIS RENTAL.

I DECLINE PERSONAL ACCIDENT INSURANCE (PAI) WITH PERSONAL EFFECTS COVERAGE

I DECLINE NATIONAL'S OPTIONAL ROADSIDE SERVICE PLUS X

NOTICE: THIS CONTRACT OFFERS, FOR AN ADDITIONAL CHARGE, CEPTURE, LIMITATIONS, CONDITIONS, EXCLUSIONS, AND CLARE SUMMARIZED IN NATIONAL'S RENTAL AGRICULTURE WISH TO DETERMINE WHETHER YOUR

FOR DAMAGE TO, OR USE OF, THE RENTAL VEHICHOWEVER, NATIONAL'S EMPLOYEES ARE NOT QUEUE PURCHASE OF AN OPTIONAL INSURANCE PRODUVIA THE FOLLOWING TOLL-FREE TELEPHONE NUMAVE., SUITE 100, TULSA, OK 74117, PHONE: 918-401 CONSUMER HOTLINE IS: 1-800-562-6900. YOU ACKNENTERING INTO THIS AGREEMENT.

PLEASE READ IMPORTANT INFORMATION

RENTAL AGREEMENT JACKET).

Add TION WHAT STATE OF THE COLUMN STATE OF THE

This is only an estimate of charges and to I did out the state of the

I, THE "RENTER" SIGNING BELOW, HAVE READ AND AGREE TO THE TERMS AND CONDITIONS IN THE RENTAL AGREEMENT JACKET. BY SIGNING BELOW, I

RA # 748157699 PAGE 1 OF 2

Item B 000062

Attachment C Jan. 18-19, 2018, EQC meeting Page 58 of 72 Attachment C
Jan. 18-19, 2018, EQC meeting
Page 59 of 72

STATE OF OREGON TRAVEL EXPENSE DETAIL SHEET



305/

W144944

1 11- 12				2. Agency	450,50		3. Period (Mo	onth and Yes	ur)	' !						
1. Name of E							11.2017 EQC Nov									
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mandatory	. Travel exp	ense reimb	ursement cla	ims will not be processed i	f this block	is left blar	nk. Travel a	wards inc	luded, but m							
				ent customer awards or m	iles. Revie	w instructi	ions on reve	erse of the	form.							
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duty required	he above claim expenses. Full in the appro	nds for payme	nt of this claim	Sech K. 7	We		Deput	y Director		. 12	2/7/17					
covered and I	have been allot	ted for expend	iture.								1,1,					

Attachment C Jan. 18-19, 2018, EQC meeting Page 60 of 72 Attachment C Jan. 18-19, 2018, EQC meeting Page 61 of 72



HILTON EUGENE

66 EAST 6TH AVENUE

EUGENE, OR 97401

United States of America

TELEPHONE 541-342-2000 • FAX 541-342-6661 Reservations

www.hilton.com or 1 800 HILTONS

Whitman, Richard

165 E. 7TH AVENUE, SUITE 100

EUGENE OR 97401

UNITED STATES OF AMERICA

Room No:

Arrival Date:

Departure Date:

11/1/2017 6:25:00 PM 11/3/2017 1:08:00 PM

1/0

IROBERTS3

Room Rate:

Aduit/Child: Cashier ID:

118.00

322/K1

AL:

HH# VAT#

Folio No/Che

885533 A

Confirmation Number: 3386980280

HILTON EUGENE 11/15/2017 3:27:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
11/1/2017	4217008	GUEST ROOM	\$118.00 ~
11/1/2017	4217008	COUNTY LODGING TAX	\$11.21
11/1/2017	4217008	STATE LODGING TAX	\$2.12
11/2/2017	4217577	GUEST ROOM	\$118.00 /
11/2/2017	4217577	COUNTY LODGING TAX	\$11.21
11/2/2017	4217577	STATE LODGING TAX	\$2.12
11/3/2017	4218004	VS.*1348	(\$262.66)

BALANCE

\$0.00

CREDIT CARD DETAIL

APPR CODE

CARD NUMBER TRANSACTION ID 513080

VS:*1348 4218004

MERCHANT ID TRANS TYPE

EXP DATE

50617

03/20

Sale

Attachment C Jan. 18-19, 2018, EQC meeting Page 62 of 72

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