



**Regional Coalition of LANL Communities
112 W. San Francisco St.
Suite 312
Santa Fe, NM 87501**

**Invoice #: 46479
September 30, 2019**

▪ **Accounting services rendered during September 2019** **300.00**

Current Invoice	\$ 300.00
Gross Receipts Tax	\$ 25.31
	\$ 325.31

Prior Balance	\$ 3,587.93
Less Payment Received	\$ -934.82
Finance Charge	\$ 0.00

Total	\$ 2,978.42
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Thank You for Paying Promptly
We now accept credit card payments with a 3% markup
Accounts not paid in 30 days will be assessed a 1.5% per month service charge



CPLC New Mexico

Invoice

Date 9/30/2019
 Invoice # RCLC-Yr2-Sept

TO The Honorable Peter Ives, RCLC Treasurer
 C/O Los Alamos County
 1000 Central Avenue, Suite 350
 Los Alamos, New Mexico 87544
 Phone (505) 662-8294

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
					30 Days Per Contract	

Qty	Item #	Description	Unit Price	Discount	Line total
1	RCLC-Sept	Please see attached billable activity per the RCLC Service Agreement 2019-1.			14,107.33
		Santa Fe County GRT (8.4378%)			

Total Discount	
Subtotal	14,107.33
Sales Tax	1,190.35
Total	15,297.68

Make all checks payable to CPLC New Mexico, Inc.

Thank you for your business!

RCLC Activity Tracking

September 2019 Billable Activity for RCLC Service Agreement 2019-01

Service Agreement Categories		Billable Activities		
	Description	DOE Grant Percentage (Restricted)	Unrestricted Account Percentage	Total
A-Build Advocacy Efforts	Met with CAB board members regarding possible collaboration on community outreach and follow-up discussion following CAB board elections and creation of CAB public outreach committee. Met with RDC to review ED activities.	3.00	3.00	6.00
B-Organization Management	Worked with fiscal agent and DOE contracting officer to provide information requested regarding grant; communicated w auditor regarding audit process, met with legal counsel nominee for contract discussions, worked with accountant and fiscal agent on operational matters.	6.00	3.00	9.00
C-Advise Board On Strategic Direction	Reviewed proposed supplemental program and discussed with multiple community partners who would be affected, and began development of proposal.	5.00	3.00	8.00
D-Technical Assistance & Draft Materials	Continued development of informational literature, development of RCLC talking points for DC visits	2.00	4.00	6.00
E-Facilitate Board Meetings	Regularly scheduled board meeting on September 6 in Espanola	8.00	2.00	10.00
F-Develop & Circulate Board Agenda & Briefing Memos	Published agenda and materials for September 6 board meeting, and following meeting developed regional organization review for possible RCLC collaboration.			
G-Prepare & Distribute Minutes	Developed minutes for the August 16 board meeting and distributed to board	1.00	2.00	3.00
H-Annual Presentations To Each Member Governing Body	Met with Mayor Allan Webber and Councilor Ives for RCLC update and schedule Council presentation, met with Commissioner Blankenhorn in Taos for update and to schedule presentation, met with Commissioner Jaramillo for update and to schedule presentation. Communicated w Mayor Sanchez regarding audit review.	1.00		1.00
I-Maintain Website	Finalized design for new website and met with contractor to launch. New website is now live and new url a regionalcoalitionnm.org	4.00	4.00	8.00
J-Negotiate & Collaborate w Outside Entities	Continued discussions with CAB board members regarding possible collaboration on hosting public info sessions. Met with prospective member community	4.00	1.00	5.00
K-Implement PIO strategies For RCLC	Spoke with members of media. Responded to information requests.	3.00	1.00	4.00
L-Serve As Spokesperson w DOE, State, Fed Agencies, Media, &	Traveled to DC for cleanup conference. Held side meetings with DOE-EM2 and staff, Senator Heinrich, Senator Udall, Congressman Lujan, and staff for Congresswomen Haaland and Torres Small, as well as side meetings with other communities in the DOE complex, contractors, and DOE staff.	2.00		2.00
M-Monitor Regional & National Issues & Coordinate With Outsider	Attended sessions and discussions regarding DOE cleanup issues at cleanup conference	9.00	11.00	20.00
N-Monthly Presentation To The Board	Directors report presented to the board at Aug 16 meeting	1.00		1.00
O-Represent RCLC At National Meetings As Directed	Attended 201 National Cleanup Conference Sept 9-12	1.00		1.00
P-Prepare Monthly Updates On Congressional & DOE Actions	As follow-up to DC visit, talked with delegation staff regarding requested information	3.00	1.00	3.00
Q-Provide Updated Strategic Plan & Report Progress	Continued development of RCLC goals tracking metric.		1.00	1.00
R-Prepare Draft Annual Budget	Reviewing possible BAR for October meeting. Talk to OSA about waiver for IPA to complete FY 19 audits	3.00	1.00	4.00
S-Generate Additional Supporting Funds	NA	1.00	1.00	2.00
T-Monthly Progress Updates To The Board	Presented as part of regular board meeting on September 6			
U-Develop & Present Annual Report	Development of progress metric for annual review.	1.00	1.00	2.00
V-Other Tasks As Identified/Assigned	Met with possible facilitator for upcoming RCLC retreat.	2.00	1.00	3.00
Total Billable Percentage Per Account		1.00	1.00	1.00
Total Billable Amount Per Account		59.00	41.00	100.00
		8323.13	5783.87	14107.00