

RCLC Activity Tracking

June 2020 Billable Activity for RCLC Service Agreement 2019-01

Billable Activities		DOE Grant Percentage (Restricted)	Unrestricted Account Percentage	Total
Service Agreement Categories	Description			
A-Build Advocacy Efforts	Continued participation in Technical Working Group (TWG) meeting. Participation in ECA meetings. Worked directly with LANL, NNSA and EM on future presentations and proposal for future site tour, after pandemic situation abates.	7.00	2.00	9.00
B-Organization Management	Normal organization management issues and operations activities.	14.00	2.00	16.00
C-Advise Board On Strategic Direction	Proposed directions for RCLC for new fiscal year activities	1.00	1.00	2.00
D-Technical Assistance & Draft Materials	Finalized letter for board on stimulus bill and draft letter for FY 21 budget. Provided additional materials requested by DOE EM and CBC, finalized draft of financial procedures manual. Reached out to members regarding proposed local govt resolutions supporting stimulus funding to include cleanup provision.	8.00	4.00	12.00
E-Facilitate Board Meetings	Organized June 19 board meeting, via Zoom and conference call line.	8.00	1.00	9.00
F- Develop & Circulate Board Agenda & Briefing Memos	Published agenda and materials for June 19 RCLC board meeting, and distributed materials.	2.00		2.00
G-Prepare & Distribute Minutes	Prepared and distributed minutes from the May 15 2020 board meeting	3.00		3.00
H-Annual Presentations To Each Member Governing Body	NA			
I-Maintain Website	Maintained website	4.00		4.00
J-Negotiate & Colaborate w Outside Entities	Communications with N3B regarding cleanup proposals for FY 21 and TWG meetings. Attended NNM CAB consent order committee meeting	4.00	2.00	6.00
K-Implement PIO strategies For RCLC	Spoke with News paper reporters from the New Mexican and Rio Grande Sun, and responded to IPRA requests from multiple media outlets.	6.00	2.00	8.00
L-Serve As Spokesperson w DOE, State, Fed Agendies, Media, &	Spoke multiple times with congressional delegation staff, DOE EM and CBC regarding the RCLC grant.		9.00	9.00
M-Monitor Regional & National Issues & Coordinate With Outsi	Worked with Senate delegation staff to follow FY 21 budget process, and other issues. Communicated with delegation members and DOE EM staff on EM LA personel changes	3.00		3.00
N- Monthly Presentation To The Board	Directors report presented at the June 19 meeting	1.00		1.00
O-Represent RCLC At National Meetings As Directed	Participated in ECA board meeting via Zoom on June 18		1.00	1.00
P-Prepare Monthly Updates On Congressional & DOE Actions	Extensive phone conversations and email corespondence with congressional staff regarding RCLC grant status.		8.00	8.00
Q-Provide Updated Strategic Plan & Report Progress	NA			
R-Prepare Draft Annual Budget	RCLC budget alternatives presented by Treasurer at June 19 meeting.	1.00	1.00	2.00
S-Generate Additional Supporting Funds	NA			
T-Monthly Progress Updates To The Board	Presented at June 19 board meeting	1.00		1.00
U-Develop & Present Annual Report	NA			
V-Other Tasks As Identified/Assigned	Continued to work closely with both Toas County and Rio Arriba County CCC coordinators on census grant activities. Worked with contract attorney on final version of letter to former ED. Contacted UNM BBER on behalf of member governments seeking additional info regarding 2019 study.	3.00	1.00	4.00
Total Billable Percentage Per Account		66.00	34.00	100.00