



CPLC New Mexico

Invoice

Date **8/31/2018**
Invoice # **RCLC-Yr1-Aug**

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-Aug	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

August 2018 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	August has been a reboot period for the RCLC as we reengage with community stakeholders and govt. entities.	3.36	13.04	16.40
B-Organization Management	Rebuilding structures of an organization that has been hibernating for 5 months. Includes acquiring and review		19.02	19.02
C-Advise Board On Strategic Direction	Working with board to create a strategic planning retreat in October.			
D-Technical Assistance & Draft Materials	Developed RCLC recommendation document for LANL Community Commitment Plan & shared with the new M	4.34		4.34
E-Facilitate Board Meetings	Planned, organized and facilitated RCLC Board meeting on Aug. 19 in Espanola	6.52	6.52	13.04
F- Develop & Circulate Board Agenda & Briefing Memos	Completed for Aug meeting. Worked on subsequent meeting materials as well		2.17	2.17
G-Prepare & Distribute Minutes	Previous minutes were prepared by Los Alamos County, as we had not yet assumed ED role.			
H-Annual Presentations To Each Member Governing Body	Minimal action. Scheduled presentation with Santa Fe County			
I-Maintain Website	Website went down on Aug. 1. Required several hours to research and recapture control of the site. Site also re		8.69	8.69
J-Negotiate & Collaborate w Outside Entities	Reengaged RCLC with the ECA on related activities. Three separate phone conferences with ECA staff and Los A	4.34		4.34
K-Implement PIO strategies For RCLC	Contacted local media outlets to introduce new management team. Conducted sitdown interview with ABQ Joi	4.34		4.34
L-Serve As Spokesperson w DOE, State, Fed Agencies, Media, &	Reached out to State's DFA about RCLC's IPA. Met with DOE EM team to introduce our team and discuss EM gr	3.26	5.43	8.69
M-Monitor Regional & National Issues & Coordinate With Outsi	New M&O Contractor's development of CCP is primary focus currently. Also planning for introductory meeting	2.17	4.34	6.51
N- Monthly Presentation To The Board	Completed during Aug. 19 meeting. Focus on logistic issues of assuming management role and issues regarding			
O-Represent RCLC At National Meetings As Directed	Planning for Sept. Annual cleanup conference.	2.71		2.71
P-Prepare Monthly Updates On Congressional & DOE Actions	Minimal action. Contacted congressional delegation offices about RCLC reboot and asked for them to reenga		2.71	2.71
Q-Provide Updated Strategic Plan & Report Progress	Reviewed strategic plan adopted in Feb 2018. Audit findings and subsequent discussions reveal need for update. Proposing strategic p		4.34	4.34
R-Prepare Draft Annual Budget	Minimal action. Annual budget adopted in June 2018.			
S-Generate Additional Supporting Funds	Minimal action. Exploring development of second edition of Regional Attraction Guide (RAG)		1.62	1.62
T-Monthly Progress Updates To The Board	Delivered at Aug 19 meeting			
U-Develop & Present Annual Report	Minimal Action. Reviewed previous annual reports.		1.08	1.08
V-Other Tasks As Identified/Assigned	An Inspection of Public Records Request (IPRA) required extensive			
Total Billable Percentage Per Account		31.04	68.96	100.00
Total Billable Amount Per Account		4378.92	9728.41	14107.33



CPLC New Mexico

Invoice

Date **9/30/2018**
 Invoice # **RCLC-Yr1-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

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RCLC Activity Tracking

September 2018 Billable Activity for RCLC Service Agreement 2019-01

Billable Activities

Service Agreement Categories	Description	DOE Grant Percentage (Restricted)	Unrestricted Account Percentage	Total
A-Build Advocacy Efforts	Multiple meetings with community stakeholder and elected officials to shore up support for membership of key	7.89	2.63	
B-Organization Management	RCLC logistics remain a sticking point in operations. We have still struggled with capturing control of some systems			
C-Advise Board On Strategic Direction	Worked with Board executive committee on multiple issues	2.63	2.63	
D-Technical Assistance & Draft Materials	Worked with outside entities on development of draft white paper regarding community commitment plan for LANL and Triad		5.30	
E-Facilitate Board Meetings	No meeting in Sept.			
F- Develop & Circulate Board Agenda & Briefing Memos	No activity			
G-Prepare & Distribute Minutes	Minutes from August meeting. Began prep	1.31		
H-Annual Presentations To Each Member Governing Body	Prepared and presented to Santa Fe County Commission, and to City of Espanola Council	10.54		
I-Maintain Website	Website upkeep. No major work	2.63		
J-Negotiate & Collaborate w Outside Entities	Trip to Washington and multiple meetings with Congressional delegation		10.52	
K-Implement PIO strategies For RCLC	Developed press release to respond to criticism of organization. Responded to numerous press inquiries. Three r	3.95	7.89	
L-Serve As Spokesperson w DOE, State, Fed Agencies, Media, & The Public				
M-Monitor Regional & National Issues & Coordinate With Outs	Met with counterparts from Colorado and Washington	10.52	2.63	
N- Monthly Presentation To The Board	Prep for meeting but meeting was postponed until Sept.	2.63		
O-Represent RCLC At National Meetings As Directed	Attended ECA National Cleanup Workshop	13.15		
P-Prepare Monthly Updates On Congressional & DOE Actions	Joint meeting with Senate delegation staff on RCLC issues and priorities. Reser meeting. Met with other delegation staff and Senator Ud		2.63	
Q-Provide Updated Strategic Plan & Report Progress	Working on straegic planning session for December or January	2.63		
R-Prepare Draft Annual Budget	No activity			
S-Generate Additional Supporting Funds	No activity			
T-Monthly Progress Updates To The Board	No meeting in September			
U-Develop & Present Annual Report	No activity			
V-Other Tasks As Identified/Assigned	Met with and worked on identifying new potential partners for Native American liaison role and strategizing on i	5.26	2.63	
Total Billable Percentage Per Account		63.14	36.86	
Total Billable Amount Per Account		8907.52	5199.81	14107.33



CPLC New Mexico

Invoice

Date **10/31/2018**
Invoice # **RCLC-Yr1-Oct**

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-Oct.	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

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RCLC Activity Tracking

October 2018 Billable Activity for RCLC Service Agreement 2019-01

Billable Activities				
Service Agreement Categories	Description	DOE Grant Percentage (Restricted)	Unrestricted Account Percentage	Total
A-Build Advocacy Efforts	Meeting w community advocate interested in RCLC issues. Met with N3B lobbyist and Govt. Relations rep. to dis	1.23	2.46	3.69
B-Organization Management	Multiple calls w OSA to determine criteria for auditor and accountant. Work w LAC, SAM, ASAP and other entitie	4.93	4.93	9.86
C-Advise Board On Strategic Direction	Met w Board members in preparation for monthly meetings and to discuss RCLC business		3.70	3.70
D-Technical Assistance & Draft Materials				
E-Facilitate Board Meetings	Board meeting held in Los Alamos on Oct. 19. Tour of PF-4 occurred prior to board meeting	14.91	4.93	19.84
F- Develop & Circulate Board Agenda & Briefing Memos	Materials for October meeting. Following Board vote, finalized and distributed RCLC resolution to members and	12.34	4.93	17.27
G-Prepare & Distribute Minutes	In prep for Board meeting	4.93		4.93
H-Annual Presentations To Each Member Governing Body	Presentation to Los Alamos County Council on October 30.	4.93		4.93
I-Maintain Website	Updated website for upcoming meetings. Minor cleanup activities	2.47		2.47
J-Negotiate & Collaborate w Outside Entities	Worked with LANL management on planning tour of PF4 facility. Worked w RDC and MSC on possible White Pa	2.47	4.93	7.40
K-Implement PIO strategies For RCLC				
L-Serve As Spokesperson w DOE, State, Fed Agendies, Media, &	Took interviews with the Santa Fe New Mexican, the Rio Grande Sun, Los Alamos Daily Post and Los Alamos Repr	3.70		3.70
M-Monitor Regional & National Issues & Coordinate With Outsi	Continued communications w congressional delegation staff, ECA, and monitoring local and national news for pertinent developments		6.17	6.17
N- Monthly Presentation To The Board	Met with some board members individually, and made presentation to all present members at monthly meeting	3.70		3.70
O-Represent RCLC At National Meetings As Directed	Prep for November Intergovernmental workshop. Dialoging with partner entities		3.70	3.70
P-Prepare Monthly Updates On Congressional & DOE Actions	Included In Directors report at Board meeting			
Q-Provide Updated Strategic Plan & Report Progress	Working towards strtegic planning session		3.70	3.70
R-Prepare Draft Annual Budget	preliminary work	2.47		2.47
S-Generate Additional Supporting Funds	NA			
T-Monthly Progress Updates To The Board	Presented at Board meeting			
U-Develop & Present Annual Report	preliminary work		2.47	2.47
V-Other Tasks As Identified/Assigned				
Total Billable Percentage Per Account		58.08	41.92	100.00
Total Billable Amount Per Account		8193.54	5913.79	14107.33



CPLC New Mexico

Invoice

Date **11/30/2018**
 Invoice # **RCLC-Yr1-Nov**

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-Nov.	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

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November 2018 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	RCLC discussions w representatives of local tribes	3.61	2.40	6.01
B-Organization Management	Development of RFP for auditor. Distributed to multiple firms		10.84	10.84
C-Advise Board On Strategic Direction	One on one meetings with board members, including treasurer and chair.	2.40	6.28	8.68
D-Technical Assistance & Draft Materials	Developing RCLC workplan for consideration in retreat. Rescheduling retreat due to facilitator scheduling and requ	4.81	4.81	9.62
E-Facilitate Board Meetings	Meeting postponed until Dec			
F- Develop & Circulate Board Agenda & Briefing Memos	Minimal prep as Nov meeting postponed until Dec			
G-Prepare & Distribute Minutes	Minutes drafted from previous meeting	3.61		3.61
H-Annual Presentations To Each Member Governing Body	Meeting w Santa Fe County Commission chair. Preparing bi-annual presentation to commission.	2.40	2.40	4.80
I-Maintain Website	Website maintenance		2.40	2.40
J-Negotiate & Collaborate w Outside Entities	Met with NSB lobbyist and government liaison. Discussed facilitating community briefings for local leaders and co	2.40	2.40	4.80
K-Implement PIO strategies For RCLC	Communication w local media. Minimal for Nov.			
L-Serve As Spokesperson w DOE, State, Fed Agencies, Media, & .	Communicated with local newspapers (RG Sun, LADP)	24.00	4.81	28.81
M-Monitor Regional & National Issues & Coordinate With Outside ECA conference	Meeting postponed due to Intergovernmental workshop		2.40	2.40
N- Monthly Presentation To The Board	RCLC team attended national Intergovernmental workshop	4.81		4.81
O-Represent RCLC At National Meetings As Directed	NA			
P-Prepare Monthly Updates On Congressional & DOE Actions	Updated RCLC Board officers	6.02		6.02
Q-Provide Updated Strategic Plan & Report Progress	NA			
R-Prepare Draft Annual Budget	Planning session for reboot of RAG. Identified realtor advertiser		2.40	2.40
S-Generate Additional Supporting Funds	One on one meetings with board members, including treasurer and chair.		2.40	2.40
T-Monthly Progress Updates To The Board	NA			
U-Develop & Present Annual Report	Efforts to fill native liaison post.		2.40	2.40
V-Other Tasks As Identified/Assigned				
Total Billable Percentage Per Account		54.06	45.94	100.00
Total Billable Amount Per Account		7626.42	6480.91	14107.33