

DEPARTMENT OF ECOLOGY
Northwest Regional Office, 3190 160th Avenue NE, Bellevue



Date: May 12, 2000
TO: Gary Zeiler
FROM: Ray Hellwig
SUBJECT: Staff Recognition Checks

On November 13, we will be holding a decision-debriefing meeting for the Sea-Tac Third Runway WQ Certification and NPDES Permit decisions. The meeting will also include a staff recognition ceremony for several of the employees who worked to move all of this forward (it's not over yet, things have moved into the legal process, but we have reached several major milestones). I would like to present \$200.00 checks to seven of the Ecology staff being recognized. Following is a list of the staff:

Ann Kenny – SEA Program
Erik Stockdale – SEA Program
Kevin Fitzpatrick – WQ Program
Dave Garland – WQ Program
John Drabek – WQ Program
Curt Hart – PIO for the WR Program
Nancy Groves – NWRO – Assistant to RD

I would like to present \$200.00 checks to two of the AAGs who supported us (and continue to support us) on these decisions:

Joan Marchioro – AAG, Ecology Division
Tom Young – AAG, Ecology Division

I am asking that these checks be processed and sent to me for distribution at the November 13 ceremony. I'm assuming there is enough lead time for this request, if this is not the case please advise ASA convenient.

Thank you for your assistance with this request.

cc: file

AR 017792



APPROVAL FORM for CONFERENCE, SEMINAR AND MEETING

This event is (to be) conference: No Yes. Or (to be) conference: No Yes. If Yes to either, then Part C below.

This form is to be submitted to the Fiscal Office Travel Unit for verification prior to any event where it is anticipated that Ecology will incur costs for room or facility rent, meals, coffee, light refreshments, speaker cost, and other related costs.

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DEF
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Please provide all information applicable to the event such as contract numbers, etc.

After the event, the responsible person must send the Fiscal Office Travel Unit a copy of this form with a sign-up sheet completed at the event (or a roster of attendees), in order to support any billings to Ecology in connection with the event.

1. Title of event or name of group Spartan Third Runway Decision Debriefing/Staff Recogn
2. Date(s) of event November 13, 2001 Location Bellewa WA
3. Vendor/facility name(s) (or attached list) Northwest Regional Office/Ray Hellwig (A-1)
4. Purpose and objective of event Review process, actions associated with the 401 Water Quality Certification for the Third Runway. Recognize staff
5. Employee responsible for organizing event Ray Hellwig Phone 425-649-2010
6. Super index Code(s)/SIC(s) to be charged for expenses A2101
7. Number of persons expected to attend this event 25-35
8. Total estimated costs for this event:

<ol style="list-style-type: none"> a. Travel reimbursement _____ b. Meeting room or facility rent _____ (Agreement form w/vendor) c. Meals _____ d. Coffee _____ 	<ol style="list-style-type: none"> e. Light refreshments <u>30. (A-1)</u> f. Speakers (Letter of Agreement) _____ g. Personal Service Contract _____ h. Other Costs (such as printing) <u>40. (A-1)</u> _____ Total Estimated Costs <u>70.</u> Ecology share of total estimated cost <u>70.</u> Amount to be paid by others _____
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9. Registration fees involved? If yes, cost per person N/A
10. Total anticipated registration fees to be collected MA
11. Reason why state facilities (if not used) cannot be used, and if to be located more than ten miles from organizer's workplace, why so located _____

I have reviewed the above information and agree that payment for the costs of this event should be allowed based on the benefits to be gained by the agency. As the person responsible for authorizing expenses related to this event, I accept personal responsibility for any charges deemed ineligible by the Fiscal Office.



Approval Signature (See reverse side for signature matrix)

Date

11-3-01

Budget Review/Approval (if needed) Signature/Title

Date

11/8/01

Fiscal Office Review Signature/Title

Date

Registration fees are to be recorded in revenue code _____

AR 017793