

# RAILROAD COMMISSION OF TEXAS


WAYNE CHRISTIAN, *CHAIRMAN*  
CHRISTI CRADDICK, *COMMISSIONER*  
RYAN SITTON, *COMMISSIONER*


**INTERNAL**


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## MEMORANDUM

**TO:** Wei Wang  
Executive Director

**FROM:** Natalie Dubiel, Attorney <sup>DS</sup>  
Office of General Counsel

Gaye McElwain, Outreach Manager <sup>DS</sup>  
Communications Division

Molly Silkenson, Staff Services Officer <sup>DS</sup>  
Oil and Gas Division

**DATE:** June 8, 2020

**SUBJECT:** Rescheduled Railroad Commission of Texas Regulatory Conference

The Railroad Commission of Texas Regulatory Conference originally scheduled for August 10 – 12, 2020 has been postponed to August 22 – 24, 2021.

The Oil and Gas Division and Oversight and Safety Division will host the conference at the AT&T Executive and Education Conference Center in Austin.

All expenditures associated with hosting this conference will be funded by attendee registration fees collected prior to the event.

Michelle Banks and Gaye McElwain of the Communications Division will assist the Oil and Gas Division and Oversight and Safety Division in planning and hosting this conference.

**CC:**

Danny Sorrells – Assistant Executive Director and Director, Oil and Gas Division  
Kari French – Director, Oversight and Safety Division  
RJ DeSilva – Director, Communications Division  
Brandon Harris – CIO, Information Technology Services Division  
Corey Crawford – CFO, Financial Services Division  
Stephanie Weidman – Director, Pipeline Safety/PHMSA  
Michelle Banks – Communications Division  
Carrie Ebbinghaus – Oversight and Safety Division  
Alexander C. Schoch – General Counsel, Office of General Counsel

**AT&T EXECUTIVE EDUCATION AND CONFERENCE CENTER ADDENDUM  
JUNE 3, 2020**

**EVENT AND CONTACT INFORMATION**Event Name: **2021 Railroad Commission Meeting**Event Start and End Dates: **August 22, 2021 - August 24, 2021****Texas Railroad Commission Contact:**

Molly Silkenson, Event Coordinator  
 Gaye McElwain, Event Coordinator  
 1701 N. Congress, P.O. Box 12967  
 Austin, TX 78711-2967  
 Phone: (512) 463-6897/(512) 463-5126  
 Email: molly.silkenson@rrc.texas.gov  
Gaye.mcelwain@rrc.texas.gov

**AT&T Executive Education and Conference Center Contact:**

Shannon Ruddy  
 Director of Sales  
 1900 University Avenue  
 Austin, TX 78705  
 Phone: (512) 404-3630

**PURPOSE AND AGREEMENT – move program from Aug 2020 to Aug 2021**

This Agreement for the AT&T Executive Education and Conference Center accommodations is made and entered into effective as of the later of 6/3/2020 or date fully executed by both parties ("Effective Date"), by and between the AT&T Executive Education and Conference Center (hereinafter collectively referred to as "AT&T Executive Education and Conference Center" or "AT&T Conference Center") and Texas Railroad Commission ("Customer"). The AT&T Conference Center and the Customer for and in consideration of the mutual promises and covenants expressed herein, agree to the terms and conditions of this Agreement.

**GUEST ROOM ACCOMMODATIONS – NEW DATES**

The AT&T Conference Center agrees that it will provide, and Customer agrees that it will be responsible for utilizing 450 room nights in the pattern set forth below:

	Occupancy	Standard King or Double Queen		Tower King		Standard – Per Diem	
		Rooms	Rate	Rooms	Rate	Rooms	Rate
Sun 8/22/2021	S/D	185	\$188.00	30	\$188.00	5	\$140.00
Mon 8/23/2021	S/D	185	\$188.00	30	\$188.00	5	\$140.00
Tue 8/24/2021	S/D	10	\$188.00	0	\$188.00	0	\$140.00

\*Cut-off date is July 23, 2021.

\*Group Reservation Code for Standard Rooms is RRCOMM0821 and for Per Diem Rooms is RRGVOT0821.

**CONFERENCE ROOM / EVENT SPACE – NEW DATES**

Date	Time	Event	Room	Setup	AGR
<b>SUNDAY</b>					
8/22/21	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/22/21	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/22/21	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/22/21	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/22/21	7:00 AM - 11:00 PM	Oil/Gas Setup	Zlotnik Ballroom	See Diagram	450
8/22/21	7:00 AM - 11:00 PM	Pipeline Setup	Grand Ballroom	See Diagram	300
8/22/21	7:00 AM - 11:00 PM	Pipeline Setup	Conference Room 301	Classroom 2 per 6 ft	80
8/22/21	6:00 PM - 8:00 PM	Reception (tentative)	Zlotnik Prefunction	Reception	500
<b>MONDAY</b>					
8/23/21	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/23/21	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/23/21	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/23/21	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Ballroom	Existing Setup	450
8/23/21	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/23/21	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/23/21	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/23/21	7:00 AM - 7:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/23/21	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/23/21	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/23/21	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/23/21	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300
<b>TUESDAY</b>					
8/24/21	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/24/21	7:00 AM - 5:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/24/21	7:00 AM - 5:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/24/21	7:00 AM - 5:00 PM	Office	102.B	Existing Setup	10
8/24/21	7:00 AM - 5:00 PM	Office	102.C	Existing Setup	10
8/24/21	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/24/21	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Ballroom	Existing Setup	450
8/24/21	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/24/21	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/24/21	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/24/21	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/24/21	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300

\*Room 102.A and Conference Room 301 on 24 hr hold beginning 5pm Sunday, 8/22/21 until 5 pm Tuesday, 8/24/21.

#### GUEST ROOM ACCOMMODATIONS – OLD DATES

The AT&T Conference Center agrees that it will provide, and Customer agrees that it will be responsible for utilizing 460 room nights in the pattern set forth below:

	Occupancy	Standard King or Double Queen		Tower King		Standard – Per Diem	
		Rooms	Rate	Rooms	Rate	Rooms	Rate
Sun 8/09/2020	S/D	5	\$188.00	0	\$188.00	0	\$140.00
Mon 8/10/2020	S/D	185	\$188.00	30	\$188.00	5	\$140.00
Tue 8/11/2020	S/D	185	\$188.00	30	\$188.00	5	\$140.00
Wed 8/12/2020	S/D	10	\$188.00	0	\$188.00	5	\$140.00

**CONFERENCE ROOM / EVENT SPACE – OLD DATES**

Date	Time	Event	Room	Setup	AGR
<b>MONDAY</b>					
8/10/20	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/10/20	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/10/20	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/10/20	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/10/20	7:00 AM - 11:00 PM	Oil/Gas Setup	Zlotnik Ballroom	See Diagram	450
8/10/20	7:00 AM - 11:00 PM	Pipeline Setup	Grand Ballroom	See Diagram	300
8/10/20	7:00 AM - 11:00 PM	Pipeline Setup	Conference Room 301	Classroom 2 per 6 ft	80
8/10/20	6:00 PM - 8:00 PM	Reception (tentative)	Zlotnik Prefunction	Existing Setup	500
<b>TUESDAY</b>					
8/11/20	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/11/20	7:00 AM - 11:00 PM	Office	102.B	Existing Setup	10
8/11/20	7:00 AM - 11:00 PM	Office	102.C	Existing Setup	10
8/11/20	7:00 AM - 11:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/11/20	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/11/20	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/11/20	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Ballroom	Existing Setup	450
8/11/20	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/11/20	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/11/20	7:00 AM - 7:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/11/20	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/11/20	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300
<b>WEDNESDAY</b>					
8/12/20	7:00 AM - 5:00 PM	Ad Hoc Meeting	102.A	Existing Setup	6
8/12/20	7:00 AM - 5:00 PM	Mommy Room	Breakout 109	Existing Setup	
8/12/20	7:00 AM - 5:00 PM	Office	102.B	Existing Setup	10
8/12/20	7:00 AM - 5:00 PM	Office	102.C	Existing Setup	10
8/12/20	7:00 AM - 5:00 PM	Group Registration	Meeting Registration Desk	Existing Setup	4
8/12/20	7:00 AM - 5:00 PM	Oil & Gas Break Full Day	Zlotnik Prefunction	Flow of Attendees	450
8/12/20	7:00 AM - 5:00 PM	Pipeline Break Full Day	Grand Ballroom Prefunction	Flow of Attendees	300
8/12/20	7:00 AM - 5:00 PM	Oil & Gas Meeting	Zlotnik Ballroom	Existing Setup	450
8/12/20	7:00 AM - 5:00 PM	Pipeline Safety Meeting	Grand Ballroom	Existing Setup	300
8/12/20	7:00 AM - 5:00 PM	Pipeline Breakout	Conference Room 301	Classroom 2 per 6 ft	80
8/12/20	12:00 PM - 1:30 PM	Oil/Gas Lunch	Zlotnik Prefunction	Existing Setup	450
8/12/20	12:00 PM - 1:30 PM	Pipeline Lunch	Grand Ballroom Prefunction	Existing Setup	300

\*Room 102.A and Conference Room 301 on 24 hr hold beginning 5pm Monday, 8/10/20 until 5 pm Wednesday, 8/12/20.

**FORCE MAJEURE**

Neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, pandemics including COVID-19, war, riots, flood, fire, sabotage, terrorist activity or threat, closure or congestion of airports, order, bans or restriction by any governmental authority, or any other circumstances of like character or nature.

**ACCEPTANCE**

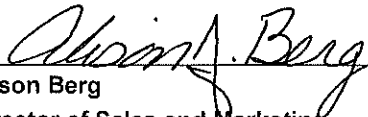
All other clauses signed and approved in original contract will be enforced.

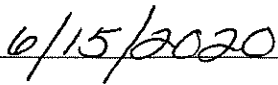
**AUTHORIZED REPRESENTATIVES**

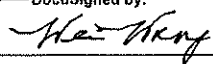
When signed by authorized representatives of both parties, this Agreement constitutes a binding agreement between Customer and the AT&T Conference Center as of the above Effective Date. The parties agree that a copy of this Agreement signed by Customer's authorized representative shall constitute acceptance of the Agreement by the Customer as of the date and time of receipt. However, as soon as practical thereafter but no later than **06/10/2020**, if receipt of this Agreement with original signatures of Customer's authorized representative is not accomplished by the above date, AT&T Conference Center cannot guarantee the space, services or any other terms set forth herein.

AT&T Executive Education and Conference Center

Texas Railroad Commission

  
\_\_\_\_\_  
Alison Berg  
Director of Sales and Marketing

  
\_\_\_\_\_  
Date

DocuSigned by:  
  
\_\_\_\_\_  
Wei Wang  
Executive Director

6/10/2020  
\_\_\_\_\_  
Date