

To: Rhonda Scurek[rhonda@cshba.com]
Cc: Hupp, Millan[hupp.millan@epa.gov]; Boats, Brian[boats.brian@epa.gov]
From: Davis, Gail
Sent: Mon 10/2/2017 9:36:48 PM
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Thank you, you are the best! Can I bug you for a confirmation number for Sarah Greenwalt tomorrow? Have a good evening!

From: Rhonda Scurek [mailto:rhonda@cshba.com]
Sent: Monday, October 02, 2017 5:20 PM
To: Davis, Gail <Davis.Gail@epa.gov>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Gail,

I just heard back from the Broadmoor. They will not be charging for the cancelled room night on the 3rd.

Have a great evening!

Rhonda Scurek

Manager of Member Development

Housing & Building Association of Colorado Springs
4585 Hilton Pkwy, Suite 100, COS, CO 80907

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From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]
Sent: Monday, October 02, 2017 11:01 AM
To: Rhonda Scurek <rhonda@cshba.com>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

OK thank you!

From: Rhonda Scurek [<mailto:rhonda@cshba.com>]
Sent: Monday, October 02, 2017 12:56 PM
To: Davis, Gail <Davis.Gail@epa.gov>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Gail.

I will send over now to the Broadmoor. I will ask on the charge.

Rhonda Scurek

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From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]
Sent: Monday, October 02, 2017 10:23 AM
To: Rhonda Scurek <rhonda@cshba.com>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Sarah's gov. credit card number is: **Ex. 6 - Personal Privacy**

From: Rhonda Scurek [<mailto:rhonda@cshba.com>]
Sent: Monday, October 02, 2017 11:48 AM
To: Davis, Gail <Davis.Gail@epa.gov>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Gail,

I have not cancelled Mr. Boats yet. I was waiting for confirmation on Ms. Graham. We can name change the new person with Mr. Boats.

Rhonda Scurek

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From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]
Sent: Monday, October 02, 2017 9:47 AM
To: Rhonda Scurek <rhonda@cshba.com>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Rhonda, thanks for getting back to me. We will keep Amy Graham at the Cheyenne Mountain. Is there any more availability at the Broadmoor/ Cheyenne or are they all booked up? We have another person traveling and I thought maybe she could take Brian Boats reservation since he is no longer going. Please advise, thanks for all of your help.

From: Rhonda Scurek [<mailto:rhonda@cshba.com>]
Sent: Monday, October 02, 2017 11:37 AM
To: Davis, Gail <Davis.Gail@epa.gov>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Gail,

I wanted to double check with Cheyenne Mountain prior to emailing because they had originally said one night charge within a week. They did confirm that it would be that. If we move Amy to the Broadmoor there would be a charge of one night. Please let me know.

Rhonda Scurek

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From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]

Sent: Saturday, September 30, 2017 2:27 PM

To: Rhonda Scurek <rhonda@cshba.com>

Subject: Re: The Administrator speaking at the forum in Colorado Springs, CO....

You are the best thank you and sorry for interrupting your weekend! Have a great one!

Sent from my iPhone

On Sep 30, 2017, at 4:10 PM, Rhonda Scurek <rhonda@cshba.com> wrote:

Hi Gail,

I will take care of first thing on Monday.

Take care,

Rhonda

Get [Outlook for Android](#)

On Sat, Sep 30, 2017 at 2:05 PM -0600, "Davis, Gail" <Davis.Gail@epa.gov> wrote:

Hi Rhonda, I was just informed that Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F will no longer need a room for this trip. Would you mind cancelling him at the Broadmoor please. Thank you!

Sent from my iPhone

On Sep 29, 2017, at 1:43 PM, Rhonda Scurek <rhonda@cshba.com> wrote:

I am sorry. I wanted to get the names to you. Millan is good to go and I cancelled Mr., Ferguson. My apologies.

Rhonda Scurek

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From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]

Sent: Friday, September 29, 2017 11:40 AM

To: Rhonda Scurek <rhonda@cshba.com>

Cc: Hupp, Millan <hupp.millan@epa.gov>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Rhonda, I see a mistake. Remember I called to cancel out Lincoln Ferguson all together and to add Millan Hupp in the Broadmoor from 10/3-10/5? Thanks

Remember below:

Hi Gail,

The Broadmoor was pretty quick. No problem on the change, confirmation below:

HUPP MILLAN 10/3/2017 10/5/2017 6J255

The only person in the Cheyenne Resort is Amy Graham. Thanks again!

From: Rhonda Scurek [<mailto:rhonda@csdba.com>]

Sent: Friday, September 29, 2017 1:28 PM

To: Davis, Gail <Davis.Gail@epa.gov>

Subject: FW: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Gail,

Please see below. If you need any additional, please let me know.

Have great weekend!

Rhonda Scurek

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From: Rhonda Scurek

Sent: Monday, September 25, 2017 1:36 PM

To: Davis, Gail <Davis.Gail@epa.gov>; 'Hupp, Millan' <hupp.millan@epa.gov>

Subject: FW: The Administrator speaking at the forum in Colorado Springs, CO....

Good Afternoon Gail & Millan,

Please find below the confirmation numbers for your team. I met with the Broadmoor earlier today and reviewed the space for the event. I was also able to meet with Greg Maxwell who is currently Assistant Director of Loss Prevention but will be in charge of Loss Prevention starting next week. His contact information is gmaxwell@braodmoor.com or 719-471-6371.

The Broadmoor did ask if there is anything we need to place in the Administrator's sleeping room such as specific brand of K-cups for coffee, etc. Please let me know.

Administrator	EPA	4-Oct 5-Oct Broadmoor	YKR35	VIP
Scott Pruitt				
Lincoln Ferguson	EPA	4-Oct 5-Oct Broadmoor	6J255	
	EPA	4-Oct 5-Oct Broadmoor	VLCHH	Agent in Charge
	EPA	3-Oct 5-Oct Broadmoor	JSV6T	Advance Agent
	EPA	3-Oct 5-Oct Broadmoor	YCHRM	Advance Agent
Ms. Millan Hupp	EPA	3-Oct 5-Oct	CMR 35292558	Director of Scheduling and Advance
Amy Graham	EPA	3-Oct 5-Oct	CMR 352925731	

I believe at this point the only thing I need from you is ETAs once you have and credit card information. Please let me know if I owe you any additional information.

Have a great end to your Monday.

Take care,

Rhonda Scurek

Manager of Member Development

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From: Rhonda Scurek

Sent: Thursday, September 21, 2017 9:14 AM

To: 'Hupp, Millan' <hupp.millan@epa.gov>; Davis, Gail <Davis.Gail@epa.gov>

Cc: Caldwell, James <Caldwell.James@epa.gov>; Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F

Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F Renee Zentz <renee@cshba.com>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Millan & Gail,

It was great speaking with both of you as well as Juanita and checking off several items.

The Director of Security at the Broadmoor is Mr. Wayne Hoskins whoskins@broadmoor.com or 719-577-5703 direct. I will also reach out him and let him that you will be contacting him.

Attached is the layout of times and rooms at the Broadmoor as well as a meeting space layout PDF. All of the events that morning will be in Broadmoor West.

Once I have the confirmation numbers I will forward to your attention.

My cell number is Personal Phone/Ex. 6 Please call if you need anything. As I mentioned earlier, my plan on the 5th is to be at the Broadmoor by 7:30am but I am available earlier if we need to change that.

Take care,

Rhonda Scurek

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From: Hupp, Millan [<mailto:hupp.millan@epa.gov>]

Sent: Thursday, September 21, 2017 4:54 AM

To: Davis, Gail <Davis.Gail@epa.gov>

Cc: Rhonda Scurek <rhonda@cshba.com>; Caldwell, James

<Caldwell.James@epa.gov> Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F

Renee Zentz <renee@cshba.com>

Subject: Re: The Administrator speaking at the forum in Colorado Springs, CO....

Rhonda,

Good morning to you. We are very much looking forward to this visit in a couple weeks and truly appreciate your kind hospitality.

I will be managing the logistics and details for the Administrator's visit. I'll also be able assist in initiating the conversations on security.

I will join Gail on her call to you so we may work through some of these items.

Thank you so much,

Millan Hupp

Director of Scheduling and Advance

C. 202.380.7561

Sent from my iPhone

On Sep 20, 2017, at 5:51 PM, Davis, Gail <Davis.Gail@epa.gov> wrote:

Hi Rhonda, thanks for the rates and availability for each hotel. I can provide you with names and gov. credit card numbers by tomorrow and thank you for the cancellation policies! I will give you the names of the security detail as well for this trip. You can email the contact information for the individual in charge at the Broadmoor to Caldwell.james@epa.gov and

Personal Security Detail/Ex. 6/Ex. 7C/Ex. 7E/Ex. 7F You can also email Hupp.millan@epa.gov for any personal logistics regarding the Administrator. I will call you in the morning or when the time difference allows unless you would like to call me instead, I can be reached on 202 564 1444.

Thank you for all of your help and I look forward to speaking with you tomorrow!

From: Rhonda Scurek [<mailto:rhonda@cshba.com>]

Sent: Wednesday, September 20, 2017 4:27 PM

To: Davis, Gail <Davis.Gail@epa.gov>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Gail,

I am finally able to get back with you with more concrete answers.

Regarding the Broadmoor: The rate is \$330.00 per night. I would be able to allocate 5 rooms to you at the Broadmoor. Would you be booking with them directly to set up names and payment?

I have 4 rooms available at the Cheyenne Mountain Resort. They are extremely tight on the 3rd and the rate would be \$199.00 with first night's deposit at the time of reservation. Seven day cancellation applies here.

Do I handle the security details with you or do you need the name of the individual in charge at the Broadmoor? Last question. Do you handle his personal logistics i.e. dinner on the 4th or is that someone else? My CEO, Renee Zentz, is inquiring.

Thank you!

Rhonda Scurek

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From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]
Sent: Wednesday, September 20, 2017 8:19 AM
To: Rhonda Scurek <rhonda@cshba.com>
Cc: Renee Zentz <renee@cshba.com>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hello Rhonda, it was great speaking with you yesterday! I was wondering did you find out anything from the other property if they had any rooms available and what the rate would be there and if you confirmed that the rate at the Broadmoor was \$330.00? Please let me know as soon as possible as I know that it is already late to make these accommodations and thank you for your prompt attention to this matter. Have a great day and looking forward to speaking with you!

From: Renee Zentz [<mailto:renee@cshba.com>]
Sent: Tuesday, September 19, 2017 1:03 PM
To: Davis, Gail <Davis.Gail@epa.gov>; Tobin, James <JTobin@nahb.org>; Rhonda Scurek <rhonda@cshba.com>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....
Importance: High

Gail, Great to meet you! We are so excited about this opportunity. The staff person that will handle all logistics for the Broadmoor on my staff is Rhonda Scurek – her email is Rhonda@cshba.com and her direct line is 719-592-1800 X 119.

Please contact her directly as we need to firm up rooms, times etc. asap The Broadmoor is sold out except for a few rooms assigned to us.

Sincerely,

Renee Zentz

Chief Executive Officer
Housing & Building Association of Colorado Springs
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From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]

Sent: Tuesday, September 19, 2017 9:41 AM

To: Tobin, James <JTobin@nahb.org>

Cc: Renee Zentz <renee@cshba.com>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Ok thank you! Ms. Zentz per the message below I was wondering what the rate would be for the block of rooms and how would I go about making those reservations? Would I call you or is there a number to call, please advise.
Thank you and have a wonderful day!

From: Tobin, James [<mailto:JTobin@nahb.org>]

Sent: Tuesday, September 19, 2017 11:19 AM

To: Davis, Gail <Davis.Gail@epa.gov>

Cc: Renee Zentz (renee@cshba.com) <renee@cshba.com>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Gail,

Good morning. We are very excited to have the Administrator with us. There is a room block at the Broadmoor, although I do not know the rate. I am copying Renee Zentz, who is the CEO of the Housing & Building Association of Colorado Springs and host of the event. Renee is the main contact for the Broadmoor and can help to answer your questions.

JAMES TOBIN EVP, Government Affairs & Chief Lobbyist

National Association of Home Builders

1201 15th Street, NW | Washington, DC 20005

d: 202.266.8258 m: 202.744.3520 e: JTobin@nahb.org w: nahb.org

From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]

Sent: Tuesday, September 19, 2017 10:53 AM

To: Tobin, James <JTobin@nahb.org>

Subject: The Administrator speaking at the forum in Colorado Springs, CO....

Hello Mr. Tobin, my name is Gail Davis and I am the Administrator's Travel Coordinator and I work with Millan Hupp on his travel. I wanted to reach out to you to ask if there is a block or rooms being held at the Broadmoor and what is the cost per night? I will need several rooms for the special agents, traveling staff with the Administrator and his advance staff who will arrive a day or so before the Administrator. Please let me know how I should go about making those arrangements.

If you have any questions please feel free to reach out to me on 202 564 1444 or davis.gail@epa.gov.