

**Middle Rio Grande Endangered Species Collaborative Program
Public Information and Outreach (PIO) Workgroup Meeting
21 March 2012
9:00 – 11:00 am at Bureau of Reclamation**

MEETING SUMMARY

Actions

- Mark Doles will finalize the DBMS training dates this week and will inform the PMT and PIO of the set dates.
- Once the production database has been finalized, PIO will do a database news release to promote public interest and use.
- Mark Doles will check with Kenny Calhoun about the database's ability to use date-controlled passwords that expire after a set date.
- The PMT will provide the DBMS work group/DBMS contractor with a list of Program participants and specify who would be included on each security level preferably before late May.
- Mark Doles will discuss the need and/or feasibility of transitioning the public webpages to the database as early as May/June in order to have several months overlap before the IceTech contract expires in September 2013 with D.B. Stephens.
- Stacey Kopitsch will look into a possible presentation on the status and updates on the candidate listings (NM meadow jumping mouse and cuckoo).
- The PMT will remind the Program about the open comment period on the draft SWFL proposed critical habitat and expected schedule for finalization.
- Mark Doles will talk with D.B. Stephens about their participation in the joint meeting for May 9th.
- Ali Saenz will make sure that Mary Carlson and Julie Maas are included on the CC email distribution list.

Meeting Summary

- Yvette McKenna brought the meeting to order. The Public Information and Outreach (PIO) work group and Database Management System (DBMS) work group provided updates.
 - The DBMS work group met on March 12th and reviewed the discussion from the last joint meeting.
 - The production database training will probably be postponed until July due to conflicts/difficulties in scheduling a conference room at the Corps. Right now, the tentative date is July 18th and July 24th or 26th. The delay will allow the contractor to begin work on incorporating legacy data before the training occurs.
 - The database training is for anyone who might be a potential user: Program scientists, work group members, project management, Program administration, etc. The intent to have a broad spectrum of attendees in order to help "beta test" the database - to make sure it is the product that we want and it is acceptable. After July (when the task is finished), the Program will have to pay for any additional changes or tweaks.
 - The contractor will be providing the data import spreadsheets that they developed specifically for the database. D. B. Stephens will look at the FWS government accounting standards to make sure there are no conflicts or concerns with the current spreadsheets that were developed for the database. However, the Program will have to take the spreadsheets and transform them into the "template" formats with all the details on data collection, contracting language, methods, units, minimum requirements, etc.

- It was requested that the DBMS provide a “roll out” presentation on the database to the EC and/or CC.
- It was suggested that all work groups use their June meeting time to attend the training.
- Attendees then discussed the need to promote and encourage wide-spread Program “buy-in” with the database. PIO could promote and advertise the database to the public through a press release.
- Attendees then discussed the potential work effort that will be required to address the login and password setup with individual securities and access. There will need to be a process/plan in place to address the initial bombardment of users.
 - According to the literature on government transparency, if data/reports/documents have been fully paid for and are in a final state, then the public should have access to it. This means that the only information behind firewalls would be planning documents (Program draft documents, work group documents such as agendas, draft notes, etc.) and possibly some tribal data (if/once incorporated). The flycatcher information will be “blurred” by the FWS so what is provided will be available to the public.
 - Attendees then discussed the expiration of the IceTech hosted Program website in September 2013 which means that the public pages need to be transitioned to the database by May or June to allow several months of overlap.
- The March PIO meeting was cancelled so there was no new information to report. However, the following activities are currently potential expected for 2012:
 - Environmental fairs;
 - Sandia’s Pueblo Birthday Celebration (week long event);
 - COA’s Earth Day event (end of April);
 - FWS Endangered Species Day;
 - Habitat Improvement Celebration;
 - Bosque del Apache’s Festival of the Crane (November);
 - Any event or activity invited to.
- Attendees then discussed the difficulty in getting formal recognition for restoration work done because there are wide interpretations of definitions and tabulating the 1,600 acres. Secretary Salazaar is expected to be in NM around July 1st so this would be a good “milestone” event to promote. However, it should be approached as “habitat improved” to avoid potential conflicts with claiming all was “restored.” Suggested language should be drafted and reviewed by the Service for consent.
- Attendees were briefed on the Secretary’s new committee to address recreation, conservation, and education for the entire Rio Grande.
- Attendees were notified that the cuckoo (a candidate species) will potentially be listed in 2013 and the NM meadow jumping mouse is expected to be listed soon too. However, the details and specifics are not known at this time.

Next and Upcoming Meetings

- Joint PMT/PIO April 12th from 9:00am to 11:00am; DBMS is welcome to attend if there is a need
- Joint DBMS/PMT/PIO May 9th (or alternative 23rd)

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MEETING NOTES

Opening

- Members of the Public Information and Outreach (PIO) work group, Database Management System (DBMS) work group, and Program Management Team (PMT) met in a joint session to discuss upcoming needs and timelines. Yvette McKenna opened the meeting.

Work Group Updates

- *DBMS Work Group Update:*
 - The DBMS work group met on March 12th and reviewed the discussion from the last joint meeting.
 - *Database Training*
 - The production database training will probably be postponed until July due to conflicts/difficulties in scheduling a conference room at the Corps. Right now, the tentative date is July 18th and July 24th or 26th. The delay will allow the contractor to begin work on incorporating legacy data before the training occurs. The contracting for the legacy data is currently in progress.
 - The database training is for anyone who might be a potential user: Program scientists, work group members, project management, Program administration, etc. The intent to have a broad spectrum of attendees in order to help “beta test” the database - to make sure it is the product that we want and it is acceptable. After July (when the task is finished), the Program will have to pay for any additional changes or tweaks.
 - Each training session will be open to ~20 to 25 people. It is assumed that 2 training sessions are enough to cover the need.
 - The production database will be up and running; anyone who attended the last training would be able to login from their workstation a week prior to the actual training. They would be able to “play” with the production database and come prepared with comments/feedback for the training.
 - There will be a 2 week open comment period after the training. Participants will be encouraged to continue experimenting with the database after the training and provide feedback within that 2 week period. Any changes or fixes will be completed within a month after the training.
 - The training and the production database itself need to be advertised within and without the Program. The Program technical participants would be the main users first but there is also the general public piece. This is our “latest and greatest tool” but it has to be used to work. It was suggested that DBMS, PMT, and PIO work in a joint effort to publicize the database – through summary sheets, drafted simple language, media notices, “quick” forms for getting a database account (login/password/securities) set up, etc.
- **Action:** Mark Doles will finalize the DBMS training dates this week and will inform the PMT and PIO of the set dates.

Action: Once the production database has been finalized, PIO will do a database news release to promote public interest and use.

- *Data Templates*
 - The contractor will be providing the data import spreadsheets that they developed specifically for the database. D. B. Stephens will look at the FWS government accounting standards to make sure there are no conflicts or concerns with the current spreadsheets that were developed for the database. However, the Program will have to take the spreadsheets and transform them into the “template” formats with all the details on data collection, contracting language, methods, units, minimum requirements, etc.
 - Mick Porter has been working with the ScW and HRW work groups on template development – to make sure the templates are appropriate and what we need.

- *Work Group Discontinuance and On-going Maintenance*
 - DBMS members do not see a reason to continue meeting past July. After the production database has been finalized, it moves into “maintenance mode.” The work group’s mission was to get it up and running so once that is completed, there isn’t a need to continue meeting.
 - The Corps is overseeing the next task orders (for next year) which include the administrative position and maintenance. The maintenance task will include licensing, software and hard ware, technical persons (as necessary) for maintenance/webhosting, and the database administrator. There will be 2 option years to continue the maintenance through D.B. Stephens. Originally, the intent was to fund all 3 years but due to budget constraints each year had to be approached individually.
 - Each new task order will include a half-day general user/technical training as well as a 2 to 3 hour specific training.
 - D.B. Stephens will house the data – switching to another contractor would require moving *everything*, both digitally and physically.
 - Mark Doles will be COTR for the database project for the Corps as long as he is employed there.
 - Ali Saenz will be the main point of contract for Reclamation on the DBMS.
 - It was suggested that all work groups could use their June meeting time to attend the training.

- *Database Access: Passwords, Securities, etc.*
 - Attendees discussed the responsibility of setting up accounts and “who has access to what.”
 - According to the literature on government transparency, if data/reports/documents have been fully paid for and are in a final state, then the public should have access to it. This means that the only information behind firewalls would be planning documents (Program draft documents, work group documents such as agendas, draft notes, etc.) and possibly some tribal data (if/once incorporated). The flycatcher information will be “blurred” by the FWS so what is provided will be available to the public.
 - There is concern that unfortunately, there is no consensus on a lot of the studies. There is no “baseline consensus” or clear articulation on areas of agreement and areas that need improvement/data gaps. This lack of

“baseline consensus” adds time (and almost a “back-tracking”) to each new study that has to “redo.” This also opens each new study to questioning about why something was done or why certain results were achieved.

- It is unknown what tribal data we have. Santa Ana would like to review all their information before it gets included. All tribes should be offered the opportunity to review their data.
- Getting the Program technical members set up in the database would be a first priority. Those who were assigned passwords for the pilot training will be able to access the production database through their work station. However, no one should assume that they will get the same permissions they were originally assigned.
- The existing mailing list(s) and appropriate assignment to work groups, contacts, passwords, etc. will need to be provided to D.B. Stephens. There will also need to be a process for regular/routine review and updating to the database permissions.

Action: Mark Doles will check with Kenny Calhoun about the database’s ability to use date-controlled passwords that expire after a set date.

Action: The PMT will provide the DBMS work group/DBMS contractor with a list of Program participants and specify who would be included on each security level preferably before late May.

- *Miscellaneous Program Changes*
 - One proposed change to the Program structure is that the work groups will become implementation teams and members will be assigned to the teams based on their qualifications and EC nomination. It is expected that when possible every member of the EC will provide member(s) to all Program levels.
 - The intent is to look at criteria-based representatives. Most of the implementation teams won’t be “standing” or permanent. The team will be convened to address specific tasks and once completed, they will cease - with the possible exception of a science group.
 - This could affect access permissions.
- *Recommendation: “Roll Out” Presentation to EC and/or CC*
 - Attendees then discussed a production database presentation for the EC and CC.
 - It was cautioned that if a presentation is scheduled too early, only screen shots (and not working examples) would be used. By June, the database should be close to fully functional.
 - One benefit to a presentation is that the EC and/or CC members would then be able to make their technical people attend the training.
- *New Information and Datasets*
 - After the data entry is complete on this phase, the database administrator is expecting to receive new datasets as they become available. For contracting purposes, the size of the information had to be quantified. If information is in an Excel or electronic format, it doesn’t matter how much data is provided (10,000 pages or 1 page) it is the same amount of effort to set up. For written, hardcopy reports, the documents have a not-to-exceed amount. The administrator will review received datasets and will coordinate with the Program if anything is missing. If something is out of scope, the administrator has 7 days to notify the

Corps. Anything to be data entered (ex. ancient stuff) will be on the Program to fund.

- In response to a question on who the database administrator might be, it was shared that there is a gentleman currently working on the production database who will probably transition to the admin person for D.B. Stephens. This provides continuity.

- *Transition of Program Website*

- The IceTech contract expires September 2012. There is concern that this won't allow for a year overlap (with the database) without funding another year of the website. The overlap period would be important to work out any bugs or issues with the meeting preparing and monthly logistics.
 - The specifics of transition of the public website would need to be worked out by late May or early June in order to have some overlap before September.

Action: Mark Doles will discuss the need and/or feasibility of transitioning the public webpages to the database as early as May/June in order to have several months overlap before the IceTech contract expires in September 2013 with D.B. Stephens.

- *PIO Work Group Update*

- The March PIO meeting was cancelled so there was no new information to report. However, the following activities are currently expected for 2012:
 - Environmental fairs;
 - Sandia's Pueblo Birthday Celebration (week long event);
 - COA's Earth Day event (end of April);
 - FWS Endangered Species Day;
 - Habitat Improvement Celebration;
 - Bosque del Apache's Festival of the Crane (November);
 - Any event or activity invited to.

- *Habitat Improvement Celebration*

- Attendees then discussed the difficulty in getting formal recognition for restoration work done because there are wide interpretations of definitions and tabulating the 1,600 acres.
 - Secretary Salazaar is expected to be in NM around July 1st so this would be a good "milestone" event to promote. Even if a formal acknowledgment of completion was pursued between Reclamation, the Corps, and the Service, there would not be enough time before July 1st.
 - This highlights an area where we need common understanding and definitions. Much of the "self-sustaining" work is widely interpreted.
 - However, it a celebration event could be approached as "habitat improved" to avoid potential conflicts with claiming all was "restored."
 - It is important to find events for the Program to celebrate – usually individual agencies celebrate on their own.
 - Suggested language should be drafted and reviewed by the Service for consent.

- *Secretary's Committee*

- When he was last in NM, Secretary Salazaar appointed several individuals to form a committee on the full Rio Grande for issues beyond the Endangered Species. The focus was on recreation, conservation, and education.
 - Since the Program is currently exploring significant changes, the Program will not be directly involved in the Secretary's Committee. However, there are several members who belong to both groups.
 - The Committee was to have a draft plan by May 1st. They have been very successful with the public and with scheduling public meetings.
 - The focus seems to be heavily aimed toward recreation and youth movements (ex. getting kids outside).
- *Upcoming PIO Tasks*
 - The PIO work group will be asked to assist with spreading the news about the database (press releases, to the public, to EC, other work groups), etc. when there is enough specific information.
 - One feature that could be marketed is that the searches are easy and the database can save a query so that work can be repeated with the same datasets.
 - The database will also be helpful when providing "government furnished data" for new contracts. The database will make this step much easier to accomplish.
- *Miscellaneous*
 - Attendees were notified that the cuckoo (a candidate species) will potentially be listed in 2013 and the NM meadow jumping mouse is expected to be listed soon too. However, the details and specifics are not known at this time.

Action: Stacey Kopitsch will look into a possible presentation on the status and updates on the candidate listings (NM meadow jumping mouse and cuckoo).

Action: The PMT will remind the Program about the open comment period on the draft SWFL proposed critical habitat and expected schedule for finalization.

Announcements:

- The San Acacia to Bosque Del Apache levee project EIS should be out at the end of April. Public meetings are expected around May 8th.

Next Steps

- The PMT/PIO will have a joint meeting in preparation for the RIP transition.
- Web migration needs to occur by late May - while the contractor is incorporating everything - in order to have some overlap.

Action: Mark Doles will talk with D.B. Stephens about their participation in the joint meeting for May 9th.

Action: Ali Saenz will make sure that Mary Carlson and Julie Maas are included on the CC email distribution list.

Next and Upcoming Meetings

- Joint PMT/PIO April 12th from 9:00am to 11:00am; DBMS is welcome to attend if there is a need
- Joint DBMS/PMT/PIO May 9th (or alternative 23rd)

**PIO, DBMS, and PMT Joint Workgroup Meeting
March 21st, 2012 Meeting Attendees**

NAME	POSITION	AFFILIATION	PHONE NUMBER	EMAIL ADDRESS	PRIMARY, ALTERANATE, OTHER
Ali Saenz	Admin Assistant	Reclamation	462-3600	asaenz@usbr.gov	O – Admin Assistant
Mary Carlson	PIO Co-Chair	Reclamation	462-3576	mcarlson@usbr.gov	P - PIO
Mark Doles	DBMS Co-Chair	USACE	342-3364	mark.w.doles@usace.army.mil	P - DBMS
Michelle Mann	PMT Member	USACE	342-3416	michelle.n.mann@usace.army.mil	O – PMT Liaison
Stacey Kopitsch	PMT Member	FWS	761-4737	stacey_kopitsch@FWS.gov	O- PMT Liaison
Julie Maas	PIO Co-Chair	ISC	383-4095	julie.maas@state.nm.us	P - PIO
Ronnie Schelby	PIO Member	USACE	342-3353	ronna.t.schelby@usace.army.mil	P - PIO
Yvette McKenna	PM	Reclamation	462-3640	yrmckenna@usbr.gov	O - PM
Marta Wood	Admin support	Tetra Tech, EMI	259-6098	marta.wood@tetrattech.com	O – Note Taker