

Coordination Committee Meeting
March 6, 2013

Meeting Materials:

Meeting Agenda

Meeting Minutes

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
March 6, 2013 – 9:00am to 11:00 am
USACE
4101 Jefferson Plaza NE, Albuquerque, NM 87109**

Conference Call-in Line for July 12, 2011
Toll Free Number: 1-800-621-8611
Participant Passcode: 31689#
(1st Committee member or contractor to arrive, please dial in)

Draft Meeting Agenda

- Introductions and Agenda* Approval
- **Decision** – Approval of 02/06/13 CC meeting summary notes*
- EC Action Item and Decisions Review (see below)
- Review current acquisition draft process*
- Discuss contracting schedule
- **Additional topics to be added by CC representatives**
- Significant Non-Decision Items to Brief EC

Next meeting – CC meeting – April 3, 2013¹ @ Reclamation from 9:00 to 11:00am

Upcoming meetings

EC meeting – March 28, 2013 @ Reclamation from 9:00 am – 1:00 pm

***denotes read ahead**

February 6, 2013 Actions

- Rhea to send follow-up email to CC members regarding submittal of Cost Share reports **complete**
- Ali will post SAR presentation to website on a public module **complete**
- Rhea will send email to workgroup co-chairs to review and submit documents for the 2013 Work Group Work plan & the 2012 Work Group Accomplishments reports for CC review and approval in March 2013. **complete**
- CC will review current acquisition draft process
- CC recommends that the PVA workgroup co-chairs meet to discuss Dr. Miller's & Dr. Goodman's models and brief the EC
- Program Participants are encouraged to contact Ali for RAMAS program license. **on-going**

- Workgroup co-chairs are to review and update 2012 Accomplishments and 2013 Work plans prior to March 28, 2013 EC meeting. *on-going*

February 6, 2013 CC Decisions

- Discussion of the contracting schedule was moved to bullet 3 as Yvette McKenna would not be available.
- The December 12, 2012 CC meeting summary was approved with no changes.
- The CC agreed to postpone the decision item to Review the Draft RIP Document and Activity Schedule and Assign Priorities, Leads, and Dates (where possible) from the November 7, 2012 meeting until more information on the BO and RIP is available and possibly more direction from the EC.
- Recommended the State Land Office HR project extension is sought through acquisitions.
- CC meeting times have been changed from 9:00 am to 11:00 am on the 1st Wednesday of each month to accommodate Reclamation scheduling conflicts.

Executive Committee Meeting Thursday, February 21st, 2013

Actions

- ✓ Rhea Graham (interim Program Manager) will email the request for FY12 cost share reporting (October 1, 2011 through September 30th, 2012) to EC members. She will include a copy of the most recent cost share report(s)/Program progress as an attachment(s). – *completed 2/22/13*
- A report out on the Coordination Committee's follow up/completion of EC actions will be added as a standing agenda item to be included in the EC meeting summaries.
- The Minnow Action Team meeting dates and location will be distributed and added to the Program calendars.
- Any suggestions on the necessary attachments or appendices to the RIP Action Plan that might be needed near term should be provided to a Program Document Focus Group member as soon as possible.
- The most recent version of the RIP Program Document will be posted online.
- The Service will post (online) the Reinitiation of Consultation notification letter once the Bosque del Apache National Wildlife Refuge's Biological Assessment has been submitted and the response letter has been provided to the action agencies.

Decisions

- The January 17th, 2013 EC meeting summary was approved for finalization with the following changes:
 - The last sentence on page 4, under the *RIP Action Plan Sufficient Progress Metrics* subbullet "*Remember, sufficient progress metrics need to be approved by the Service*" will be omitted as it is addressed more thoroughly earlier in the discussion.

- On page 3, the last sentence under *Final Action Agency Supplements (USACE)* update “*Both sides appear to be firmly entrenched in their positions*” will be retracted as it is a personal opinion statement.
- With a quorum present and no objections voiced, the EC approved the revised Financial Management Entity (FME) Scope of Work (SOW) to be provided to Reclamation’s contracting office in order to move forward in the allocation process with the understanding that the EC will be given a chance to review any changes resulting from Reclamation’s contracting office review.

DRAFT

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March 6, 2013 CC meeting notes

Quorum was present: USACE, ABCWUA, Reclamation, NMG&F, NMAG, NMISC, Pueblo of Santa Ana

Decisions:

- The draft agenda was approved without changes
- The February 6, 2013 CC meeting notes were approved without changes

Actions:

- PVA co-chairs to update the CC at the April meeting on the status of models and deliverable review
- Rhea will send a reminder to all Work Group Co-chairs regarding the march 16, 2013 deadline to submit 2013 Work Plans and 2012 Accomplishments.
- CC members will review and submit approval and edits to Work Plans and Accomplishments by March 21, 2013 to Rhea and Ali
- Ali will forward updated expenditure report to all CC members as soon as it is available
- The RIP Action Plan team requests time with workgroups to discuss the RIP Action Plan during the joint portion of ScW and HRW meeting on March 19th; open to all work groups
- Susan Bittick will look into a micro purchase for note-taking services for EC meetings in April and May

Notes:

- It was suggested that the CC set a cut off time for establishing a quorum
 - CC members were asked to email PM (Rhea Graham) and Program Assistant (Ali Saenz) if CC members will be late or unable to attend meetings – even if “last-minute”
- Rhea will email PVA Co-chairs (David Campbell and David Gensler) with the request from the CC for an update of the status of models and deliverables review
- PM will send reminder to all workgroup co-chairs regarding the March 16, 2013 deadline for 2013 Work Plans and 2012 Accomplishments
 - CC will review Work Plans and Accomplishments via email

- CC members will submit recommendation regarding workgroup documents by March 21, 2013 to Rhea and Ali
 - 2013 Work Plans and 2012 Accomplishments will be posted as read-aheads for EC meeting March 28th
- CC discussed the need for an interim process of drafting SOWs for the Program
 - Some unaddressed issues include:
 - Process for prioritization as Work Plan is “worked off”
 - RIP Work Plan schedule integration
 - Reclamation’s updated Proposed Acquisition Lead Times (PALT)
 - Ali will update and distribute a draft flowchart of processes currently and/or previously used to serve as a “starting point” for the CC
 - This process may not be needed after the hiring of the FME and ED
- The PM reported that Program PRs and contracts have been submitted and are currently being vetted through the acquisitions process.
 - The Program Support contract must be modified and will delay the award date for note-taking
 - Reclamation’s micro-purchase for note-taking is limited to Jan, Feb, and March 2013
 - USACE will check if they are able to provide note-taking micro-purchase for April and May
 - PM requests other members to inquire if they are able to provide the service or purchase if USACE is not able
- The CC requested a more robust context for the quarterly unexpended funds reporting to the EC
 - The CC approved of adding the contract/grant timeframe (expiration dates) to the spreadsheet
 - The PM committed to a detailed evaluation of all participants progress vs. timeframe within contracting constraints so that future project section is enhanced/improved with lessons learned and graph captive propagation information by facilities

- The CC received an update regarding the status of the Draft RIP Document and the Draft RIP Action Plan
 - Both sub-teams are meeting frequently to update assigned documents
 - RIP Document Team plans to have a draft for review as it was requested by the EC to post all RIP documents to the website
 - RIP Action Plan Team will meet with workgroup members to discuss the Draft RIP Action Plan
 - The ScW & HRW will meet March 19th at ISC
 - an open invitation will be sent to all workgroups to attend the joint session
- Reclamation appreciates the CC's willingness to change the times of the CC meeting as to facilitate participation of staff.

Proposed agenda items: 1) Status report from PVA Co-chairs; 2) Working session for Interim Program work plan prioritization/SOW request process; 3)

Next CC meeting: Wednesday, April 3, 2013 @ Reclamation Rio Grande room from 9:00 am to 11:00 am.

Attendees

NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
Rick Billings	ABCWUA	796-2527	P – Co-Chair	rbillings@abcwua.org
Jim Wilber	Reclamation	462-3548	P – Co-Chair	jwilber@usbr.gov
Nathan Schroeder	Pueblo of Santa Ana	771-6719	P	nathan.schroeder@stantaana-nsn.gov
Grace Haggerty	NMISC	383-4042	P	grace.haggerty@state.nm.us
Ann Moore	NMAGO	222-9024	P	amoore@nmag.gov
Danielle Galloway	USACE	342-3661	A	Danielle.a.galloway@usace.army.mil
Susan Bittick	USACE	342-3397	P	Susan.m.bittick@usace.army.mil
Ken Cunningham	NMDGF	476-8114	P	Kenneth.cunningham@state.nm.us
Rhea Graham	Reclamation	462-3560	O	rgraham@usbr.gov

Michelle Mann (via phone)	USACE		O	
Ali Saenz	Reclamation	462-3600	O – Program Assistant	asaenz@usbr.gov