

Coordination Committee Meeting
July 10, 2013

Meeting Materials:

Meeting Agenda

Meeting Minutes

Middle Rio Grande Endangered Species Collaborative Program**Coordination Committee Meeting
July 10, 2013 – 9:00 am to 11:00 am****Reclamation****Rio Grande conference room**

Conference Call-in Line

Toll Free Number: **1-800-621-8611**Participant Passcode: **23098#**(1st Committee member or contractor to arrive, please dial in)**Draft Meeting Agenda**

- Introductions and Agenda* Approval
- **Decision** – Approval of 06/13/2013 CC meeting summary notes*
- CC Action Items (see below)
- EC Action Item and Decisions Review (see below)
- Info Presentation: FY2009 through FY2012 CP funding for reference (USACE)
- Info Presentation: Third quarter expenditures vs. obligations report for MRGESCP projects (Interim PM)
- Review guidance received in anticipation of endorsement of RIP documents at 7/20/13 EC meeting
 - Signatory letters submitted to PM (Interim PM)
 - Agency review & comment form submitted to PM (Interim PM)
 - Signatories were encouraged to submit Cooperative Agreement to agency solicitors for review & comment (Interim PM)
- **Additional topics to be added by CC representatives**
- Significant Non-Decision Items to Brief EC

Next meeting – CC meeting – July 10, 2013 @ Reclamation from 9:00 to 11:00am**Upcoming meetings and deadlines:**

- July 11th – All EC meeting read aheads due: Final RIP Program Document, Final RIP Action Plan, Redline edits of By-laws, Final Draft Cooperative Agreement
- July 18th – ALL DAY EC meeting at BIA Bldg 1

***denotes read ahead**

CC June 13, 2013**Actions:**

- Provide guidance received from EC on interim service model after this meeting and anticipated endorsement of RIP documents at 7/20/13 EC meeting (CC chairs)
- Ensure EC members are aware of transfer to new CP website on 8/1/13 (CC reps and alternates)
- Provide report of FY2009 through FY2012 CP funding for reference (USACE)
- Signatories will review and update their assigned personnel and alternates, as necessary (CC reps and alternates)
- Contact MRGCD for update on status of contracting for PVA modeling (Interim PM)
- Provide sex ratio data on RGSM to ScW (USFWS)*
- Address EC Action Items from 6/20/13 meeting (PMT/CC Co-chairs)
- Provide updated third quarter expenditures vs. obligations report for MRGESCP projects (Interim PM)

Executive Committee Meeting**Thursday, June 20, 2013****Decisions**

- The April 18th, 2013 EC meeting summary was approved for finalization with no changes.
- The May 16, 2013 EC meeting summary was approved with edits.
- The EC confirmed the existing CC approval process for work group work plan and accomplishment documents.
- With quorum present and no objections voiced, the EC approved a June 28, 2013 deadline for review and comments on the Final Draft Action Plan tables and Cooperative Agreement. Comments are due to [Rhea Graham](#) on or before June 28th. Please only submit one review per agency, using comment form provided.

Biological Opinion Schedule/Consultation Update

	EC Meeting Date	Document Name	File Control	Read-ahead deadline
√	April 18, 2013	RIP Program Document	Ali/Reclamation	April 11, 2013
√	May 16, 2013	Revised Long Term Plan Narrative	Deb F/Website drafts portal	May 9, 2013
√	May 16, 2013	Draft Action Plan Narrative	Grace & Janet/NMISC	May 9, 2013
√	June 20, 2013	Present Draft Action Plan Table	ISC/Reclamation	June 13, 2013
√	June 20, 2013	Draft Cooperative Agreement	Lori/USFWS	June 13, 2013
	July 18, 2013	Final Program Document*	Ali/Reclamation	July 11, 2013
	July 18, 2013	Final Draft Long Term Plan Narrative*	Deb F/Website drafts portal	July 11, 2013
	July 18, 2013	Final Action Plan*	Grace & Janet/NMISC	July 11, 2013
	July 18, 2013	Final Cooperative Agreement*	Lori/USFWS	July 11, 2013
	July 18, 2013	Present Bylaws' redline edits**	Yvette/Reclamation	July 11, 2013

* *Interim Final*

***Finalized after Cooperative Agreement signed*

- The check marks indicate progress
- For the July EC meeting, the documents will be labeled “Interim Final” because change may be required as needed.
- A special thanks was given to all the teams who have worked hard on the documents.
- The documents will be provided as read aheads on July 11, 2013 for the July EC meeting to ensure participants are prepared for the decision items.

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting Summary Notes
July 10, 2013 – 9:00am to 11:00 pm**

**Reclamation
San Juan Conference Room**

The Non-federal Co-Chair, Rick Billings, chaired the meeting, with support of the Interim Program Manager, and two of the PMT members.

Signatories in attendance were:

- Albuquerque Bernalillo County Water Utility Authority
- New Mexico Department of Game and Fish
- New Mexico Interstate Stream Commission
- New Mexico Office of the Attorney General
- U.S. Fish and Wildlife Service

Because there was not a quorum no decisions were made. However, no changes to meeting summary for June 13, 2013 were noted by those in attendance.

The next meeting of the Coordination Committee will be September 4, 2013.

Added two agenda items:

- Discussion of FY2014 Workplan Implementation Schedule
- Walk-through of website based on database management system

Action items included:

- Find out how to post to the website the Statements of Work from awarded grants and contracts of the Collaborative Program (Interim Program Manager)
- Determine date for training on the website based on database management system after August 1, 2013 (Interim Program Manager request to USACE COR)
- Add a column to the FY2014 Workplan that allows better tracking by title between CC-approved items and acquisitions' workplan titles of the funding agency (Reclamation)
- Check priority position of the genetics peer review in the translation of the FY2014 Workplan to the summary Workplan approved by the EC on June 20, 2013 (PMT)
- Adjust calendar on Program website to show next meeting is September 4, 2013 (PMT)

Update on action items from June 13, 2013 CC meeting:

- Guidance on interim service model (Continued, none received at June 20, 2013 EC meeting)
- Transfer to new website (Done, see new action item for training)
- USACE FY2009-FY2012 Collaborative Program expenditure report (Done)
- Signatories updating assigned personnel and alternates (Partially done, continued)
- Contact MRGCD on status of MRGCD contracting for PVA modeling (Continued)
- Providing sex ratio data on RGSM to the ScW (Done)
- Action items from June 20, 2013 EC meeting – *None*

Other notes:

- One signatory expressed concern that the CC wasn't adequately being involved in review of the contractor's work product for the Annual Report (contract expires July 31, 2013).
- The backlog of grants/contracts closed but with unexpended funds has been cleaned up. Only active grants/contracts are now shown on this quarterly report.
- Reclamation staff reiterated the need to work around the black-out dates for contracting actions, due to transition to new financial systems.
- EC signatories should send requests for staff access to the new website to Ali Saenz, so that passwords can be issued by the contractor hosting the website.
- Updated third quarter expenditures vs. obligations- (Done)