

Coordination Committee Meeting  
*September 11, 2013*

Meeting Materials:

Meeting Agenda

Meeting Minutes

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

Conference Call-in Line

Toll Free Number: **1-800-621-8611**Participant Passcode: **91180#**(1<sup>st</sup> 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\*
- **Decision** – Approval of 07/10/2013 CC meeting summary notes\*
- CC Action Items and Decisions Review (see below)
- EC Action Item and Decisions Review (see below)
- PM Report
  - Update on workplan (no budget yet approved)
  - Logistics of sharing contract and grant award notifications
- DBMS on-line tour
- Update on Annual Report
- ***Additional topics to be added by CC representatives***
- Significant Non-Decision Items to Brief EC

**Next meeting** – CC meeting – October 2, 2013 @ Reclamation from 9:00 to 11:00am**Upcoming meetings and deadlines:**

Workgroups and committees are encouraged to use Email updates in lieu of holding face-to-face meetings, if no decision items are on the agenda

***\*denotes read ahead***

**CC July 10, 2013****Decisions:**

- No quorum – Draft CC meeting notes tables until next CC meeting (September 2013)

**Actions:**

- Find out how to post to the website the Statements of Work from awarded grants and contracts of the Collaborative Program (Interim Program Manager) *complete*
- Determine date for training on the website based on database management system after August 1, 2013 (Interim Program Manager request to USACE COR) *training is tentatively scheduled for November 2013 as a webinar; PMT to follow-up*
- 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) *Titles were updated*
- 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) *complete*

**Executive Committee Meeting****Thursday, July 18, 2013****Decisions**

- With a quorum present and no disagreement expressed the four RIP documents were endorsed unanimously by the EC

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

**Reclamation  
Rio Grande conference room**

Quorum of 7 of 13 signatories who have assigned staff to the CC in attendance

**Decisions:**

- The draft CC agenda was approved with one change
  - update on the Annual Report will be given prior to the DBMS on-line tour
- The June 13, 2013 meeting notes were approved with edits:
  - Bullet #3 was added – done
  - Bullets 4-6 were renumbered to coincide with May meeting summary
  - Bullets' content was spelled out by name, vs. using numbers
- The July 10, 2013 meeting notes were approved with edits:
  - The date in title page was corrected to July 10
  - The last bullet in *Update on action items from June 13, 2013 CC meeting* was moved to *Other notes*

**Action items:**

- As part of the CC/PM report to the EC at the September 26<sup>th</sup> meeting the CC will update on the priority order of the genetics peer review
  1. Sample collection
  2. Peer review (SOW to be amended to include Interim External Peer Review Protocol)
  3. Analysis of sample collection (dependent on peer review)
- PM to draft protocol for DBMS uploads/access for CC by October 2<sup>nd</sup> meeting
- PMT will request that the Corps schedule a PowerPoint presentation for the EC September meeting on the DBMS by DB Stephens
  - If DB Stephens cannot Ali Saenz will present

**Additional topics**

- CC members discussed the need to “revive” the CPUE workshop
  - The CPUE workshop to be re-titled :**Collaborative Program Monitoring Planning session** – *working title*

**Significant non-decisions for the EC**

- The next CC meeting has been scheduled for October 2, 2013 @ Reclamation from 9:00 am to 11:00 am

**Meeting notes**

- DBMS training is tentatively scheduled for November 2013
- PM reported that no budget has been approved by Congress for Reclamation
- FY13 procurements are “on track” to be awarded before end of FY

- Award notifications will be tracked and posted in a data file on DBMS
  - Reminder that final reports for all grants ending September 30, 2013 are due 90 after closing
- The Annual Report 2010-2011 contract has been extended to December 31, 2013
  - A draft for review is due from the contractor October 1, 2013
  - Comments from Program will be due to the COR before November 5, 2013
  - Final, printed copies of report to be available December 20, 2013, under the contract extension
- 3<sup>rd</sup> Party procurement package has been re-submitted for acquisitions review for FY2014
- The on-line tour of the Database Management System (DBMS) has generated questions from CC:
  - Seek alternative (if possible) to zip. files as some members of the CC has expressed inability to access such files
  - \*PM will draft process for CC to present to EC regarding:
    - DBMS uploading procedures/requests
    - Granting access to contractors and what level access
      - Time limitations for access are the responsibility of the requesting agency
    - Review of the sensitivity levels and how documents are assigned those levels
- \*PMT will request that the Corps schedule a PowerPoint presentation for the EC September meeting on the DBMS by DB Stephens
  - If DB Stephens cannot Ali Saenz will present

### Coordination Committee Meeting Attendees

Name	Organization	Phone	Email Address
Ken Cunningham	NMDF	Via Phone	
Stacey Stanford	USFW	Via Phone	
Jim Wilber	Reclamation	505-462-3548	<a href="mailto:jwilber@usbr.gov">jwilber@usbr.gov</a>
Ann Moore	NMAGO	505-222-9024	<a href="mailto:amoore@nmag.gov">amoore@nmag.gov</a>
Nathan Schroeder	Santa Ana	505-771-6719	<a href="mailto:Nathan.schroeder@santaana-nsn.gov">Nathan.schroeder@santaana-nsn.gov</a>
Rick Billing	ABCWUA	505-259-0535	<a href="mailto:rbillings@abcwua.org">rbillings@abcwua.org</a>
Rhea Graham	Reclamation	505-462-3560	<a href="mailto:rgraham@usbr.gov">rgraham@usbr.gov</a>
Grace Haggerty	NMISC	505-383-4042	<a href="mailto:Grace.haggerty@state.nm.us">Grace.haggerty@state.nm.us</a>
Ali Saenz	Reclamation	505-462-3600	<a href="mailto:Asaenz@usbr.gov">Asaenz@usbr.gov</a>