Coordination Committee Meeting

January 8, 2014

Meeting Materials:

Meeting Agenda

Meeting Minutes

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
January 8, 2014 – 9:00am to 11:00 am**
Reclamation, Rio Grande room
Conference Call-in Line
Toll Free Number: 1-800-621-8611
Participant Passcode: 31763#
(1st Committee member or contractor to arrive, please dial in)

Draft Meeting Agenda

- Introductions and Agenda* Approval

- *Decision –* Approval of 09/11/2013 CC meeting summary notes*

- *Decision –* Approval of 11/06/2013 CC meeting summary notes*

- CC Action Items and Decisions Review (see below)

- EC Action Item and Decisions Review (see below)

- PM Report

    - Update on DBMS

- ***Additional topics to be added by CC representatives***

- Significant Non-Decision Items to Brief EC

Next meeting – CC meeting – February 5, 2014 @ Reclamation from 9:00 to 11:00am

Upcoming meetings and deadlines:

Thursday, January 9th, 2014 – Webinar on the DBMS and using the new website by DB Stephens

***denotes read ahead*

CC Meeting September 11, 2013
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

o The last bullet in *Update on action items from June 13, 2013 CC meeting* was moved to *Other notes*

CC Action items November 6, 2013
Actions

- The CC is recommending to the EC to consider canceling the December EC meeting. The CC does not have any decisions to bring to the EC for December.
- Since the CC will not meet again until January, CC members should update group on anything occurring in the legislation in December.
- The PMT request to workgroups – consider a joint workplan as opposed to separate workgroup workplans.
- The PMT would like to take the lead in writing the 2012 and 2013 Annual Report.

Ongoing and Continued Actions – The following actions were not discussed in the meeting as a quorum was not present.

- Approval of the September 11th, 2013 CC Meeting Summary and Review of Action Items
  - o As part of the CC/PM report to the EC at the September 26th meeting the CC will update on the priority order of the genetics peer review (sample collection, peer review, analysis of sample collection). – *ongoing*
  - o PM to draft protocol for DBMS uploads/access for CC – *ongoing*

- Review September 26th, 2013 EC Meeting Actions and Decisions:
  - o Decisions
    - ▪ The EC approved the July 18, 2013 EC summary with minor changes
  - o Based on contract completion status, Program participants will be able to locate future Program documents on the Database Management Systems (DBMS); the URL for the web site is mrgescp.dbstephens.com until the old site goes away; then the URL will be www.mrgesa.com.
    - ▪
  - o Actions
    - ▪ Directed PMT to provide the MRG Initiation of Formal Consultation letter to EC members
    - ▪ Directed CC to develop protocols/process for uploading data into the DBMS for EC review and approval, on the following schedule: (1) Provide initial draft to EC by October meeting (including current process for comparison) (2) refine- draft provided to EC by November meeting
    - ▪ Requested the 3rd Party FME sub-committee, chaired by EC member Steve Farris, reconvene and focus efforts on pending documents needed for the RIP

CC recommendations (as there was no quorum)

- The September 11th, 2013 CC meeting summary was recommended for approval with no changes.

Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
January 8ᵗʰ, 2014 – 9:00am – 11:00am
Reclamation, Rio Grande Meeting Room

Actions
- The PMT will post agency correspondence, draft meetings summaries, and any other pertinent information to the database calendar with the January 16ᵗʰ, 2014 EC Meeting cancellation notice.
- Gary Dean will contact the Fish and Wildlife Service to determine when the minnow status report might be available.
- The PMT will review the last 18 months of CC attendance records to research quorum trends.

Decisions
- Due to lack of quorum, no decisions were made during this meeting.

Recommendations
- It was recommended that the January 16ᵗʰ, 2014 EC meeting be cancelled. The EC would then resume meeting at the regularly scheduled February meeting.
- It was recommended that the CC meet at the regular time in February to prepare for the February EC meeting.
- It was suggested that CC meeting reminders include a request for RSVP from potential attendees in order to determine quorum availability prior to the actual meeting.

Next Meeting: February 5ᵗʰ, 2014 from 9:00 AM to 11:00 AM at Reclamation
- Tentative agenda items include: (1) EC meeting preparation; (2) proposed CC work/tasks;
- Tentative February 20ᵗʰ, 2014 EC agenda items include: (1) updates on minnow status; (2) financial and funding updates; (3) CC attendance report and quorum concerns; (4) tentative: recommendation to begin implementation of transitions and work toward establishment of the adaptive management team; (5)

Upcoming Dates and Deadlines:
- Thursday, January 9ᵗʰ, 2014 – Webinar on the DBMS and using the new website by DB Stephens
- Thursday, January 16ᵗʰ, 2014 – CANCELLATION recommended
- Wednesday, February 5ᵗʰ, 2014 – regularly scheduled CC meeting
- Thursday, February 20ᵗʰ, 2014 – regularly scheduled EC meeting

Meeting Summary

Introductions and Agenda Approval: Rick Billings brought the meeting to order and introductions were made. A quorum was not present.

January 16ᵗʰ, 2014 EC Meeting:
- After discussion, CC agreed to recommend to the EC co-chairs that the January 16ᵗʰ, 2014 EC meeting be cancelled. It was recommended the EC resume meeting at the regularly scheduled February 20ᵗʰ, 2014 date.
  - Agency correspondence and draft meetings summaries will be posted to the database calendar with the cancellation notice.

- The CC recommended completing the EC meeting preparations at their regularly scheduled February 5ᵗʰ, 2014 meeting.

Approval of the September 11ᵗʰ, 2013 and November 6ᵗʰ, 2013 CC Meeting Summaries:
- A quorum was not present at the January meeting. However, the attendees at the November meeting recommended the September 11ᵗʰ, 2013 CC meeting summary for finalization with no changes.
- The November 6ᵗʰ, 2013 CC meeting summary was not reviewed. Due to lack of quorum, no changes were discussed and no recommendations for approval were made.

CC Action Items and Decisions Review:
- *CC Action items November 6, 2013 Actions:*
  - *The PMT request to workgroups – consider a joint workplan as opposed to separate workgroup workplans.*
    - The CC discussed the possible implementation of transitions and establishment of the adaptive management team.
  - *The PMT would like to take the lead in writing the 2012 and 2013 Annual Report.*
    - This is an on-going task. The intention is to eventually begin in-house production of the annual report with 2014 as the transition year.

- *Review September 26ᵗʰ, 2013 EC Meeting Actions and Decisions:*
  - *Directed CC to develop protocols/process for uploading data into the DBMS for EC review and approval, on the following schedule: (1) Provide initial draft to EC by October meeting (including current process for comparison) (2) refine- draft provided to EC by November meeting*
    - Documents are currently submitted to the program assistant for uploading to the database. After the transition, it is likely that documents for uploading will be provided to the 3ʳᵈ Party Management.
    - Please be advised that document submissions for the Database Management System (DBMS) have to be supplied with the associated document submittal template as well as the actual file. The document submittal template can be found on the DBMS located under the User Support tab.

PM Report
- *Update on DBMS*
  - The DBMS training is tomorrow (Thursday, January 9ᵗʰ, 2014). The old Program website will be fully transitioned in February. The contractor is working on getting the same script/language transferred and addressing how new users request login access.
  - The Corps is working toward getting Mac computers included in the access and addressing the aging Silverlight platform.
    - It was requested that the user manual include an advisory for users to disable or modify permissions for any pop-up blockers in order to be able to download documents and read aheads.

Next CC Meeting: February 5th, 2014 from 9:00 AM to 11:00 AM at Reclamation
- Tentative agenda items include: (1) EC meeting preparation; (2) proposed CC work/tasks;

Coordination Committee Meeting
08 January 2014 Meeting Attendees

NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
Rhea Graham	Reclamation	462-3560	O – Interim PM	rgraham@usbr.gov
Rick Billings	ABCWUA	796-2527	P – Co-Chair	rbillings@abcwua.org
Susan Bittick	USACE	342-3397	P	susan.m.bittick@usace.army.mil
Gary Dean	Reclamation	462-3601	A	gdean@usbr.gov
Ann Moore	NMAGO	222-9024	P	amoore@nmag.gov
Danielle Galloway	USACE	342-3661	A	danielle.a.galloway@usace.army.mil
Ali Saenz	Reclamation	462-3600	O – Program Assistant	asaenz@usbr.gov
Marta Wood	Alliant Env.	259-6098	O – Note Taker	mwood@alliantenv.com