

**DWH Trustee Council
5/2/16 Conference Call Summary**

Attendees:

TX	AL	DOI	NOAA
Robin Riechers	Jane Calamusa	Kevin Reynolds	Craig O'Connor
Jane Atwood	Gunter Guy	Clare Cragan	Cheryl Brodnax
	Patti Powell	Colette Charbonneau	Chris Plaisted
LA			Chris Doley
Billy Plauché	FL	USDA	Aileen Smith
Alyson Graugnard	Ken von Schaumburg	Michele Laur	
Peter Dykstra	Mimi Drew		DOJ
			Mike Zevenbergen
MS		EPA	Steve O'Rourke
Teri Wyly		Gale Bonanno	Rachel Hankey

Discussion Item 1: Update from the SOP working group

- a) Update – A revised draft of the SOP version 1.0 and the draft SOP Resolution has been circulated to the SOP working group and TC for a fatal flaw review. Any comments are due back by noon tomorrow (Tuesday 5/3). The record retention placeholder language circulated by TIG support (with the one revision discussed by the group) will be inserted into the SOPs. Permanent language will be discussed at the July meeting. An updated version of the funding table appendix will be circulated soon. The expectation is that everything should be finalized and ready for approval/resolution on Wednesday. The SOPs will be posted to the new website when they are finalized and approved via the resolution. The aim is for the new website to go live either this week or next.
- b) Action Items
 - 1. Comments on the SOP or SOP Resolution are due back by noon tomorrow (Tuesday 5/3).
 - 2. TC will discuss the permanent record retention language at the July TC meeting.

Discussion Item 2: TIG Calendar and Contact List

- a) TIG support circulated the TIG contact list and calendar to the TC today. Any revisions (additions/removals) should be sent to TIG support by COB Friday. An updated list will be circulated next Monday.

Action Item

1. Send any additions/removals for the TIG contacts lists to TIG support by COB Friday.

Discussion Item 3: July meeting

- a) The July meeting will be held in Point Clear, Alabama. A draft agenda for the July meeting will be circulated for discussion on next week's call.

Other

NOAA is receiving requests to speak at/attend conferences (e.g. Restore America's Estuaries). The group discussed the best way to keep the TC informed of these requests. There was the suggestion that individual Trustees contact TIG support who will keep the group informed.

**DWH Trustee Council
5/9/16 Conference Call Summary**

Attendees:

TX	AL	DOI	NOAA
Robin Riechers	Jane Calamusa	Debora McClain	Craig O'Connor
Jane Atwood	Gunter Guy		Aileen Smith
	Patti Powell	USDA	
LA		Michele Laur	DOJ
Alyson Graugnard	FL	Ann Mills	Steve O'Rourke
	Ken von Schaumburg		
MS	Gareth Leonard	EPA	
Teri Wyly		Gale Bonanno	

Discussion Item 1: Update from the SOP working group

- a) SOP version 1.0 was approved via resolution last week. Need to think about how the TC will go about finalizing the additional appendices and make changes as needed. Discussed continuation of the SOP working group. Discussed posting SOP materials on the AR and TC website. The AR posting will go up this week, with the website posting shortly thereafter.

b) Decisions

- 1. Decision that the SOP working group will continue working on updates to the required SOP and drafting the accompanying appendices.

c) Action Item

- 1. Please respond to the draft language for the website by mid-day Tuesday, otherwise Nanciann Regalado (DOI) and Courtney Groeneveld (NOAA) will coordinate to move the posting forward.

Discussion Item 2: TIG Communications

- a) The new general "support" email address will start being used this week to allow for centralized internal messages for administrative support. The updates have been made to the distribution lists, and they will be updated periodically. There will be an introductory email that explains the new system.

Discussion Item 3: TIG July TC Meeting

- a) Discussed edits to the draft agenda.

Discussion Item 4: Administrative Items and Other

- a) TC calls will be held every two weeks effective now, so the TC will skip next week's call.

**DWH Trustee Council
5/23/16 Conference Call Summary**

Attendees:

TX	AL	DOI	NOAA
Robin Riechers	Jane Calamusa	Colette Charbonneau	Craig O'Connor
	Gunter Guy	Debra McClain	Cheryl Brodnax
LA			
Billy Plauché	FL	USDA	
	Kelly Samek	Michele Laur	
MS	Mimi Drew		
Gary Rikard		EPA	DOJ
Marc Wyatt		Gale Bonanno	Mike Zevenbergen

Discussion Item 1: Update from the SOP working group

- a. Update – The SOP working group is continuing their calls and work on developing revisions and additional appendices for the TC SOP. Topics include updates to the administrative record, compliance manual, and others.

b. Action Items

The goal is to have additional SOP items for the TC to approve at the July 13 meeting.

Discussion Item 2: LAT Reporting

- a. Update – The reports that show deposits from the first BP payment have been distributed to all the TIGs and a rollup (of all the TIGs) was distributed to the TC.

Discussion Item 3: Portal team update

- a. Update – The portal team is wrapping up updates to the restoration management portal. The website will be moved to the DIVER platform and will have updated capabilities. NOAA is coordinating with Trustee staff on various elements. The portal team offered to do a demo at the July TC meeting to show the high-level capabilities and would like to set up training sessions with Trustee staff.
- b. Decision – NOAA will proceed with contacting Trustees to set-up training sessions. A high level demo at the July TC meeting would be helpful. Ideally will be 15 minutes for demo and another 15 minutes for questions.

c. **Action Items**

1. Cheryl Brodnax (NOAA) will work with TIG support to contact appropriate POCs for training and distribution of the user manual.
2. TIG support will add a demo of DIVER portal to the July TC agenda.

Other Topics:

- a. **July in-person meeting:** Expect the room block information to be distributed in the next day or two.
- b. **Run-through of the TC agenda:** Reminder that the two topics for discussion include the SOP records retention language and public meeting. The TC should start working through these issues on the upcoming calls to ensure fruitful conversation at the July TC meeting.
- c. Texas received a request for updated DNRTO letter. The updated letters will be posted on the AR by the end of the week.

Other Action Items:

- a. Robin Riechers (TX) and TIG support will reach out to Trustees to start working through the records retention and public meeting topics on future calls.

**DWH Trustee Council
6/20/16 Conference Call Summary**

Attendees:

TX	AL	DOI	NOAA
Robin Riechers	Jane Calamusa	Kevin Reynolds	Lois Schiffer
	Gunter Guy		Chris Doley
LA			Courtney Groeneveld
Roy Bergeron	FL	USDA	
	Kelly Samek	Michele Laur	DOJ
MS	Mimi Drew		Steve O'Rourke
Teri Wyly	Gareth Leonard	EPA	
		Mary Kay Lynch	

Discussion Item 1: Update from the SOP working group and preparation for records retention

- a. Update – The SOP working group’s next call is July 1. The group is planning to review the environmental compliance document before the July TC in-person meeting. The Trustees agree to share information about statutes, authorities, and other information prior to the in-person meeting.
- b. **Action Items**
 - 1. Continue preparing for the records retention discussion at the in-person meeting in July by gathering applicable information and ensuring that the appropriate staff attend the meeting.

Discussion Item 2: Planning for a September public meeting

- a. Topic – Proposed plan for the fall public meeting
- b. Discussion –A draft proposal was circulated in order to get the discussion started. Discussion about the substance of the meeting and how it relates to individual TIG meetings. Discussion about whether the public meeting will be held annually on a calendar year basis or annually from the lodging of the consent decree. Recognition that the November election could impact staffing and schedules. FYI that the MS TIG is scheduling a public meeting on November 15/16.
- c. Decision – General agreement that this public meeting is important to hold in the fall not only because of the requirement per the SOP, but also to make the public aware of the progress that’s taken place so far; and discuss where TIGs are headed.

d. Action Items

1. Review the proposed TC public meeting plan and think especially about the agenda and timing.
2. Make decision about if the schedule is a calendar year or starts with the filing of the consent decree.

Discussion Item 3: Timing of Administrative Oversight Budgets

- a. Update – Reminder that the TC MOU says that an annual budget should be developed in October. The Region-wide TIG will discuss this further and will report back to the TC.

Other Topics:

- a. **July in-person meeting:** Send any updates to the agenda via email. Discussion of coordination with NFWF and RESTORE.

Other Action Items:

- a. The next TC call is planned for Tuesday, July 5.

**DWH Trustee Council
6/6/16 Conference Call Summary**

Attendees:

TX	AL	DOI	NOAA
Robin Riechers	Jane Calamusa	Kevin Reynolds	Craig O'Connor
	Gunter Guy	Debora McClain	Chris Plaisted
LA		Nanciann Regalado	Lois Schiffer
Billy Plauché	FL		Chris Doley
Alyson Graugnard	Kelly Samek	USDA	
	Mimi Drew	Michele Laur	
MS	Gareth Leonard		DOJ
Gary Rikard		EPA	Mike Zevenbergen
Teri Wyly		Elizabeth Skane	Rachel Hankey

Discussion Item 1: Update from the SOP working group and preparation for records retention

- a. Update – The SOP working group is having calls every other week on Friday afternoons in order to finish SOP version 2.0. The working group is not expected to have items for TC approval at the July meeting. The document retention topic will be discussed at the July meeting with the two remaining questions for TC discussion involving the length of time to retain documents and the types of records to retain. Several background documents were circulated with the call agenda.
- b. **Action Items**
 1. Consider providing citations to authority where applicable, useful for context. Please think about specific items that you are not in agreement with and alternative language to propose as well as any questions that Trustees may have for other Trustees.

Discussion Item 2: Planning for a September public meeting

- a. Update – Will need to decide the location and timing for the meeting. The meeting purpose is to provide the public an update on where the Trustees stand with the ongoing early restoration projects, updates from the TIGs, and perhaps include an interactive component. The assumption is that the meeting will be held somewhere in the Gulf in a place that's relatively easy for people to reach (i.e. New Orleans, other airport cities). Discussion of duration of the meeting. No RESTORE meeting in September to coordinate with, but RESTORE could have staff attend.

b. Action Items

1. DOI will provide a strawman proposal for the public meeting details in advance of next TC call.

Discussion Item 3: NOAA Unclassified System Remote Access Approval and User Agreement

- a. Update – NOAA is looking at the language to see if there are any provisions that are not applicable to non-NOAA employees. Trustees can send specific questions to NOAA.

Other Topics:

- a. **July in-person meeting:** Discussion of the draft TC agenda for Point Clear. Question about whether RESTORE staff should sit in on the Region-wide TIG meeting in Point Clear. They are interested in seeing how NRDA operates and this would help with coordination between the two. The TC is fine with this proposal.
- b. In the future the TC and RW agendas will be circulated together for in-person meetings.

Other Action Items:

- a. Room block closes on June 20
- b. Next TC call is June 20.