

**DWH Trustee Council  
7/5/16 Conference Call Summary**

**Attendees:**

<b>TX</b>	<b>AL</b>	<b>DOI</b>	<b>NOAA</b>
Robin Riechers	Jane Calamusa	Kevin Reynolds	Aileen Smith
	Gunter Guy	Colette Charbonneau	Chris Doley
<b>LA</b>		Debora McClain	Courtney Groeneveld
Roy Bergeron			
Billy Plauché	<b>FL</b>	<b>USDA</b>	Chris Plaisted
	Kelly Samek	Michele Laur	
<b>MS</b>	Mimi Drew	Ann Mills	<b>DOJ</b>
Bradley Ennis			Steve O'Rourke
		<b>EPA</b>	Rachel Hankey
		Elizabeth Skane	

**Discussion Item 1: Update from the SOP working group**

- a. Update – The SOP working group is continuing drafting the appendices and plans to circulate the appendices for review later this month. Document retention is still the most pressing issue and the SOP working group is preparing slides to help foster this discussion at the July TC meeting.
- b. **Action Items**
  - 1. TIG support will circulate a document retention document with federal information on statutes, authorities, etc. in advance of the July TC meeting.

**Discussion Item 2: Planning for a fall public meeting**

- a. Topic – Proposed plan for the fall public meeting
- b. Discussion – Discussion of the proposed details for the public meeting, including the meeting time, location, and agenda. The meeting logistics will be supported by the LAT. Will need to coordinate with the RESTORE meeting schedule, which will likely include a series of meetings in each state (anticipated in September and early October) and Florida may also have a TIG meeting in that general timeframe. Discussed potential to leverage existing meetings.
- c. **Action Items**
  - 1. Coordinate with RESTORE on their dates for public meetings in the fall.

### **Discussion Item 3: Timing of Administrative Oversight Budgets**

- a. Update – The Region-wide TIG discussed this briefly and proposes that the TC discuss this issue. The TC MOU states, each October the Trustees will develop and adopt an administrative budget for the coming year. Discussion about whether October was the best time of year to develop and adopt an administrative budget and how to address the timing of the administrative budget moving forward.
- b. **Action Item**
  - 1. Discuss this topic at the July TC meeting.

### **Other Topics:**

- a. **July in-person meeting:** Run through the proposed agenda.
- b. **Public Affairs Involvement:** The federal family meets to discuss ongoing outreach efforts and will invite state representatives to join them. TIG support can facilitate gathering the appropriate state contacts.

### **Other Action Items:**

- a. Consider updates from the TIGs to the TC on an upcoming call.

**DWH Trustee Council Meeting Summary  
Point Clear, AL  
July 13, 2016**

**Attendees:**

<b>DOI</b>	<b>EPA</b>	<b>Alabama</b>	<b>Texas</b>
Kevin Reynolds	Gale Bonanno	Gunter Guy	Jane Atwood
Debora McClain		Seth Newton	Robin Riechers
Colette Charbonneau		Jane Calamusa	
Clare Cragan	<b>NOAA</b>	Amy Hunter	<b>Louisiana</b>
	Craig O'Connor	Lori Fox	Johnny Bradberry
	Corinna McMackin	Robin Pate	Billy Plauché
	Chris Doley	Nicole Hampton	Roy Bergeron
<b>USDA</b>	Chris Plaisted		
Michele Laur	Aileen Smith	<b>Mississippi</b>	<b>Florida</b>
Ann Mills		Gary Rikard	Kelly Samek
		Marc Wyatt	Larry Morgan
	<b>DOJ</b>	Teri Wyly	Mimi Drew
<b>RESTORE staff</b>	Steve O'Rourke	Melanie Green	Gareth Leonard
Justin Ehrenwerth	Mike Zevenbergen (phone)	Bradley Ennis	Trina Vielhauer
Buck Sutter		Steve Parker	

**Discussion Item: Public Meeting in September 2016**

- a) Discussion – Discussion of potential dates and locations for the September public meeting, keeping the RESTORE public meeting schedule in mind. The logistics of planning the Trustee Council public meeting are a Lead Administrative Trustee (LAT) function. Discussed importance of issuing public notices and ensuring that the notices are specific enough that the public will know what to expect. Proposal that each TIG have a table at the open house. Date options are September 12 and 13 or September 28 and 29 in New Orleans, LA. The Trustees are checking calendars, but are leaning toward September 28 or 29.
  
- b) Decisions
  - 1. The September public meeting will be held in New Orleans.
  - 2. The meeting will be in the late afternoon and evening.
  - 3. Content will include updates from each TIG and 5-10 minutes on TIG coordination along with time for public comment.
  - 4. There will be a facilitator.
  
- c) Action Item
  - 1. Nanciann Regalado (DOI) and Courtney Groeneveld (NOAA) will work with the other public affair representatives to create a template for the presentation.

**Discussion Item: Standard Operating Procedures (SOPs)**

- a) Discussion – Discussion of the language included the SOPs related to document retention. Discussion regarding the types of documents and the length of time the documents will be retained.
- b) Action Items
  - 1. The LAT will provide more information on the manner and format that documents would need to be submitted to the LAT for retention.
  - 2. The SOP group will continue to work on revising the existing document retention language.

**Discussion Item: Administrative Record (AR) Process for TC Generated Documents**

- c) Discussion – The group discussed a proposed AR process proposed by the LAT for TC documents. This is the implementation of the existing language in the SOP.
- d) Action Item
  - 1. The proposed process will be circulated to the TC for consideration.

**Discussion Item: Calendar for Administrative Budgets**

- a) Discussion – Discussion of how to proceed with annual administrative budgets given that the MOU states budgets are to be approved in October, however, the funds are available yearly in April.
- b) Action Item
  - 1. The LAT will write a proposal for administrative budgets that will be circulated to the TC for consideration.

**Other Items:**

- a. Marti McGuire (NOAA) presented on the revised DIVER Portal website, TIG workspaces, and upcoming data management products.
- b. Logistics for future TC and Region-wide (RW) TIG meetings will be handled by the LAT.
- c. A letter was received from Environmental Defense Fund, The National Audubon Society, The National Wildlife Federation, The Nature Conservancy, and Ocean Conservancy with suggestions for how to conduct TIG business. The letter will be entered into the AR.
- d. The Cross-TIG Monitoring and Adaptive Management (MAM) group has had several calls and will provide updates to the TC and RW TIG in the coming months.

**Other Decisions:**

- a) Gunter Guy (AL) will be the next TC chair with a term beginning August 1, 2016.

**DWH Trustee Council  
8/1/16 Conference Call Summary**

**Attendees:**

<b>TX</b>	<b>AL</b>	<b>DOI</b>	<b>NOAA</b>
Robin Riechers	Jane Calamusa	Colette Charbonneau	Craig O'Connor
Jane Atwood	Gunter Guy	Debora McClain	Lois Schiffer
	Amy Hunter		Aileen Smith
<b>LA</b>			
Roy Bergeron	<b>FL</b>	<b>USDA</b>	
Billy Plauché	Kelly Samek	Michele Laur	
	Mimi Drew	Ann Mills	<b>DOJ</b>
<b>MS</b>			Mike Zevenbergen
Gary Rikard		<b>EPA</b>	Rachel Hankey
Teri Wyly		Gale Bonanno	

**Discussion Item 1: Update from the SOP working group**

- a. Update – Following up the in person July TC meeting in Point Clear, Kelly Samek (FL) met with Chris Plaisted (NOAA) and Claire Cragan (DOI) to document discussions at the meeting. Will be ready for consideration by the SOP group and TC soon. Version 2.0 of the SOP is still making progress. The appendices are coming along and the group is having a series of conference calls. An updated version will be circulated to the TC in the near future. The 2.0 version will contain additional appendices such as administrative records and environmental compliance.

**b. Action Items**

- 1. TIG support will circulate the revised document retention language to the TC in the next few days.

**Discussion Item 2: Planning for a September public meeting**

- a. Topic – Proposed plan for the fall public meeting
- b. Discussion –A venue (Marriott Pere Marquette) in New Orleans has been located for September 28<sup>th</sup>. Discussed room block needs and possibility of having a room block on the 27<sup>th</sup> and 28<sup>th</sup>. Also held a small room on the 29<sup>th</sup> in case any group would like to meet. Discussed whether the TC would like to meet earlier in the day. Room is being held from 8 am to 9 pm so there is space if a group wants to meet on the 28<sup>th</sup>. Discussion of the proposal for the meeting. The facilitator who ran the previous public meetings is also available for this one. Around August 18<sup>th</sup> will need to have the room block numbers firmed up. The Region-wide TIG will be discussing the

possibility of having their meeting as part of the public meeting. Discussion of presenting DIVER to the public. Suggestion to have comment period during the open house time and the potential for the Open Ocean TIG to have their meeting as part of this as well. Suggestion to add time slots to the proposal for planning purposes.

**c. Action Items**

1. Review the public meeting proposal and be ready to discuss the questions at the next TC call. Send in any comments to Debora McClain (DOI) if possible in advance of the call.
2. Circulate the date that the public facing DIVER will be available.

**Discussion Item 3: Administrative Record Process for TC Generated Documents**

- a. Update – Review of the previously circulated document.

**b. Action Item**

1. Please provide comments by COB on Monday, August 8.

**Other Topics:**

- a. **Coordination with RESTORE:** RESTORE and TIG support are working together. TIG support will let RESTORE staff know that September 28<sup>th</sup> is confirmed for the TC public meeting.
- b. **Restoration Planning:** DOI, in their capacity as the LAT, is working on a contract to provide restoration planning support for any TIG. The contract could be used for portions (or all) of a TIG's restoration planning. The payment would come from the respective TIGs. Discussion about the likelihood of use by the TIGs. Discuss on the next TC call and Debora will circulate the draft scope of work.

**Other Action Items:**

- a. Add consideration of updates from the TIGs to the TC on an upcoming call.

**DWH Trustee Council  
8/29/16 Conference Call Summary**

**Attendees:**

<b>TX</b>	<b>AL</b>	<b>DOI</b>	<b>NOAA</b>
Robin Riechers	Jane Calamusa	Colette Charbonneau	Craig O'Connor
Jane Atwood	Gunter Guy	Nanciann Regalado	Chris Doley
	Patti Powell	Clare Cragan	Chris Plaisted
<b>LA</b>			Courtney Groeneveld
Billy Plauché			
Roy Bergeron	<b>FL</b>	<b>USDA</b>	
	Kelly Samek	Michele Laur	
<b>MS</b>	Mimi Drew		<b>DOJ</b>
Gary Rikard	Larry Morgan	<b>EPA</b>	Rachel Hankey
Marc Wyatt	Gareth Leonard	Gale Bonanno	

**Discussion Item 1: Update from the SOP working group**

- a. Update – The SOP working group is continuing their work on finalizing the appendices that were not included in the original SOP. The SOP working group anticipates that they will complete the remaining pieces by the end of September. At that time SOP version 2.0 will be circulate to the Trustee Council for their review and approval.
- b. **Action Items:**
  1. Revised record retention language was circulated with the call agenda. If any Trustees have comments they should send them to TIG support by COB Wednesday. The language (including any additional edits) will be re-circulated via email on Thursday (9/1) for final approval from all Trustees.

**Discussion Item 2: Planning for a September public meeting**

- a. Topic – September public meeting logistics and materials.
- b. Discussion – The public meeting will be held on September 28 at the Renaissance New Orleans Pere Marquette hotel. Discussed logistical details and meeting materials, which are captured below in the action items and decisions sections below. TIG fact sheets are also being put together and will be available at the meeting. Most TIGs have submitted their slides for the presentation. A draft of the full PowerPoint presentation will be ready for TC review on 9/5. A run of show document will also be circulated to the TC.

### **Action Items**

1. Hotel reservations should be made by September 7<sup>th</sup> to get the government rate. Contact TIG support if you are having any difficulty making a reservation.
2. Revised meeting materials will be circulate by TIG support, Trustees will have until Friday (9/2) to provide comments or edits on the meeting materials.

### **c. Decisions**

1. TC decided to set the meeting time for the public meeting as follows: open house from 5:30pm to 6:30pm and presentation and public comment from 6:30 pm to 9:00pm. The save the date and other associated meeting materials will be updated to reflect this.

### **Discussion Item 3: Vice Chair Rotation**

- a. Update – In October the Vice Chair will rotate from USDA to NOAA. Chris Doley will fill the role for NOAA. The TC will announce the rotation at the September 28 public meeting.



**DWH Trustee Council  
8/15/16 Conference Call Summary**

**Attendees:**

<b>TX</b>	<b>AL</b>	<b>DOI</b>	<b>NOAA</b>
Robin Riechers	Jane Calamusa	Colette Charbonneau	Aileen Smith
	Gunter Guy	Debora McClain	Chris Doley
	Patti Powell	Cindy Dohner	Marti McGuire
<b>LA</b>		Kevin Reynolds	
Billy Plauché		Nanciann Regalado	
	<b>FL</b>		
	Kelly Samek	<b>USDA</b>	
	Mimi Drew	Ann Mills	<b>DOJ</b>
<b>MS</b>	Larry Morgan		Rachel Hankey
Marc Wyatt	Gareth Leonard	<b>EPA</b>	
		Gale Bonanno	

**Discussion Item 1: Update from the SOP working group**

- a. Update – The SOP working group is continuing their work on finalizing the pieces that were not included in the original SOP (such as several appendices). A revised SOP will likely be ready for TC approval and adoption by TC resolution by the end of September.
- b. **Action Items**
  - 1. USDA, EPA, NOAA, and DOI approve the circulated records retention language. The other Trustees will send any questions/approvals to TIG support and the discussion will be revisited on the next call.

**Discussion Item 2: Planning for a September public meeting**

- a. Topic – Proposed plan for the fall public meeting
- b. Discussion –The public meeting will be held on September 28 at the Renaissance New Orleans Pere Marquette hotel. Discussed logistical details which are captured below in the decisions section. The meeting will also include a facilitator, court reporter to produce a transcript, and a translator for the Vietnamese community.
- c. **Action Items**
  - 1. Send any sleeping room requests to TIG support by 8/17.

**d. Decisions**

1. TC agrees with the proposed approach for an Open House to precede the public meeting. Tables for the TIGs will be set up for materials, TIG staff, and laptops to display project information.
2. The presentation will be given by a series of speakers representing each TIG.
3. The Trustee Council members will sit at a table at the front of the public meeting.
4. Questions will be taken during the open house and after the meeting, and responses will be posted online.
5. A webinar will not be given after the meeting. The presentation, meeting transcript, and responses to questions asked during the meeting will be posted on the Trustee Council website.
6. The Trustee Council will not be holding any small group meetings in addition to the public meeting. The TIGs may explore whether they would like to set up small group meetings as part of their TIG outreach.
7. The September 28 meeting will double as the annual Region-wide TIG meeting.

**Discussion Item 3: Status and planned release of public DIVER**

- a. Update – A revised DIVER site will be available to the public by late September. This website will contain DWH information as well as information from other cases across the country. The revised DIVER site will also interact with the Trustee Council site and will update how project information is presented. The new project pages will be completed by the September 28 public meeting.

**DWH Trustee Council  
9/12/16 Conference Call Summary**

**Attendees:**

<b>TX</b>	<b>AL</b>	<b>DOI</b>	<b>NOAA</b>
Robin Riechers	Amy Hunter	Kevin Reynolds	Chris Doley
Jane Atwood	Gunter Guy	Nanciann Regalado	Courtney Groeneveld
		Clare Cragan	
<b>LA</b>		Debora McClain	
Billy Plauché			
Roy Bergeron	<b>FL</b>	<b>USDA</b>	
	Kelly Samek	Ann Mills	
<b>MS</b>	Mimi Drew		<b>DOJ</b>
Teri Wyly	Larry Morgan	<b>EPA</b>	Rachel Hankey
Marc Wyatt	Gareth Leonard	Gale Bonanno	

**Discussion Item 1: Planning for the September 28 Public Meeting**

- a. Topic – Meeting materials discussion
- b. Discussion – Discussed meeting materials including the Trustee Council portion of the PowerPoint and accompanying materials.
- c. **Action Items**
  - 1. LA will send their updated contact information to Nanciann Regalado by the end of the day.
  - 2. Send any edits on the PowerPoint and accompanying materials to TIG support by COB Wednesday. TIG support will send a reminder.
- d. **Decisions**
  - 1. The web story and press release are approved and will be translated into Vietnamese.

**Discussion Item 2: Update from the SOP working group**

- a. Update – The SOP working group is continuing their work on finalizing the appendices that were not included in the original SOP. They anticipate having the document ready for TC approval in the next few weeks.

**b. Action Items:**

1. MS will confirm their approval/edits on the document retention language by EOD.

**Discussion Item 3: Other Business as Needed**

- a. Update – Discussion of whether the TC will have a call on 9/26 (two days before the meeting). Will keep it on the agenda and will cancel if there are no pressing issues. Will continue the TC call invitations every two weeks for the rest of the year and will cancel as needed.
- b. Chenier Ronquille Restoration- LA Outer Coast Restoration – The project construction was proceeding well, however, there was an accident with a pipe which released some oil. They are working through the response, cleanup, and NRDA process since there is now oil sheen, oiled marsh, and some impacted wildlife. The Trustees may want to add a section onto the presentation for the public meeting.

**DWH Trustee Council  
9/26/16 Conference Call Summary**

**Attendees:**

<b>TX</b>	<b>AL</b>	<b>DOI</b>	<b>NOAA</b>
Robin Riechers	Amy Hunter	Kevin Reynolds	Chris Doley
	Gunter Guy	Nanciann Regalado	Courtney Groeneveld
	Jane Calamusa	Colette Charbonneau	Lois Schiffer
<b>LA</b>		Debora McClain	
Roy Bergeron		Greg Styer	<b>USDA</b>
	<b>FL</b>		Michele Laur
<b>MS</b>	Kelly Samek	<b>EPA</b>	
Teri Wyly	Gareth Leonard	Gale Bonanno	<b>DOJ</b>
Marc Wyatt		Mary Kay Lynch	Rachel Hankey

**Discussion Item 1: Planning for the September 28 Public Meeting**

- a. Topic – Public meeting discussion
- b. Discussion – Discussion about final preparations for the public meeting. The press release and web story are out. On Wednesday, TIG support and some DOI and NOAA staff will set up the meeting and open house. At 5:10 p.m. there will be a pre-meeting for the speakers to go over logistics.

**Discussion Item 2: Update from the SOP working group**

- a. Update – The SOP working group anticipates finalizing the updated SOP (version 2.0) by the next TC call.
- b. **Action Items:**
  - 1. NOAA will send any outstanding items to Kelly Samek (FL) so they can finalize the SOP updates.

**Discussion Item 3: Other Business as Needed**

- a. Update – Administrative budgets. LAT will create a template in the next week or so. TC discussed the timeframe (calendar year vs. October to October vs. April to April) and how this relates to the language in the TC MOU. Discuss on an upcoming call and send an email to craft an introductory email to frame the issues.
- b. Vice Chair Transition – The transition usually occurs in October. The plan is to transition from Ann Mills (USDA) to Chris Doley (NOAA). Discussion of the

process for the transition.

**Action item:** Kelly Samek (FL) and Lois Schiffer (NOAA) will look into an addendum to the SOP or some way to make the documentation more clear about the vice chair transition process.