

## **SAN JUAN RIVER BASIN RECOVERY IMPLEMENTATION PROGRAM**

### **PUBLIC NOTIFICATION AND INFORMATION PROCEDURES FOR MEETINGS: COORDINATION COMMITTEE, BIOLOGY, AND NAVAJO DAM OPERATIONS COMMITTEE**

**Adopted by the Coordination Committee, February, 1997**

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The following procedures will apply to meetings of the Coordination Committee, Biology Committee, and Navajo Dam Operations Committee of the Recovery Program:

1. The Program Coordinator will maintain a list of parties that will be used to comply with the procedures provided herein. Any person or organization may be placed on the list of interested parties simply by requesting the Program Coordinator place them on the list, specifying the committee information they want to receive, and by providing the Program Coordinator with their name and mailing address.
2. Notification by the Program Coordinator of the meeting time, date, location, and draft agenda will be provided to interested parties 30 days in advance of the meeting. Interested parties will be immediately notified of any changes in meeting time, date, and/or location. A notice stating the time, date, location, and agenda for the meetings will be sent by the Program Coordinator to newspapers in the Four Corners area between 7 and 10 days prior to the meeting.
3. Committee meetings will be held in the San Juan River Basin unless there are extenuating circumstances or reasons requiring meetings to be held elsewhere, as determined by the Committees.
4. Summaries of committee meetings will be prepared by the Program Coordinator summarizing the issues, decisions, and action items resulting from the meetings, and showing meeting attendance. Draft meeting summaries will be finalized by the committees within four weeks of the committee meeting. The final summaries will be provided by the Program Coordinator to the committees and list of interested parties within three weeks of receipt of the final summaries.
5. Meetings of working groups or subcommittees may be held outside of the San Juan Basin. Generally, interested parties will be notified of subcommittee/work group meetings 30 days in advance, if meetings are scheduled more than 30 days in advance. Meeting notices may take the form of updated monthly schedules discussed in item 6 below. Subcommittee meeting summaries will be prepared by the work group or subcommittee chair. Following approval of those meeting summaries by the parent committee, they will be provided to the Program Coordinator. Two weeks after receipt of the subcommittee summaries, the Program Coordinator will distribute those summaries to interested parties.
6. The Program Coordinator will maintain a list or calendar of meetings for at least three months in advance, and the list/calendar will be updated each month. Interested parties may request the list or calendar.
7. The Program Coordinator will provide to any interested individual or organization a list of official committee members, the entity each member represents, and the mailing address and

phone number of each committee member. Interested parties and organizations will be encouraged to contact the appropriate representative with questions regarding committee and subcommittee meetings and activities.

8. The interested party list will be updated annually. Interested parties will be requested to provide information indicated on the attached draft letter. Parties failing to respond will be removed from notification/ mailing list.

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**ATTACHMENT:**

(DATE)

MEMO TO: Interested Party List, San Juan River Basin Recovery Implementation Program

FROM: \_\_\_\_\_, Program Coordinator

SUBJECT: Update of Recovery Program Mailing List – Response Required to Remain on Mailing List

The Recovery Program is updating its mailing list in attempting to insure that all parties are notified of activities of which they have an interest. Please provide the information requested below by (date). If we do not hear from you by that date, your name will be removed from the mailing list.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

FAX: \_\_\_\_\_

Please check the information you wish to receive:

1.  Three month calendar of all Program committee and subcommittee meetings.
2. Coordination Committee information:
  - Committee meeting notices, including time, date, location, and proposed agenda
  - Subcommittee meeting notices
  - Final committee meeting summaries
  - Final summaries of subcommittee meetings
3. Biology Committee information:
  - Committee meeting notices, including time, date, location, and proposed agenda
  - Subcommittee meeting notices
  - Final committee meeting summaries
  - Final summaries of subcommittee meetings

4. Navajo Dam Operations Committee:

- Committee meeting notices, including time, date, location, and proposed agenda
- Subcommittee meeting notices
- Final committee meeting summaries
- Final summaries of subcommittee meetings

If you wish to remain on the mailing list, please return this form by mail or fax to:

Program Coordinator  
San Juan River Basin Recovery Implementation Program  
U.S. Fish and Wildlife Service  
2105 Osuna NE  
Albuquerque, NM 87113  
FAX: \_\_\_\_\_

Thank you for your timely assistance in updating our mailing list.