

To: URGWOM Technical Team Members
Date: December 9, 2021
Subject: Notes of the December 7, 2021 URGWOM Technical Team Meeting

These notes summarize the items discussed during the December 7, 2021 Upper Rio Grande Water Operations Model (URGWOM) Technical Team meeting. The meeting began at 9:00 am and was conducted as an on-line collaboration hosted by the Interstate Stream Commission using Microsoft Teams software. All those participating in the meeting introduced themselves and their names and affiliation are listed on the last page of these meeting notes.

This month's meeting agenda is limited to a site preview and discussion of the URGWOM SharePoint site and migration of Technical Team data from myUSGS to Sharepoint.

Marc introduced a new Corps employee, Mr. Prakash Kaini, who will be working on the URGWOM model with the Technical Team. Marc also reported that the new Corps URGWOM Project Manager would not be on board and up to speed until the spring of 2022. Until that time, Cindy agreed to continue to coordinate and host the Technical Team meetings.

Lucas demonstrated the use of SharePoint software to serve as a replacement to the myUSGS site as the web-based depository for the URGWOM Tech Team models, reports, data, etc. The existing my USGS host site will cease to be available on January 28, 2022.

The demonstration included a view of the site setup and file structure to be used to catalog the Technical Team files. Lucas also demonstrated additional features such as the "Issue Tracker" that allows users to post model problems and to direct the issue to the appropriate person for resolution. The Site also contains an "Update Tracker" that would list changes to be made to the model and to keep a record of what updates have been made. This feature can also be used to set meeting dates and to share meeting invitations.

Lucas will maintain the Technical Team member list to identify those individuals who will have permission to access the site. He explained that there are three levels of permission: Owner (Reclamation), Members, who have the ability to upload and download information, and Visitor, for those who would have only "read only" capability. Lucas will send out invitations to join the SharePoint site later this week.

Dave reported that he has not been successful in his efforts to extend the myUSGS website expiration date and he has not been able to obtain information about how to migrate bulk files from myUSGS to SharePoint. Dave reported that he is continuing in his effort to get technical assistance with the bulk movement of the files but he is not optimistic that this assistance will be obtained in time to prevent the loss of the data.

The Team discussed the need to set up a contingency plan to migrate the data in the event that assistance with bulk transfer of the files is on forthcoming. This could include a group of

individuals who would take the time to download each individual file that is to be retained for filing on the SharePoint site. This Tech Team subgroup would also discuss which files are to be migrated and which ones are no longer necessary for the Tech Team work and could be abandoned. The contingency plan would be implemented when Dave advises the group that no help will be forthcoming from those who maintain the myUSGS site.

The Technical Team normally meets on the second Tuesday of each month. The second Tuesday of January, 2022 is January 11, which is the date of the next Technical Team meeting. NMISC will host the meeting. The data migration subgroup may meet prior to that date to address the data migration.

There being no additional matters to be brought before the Team, the meeting was adjourned at about 10:00 am.

ATTENDANCE LIST
URGWOM TECHNICAL TEAM MEETING
December 7, 2021

<u>NAME</u>	<u>REPRESENTING</u>
Reynalden Delgarito	USACE, Albuquerque District
Marc Sidlow	USACE, Albuquerque District
Prakash Kaini	USACE, Albuquerque District
William Miller	Southwest Water Design/USACE Contractor
Mike Brown	Tetra Tech/USACE Contractor
Lucas Barrett	Bureau of Reclamation
Andrew Gelderloos	Bureau of Reclamation
Jerry Melendez	Bureau of Reclamation
Carolyn Donnelly	Bureau of Reclamation
David Neumann	CADSWES
Nick Mander	Hydros Consulting
John Craven	Hydros Consulting
Brian Westfall	Keller-Bliesner Engineering/BIA Contractor
Dave Moeser	NM Water Science Center
Gary Martinez	NM Water Science Center
Steve Shultz	City of Santa Fe