



## Department of Energy

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

ENVIRONMENT, FISH AND WILDLIFE

November 13, 2003

In reply refer to: KEW-4

Dear Fish and Wildlife Contractor:

In July of this year, the Bonneville Power Administration (BPA) conducted the second of a series of workshops as part of an ongoing effort to streamline and improve our fish and wildlife contracting process. Recently, through an E-mail inquiry, a number of you told us you'd be interested in a third set of workshops this year. Accordingly, you are invited to attend a contractor workshop hosted by BPA's Fish and Wildlife Division to discuss proposed changes to BPA's fish and wildlife contracting procedures. The workshop, which will be held at several locations on different dates, has basically the same agenda at each location. Topics for discussion include:

- ◆ The BPA Fish & Wildlife Contract Manual
- ◆ Finance and Budget
- ◆ Spending Caps and Rescheduling

The workshop format will differ somewhat from the previous two workshops in that the morning session will be devoted to presentation of the topics, while the afternoon hours will be reserved for you to participate in a more in-depth round-table discussion of the topics. You do not need to pre-register for the afternoon session. Note that there is no phone bridge for any of the workshops. We again, however, are offering a videoconference option. The workshop schedule is as follows:

December 8, 2003

**Portland Conference Center, 300 NE Multnomah (503-239-9921)**

8:30 am - 12 noon Presentation of Topics

1:00 pm - 4:00 pm Round-Table Discussions

December 11, 2003

**Ramada Inn/Spokane International Airport, 8909 Airport Drive (509-838-5211)**

8:30 am - 12 noon Presentation of Topics

1:00 pm - 4:00 pm Round Table Discussions

December 12, 2003

Videoconference

8:30 am - 12 noon Presentation of Topics

1:00 pm - 4:00 pm Round-Table Discussions

**NOTE:** Please contact Geri Kozicki (contact info below) to arrange a videoconference connection to your site. **Arrangements must be made by November 26, 2003.**

**IMPORTANT:** In order to ensure that enough space and materials are available for all participants, **you must pre-register for the workshops by November 26, 2003.** You may register by email: [gakozicki@bpa.gov](mailto:gakozicki@bpa.gov) or by phone: 503-230-5215.

The workshop agenda and materials, along with maps to both venues will be posted on BPA's website ([http://www.efw.bpa.gov/cgibin/FW/Fish\\_Wildlife\\_Contracting\\_Workshops.cgi](http://www.efw.bpa.gov/cgibin/FW/Fish_Wildlife_Contracting_Workshops.cgi)) no later than December 3, 2003. Should you have any questions or comments, please contact Geri Kozicki, or Jan Brady at 503.230.4514; [jebrady@bpa.gov](mailto:jebrady@bpa.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Larson", written in a cursive style.

Terry A. Larson  
Director for Fish & Wildlife