

Coordination Committee Meeting
January 13, 2010

Meeting Materials:

Meeting Agenda

Meeting Minutes

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting**

13 January 2010 Meeting – 1:00 PM - 4:00 PM
Bureau of Reclamation

Meeting agenda – 01/13/10 1:00 PM to 4:00 PM

1. Introductions and Agenda Approval
2. Action Item Review (see below)
3. Approve 12/09/09 and 12/16/09 CC Meeting notes
4. Program Update
 - Workgroup Updates
 - i. SWM projects/issues – climate change SOW
 - ii. HR update on expanded Albq Reach A&R report
 - iii. SAR peer review report presentation in Feb
 - Water Conflict Training Course Update
 - Annual Report Update
5. Draft LTP Update
 - Discussion of Informal Agency Comments
 - Discussion on Past Activities to determine how the CC/PMT can populate the LTP
 - Extra Funding and Time – Tom Pitts' Contract
6. Proposed Scientific Principles and revised comment form
7. PMT Perspective on Self Evaluation

December 16, 2009 CC Action Items:

1. The PMT liaisons will let all work group co-chairs know of the CC request for peer review recommendations and will add peer review suggestions to all January work group agendas.
2. Kathy Dickinson will forward the CC request to include checking for PIT tagged fish and recording any PIT tagged fish information to the first Task Order of the 2-year EMP to the MPT work group.
3. Lori Robertson will provide Tom Pitts all the available information she has on the non-federal cost share activities that should be included in the revised LTP.
4. Yvette McKenna will ask Jericho Lewis about the providing the CC with copies of the LTP contract/task orders and the LTP schedule.
5. Susan Bittick will explore permitting options from the Corps that authorizes the Program to build or construct projects that benefit the species without the same limitations on take (i.e., take is considered incidental).

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Recommendations

- In general, CC members agreed that a code of conduct or review policy similar to the FWS example provided would be worthwhile to reference or adopt as long as there was a simple way to make it specific to the Program without having to create a committee to re-draft. Discussions will continue at the February 3rd CC meeting.
- The CC recommended that Amy Louise, Matt Martinez, and Chris Banet coordinate a SWM meeting or communications via email to attempt to address the issues raised with and possibly revise the Climate Change Input to URGWOM SOW (conflict of interest is not to be discussed as one of the issues) within the next week in order to report back to the CC at the January 20th meeting. If resolution has not been reached by the January 20th CC meeting, there should be a plan of resolution to provide to the CC.
- The CC requested that a justification write up be provided that explained the request for the expansion of the Albuquerque Reach A&R contract including (1) what the expansion covers; (2) what are the needed changes in the scope; (3) what the potential benefits might be; and (4) any other justifications for the request.
- The CC recommended that an additional CC meeting be scheduled to be the venue for the San Acacia A&R Peer Review Presentation; all work group and Program members should be invited to attend this presentation. The actual Peer Review report will be made available prior to this presentation. February 24th is being held as a potential date for this meeting pending the availability of the Peer Review presenter.
- With quorum present and with no objections, the CC recommended approving the funding of an additional \$50,000 to the Isleta Phase II project.
- The CC delegated the revision of the Program's current Report Comment Form to the PMT; the revised form will be posted to the website when available. Suggestions to the Report Comment Form included (1) reformat the page to landscape; (2) expand the response column width; (3) remove the response legend code to encourage actual responses; and (4) keep separate columns for the chapter/section/page number and figure/table/charter references.

Actions

- Yvette McKenna will follow up on the status of Reclamation's adopting the FWS example of Scientific Code of Professional Conduct as the cover letter expressing intent was dated in 2008.
- Yvette McKenna will check to see if the report (or book?) from the Water Conflict training course will be releasable to the public and what the actual reference for citing the material is.
- Monica Mann will provide a copy of the Corps' one-page professional report review reminders (guidelines) to the CC as a read ahead for the February 3rd meeting.
- CC members will review their agency's internal scientific code of conduct or review policies and will provide comments/input to the FWS version under consideration before the February 3rd CC meeting. CC members are also encouraged to share with their EC member that Reclamation is considering adopting the FWS Scientific Code of Professional Conduct and that the CC has begun discussions on the possibility of the Program adopting a similar code.
- Through email, Amy Louise will facilitate the SWM work group re-prioritizing their recommended FY10 projects.

- Amy Louise, Matt Martinez, and Chris Banet will coordinate a SWM meeting or communications via email to attempt to address the Climate Change Input to URGWOM SOW issues raised (not the activity summary).
- Jericho Lewis will check with the Peer Review Presenter for availability for a February 24th CC meeting.
- Grace Haggerty will share with the non-federal agencies (at the January 19th meeting with Tom Pitts) the CC request they discuss incorporating cost share for past activities in relationship to the Long-Term Plan.
- Tetra Tech will check that the CC login and password on the Program website has access to the EC webpages.
- Yvette McKenna will make sure the Water Conflict reference documents are posted to the website prior to the January 21st EC meeting.
- Tetra Tech will make sure that Terina Perez is included on the CC contact/email list.

Announcements:

- CC members were invited to attend Lori Robertson's going-away potluck on Thursday, January 14th at Reclamation, starting at 11:00am.

Upcoming CC meetings:

- January 20th CC in-person meeting from 1:00pm to 4:00pm at Reclamation
 - Tentative Agenda Items: (1) LTP discussion with Tom on full draft LTP with discussion/clarification on the relationship between the consultation/LTP/water management/adaptive management/etc. and clarification on his example of the Corps' permitting options regarding take; (2) SWM update on the Climate Change Input to URGWOM SOW or a plan of action for resolution; and (3) work groups interactions regarding LTP (future) activity development.
- January 21st EC meeting from 9:00am to 1:00pm at Reclamation
 - Read Aheads to Include: (1) draft full LTP and (2) revised updated LTP schedule, if available
 - Miscellaneous: the PM update to the EC will include (1) notice that the water conflict reference documents will be posted to the website and (2) the PMT self-evaluation responses were provided to the CC.
- February 3rd CC in-person meeting from 1:00pm to 4:00pm at Reclamation
 - Tentative Agenda Items: (1) Code of Conduct/Agency Specific Review Policies discussion continued;
 - Read Aheads to Include: (1) the Corps' one-page document review reminders/guidelines
- February 17th CC in-person meeting from 1:00pm to 4:00pm at Reclamation
 - Tentative Agenda Items: (1) Draft LTP with Tom Pitts
- February 24th CC and Work Group Meeting (time/location TBD)
 - Tentative Agenda Items: (1) Peer Review Presentation on the San Acacia A&R Report Peer Review

Holiday and Upcoming Schedule

- January 14th: PIO work group meeting 9:00am to 11:00am at FWS Osuna;
- January 19th: ScW meeting, HR field trip; Non-federal meeting with Tom Pitts; SA A&R comment meeting with COTR, HR review team, and contractor;
- January 20th: CC meeting with Tom Pitts; agenda to tentatively include the summarized CC self-evaluation;

- January 21st: EC meeting with LTP briefing from Tom Pitts;
- January 26th: PHVA work group meeting 9:00am to 11:00am at Reclamation; from 10:00 to 11:00 will be a joint session with the PVA work group.
- January 26th (all day) and 27th (half day): PVA meeting at Reclamation.

Meeting Summary

- **Introductions and Agenda Approval:** Brooke Wyman called the meeting to order and introductions were made around the table. The agenda was approved with the following changes: (1) addition of the Isleta Phase II HR restoration budget request, to be added under the Program update; (2) a request to move the Proposed Scientific Principles (#6) discussion to the of the agenda between Items #3 and #4; and (3) to add discussion on February CC meetings.
- **Action Item Review:** All December 16th action items were completed with the exception of the PMT action to request work group peer review recommendations which is pending the Peer Review Presentation and Susan Bittick's action which was unclear in nature and is now pending clarification from Tom Pitts.
- **Approve December 9th, 2009 and December 16th CC Meeting Minutes:** Both the December 9th and December 16th 2009 meeting notes were approved with no changes.
- **Proposed Scientific Principles:** Reclamation provided examples from the FWS manual describing their adopted scientific code of conduct and DOI memos expressing interest in developing or adopting similar codes for all DOI agencies. Reclamation's direction is to implement something similar as a DOI agency. In the interest of improving the Program, the CC was asked to discuss and consider adopting similar conduct or report review guidelines for the Program; the intent is to provide tools for improved Program communication and more unbiased and professional document reviews.
 - The CC discussed how Program guidelines could best be adopted and if that would mean including the information into the bylaws and supplying to reviewers every time in order to remind them of the expected review standards. Attendees discussed the possibility of taking out all agency-specific references and then adopting the FWS version.
 - In general, attendees were supportive of adopting or incorporating review guidelines but were leery of having to form a separate committee to draft a Program specific code or "word smith" an existing version. A suggested solution was to make sure individuals follow or consult their own agency code of ethics instead of having the Program adopt one that might force participants to adopt something they were not a part of. The justification is that the codes should be similar enough to not have to worry about the slight differences.
 - The CC will continue to discuss this at the February 3rd meeting.
- **Program Update:**
 - *Work Group Updates:*
 - The Species Water Management (SWM) work group elevated their concerns regarding the development and approval of the Climate Change Input to URGWOM SOW and the procedure involved. This is an informational agenda item and was elevated to the CC due to the lack of agreement within the SWM work group.
 - Initially, the scope of work was for watershed modeling but was changed last minute when information was received that the Corps would be able to pay for the watershed modeling portion so funding was only needed from the Program for the climate change piece. Both the CC and the EC

approved the revised scope before SWM members had a chance to review the scope changes and re-prioritize their FY10 projects if necessary. Issues with the current scope have since been raised.

- The CC discussed the conflict of interest (COI) issue that was raised with the circulation of the Climate Change Input to URGWOM SOW among tech team members for comments and input. While COI will always be a potential issue in the Program (ex. the mass emailing the Program utilizes), in this particular case, there is nothing definitive. The concern is not unwarranted, but there is no way to make a determination on possible infractions until the process moves forward.
 - The CC discussed that work group projects can move forward without consensus, although consensus is preferred and there are procedures for minority approval in the work group charters.
 - The CC recommended that Amy Louise, Matt Martinez, and Chris Banet coordinate a SWM meeting or communications via email to attempt to address the issues raised with and possibly revise the Climate Change Input to URGWOM SOW (conflict of interest is not to be discussed as one of the issues) within the next week in order to report back to the CC at the January 20th meeting. If resolution has not been reached by the January 20th CC meeting, there should be a plan of resolution to provide to the CC.
- The Habitat Restoration (HR) work group has received a request to expand the Albuquerque Reach A&R report. The expansion includes extending the time due to the volume of comments received and providing more money since there was a request for additional work.
- Reviewers felt that certain Rio Rancho sites, which were not included in the bosque feasibility study, should be included. The work group has no objections to the changes. Reclamation is considering extending the IA but wanted to inform the CC about what happened and why.
 - Concerns raised included (1) some HR members are not happy with report/review and consider it poor use of money to extend and expand the scope; (2) it is unknown if the additional requests will be all that useful; and (3) the discussion in HR was not done in a manner that allowed work group members to make official decisions or suggestions.
 - The CC requested that a justification write up be provided that explained the request for the expansion of the Albuquerque Reach A&R contract including (1) what the expansion covers; (2) what are the needed changes in the scope; (3) what the potential benefits might be; and (4) any other justifications for the request.
- The San Acacia Reach (SAR) work group elevated the concern that the SA A&R peer review presentation will be given to the EC (tentatively in February) without any prior work group review of the information.
- The contract is winding down and there is one opportunity for the contractor present their results. The EC was recommended as the meeting venue in order to reach the widest audience. The final peer review report will be made available before the presentation. The presentation is not to be the oral presentation of the actual review but to

- explain the generalities of the process; specifics on the actual review might be shared for explaining how the review panel addressed the specific questions they were directed to address.
- The Program has to decide how to handle the peer review report since the review was completed on a final report. It was cautioned against issuing it as an accompanying document or making it available to the public.
 - The CC recommended that an additional CC meeting be scheduled to be the venue for the San Acacia A&R Peer Review Presentation; all work group and Program members should be invited to attend this presentation. The actual Peer Review report will be made available prior to this presentation. February 24th is being held as a potential date for this meeting pending the availability of the Peer Review presenter.
- *Isleta Phase II HR Restoration Budget Request*
 - ISC has a grant with the Program for the Isleta Phase II work. However, Reclamation has been offered American Recovery and Reinvestment Act (ARRA) funds for the construction portion of this project. ISC has agreed to continue to work on the environmental compliance and design phase of the project in order to move the project forward in a timely fashion.
 - ISC is asking to amend the grant for an additional \$50,000 to cover the cost of the completing the environmental compliance and design.
 - The CC discussed that for the cost of \$50,000, the Program would actually get nearly \$1,000,000 in non-Program funded construction. There are Program funds available without having to take the money from another project.
 - With quorum present and with no objections, the CC approved funding an additional \$50,000 to the Isleta Phase II project.
 - *Water Conflict Training Course:*
 - Reclamation provided the read aheads from the water conflict training course they sponsored. These materials are more tools for more effective communication. It was a well received and positive training that Reclamation may attempt to offer again in the fall.
 - *Annual Report Update*
 - There is nothing to report today.
 - **Draft LTP Update:** All sections of the draft Long-term Plan (LTP) will be provided by close of business today as a read ahead for next week's meeting.
 - *Discussion of informal agency comments* – attendees were reminded that the CC agreed to an informal comment process. Comments are trickling in and can be accessed on the Program's website. Please remember that these comments might not reflect full agency comments or official perspectives.
 - *Past Activities so Cc/PMT can populated the LTP-* Tom is attempting to address cost share activities within the LTP but it has been difficult for him to capture and include. Reclamation will provide him what information they have, but the non-federal partners are encouraged to discuss this with Tom at their non-federal meeting on January 19th.

- *Extra Funding and Time for Tom Pitts' Contract* – additional funding and time is needed on Tom's contract to cover the requested implementation workshop for the LTP, any additional non-federal meetings with Tom, and any other meetings that might need to be built into a contract revision.
- **Revised Comment Form:** In the interest of improving the Program, several suggestions have been made to the Program's comment form. The original version is posted and the revised version has a contractor response column to track the resolution status. CC members were encouraged to provide comment on the updated version and to provide any additional improvements they could suggest.
 - The CC delegated the revision of the Program's current Report Comment Form to the PMT; the revised form will be posted to the website when available. Suggestions to the Report Comment Form included (1) reformat the page to landscape; (2) expand the response column width; (3) remove the response legend code to encourage actual responses; and (4) keep separate columns for the chapter/section/page number and figure/table/charter references.
- **PMT Perspective on Self Evaluation:** The PMT self-evaluated the feedback that the CC provided regarding the PMT. The Program Manager (PM) shared that the PMT reviewed their roles and responsibilities from the Bylaws and recognizes the areas that could be improved. The PMT will be working towards the suggested improvements and trying to do better.
 - The Program Manager asked for input for the EC January agenda. The draft agenda is based on the CC meeting discussions/suggestions but revised as necessary. The current draft EC agenda parallels some of the CC discussion today but there are several meetings between now and the next EC which could alter or expand the draft agenda.
 - The CC suggested posting the PMT self-evaluation responses and the water conflict materials instead of providing them as EC read aheads. The information will be verbally provided to the EC during the CC or PM update.
 - The CC then discussed member's concerns that while cost efficient to have the CC's meeting on the LTP with Tom held the day before the EC meeting, it limits the "digestion" time and the time for CC members to consult with EC members. Some attendees would rather Tom have time to work on any in-depth direction from the CC before he has to present to the EC. Another concern is that some members feel they have to attend both the CC and following EC meeting since there is the potential for different LTP discussions.
 - The CC discussed how Tom is developing the framework for the LTP but he cannot tell the Program how to accomplish the objectives (i.e., activities). The CC discussed brainstorming brand new activities and making sure the work groups are included in the process. It was suggested that some additional activities might already be identified in the work that came out of the December 2007 PHVA work shop.
 - The CC questioned if the recovery goals and objectives are being put into the LTP first and then develop activities or are the activities being developed first and then attempting to match those with the recovery action they most closely meet.
 - The CC also discussed how important it will be for agencies to understand the relationship between the consultation, the LTP, water management, and adaptive management.
- **Announcements:** Jim Wilber will be replacing Lori Robertson at Reclamation and he might be Reclamation's official CC member. The CC thanked Lori for all her years of hard work. It is unknown at this time if Jim will continue his responsibilities on BA and PVA.

**CC Meeting Attendees
13 January 2010**

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