

Coordination Committee Meeting

January 20, 2010

Meeting Materials:

Meeting Agenda

Meeting Minutes

Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
20 January 2010 Meeting – 1:00 PM - 4:00 PM
Bureau of Reclamation

Meeting agenda – 01/20/10 1:00 PM to 4:00 PM

- Introductions and Agenda Approval
 - Action Item Review (see below)
 - Discussion with Tom Pitts on Full Draft LTP
 - Clarify Relationship Between Consultation/LTP/Water Management/Adaptive Management
 - Future LTP Activities Development
 - Contract (*Decision*)
 - Albuquerque Reach A&R Project Expansion (*Decision*)
 - Request Project/Funding Changes (*Decision*)
 - SWM Update on URGWOM climate change SOW
-

January 13, 2010 CC Action Items:

1. 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.
2. 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 referencing agency's codes or adopting a similar code. CC will renew discussion in February on this topic.
3. 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.
4. 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.
5. Amy Louise will facilitate the SWM work group re-prioritizing their recommended FY10 projects and resolving any further concerns over the URGWOM SOW.
6. Amy Louise, Matt Martinez, and Chris Banet will coordinate a SWM meeting or communications via email to attempt to address the Climate Change SOW issues raised (not the activity summary).
7. Jericho Lewis will check with the Peer Review Presenter for availability for a February 24th Program-wide meeting, hosted by the CC.
8. 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.
9. Tetra Tech will check that the CC login and password on the Program website has access to the EC webpages.
10. Yvette McKenna will make sure the Water Conflict reference documents are posted to the website prior to the January 21st EC meeting.
11. Tetra Tech will make sure that Terina Perez is included on the CC contact/email list.

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

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

Decisions

- The January 13th, 2009 CC meeting summary was approved with a change in terminology – all references to “Climate Change” will be clarified to “Climate Change Input to URGWOM.”
- With no objections, the CC agreed to all day meetings on February 17th, March 4th, and April 14th from 10:00am to 4:00pm each meeting to focus on LTP population.
- With no objections, the CC delegated the LTP contract renegotiations to the Program Manager and Contracting Officer.

Recommendations

- With no objection, the CC recommended approval of the proposed LTP schedule revisions with suggested changes incorporated - (1) adding EC updates on LTP progress at their monthly meetings; (2) adding known work group meetings; and (3) adding the agreed to 10:00am to 4:00pm meeting times with working lunch for the February 17th, March 4th, and April 14th CC meetings.
- The CC requested the PMT liaisons work closely with the work groups to make sure the groups are able to keep focused on developing future Program activities and not get side-tracked with discussing known ongoing activities or past and completed activities.
- With no objection, the CC recommended approval of the Albuquerque Reach A&R contract expansion request for additional time and funding (note: the funding will be provided by the Corps and not the Program).

Suggestions

- It was suggested that the PMT provide a separate document that contains expected ongoing Program activities that would allow the CC and work groups to focus solely on potential future activities.

Actions

- Yvette McKenna will update the proposed LTP schedule by (1) adding EC updates on LTP progress at their monthly meetings; (2) adding known work group meetings; and (3) adding the agreed to 10:00am to 4:00pm meeting times with working lunch for the February 17th, March 4th, and April 14th CC meetings. The updated schedule will be distributed to CC members and posted to the Program's website.
- Yvette McKenna will make sure all work groups are informed of the request for their input in populating the LTP with current and future activities. The work groups will be asked to attend the joint meetings with the CC and will be asked to provide (1) a list of FY09 accomplishments as it relates to FY09 projects, (2) their 2010 work plans; and (3) considerations for future activities (next 5 to 7 years).
- Tetra Tech will provide Jenae Maestas with Lori Robertson's updated contact information.
- Kathy Dickinson will redistribute the FY09 budget/activity spreadsheet dated October 26th to CC members.
- Jim Wilber will ask Diana Herrera to update the FY09 financial report to include references to specific activity numbers (in order to correlate activities to the CC budget spreadsheet).

- Yvette McKenna will discuss the MRG River Restoration and Channel workshop with Robert Padilla to work on setting a date; it was suggested to delay the workshop until after the LTP has been completed and approved in June 2010.

Next CC Meeting February 3rd, 2010 from 1:00 pm to 4:00 pm at Reclamation

- February 3rd – in person – (1) discuss agency specific code of ethics; (2) update on SWM's Climate Change Input to URGWOM SOW;
- February 17th – in person – (1) populating LTP activities; participants please bring brown bag lunch
- February 24th – in person – (1) SA A&R peer review presentation

Holiday and Upcoming Schedule

- 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 addition of approving the last meeting notes.
- **Action Item Review:** The following action items from the January 13th Coordination Committee (CC) meeting are still ongoing: (1) discussing the scientific code of conduct or document review policy which is to be completed before or during the February 3rd CC meeting; (2) status update on Reclamation's adopting the Fish and Wildlife Service (Service) example of Scientific Code of Professional Conduct; (3) the Species Water Management (SWM) work group re-prioritizing their recommended FY10 projects and resolving any further concerns over the Climate Change Input into URGWOM SOW; and (4) non-federal agency discussion of incorporating cost share for past activities in relationship to the Long-Term Plan (LTP).
- **Approval of the January 13th, 2010 Meeting meetings:** The January 13th, 2010 CC meeting summary was approved with a change in terminology – all references to "Climate Change" will be clarified to "Climate Change Input to URGWOM."
- **Discussion with Tom Pitts on Full Draft LTP:**
 - *Program Manager's LTP Update*
 - The original target date for the full draft LTP was 01/13/10, but that deadline was not met. It is taking more time than expected to input past, ongoing, and current projects into the LTP due to inconsistencies in formatting, titles changing (activity summary title vs. scope title vs. award title) and project tracking over the years. All the historical information is available, however it is an overwhelming task for one person to sort through and properly determine categorization in relationship to the recovery plans. The PMT and Reclamation are working with Tom to address the scheduling concerns.
 - *Tom Pitt's LTP Status Update Presentation to the EC*
 - Tom Pitts shared the PowerPoint presentation he will be presenting to the Executive Committee (EC) tomorrow. *Please refer to the actual presentation following the meeting summary.* He opened with a background slide reminding the EC of their decisions from the August 2009 Taos retreat. The organization of

the draft LTP seems to be maintaining well. Some comments have been received and are considered in the drafting of the plan.

- Tom is currently expanding the tables with additional categories and subcategories to make past, ongoing, and current activities more visible to the EC and to help identify what has been done, what is being done, and needs to be done. The timeframes of the activities will also be included (ex. start/finish dates). Priority indications for future activities and a column relating those to specific activities in the recovery plans for tracking purposes will be added. It is hoped that this task will be completed in the next few days.
 - The Program activities from 2001-2007 still need to be added to the draft LTP. As explained, there have been considerable difficulties in describing, correlating and categorizing these activities due to inconsistencies in documentation. A new approach is being discussed.
 - The CC discussed how to include “non-Program” activities that benefit the species into the LTP. There are policy issues that need to be resolved in order to determine how those activities relate to the LTP and might possibly be included. Conceptually, anything done in Middle Rio Grande (MRG) that directly or indirectly affects the species is part of the “big picture” toward recovery; those activities are relevant in terms of the Service’s review of the status and progress of the species. The CC also discussed the need to avoid duplication of efforts.
 - Suggestions included adding an LTP section or catalog appendices in which the Program develops procedures to validate the work being done by others (ex. potential impact of that work on the species) and at least documenting the known activities for inclusion in the Service’s consideration of species status.
- *Schedule*
- A new draft LTP schedule is being proposed (see handout). There are several meetings that are being suggested as all-day working meetings with the CC and work group representatives to discuss longer-term and future (5 to 10 years out) projects. The goal is to have all future activities complete by April 7th, 2010.
 - Tom will work with the CC and work group representatives to identify projects that need to be carried out under the general LTP (recovery plan) categories. Tom would like to have the future activities to include a simple (1-page) description that contains (1) what can be accomplished; (2) lead agency or responsible party; (3) project duration and timeframes; and (4) and other basic information.
 - The CC requested the PMT liaisons work closely with the work groups to make sure the groups are able to keep focused on developing future Program activities and not get side-tracked with discussing known ongoing activities or past and completed activities.
 - It was suggested that the PMT provide a separate document that contains expected ongoing Program activities that would allow the CC and work groups to focus solely on potential future activities.

- One additional non-federal meeting with Tom has been added to the schedule as well. The new target date for the final draft LTP is April 30th. The Program will have almost one month to review the final draft before Tom presents at the May 20th EC meeting. There is a suggested target date of May 26th for all final written, formal, agency comments. The new final LTP submittal date has been extended to June 10th which gives the EC opportunity to adopt the LTP after the June 17th presentation.
 - With no objection, the CC recommended approval of the proposed LTP schedule revisions with suggested changes incorporated - (1) adding EC updates on LTP progress at their monthly meetings; (2) adding known work group meetings; and (3) adding the agreed to 10:00am to 4:00pm meeting times with working lunch for the February 17th, March 4th, and April 14th CC meetings.
- *Written procedures for annual LTP assessment*
 - Tom shared that similar recovery programs have written and adopted procedures explaining how the Service will interact with that program on an annual basis to determine yearly success and compliance. Tom included a draft set of “principles” that is currently going through internal Service review. This draft contains suggestions on how consultation will first proceed by referring to the LTP for compliance activities. If they [the Service] find gaps (i.e., activities aren’t successfully addressing impacts) they will come to the EC to propose adding to the LTP. The EC has the discretion to update the LTP accordingly or not; if the EC chooses not to, the responsibility will fall to the action agency or project sponsor. Every year, the Service will provide a Program review to determine if recovery is on schedule and progressing.
 - The CC briefly discussed adaptive management in relationship to the LTP. Tom explained that adaptive management is not going to be described in the LTP as it is a Program “activity” and part of the Program process. It was shared that there is an ESA consultation team that is or will be working on how adaptive management will be incorporated into all the “pieces” (i.e., BA/BA, LTP, etc.).
- **Albuquerque Reach A&R Expansion (*Decision*):** As discussed at the January 13th CC meeting, 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). Justification for the extension includes (1) some of the information provided to the contractors was from incomplete reports and (2) the final product should be as correct and complete as possible.
 - The additional cost will be covered by the Corps (not Program funds).
 - With no objection, the CC recommended approval of the Albuquerque Reach A&R contract expansion request for additional time and funding.
- **Request Project/Funding Changes (*Decision*):** With the proposed LTP expansions, schedule changes, and additional work, Tom Pitt’s contract (through GenQuest) needs to be renegotiated. While some of the work and funding will shift to GenQuest and other staffing, there are other activities that are being added at more cost.
 - The Contracting Officer cautioned that any additional meetings, work, etc. be identified immediately in order to be included in this contract modification.

- With no objections, the CC delegated the LTP contract renegotiations to the Program Manager and Contracting Officer.
- **January EC agenda development:** The draft January 21st EC agenda was quickly reviewed. The SWCA presentation, as requested by ISC, will be included under Item #3. The LTP update, BA/BA consultation update, and Program Manager's update will be covered before a suggested break with contractors asked to excuse themselves. After the break, the CC co-chairs will be able to discuss any funding changes for FY10 and the delegation of the LTP contract renegotiation to the PM and Contracting officer.
- **SWM update on Climate Change Input into URGWOM SOW:** At the last meeting, SWM members brought up concerns with the Climate Change Input into URGWOM SOW. The co-chairs and PMT liaison met directly following the last CC meeting and discussed the situation and possible changes. Matt Martinez incorporated changes into the SOW and distributed electronically. However, it is recommended that the revised SOW be discussed with full SWM membership at their February 3rd meeting. The work group will also provide a reprioritization of the SWM projects, if appropriate. The CC will be briefed at the February 3rd CC meeting.
- **Financial read ahead report FY09:** The FY09 Financial Report from Reclamation was provided to the CC for informational purposes as an error was discovered and corrected. Several CC members expressed concern about the MRG River Restoration workshop and the technical support for Reclamation. It was explained that Reclamation used to have 1 line item for technical support but due to difficulties in fitting that into the current LTP categories (i.e., where to put in the pie chart?) it was decided to break out the types of contracting that are managed (contracts/grants/IAs) to reflect what is being charged by Reclamation employees. The intent was to better represent where the technical support funding is going.
 - CC members expressed wanting to be able to tie to the line items in the financial report to the Program activity spreadsheet (last revision date of October 26th 2009). The contract numbers should correspond.
 - The CC would like to have the quarterly financial updates (8 or 9 pages) that are provided to the Program Manager made available for their review in order to be able to keep their EC members informed.
 - It was clarified that the MRG River Restoration Workshop was originally thought to be too low a priority but rose to be funded as additional money became available. Robert Padilla (Reclamation) is the point of contact. No date for this workshop has been set yet.

**CC Meeting Attendees
20 January 2010**

NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
Susan Bittick	COE	342-3397	P	susan.m.bittick@usace.army.mil
Brooke Wyman	MRGCD	247-0234	P – Chair	brooke@mrgcd.us
Yvette McKenna	Reclamation	462-3642	O	ymckenna@usbr.gov
Ann Moore	NMAGO	827-7481/222-9024	P	amoore@nmag.gov
Amy Louise	ISC	383-4057	A	amy.louise@state.nm.us
Monika Mann	COE	342-3250	O	monika.mann@usace.army.mil
Kathy Dickinson	Reclamation	462-3555	O	kdickinson@usbr.gov
Jenae Maestas	GenQuest/Reclamation	462-3600	O	jmaestas@usbr.gov
Lori Robertson	FWS	761-4710	P	lori_robertson@fws.gov
Grace Haggerty	ISC	383-4045	P – Vice Chair	grace.haggerty@state.nm.us
Rick Billings	ABCWUA	796-2527	P	rbillings@abcwua.org
Jericho Lewis	Reclamation	462-3622	O	jlewis@usbr.gov
Hilary Brinegar (by phone)	NMDA	575-646-2642	P	hbrinegar@nmda.nmsu.edu
Nathan Schroeder	Pueblo of Santa Ana	771-6719	P	nathan.schroeder@santaana-nsn.gov
Brian Gleadle	NMDGF	222-4700	P	brian.gleadle@state.nm.us
Jim Wilber	Reclamation	462-3548	P	jwilber@usbr.gov
Tom Pitts	Water Consult	570-667-8692	O	h2orus@waterconsult.com
Marta Wood	Tetra Tech	259-6098	O	marta.wood@tetrattech.com