

Coordination Committee Meeting  
*January 4, 2012*

Meeting Materials:

Meeting Agenda

Meeting Minutes

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

**January 4, 2012 – 12:30 - 4:00 pm**

**Bureau of Reclamation**

**San Juan Conference Room**

Conference Call-in Line for January 4, 2012

Toll Free Number: 1-888-455-9741

Passcode: 31426#

(1<sup>st</sup> Committee member or contractor to arrive, please dial in)

**Draft Meeting Agenda**

- Introductions and Agenda\* Approval
- **Decision** – Approval of 11/17/11 CC meeting summary\*
- Review Workgroups' 2011 Accomplishments and 2012 Work Plans\*
- Discuss review date for revised draft LTP - **Posted under Library>>LTP Development>>Revised Draft LTP: Dec 2011>>Long Term Plan Text (in Word)**
- Discuss Draft Peer Review Process and Procedures\*
- Reminder - EC December 8 Action Item - **Non-federal signatory entities will submit their 25% cost share reports through FY2011 (including any back years not reported) using the template posted under Committees & Work Groups>>EC – Executive Committee>>Committee Documents>>2011 EC Meeting Read Aheads>>Dec 8, 2011 EC Read Ahead 5.A. "Cost Sharing Template" to the Program Manager by January 19, 2012**
- Reschedule Strengths-Based Leadership Training

***\*denotes read ahead***

**Next meeting** – CC Meeting – February 1, 2012 (12:30-4:00 pm) @ Reclamation

**Upcoming meetings**

EC Meeting – January 19, 2012 (9:00 am-1:00 pm) @ US Fish and Wildlife Service, Ecological Services Office on Osuna

February 16, 2012 EC Meeting - Proposed all day to include peer review panel presentation of their findings on the Program's population estimation and population monitoring work

**November 17, 2011 Actions**

- Jen Bachus will double check the original ScW priority projects to make sure the recent changes to the FY12 funding spreadsheet are not misrepresented.
- ScW volunteers will meet on December 5<sup>th</sup> to work on the RGSM Life History project scope. The PVA will be asked for their data elements needs at the December 12<sup>th</sup> PVA meeting.

The project will be coordinated with Mick Porter at the Corps to make sure there is no duplication of effort.

- Susan Bittick will provide the Corps funding estimates for FY12 projects for inclusion in the Program's FY12 Funding Spreadsheet for presentation to the EC.
- Ali Saenz will distribute both FY12 Funding Spreadsheets to the CC and PMT– the updated detailed version and the EC condensed version. ✓
- Susan Bittick will get with Cheryl Buckle to determine how to electronically submit the Strengths-Based Leadership test results.
- On Monday, November 20<sup>th</sup>, Susan Bittick will send out a Strengths-Based Leadership instruction email that will include a request for RSVP and directions to the Girl Scout Building.
- Even if not attending the Strengths-Based Leadership training on December 9<sup>th</sup>, CC members were asked to submit their test results anyway.
- All CC members will review and follow through with their prior action items from 10/05/11 and 10/26/11.

### Requests

- It was requested that the deletion of the *Post Construction Monitoring/Maintenance of Complete HR Projects* from the FY12 work plan be discussed with HR work group.
- The HR work group should review the reduction of the *System Wide Monitoring* project estimate to <\$100,000; the group should review the project viability for this funding cycle given the timing of the DBMS, adaptive management, and RIP development.
- It is recommended that ScW, as the lead work group, draft the first scope on the RGSM Life History project, but as a courtesy the PVA will be asked for specific data elements that they need. The ScW will consider the PVA input in the project designs and descriptions.

### October 26, 2011 Actions

- Susan Bittick will clarify the "*Establish a relational DBMS...*" activity with the DBMS work group and will report back to the CC.
- Jericho Lewis will take a look at the IceTech contract to determine if the \$29,000 cost estimate is accurate (how the money is spent).
- Jim Wilber, Brooke Wyman, and Yvette McKenna will re-organize the FY12 funding spreadsheet to better reflect required activities (BO requirements and those needed for new BA/BO development) versus BO supportive and workgroup recommended activities. The updated "walk-down" spreadsheet will be distributed to CC members before November 7<sup>th</sup>. ✓
- Yvette McKenna will query the LTP Draft Document text to for "participant" and "signatory" to check for accurate/appropriate use of each term.
- Jim Wilber will draft a paragraph on NEPA compliance to be included under *Section 5.0 Long-term Plan and Environmental Compliance*.
- In response to a Service comment on including the actual minnow recovery criteria in the LTP, Yvette McKenna will review the criteria and provide suggested revisions to the LTP text in Section 4.1.1 on Page 11.
- Susan Bittick will arrange to have a Corps biologist draft recommended text on the salt cedar beetle under LTP Section 7.7.
- Yvette McKenna will have Vicki Ryan add text clarifying the flycatcher stressors due to physical habitat damage from cattle during drought periods and the cow bird parasitism (LTP Section 7.3). ✓

- Yvette McKenna will query the LTP Draft Document for “MRG” and “self-sustaining” and provide the text references to CC members for consideration in choosing appropriate language/wording for the potential delisting and downlisting of the species. (The intent is to have language that neither forces the MRG into being one of the self-sustained populations nor is misleading in terms of avoiding responsibility.)
- Susan Bittick will clarify the status of the Corps’ IA for RGSM Entrapment (FY08) and returned funds with Diana Herrera (or Jericho Lewis).
- Yvette McKenna will check with Diana Herrera on the FY07 funds (\$327,150 unexpended) for the Sandia HR Construction Project, and whether any deobligated funds are coming back to the Program.
- The CC co-chairs will ask Estévan Lopez to bring up the cost share reporting at the next regular EC meeting. ✓
- Starting today, all Program agencies were asked to capture their FY11 cost share contributions (and any back years that haven’t already been reported).

### Requests

- The CC requested that the *Increase Understanding of RGSM Life History and Habitat Needs* draft scope be reviewed by both the PVA work group and the Corps’s COTR to check for redundancy and/or duplications.
- The CC requested the DBMS work group discuss and recommend whether to transition/move the Program’s website over to the database. The DBMS should work with the PMT and PIO. It was recommended the work group consider the role of drafts within the database (due to the search engine functions) and determine if there is a continuing need to keep the Program website (for meeting coordination, read aheads, review of draft documents, etc.).

### Recommendations

- With quorum present, the CC recommended that the continuation of the 10(j) Biologist interagency agreement with the Service be discussed at the EC level at their next regular meeting. ✓

### October 5, 2011 Actions

- Grace Haggerty and Yvette McKenna will draft a Program Peer Review Process document as a read ahead for a future CC meeting. ✓
- Grace Haggerty will ask Nabil Shafike to discuss the riparian model with the Corps in an attempt to avoid redundancy/duplication with their FY12 groundwater/surface water project.
- Jim Wilber will discuss with Reclamation management the suggestion to have work group attendance added to the COTR duties.
- The PMT will develop a 1-page summary describing the integration/interaction of COTRs with the work groups; including, how COTRs work with the PMT liaisons to provide updates, etc.
- The PMT will review the Program process flow charts and recommend changes to include COTR interactions.

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**Coordination Committee Meeting**  
**January 4<sup>th</sup>, 2012 – 12:30 - 4:00 pm**  
**Bureau of Reclamation**  
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**Decisions**

- With quorum present, the November 17<sup>th</sup>, 2011 meeting summary was approved for finalization with a clarification (rewording) to the discussion on the Adaptive Management Plan budget task.
- With quorum present, the CC agreed that review for the revised draft LTP narrative is “on hold” until the Program Document and RIP Action Plan drafts are developed. Both documents are expected to be in draft form by the end of January 2012.

**Actions**

- Yvette McKenna will check with Monika Sanchez for an update on the discussion of the deletion of the *Post Construction Monitoring/Maintenance of Complete HR Projects* with the HR work group.
- Yvette McKenna will follow up with Jericho Lewis on the IceTech contract to determine if the FY12 \$29,000 cost estimate is sufficient and how the money will be spent.
- CC members were asked to review the listed work group membership for each FY12 work group work plan for accuracy and updates; changes can be sent to Ali Saenz.
- Yvette McKenna will follow up on a Reclamation alternate for the HR work group.√(*Robert Padilla will name alternate following evaluation of work load.*)
- Lori Robertson will compose an email to Yvette McKenna listing possible items she proposes are addressed in Habitat Restoration, Monitoring Plan Team, and Species Water Management work group “synthesis” summaries of the work done related to that work group (as a complement to the broader effort that ScW is undertaking for the RGSM data). √*Completed 01/05/12*
- Yvette McKenna will add the monthly list of finalized and posted reports/documents to the PM Update to the EC.√
- Hilary Brinegar will make the SWM work group changes to their FY12 work plan and will provide the revised version to Yvette McKenna within the week.√
- Comments and edits on the Draft Peer Review Process and Procedures document can be submitted Ali Saenz using tracked changes by COB on January 23<sup>rd</sup>, 2012. (*received from Rick Billings, Michelle Mann and Hilary Brinegar*)
- Ali Saenz will circulate the Draft Peer Review Process and Procedures document that was revised during the meeting to CC members.√
- Susan Bittick will check with Cheryl about scheduling the Strengths-Based Leadership Training for February 10<sup>th</sup> or 24<sup>th</sup>, 2012.
- Even if not attending the Strengths-Based Leadership training in February, all CC members were asked to retake and submit their online test results anyway.

**Continued and Ongoing Actions**

- Susan Bittick will provide the Corps funding estimates for FY12 projects for inclusion in the Program’s FY12 Funding Spreadsheet for presentation to the EC. (*continued from 11/17/11 as the Corps funding is still unknown*)

- Jim Wilber will draft a paragraph on NEPA compliance to be included under *Section 5.0 Long-term Plan and Environmental Compliance*. (*ongoing from 10/26/11*)
- Susan Bittick will clarify the status of the Corps' IA for RGSM Entrapment (FY08) and returned funds with Diana Herrera (or Jericho Lewis). (*ongoing from 10/26/11*)
- Yvette McKenna will check with Diana Herrera on the FY07 funds (\$327,150 unexpended) for the Sandia HR Construction Project, and whether any deobligated funds from non-pueblo entities are coming back to the Program. (*continued from 10/26/11; budgets cannot be discussed until February 2012*)
- The PMT will develop a 1-page summary describing the integration/interaction of COTRs with the work groups; including, how COTRs work with the PMT liaisons to provide updates, etc. – related to the above action. (*ongoing from 10/05/11; this will be discussed at the January 25<sup>th</sup> PMT meeting*)
- The PMT will review the Program process flow charts and recommend changes to include COTR interactions. (*ongoing from 10/05/11; this will be discussed at the January 25<sup>th</sup> PMT meeting*)
- Jim Wilber will discuss with Reclamation management the suggestion to have work group attendance added to the COTR duties. (*continued from 10/05/11; pending the completion of the PMT actions related to this topic*)

### Recommendations

- Given staff turnover and the governance/voting within the Program (especially going forward), CC members were encouraged to make sure their agency has an assigned primary and alternate representative for each work group (as appropriate). It is especially important for the action agencies and the Service to have a primary or alternate attend every work group meeting.
- It was recommended that the PMT (Ali Saenz) generate a list of new and finalized reports posted to the website on a monthly basis. As part of this task, a banner that lists the newly posted reports will be included on the Program's website.✓
- Some members requested agencies to identify any possible future actions/activities that could contribute to recovery for inclusion in the LTP. Agencies were asked to please continue submitting ideas, suggestions, recommendations, and possible agency contributions. Remember, these actions/activities are not a commitment but an attempt to record the "full suite" of possible future activities. The purpose is to continue working on developing a complete list of possible future activities so that finalizing the LTP activities table will be an easy task when the deadline approaches.

**Next Meeting: February 1<sup>st</sup>, 2012 from 12:30pm to 4:00 pm at Reclamation**

### Meeting Summary

**Introductions and Agenda Approval:** Yvette McKenna brought the meeting to order and introductions were made. The meeting agenda was approved with the addition of Previous Action Items Review.

### November 17, 2011 Actions

- ✓ Jen Bachus will double check the original ScW priority projects to make sure the recent changes to the FY12 funding spreadsheet are not misrepresented. – *complete*;
  - Stacey Kopitsch reported that back in September 2010, the ScW had 4 projects ranked in the following order: the Evaluation of Water Quality in the MRG, a study of RGSM Physical Habitat Requirements, the RGSM Fecundity Study, and a study of RGSM

- Spawning and Nursery Habitat . The CC then combined the RGSM Physical Habitat Requirement study with the nursery and spawning habitat study into one life history and habitat needs project. The issue is that the 2 habitat studies were combined into one which resulted in lowering the priority on the fecundity study.
- ScW will be discussing the Fecundity Study at their January 17<sup>th</sup>, 2012 meeting and will report back to the CC. Originally, the Fecundity Study was a PVA-driven request for more information; however, any information provided by this study would not be received in time for the PVA modelers to meet the immediate contractual deadlines on June 30, 2012.
- ✓ ScW volunteers will meet on December 5<sup>th</sup> to work on the RGSM Life History project scope. The PVA will be asked for their data elements needs at the December 12<sup>th</sup> PVA meeting. The project will be coordinated with Mick Porter at the Corps to make sure there is no duplication of effort. – *complete;*
    - A follow up meeting is scheduled for tomorrow afternoon (01/05/12) and the PVA modelers will be providing data needs via email by mid-January.
  - Susan Bittick will provide the Corps funding estimates for FY12 projects for inclusion in the Program's FY12 Funding Spreadsheet for presentation to the EC. – *ongoing;*
    - The Corps' funding for this year is still unknown.
  - ✓ Ali Saenz will distribute both FY12 Funding Spreadsheets to the CC and PMT– the updated detailed version and the EC condensed version. – *complete;*
  - ✓ Susan Bittick will get with Cheryl Buckle to determine how to electronically submit the Strengths-Based Leadership test results. – *complete;*
    - Susan explained that once the online test has been completed, there is a prompt that will allow the user to send the results to their email as well as an additional email. Participants were asked to send a copy of the test results to Susan's email ([susan.m.bittick@usace.army.mil](mailto:susan.m.bittick@usace.army.mil)) so she can compile all the information for Cheryl.
  - ✓ On Monday, November 20<sup>th</sup>, Susan Bittick will send out a Strengths-Based Leadership instruction email that will include a request for RSVP and directions to the Girl Scout Building. – *complete;*
  - ✓ Even if not attending the Strengths-Based Leadership training on December 9<sup>th</sup>, CC members were asked to submit their test results anyway. – *for discussion today;*
  - ✓ All CC members will review and follow through with their prior action items from 10/05/11 and 10/26/11.

### November 17<sup>th</sup>, 2011 Requests

- It was requested that the deletion of the *Post Construction Monitoring/Maintenance of Complete HR Projects* from the FY12 work plan be discussed with HR work group. – *ongoing;*
  - Yvette McKenna will check with Monika Sanchez for an update on the discussion of the deletion of the *Post Construction Monitoring/Maintenance of Complete HR Projects* with the HR work group.
- The HR work group should review the reduction of the *System Wide Monitoring* project estimate to <\$100,000; the group should review the project viability for this funding cycle given the timing of the DBMS, adaptive management, and RIP development. – *ongoing;*

- ✓ It is recommended that ScW, as the lead work group, draft the first scope on the RGSM Life History project, but as a courtesy the PVA will be asked for specific data elements that they need. The ScW will consider the PVA input in the project designs and descriptions. – *complete*;
  - The PVA will provide feedback and data elements needed within the month. ScW will consider the PVA input while drafting the project scope.

### October 26, 2011 Actions

- Susan Bittick will clarify the “*Establish a relational DBMS...*” activity with the DBMS work group and will report back to the CC. – *ongoing*;
  - Michelle Mann will make sure this discussion is included in the next DBMS meeting agenda and will report back to the CC.
- Jericho Lewis will take a look at the IceTech contract to determine if the \$29,000 cost estimate is accurate (how the money is spent). – *ongoing*;
  - Yvette McKenna will follow up with Jericho Lewis on the IceTech contract to determine if the FY12 \$29,000 cost estimate is accurate and how the money will be spent.
- ✓ Jim Wilber, Brooke Wyman, and Yvette McKenna will re-organize the FY12 funding spreadsheet to better reflect required activities (BO requirements and those needed for new BA/BO development) versus BO supportive and workgroup recommended activities. The updated “walk-down” spreadsheet will be distributed to CC members before November 7<sup>th</sup>. – *complete*;
- ✓ Yvette McKenna will query the LTP Draft Document text for “participant” and “signatory” to check for accurate/appropriate use of each term. – *for discussion today*;
- Jim Wilber will draft a paragraph on NEPA compliance to be included under *Section 5.0 Long-term Plan and Environmental Compliance*. – *in progress*;
  - Jim and Hector Garcia have been and will continue to address this action.
- ✓ In response to a Service comment on including the actual minnow recovery criteria in the LTP, Yvette McKenna will review the criteria and provide suggested revisions to the LTP text in Section 4.1.1 on Page 11. – *for discussion today*;
  - Yvette did include text that directs the reader to the recovery plan.
- ✓ Susan Bittick will arrange to have a Corps biologist draft recommended text on the salt cedar beetle under LTP Section 7.7. – *complete*;
  - Vicky Ryan was able to provide input so this section of the LTP was updated accordingly.
- ✓ Yvette McKenna will have Vicki Ryan add text clarifying the flycatcher stressors due to physical habitat damage from cattle during drought periods and the cow bird parasitism (LTP Section 7.3). – *complete*;
- ✓ Yvette McKenna will query the LTP Draft Document for “MRG” and “self-sustaining” and provide the text references to CC members for consideration in choosing appropriate language/wording for the potential delisting and downlisting of the species. (The intent is to have language that neither forces the MRG into being one of the self-sustained populations nor is misleading in terms of avoiding responsibility.) – *for discussion today*;
- Susan Bittick will clarify the status of the Corps’ IA for RGSM Entrapment (FY08) and returned funds with Diana Herrera (or Jericho Lewis). – *ongoing*;
  - The project is complete and the money already returned but the budgets were still showing outstanding funds. This action was to confirm the status.
- Yvette McKenna will check with Diana Herrera on the FY07 funds (\$327,150 unexpended) for the Sandia HR Construction Project, and whether any deobligated funds from non-pueblo entities are coming back to the Program. – *pending*;

- The purpose of this action was to clarify the deobligated funds (not specifically targeting the Sandia project). However, the Reclamation budget cannot be discussed until February.
- ✓ The CC co-chairs will ask Estévan Lopez to bring up the cost share reporting at the next regular EC meeting. – *for discussion today*;
- ✓ Starting today, all Program agencies were asked to capture their FY11 cost share contributions (and any back years that haven't already been reported). – *this is an ongoing action*;

#### October 26<sup>th</sup>, 2011 Requests

- ✓ The CC requested that the *Increase Understanding of RGSM Life History and Habitat Needs* draft scope be reviewed by both the PVA work group and the Corps's COTR to check for redundancy and/or duplications. – *complete*;
  - It was shared that Mick Porter has been and continues to be actively involved in both the PVA and ScW work groups.
- The CC requested the DBMS work group discuss and recommend whether to transition/move the Program's website over to the database. The DBMS should work with the PMT and PIO. It was recommended the work group consider the role of drafts within the database (due to the search engine functions) and determine if there is a continuing need to keep the Program website (for meeting coordination, read aheads, review of draft documents, etc.). – *ongoing*;
  - The DBMS work group will be meeting on January 9<sup>th</sup>, 2012. This topic will be added to that agenda.

#### October 5<sup>th</sup>, 2011 Actions

- ✓ Grace Haggerty and Yvette McKenna will draft a Program Peer Review Process document as a read ahead for a future CC meeting. – *complete*;
- ✓ Grace Haggerty will ask Nabil Shafike to discuss the riparian model with the Corps in an attempt to avoid redundancy/duplication with their FY12 groundwater/surface water project. – *complete*;
- The PMT will develop a 1-page summary describing the integration/interaction of COTRs with the work groups; including, how COTRs work with the PMT liaisons to provide updates, etc. – *in progress*;
  - The PMT will be discussing this at their January 25<sup>th</sup>, 2012 PMT meeting.
- The PMT will review the Program process flow charts and recommend changes to include COTR interactions. – *in progress*;
  - The PMT will be discussing this at their January 25<sup>th</sup>, 2012 PMT meeting.
- Jim Wilber will discuss with Reclamation management the suggestion to have work group attendance added to the COTR duties. – *ongoing pending the PMT actions related to this topic*;

**Review Work Group's 2011 Accomplishments and 2012 Work Plans:** The 2011 accomplishments are a report back to the Program on the progress of the work group for that year. Given staff turnover and the governance/voting within the Program (especially going forward), CC members were encouraged to make sure their agency has an assigned primary and alternate representative for each work group (as appropriate). It is especially important for the action agencies and the Service to have a primary or alternate attend every work group meeting. CC members were asked to review the listed work group membership for each FY12 work group work plan for accuracy and updates; changes can be sent to Ali Saenz.

- Starting with the 2012 work plans, the CC reviewed each work group's membership to make sure the primary and alternate representatives were identified properly. Additional comments and suggested edits were also offered during the discussion.

- *Database Management System (DBMS)*
  - It was pointed out that ISC had no alternate member listed; Reclamation had no primary member listed.
  - In a brief update on the DBMS work group, it was shared that the work group expects to have all tasks completed by mid-year (end of June 2012). If appropriate, they may be able to disband at that time.
  - The CC previously voted to keep the proposed DBMS administrator with D.B. Stephens for the time being (until 2013).
- *Habitat Restoration (HRW)*
  - It was clarified that Yasmeen Najmi is the primary representative for MRGCD and Brooke Wyman should be listed as the alternate. Robert Padilla is the primary representative for Reclamation, but no alternate for Reclamation was listed.
  - It was clarified that Gina Dello Russo (FWS) was elected the HRW federal co-chair for the next year; Danielle Galloway (COE) is “shadowing” Gina with the intent of becoming the federal co-chair in 2013.
  - It was shared that the Program is currently discussing the possibilities of “reabsorbing” or disbanding some of the ad hoc work groups in order to help with staffing issues, assignment completion, report reviews, etc.
  - Some members proposed that the HRW, Species Water Management (SWM), and Monitoring Plan Team (MPT) add a “data synthesis” task to their FY12 work plans. The task would be to draft a summary of the work done related to that work group in order to complement the broader effort that ScW is undertaking on the RGSM data synthesis.
    - For example, how much habitat has been built, how has that habitat persisted, what benefits were provided, what has been learned from the habitat restoration program in terms of informing the construction of other projects or management decisions, etc.?
    - This task would support the development of a programmatic aspect to data synthesis; the ScW has been tasked with focusing on the minnow data synthesis.
      - In drafting the minnow data synthesis plan, ScW has identified different categories that include management and monitoring; but the work group hasn’t been instructed to draft scopes on those pieces yet.
      - The idea of developing a summary of what has been learned to date could be discussed at the proposed monthly joint workgroup co-chair meetings.
  - A concern was raised that there are very few, if any, science products in any of the work groups. Even if the actual work is completed by a contractor, it was suggested that there should be an official work group endorsement of the products or documents.
    - In response, it was shared that the project reports and contractual deliverables are reviewed by the work groups. The feedback and comments are given back to the contractor to address. At that point it does become a Program product. In order to capture this process, each work group annual plan will include a task for product review (if not already included).

- *Monitoring Plan Team (MPT):*
  - In a brief update, it was shared that the MPT members are expected to finish the 2010 low-intensity monitoring report within the next few weeks. The 2011 low-intensity monitoring report is being written separately and is expected by April 2012.
    - Some CC members pointed out that with the transition to annual sufficient progress with the RIP and adaptive management, it might be beneficial to have the monitoring reports completed as soon as possible each year. This could be captured in the annual MPT work plans.
- *Public Information and Outreach (PIO):*
  - It was requested that the PIO work group provide more details on how many Program-related press releases were completed in 2011. It was shared that press releases are not done jointly but that each agency publishes its own. It was subsequently suggested that the wording on the work plan be changed to “in support of the Collaborative Program” in order to allow tallying all of the agency press releases.
  - It was recommended that the PMT (Ali Saenz) generate a list of new and finalized reports posted to the website on a monthly basis. As part of this task, a banner that lists the newly posted reports will be included on the Program’s website. It was also recommended that the Program Manager add the monthly list of finalized and posted reports/documents to the PM Update to the EC.
- *Species Water Management (SWM):*
  - The SWM work plan should be made consistent with other work group plans by including a report/deliverable review and Draft LTP review tasks.
  - In a brief update, it was shared that SWM met earlier today and generated some additional changes to their 2012 work plan. These changes will be incorporated and the revised version will be submitted to the PMT within the week.
    - The work group agreed to only meet every other month at this time until additional direction or specific tasks are provided from the CC or EC.

**Decisions – Approval of 11/17/2011 CC meeting summary:** The November 17<sup>th</sup>, 2011 CC meeting summary was approved for finalization with a clarification to the discussion on the Adaptive Management Plan budget task.

- Some members raised concern with the language that was captured in the Adaptive Management (AM) Plan budget discussion relating to the Program having an Adaptive Management Plan Version 1. The specific concern is that while the title of the document/deliverable is *Adaptive Management Plan Version 1*, it was never officially accepted or adopted by the EC.
  - In response, it was shared that the AM Plan deliverable did go through the Program’s process for review and agency comment. The contractor fulfilled the scope for this initial version of the AM plan; it is a final document.
  - The concern was clarified that contractually submitting a final report is one thing but the EC needs to “sign off” in agreement that it is the official Program plan that will be implemented.
    - The AM Plan does not tell the EC what to do but provides examples of how AM could be used in this location with this species. The AM Plan could be adopted as a reference for use in deciding on actions.
  - It was acknowledged that while there is a finalized AM Plan report, there are many steps that need to be completed before there is an AM Program to implement.
  - To address the concern and provide clarification in the November 17<sup>th</sup>, 2011 meeting summary, it was suggested that the language be revised to avoid inferring that the AM Plan final report is the end of the process; it is just one element needed in the development of the AM Program.

- The text “Attendees discussed what some see as a misnomer with “Version 1” and “Version 2.” The Program has an Adaptive Management Plan...” will be replaced with *Version 1 of the AM Plan has been completed and submitted to the Program.* A separate sentence will then begin with: *There was general agreement...*

**Discuss review date for revised draft Long-Term Plan (LTP):** At the November 2011 EC meeting, the executives granted permission to temporarily “park” the LTP development until the Program Document and Recovery Implementation Program (RIP) Action Plan are more fully developed.

- The EC focus groups will be copying language/text and maybe complete sections from the LTP narrative as appropriate for those documents. This means that the LTP narrative will end up being much different from the current version.
- Unless there are sections in the current draft LTP that still need to be written, then the finalization of the draft LTP will take place after the other documents are populated.
- The LTP will be the “tie” to the recovery plans; the RIP Action Plan in turn “ties” to the LTP which forms the basis of the RIP. The RIP Action Plan provides more of the offsetting measures and the commitments.
- The LTP table of activities is the list of potential future actions and activities. It is not a commitment to completing those activities. However, the LTP table of future activities currently only contains Reclamation and the Corps as lead agencies. There are no other prospective agency activities identified or included in the LTP. This is an opportunity for agencies to identify and include contributing activities.
  - The Program’s “annual plan” is the selection of the LTP activities each year for implementing (funding). The action plan for 2012 was developed through the priorities and recommendations of the work group and CC budgeting.
- With quorum present, the CC agreed that review of the revised draft LTP narrative is “on hold” until the Program Document and RIP Action Plan drafts are developed. Both documents are expected to be in draft form by the end of January 2012. The CC will not schedule to review and finalize the draft LTP until that time.

**Discuss Draft Peer Review Process and Procedures:** Grace Haggerty and Yvette McKenna had an action item from the October 5<sup>th</sup> meeting to revisit the peer review process and procedures. The original draft was a very detailed historic perspective on how peer review had been used in the Program. The intent was to revise this document to be more general for use with future reviews. The Program Document group will use this document (in draft form) as part of the appendix.

- The document was “scaled back” from the point by point historical document related to the peer review process to date and modified to a “forward-looking” reference document to use for future reviews.
- Some members expressed concern that there was no language in the document explaining that the peer review contractors or reviewers might present or report directly to the EC; instead, the text specifies providing a “written summary to EC” only.
  - To address the concern, an explanation that “as appropriate or necessary the review panel will provide a presentation to the EC or other venues of the Program” will be included in the first sentence of the first paragraph.
- It was also pointed out that the importance of peer review needs to include “providing credibility, improving performance and maintaining standards.”

**Reminder - EC December 8<sup>th</sup>, 2011 Action Item** - *Non-federal signatory entities will submit their 25% cost share reports through FY2011 (including any back years not reported) to the Program Manager by January 19, 2012 using the template posted under: Committees & Work Groups>>EC – Executive Committee>>Committee Documents>>2011 EC Meeting Read Aheads>>Dec 8, 2011 EC Read Ahead 5.A. “Cost Sharing Template”*

**Reschedule Strengths-Based Leadership Training:** Attendees discussed that February would be the earliest to reschedule as January is full for everyone. In the past, CC members seemed to prefer Fridays.

- Attendees agreed to target February 10<sup>th</sup> or February 24<sup>th</sup>, 2012.
- In preparation for this training, the deadline for submitting the online tests is Monday, January 30<sup>th</sup>, 2012.
- Even if not attending the Strengths-Based Leadership training in February, all CC members were asked to retake and submit their online test results anyway.

**Next Meeting:** February 1<sup>st</sup>, 2012 from 12:30pm to 4:00 pm at Reclamation

**Coordination Committee Meeting  
04 January 2012 Meeting Attendees**

	NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
1	Yvette McKenna	Reclamation	462-3640	O - PM	ymckenna@usbr.gov
2	Grace Haggerty	NMISC	383-4042	P	grace.haggerty@state.nm.us
3	Jim Wilber	Reclamation	462-3548	P – Co-Chair	jwilber@usbr.gov
4	Hilary Brinegar (via phone)	NMDA	575-646-2642	P	hbrinegar@nmda.nmsu.edu
5	Lori Robertson (via phone)	USFWS	761-4710	P	lori.robertson@fws.gov
6	Michelle Mann	USACE	342-3426	O - PMT	michelle.n.mann@usace.army.mil
7	Jennifer Faler	Reclamation	462-3541	O	jfaler@usbr.gov
8	Ann Moore	NMAGO	222-904	P	amoore@nmag.gov
9	Danielle Galloway	COE	342-3661	A	danielle.a.galloway@usace.army.mil
10	Brooke Wyman	MRGCD	247-0234	P – Co-Chair	brooke@mrgcd.us
11	Susan Bittick	USACE	342-3397	P	susan.m.bittick@usace.army.mil
12	Brian Gleadle	NMDGF	222-4700	P	brian.gleadle@state.nm.us
13	Stacey Kopitsch	FWS	761-4737	O - PMT	stacey_kopitsch@fws.gov
14	Rick Billings	ABCWUA	796-2527	P	rbillings@abcwua.org
15	Ali Saenz	Reclamation	462-3600	O – Admin. Assist.	asaenz@ucbr.gov
16	Marta Wood	Tetra Tech	259-6098	O – Note Taker	marta.wood@tetrattech.com