

Coordination Committee Meeting

May 2, 2012

Meeting Materials:

Meeting Agenda

Meeting Minutes

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
May 2, 2012 – 12:30 - 4:00 pm
Bureau of Reclamation
San Juan Conference Room**

Conference Call-in Line for May 2, 2012
Toll Free Number: Phone: 1-888-316-9415
Passcode: 33327#

(1st Committee member or contractor to arrive, please dial in)

Draft Meeting Agenda

- Introductions and Agenda* Approval
- **Decision** – Approval of 04/11/12 CC meeting summary* and review of action items
- Review and Discuss Draft Scope of Work (SOW) for RGSM Genetics Activity* - submit comments to Stacey Kopitsch using comment template form* by _____
- Review and Discuss Draft SOW for Adaptive Management Activity* - submit comments to Michelle Mann using comment template form* by _____
- Review and Discuss in-house effort for the revised ScW Synthesis of Existing RGSM Literature/Data Plan*
- Review recommended updates/changes to CC Charter (*previously posted as April 11 read ahead*)

***denotes read ahead**

Next meeting – CC Meeting – June 6, 2012 (12:30-4:00 pm)

Upcoming meetings

EC Meeting – May 15, 2012 (9:00 am-1:00 pm) @ Reclamation

EC Meeting – May 29, 2012 (9:00 am-4:00 pm) @ Reclamation

April 11 CC Actions

- Edits and comments on the Additional Tasks for Collaborative Program Technical Workgroups to Transition to a Contemplated Middle Rio Grande Recovery Implementation Program in 2012 draft document and the 2012 Workgroup Work Plans are due to Yvette McKenna by Friday, April 13th, 2012. √ (*received from the Service*)

Recommendations

- CC members were encouraged to make sure their agency has an assigned primary and alternate representative for each work group (as appropriate).
- Identify and submit any possible future actions/activities that could contribute to recovery for inclusion in the LTP.

Reminder

- EC December 8, 2011 Action Item - Non-federal signatory entities will submit their 25% cost share reports through FY2011 (including any back years not reported) using the template to the Program Manager. (*Ongoing*)

DRAFT

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Actions

- Yvette McKenna will ask Jericho Lewis if the deadline for the draft Scope of Work (SOW) for the Rio Grande Silvery Minnow (RGSM) Genetics activity is still May 31st; there is the potential that the due date for SOWs for new activities is now May 15th according to new regional acquisition guidance.
- Stacey Kopitsch will coordinate a meeting between the Science Workgroup (ScW) and Jericho Lewis to refine the SOW to ensure that all comments/edits are included and any contracting issues are resolved. CC member comments on the SOW are due to Stacey by COB on May 9th, 2012 preferably using the comment template form or in track changes. Unless there are issues with the SOW that cannot be resolved the refined SOW will be considered final when it meets the approval of Jericho and ScW members. If necessary, questions on the SOW could be heard during a special CC session.
- Comments on the draft SOW for the Adaptive Management activity are due to Michelle Mann by COB May 10th preferably using the comment template form or in track changes.
- CC members received a copy of Ralph Monfort's Masters level project report entitled "Adaptive Management for the Middle Rio Grande Endangered Species Collaborative Program: Analysis and Issues" for optional reading.

Decisions

- The April 11th, 2012 CC meeting summary was approved with the following changes:
 - The second bullet on page 3 will be changed to read "...there was also strong objection to there being a gap in either the data collection or analysis, *based on the view that because* RGSM is short lived...
 - The fifth bullet on page 3 will be changed to read "Meeting attendees were updated that the RIP Program Document focus group, with assistance from Grace Haggerty, will develop a standard peer review process for *presentation to the EC.*"
- Susan Bittick was requested and agreed to present a summary of the Adaptive Management activity SOW that is being prepared for the Collaborative Program at the May 15th Executive Committee (EC) meeting for their awareness. The CC agreed to provide comments on the draft that was distributed by Susan Bittick by May 9th to Michelle Mann.

- The EC will be informed in the CC Co-Chair/PM report that due to lack of funding, the ongoing tasks with the consultation/possible RIP transition, and the lack of available staff to support an internal synthesis effort that the Synthesis of Existing Literature/Data activity will be put on hold until the next funding cycle.
- The CC agreed to accept the recommended updates/changes to the CC Charter (the updated Charter was provided as a read ahead for the April 11th CC meeting) which will be provided to the EC.

Next Meeting: June 6th, 2012 from 12:30 to 4:30 at Reclamation

- Tentative agenda items include: 1) Discuss and approve draft SOW for Adaptive Management activity;

Meeting Summary

Introductions and Agenda Approval: Rick Billings brought the meeting to order and introductions were made. The agenda was approved with no changes.

Decision – Approval of the April 11th, 2012 CC meeting summary and review of action items:

- The April 11th, 2012 CC meeting summary was approved with the following changes:
 - The second bullet on page 3 will be changed to read “...there was also strong objection to there being a gap in either the data collection or analysis, *based on the view that because* RGSM is short lived...”
 - The fifth bullet on page 3 will be changed to read “Meeting attendees were updated that the RIP Program Document focus group, with assistance from Grace Haggerty, will develop a standard peer review process for *presentation to the EC.*”
- Meeting attendees reviewed the April action item.
 - **Edits and comments on the Additional tasks for Collaborative Program Technical workgroup to Transition to a Contemplated Middle Rio Grande Recovery Implementation Program in 2012 draft document and 2012 Workgroup Work Plans are due to Yvette McKenna by Friday, April 13th, 2012.**
 - Complete. Edits were received from U.S. Fish and Wildlife Service (Service).
 - The Program Management Team (PMT) has been instructed to distribute the document to the workgroups.
- The “Middle Rio Grande San Acacia Reach Habitat Restoration Analysis” document was passed around to meeting attendees. The document is part of a Habitat Restoration Workgroup (HRW) effort funded by the U.S. Army Corps of Engineers (Corps) to develop maps for each reach in the Middle Rio Grande (MRG). The HRW’s intent is to

use the maps to find areas of interest for potential projects and to prioritize areas for restoration work in the MRG.

Review and Discuss Draft Scope of Work (SOW) for Rio Grande Silvery Minnow (RGSM) Genetics Activity:

- Attendees were informed that according to new regional acquisition guidance the due date for SOWs for new activities is now May 15th; so there is the potential that the RGSM Genetics SOW may be due on May 15th instead of May 31st. Yvette McKenna will ask Jericho Lewis if the deadline for the draft SOW for the (RGSM Genetics activity is still May 31st.
- Some comments and edits have been provided to the draft SOW but they have not all been integrated and some CC members have not yet had time to provide comments.
 - One issue with the SOW that has been resolved but is not included in the current draft was that the SOW referred to the current contractor's publications when it was not necessary; this was done to get the point across that the new activity should follow the methods used in the current grant. The edits that were provided remove the unnecessary references and include the specific microsatellites that are being used for analysis in the current grant. The edits do not change the scope of the project.
- Concern was expressed that the tasks are not well lined out and that the SOW may not provide enough direction for meeting the objectives.
 - Meeting attendees agreed to have the Science Workgroup (ScW) meet with Jericho to make sure that the SOW is complete and to make sure that all the contracting issues have been addressed. It was emphasized that the SOW should still follow the previous CC request that the SOW be as close to the current monitoring efforts as possible. Jen Bachus, Wade Wilson, Yvette Paroz, and Brooke Wyman will also participate in the meeting.
 - There is the potential for the tasks to change as a result of the peer review and, depending on the level of modification; the contract may be put back out for bid. It should be ensured that the actual reports can be referenced in the draft SOW and not just the publications; a link to the data should also be included.
- Stacey Kopitsch will coordinate a meeting between the ScW and Jericho Lewis to refine the SOW to ensure that all comments/edits are included and any contracting issues are resolved. CC member comments on the SOW are due to Stacey by COB on May 9th, 2012 preferably using the comment template form or in track changes. Because of the timeframe for completing the SOW the CC will be unable to review the SOW at the next CC meeting (June 6th). Unless there are issues with the SOW that cannot be resolved the refined SOW will be considered final when it meets the approval of Jericho and ScW members. If necessary, questions on the SOW could be heard during a special CC session.

Review and Discuss Draft SOW for Adaptive Management Activity:

- A copy of the draft SOW for the Adaptive Management activity was distributed to meeting attendees. Though the activity will be funded by the Corps, the Corps would like the CC to review and approve the SOW as the activity will be a big part of the Collaborative Program.
 - It was explained that the activity would be “Phase 2” of adaptive management and would include developing the details of the Adaptive Management Plan, workshops, adaptive management training, and prioritizing the hypotheses identified during the first phase of adaptive management. In consideration of the incorporation of edits to the SOW and the contracting process it’s expected that the contract will be in place at the end of July 2012 and that the kickoff meeting will occur in August 2012. The same contractor used for the first phase of adaptive management will be used for the Adaptive Management activity and the Institute for Environmental Conflict Resolution will be used for facilitation (through a separate contract).
 - It was asked how the Recovery Implementation Program (RIP) would be integrated with the Adaptive Management activity. The timing of the implementation of adaptive management and the RIP process is important as adaptive management should be hand in hand with the RIP Action Plan activities to begin the hypothesis testing in alignment with the species specific actions.
 - The SOW does mention the RIP, but because the RIP and Rip Action Plan are not finalized they will not be included in the contract at this time. The RIP components can be added to the contract once they are completed.
 - Susan Bittick was requested and agreed to present a summary of the Adaptive Management activity SOW that is being prepared for the Collaborative Program at the May 15th Executive Committee (EC) meeting for their awareness and to allow EC members who do not have representation at the CC to provide input.
 - In order to include as many of the CC changes to the summary that will be provided to the EC as possible, CC comments and edits will be due to Michelle Mann by COB May 10th preferably using the comment template form or in track changes. There may be a second round of review around May 30th or 31st.
- CC members received a copy of Ralph Monfort’s Masters level project report entitled “Adaptive Management for the Middle Rio Grande Endangered Species Collaborative Program: Analysis and Issues” for optional reading.

Review and Discuss in-house effort for the revised ScW Synthesis of Existing Literature/Data Plan:

- Meeting attendees discussed whether or not it would be possible to complete some of the data synthesis in-house as a joint workgroup effort.
 - It was asked if the data synthesis would still be tied to data acquisition.

- The EC was made aware that data acquisition is a possibility and EC members were given the opportunity to provide comments to the Program Manager (PM) and CC Co-Chairs. The PM and CC Co-Chairs did not receive any indication that the data acquisition was a pressing need and given the state of the budget, the data acquisition is no longer a possibility in FY12.
- There is the possibility that the data acquisition will be discussed again during the Population Viability Analysis (PVA) presentation at the next EC meeting.
- Attendees were reminded that during discussion at the April 10th CC meeting it was acknowledged that, given the state of the budget, data acquisition is not a pressing need as the new data is not likely to be integrated into the PVA models in time to inform the Biological Assessment/Biological Opinion process.
- The Service representative voiced that the Service does not have the appropriate staff to contribute to a meaningful in-house synthesis of the data and it is their recommendation that the data synthesis be contracted out.
- Other concerns regarding an in-house synthesis included:
 - An in-house synthesis would be a huge effort for the technical workgroups to undertake while they are also being tasked to review the draft BAs and draft RIP documents.
 - An in-house data synthesis may not have the objectiveness that a data synthesis performed by a contractor would have as any conclusions from an in-house synthesis would be dependent on who was able to participate;
 - The data synthesis should utilize the Database Management System (DBMS) which is not yet available. Rather than perform an in-house synthesis it may be more beneficial to ensure that all data and documents are included in the DBMS in preparation for a contracted synthesis.
- Meeting attendees agreed to inform the EC in the CC Co-Chair/PM report that the ScW has developed a plan for completing the data synthesis but due to lack of funding, the ongoing tasks with the consultation/possible RIP transition, and the lack of available staff to support an internal synthesis effort, the Synthesis of Existing Literature/Data activity will be put on hold until the next funding cycle.

Review recommended updates/changes to CC Charter:

- The CC agreed to accept the recommended updates/changes to the CC Charter (the updated Charter was provided as a read ahead for the April 11th CC meeting). The updated CC Charter will be provided to the EC for informational purposes at their next meeting.

It was shared that the Corps will no longer be funding the proposed RGSM Food Study. The activity was to be funded through an Interagency Agreement with Reclamation but because the funds have not yet been used and because Adaptive Management and the DBMS were seen as higher priority activities, funding of the activity will be postponed. The Corps will consider funding the activity in FY13.

**Coordination Committee Meeting
5 May 2012 Meeting Attendees**

NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
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