

Coordination Committee Meeting  
*November 6, 2013*

Meeting Materials:

Meeting Agenda

Meeting Minutes

**Middle Rio Grande Endangered Species Collaborative Program  
Coordination Committee Meeting  
November 6, 2013 – 9:00am to 11:00 am**

**USACE**

**2<sup>nd</sup> floor conference room**

Conference Call-in Line

Toll Free Number: **1-800-619-6520**

Participant Passcode: **98548#**

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

**Draft Meeting Agenda**

- Introductions and Agenda\* Approval
- **Decision** – Approval of 09/11/2013 CC meeting summary notes\*
- CC Action Items and Decisions Review (see below)
- EC Action Item and Decisions Review (see below)
- PM Report
  - Update on workplan
- Update on Annual Report
- **Additional topics to be added by CC representatives**
- Significant Non-Decision Items to Brief EC

**Next meeting** – CC meeting – December 4, 2013 @ Reclamation from 9:00 to 11:00am

**Upcoming meetings and deadlines:**

Workgroups and committees are encouraged to use Email updates in lieu of holding face-to-face meetings, if no decision items are on the agenda

***\*denotes read ahead***

**CC Meeting September 11, 2013****Decisions:**

- The draft CC agenda was approved with one change
  - update on the Annual Report will be given prior to the DBMS on-line tour
- The June 13, 2013 meeting notes were approved with edits:
  - Bullet #3 was added – done
  - Bullets 4-6 were renumbered to coincide with May meeting summary
  - Bullets' content was spelled out by name, vs. using numbers
- The July 10, 2013 meeting notes were approved with edits:
  - The date in title page was corrected to July 10
  - The last bullet in *Update on action items from June 13, 2013 CC meeting* was moved to *Other notes*

**CC Action items:**

- As part of the CC/PM report to the EC at the September 26<sup>th</sup> meeting the CC will update on the priority order of the genetics peer review
  - Sample collection
  - Peer review (SOW to be amended to include Interim External Peer Review Protocol)
  - Analysis of sample collection (dependent on peer review)
- PM to draft protocol for DBMS uploads/access for CC by October 2<sup>nd</sup> meeting
- PMT will request that the Corps schedule a PowerPoint presentation for the EC September meeting on the DBMS by DB Stephens
  - If DB Stephens cannot Ali Saenz will present

**EC Meeting Thursday, September 26, 2013****EC Decisions**

- The July 18, 2013 EC summary was approved with minor changes
- Based on contract completion status, Program participants will refer to the DBMS website for future Program documents; the URL for the web site is [mrgescp.dbstephens.com](http://mrgescp.dbstephens.com)
  - Ali will only post updates to the "new" website in an effort to minimize management of two websites

**EC Action items**

- Directed PMT to provide the MRG Initiation of Formal Consultation letter to EC members
  - The letter is posted on the DBMS website and will be provided to EC members via email
- Directed CC to develop protocols/process for uploading data into the DBMS for EC review and approval, on the following schedule:
  - Provide initial draft to EC by October meeting (including current process for comparison)
  - Refine- draft provided to EC by November meeting
- ScW and HRW workgroup will provide joint workshop summaries to the EC for review and evaluation
- Requested the 3rd Party FME (?) sub-committee, chaired by EC member Steve Farris, reconvene and focus efforts on pending documents needed for the RIP
  - Compile Master Schedule of pending documents needed for the RIP and due dates (i.e. develop Hydrologic Objective in 2 year transition – need consensus language; 1st 2-year period when EC will agree on metrics, not just demographic period - 9 months from June 2013 meeting)
  - Suggest next steps for transition to the RIP

**Middle Rio Grande Endangered Species Collaborative Program  
Coordination Committee Meeting  
November 6<sup>th</sup>, 2013 – 9:00am – 11:00am  
USACE - 4101 Jefferson Plaza**

**Actions**

- The CC is recommending to the EC to consider canceling the December EC meeting. The CC does not have any decisions to bring to the EC for December.
- Since the CC will not meet again until January, CC members should update group on anything occurring in the legislation in December.
- The PMT request to workgroups – consider a joint workplan as opposed to separate workgroup workplans.
- The PMT would like to take the lead in writing the 2012 and 2013 Annual Report.

**Ongoing and Continued Actions** – The following actions were not discussed in the meeting as a quorum was not present.

- Approval of the September 11<sup>th</sup>, 2013 CC Meeting Summary and Review of Action Items
  - As part of the CC/PM report to the EC at the September 26<sup>th</sup> meeting the CC will update on the priority order of the genetics peer review (sample collection, peer review, analysis of sample collection). – *ongoing*
  - PM to draft protocol for DBMS uploads/access for CC – *ongoing*
- Review September 26<sup>th</sup>, 2013 EC Meeting Actions and Decisions:
  - Decisions
    - The EC approved the July 18, 2013 EC summary with minor changes
  - Based on contract completion status, Program participants will be able to locate future Program documents on the Database Management Systems (DBMS); the URL for the web site is [mrgescp.dbstephens.com](http://mrgescp.dbstephens.com) until the old site goes away; then the URL will be [www.mrgesa.com](http://www.mrgesa.com).
    -
  - Actions
    - Directed PMT to provide the MRG Initiation of Formal Consultation letter to EC members
    - Directed CC to develop protocols/process for uploading data into the DBMS for EC review and approval, on the following schedule: (1) Provide initial draft to EC by October meeting (including current process for comparison) (2) refine-draft provided to EC by November meeting
    - Requested the 3rd Party FME sub-committee, chaired by EC member Steve Farris, reconvene and focus efforts on pending documents needed for the RIP

**CC recommendations (as there was no quorum)**

- The September 11<sup>th</sup>, 2013 CC meeting summary was recommended for approval with no changes.
- The CC members in attendance recommend the CC meeting scheduled for December 4, 2013 from 9:00 AM to 11:00 AM at Reclamation be CANCELLED.

**EC November 20<sup>th</sup> Meeting Potential Agenda Items**

- 3<sup>rd</sup> Party workgroup to meet and address transitional management issues
- Brief Cochiti operating manual and deviation – letter to go out to EC co-chairs

- PMT update on upcoming webinar and when old MRGESCP website will go dark
- BOR and COE brief on flood operations in October –
  - MRGCD and ISC will also provide information on reservoir updates for 2014

**Next Meeting: January 8, 2014 from 9:00 AM to 11:00 AM at Reclamation, (due to January 1, 2014 being a holiday)**

**Upcoming Dates and Deadlines:**

- Monday, November 18, 2013 – Joint workgroup meeting (ScW and HRW) – inviting all workgroups to attend
- Wednesday, November 20, 2013 – EC meeting at BIA
- Thursday, January 9<sup>th</sup>, 2014 – Webinar on the DBMS and using the new website by DB Stephens

## Meeting Summary

**Introductions and agenda approval:** Rick Billings brought the meeting to order and introductions were made. At the start of the meeting, a quorum was not present. The agenda was approved with no changes.

**Approval of the September 11<sup>th</sup>, 2013 CC Meeting Summary and Review of Action Items:**

- The September 11<sup>th</sup>, 2013 CC meeting summary was approved for finalization with no changes. The notes will be left open due to non-quorum. The notes were approved/not changed by the group present.

**Presentation**

- ***September 11<sup>th</sup>, 2013 CC Actions***
  - As part of the CC/PM report to the EC at the September 26<sup>th</sup> meeting the CC will update on the priority order of the genetics peer review (sample collection, peer review, analysis of sample collection). – *ongoing*
  - PM to draft protocol for DBMS uploads/access for CC – *ongoing*
  - PMT will request that the Corps schedule a PowerPoint presentation for the EC September meeting on the DBMS by DB Stephens. – *completed*
    - The presentation was given at the 9/26 EC meeting. DBS is working on an updated manual, but it will not include security protocol the CC is working on. The CC is determining access/security level for both the members and the documents; levels include public, internal, and administrative.
    - Thursday, January 9<sup>th</sup> has been set as a potential webinar date. It was noted that a webinar not ideal, but at least it is a starting point. The webinar should include a walk through of some modules and a question/answer segment and follow-up.
    - The old website will go dark by the end of December; currently there is no public access for the new website.
    - Feedback on the new website has been positive thus far. However, some issues with the map have been identified. Grace Haggerty offered to make a list of issues that ISC has encountered and have ISC staff navigate the website to

determine any additional problems. It is easy to get to files and the calendar, but there are still some concerns about the technical aspect of the website.

- It was shared that when a bug has been identified, DBS is very responsive to locating and determining the reason for the problem.
- Regarding the map, people who input the data are referencing the whole river instead of specific reaches/sections outlined by their data.
- DBS has through the end of this fiscal year to work out any bugs.
- Some members expressed that it would be nice to have the database be a useful tool, not just a location to store data.
- It was pointed out that when the Program transitions to a Recovery Implementation Program (RIP), modifications to the database contract may be necessary in order to integrate Program changes.

### **Review September 26<sup>th</sup>, 2013 EC Meeting Actions and Decisions:**

- *Decisions:*
  - Based on contract completion status, Program participants will refer to the DBMS website for future Program documents; the URL for the web site is [mrgescp.dbstephens.com](http://mrgescp.dbstephens.com) until the old site goes away; then the URL will be [www.mrgesa.com](http://www.mrgesa.com).
    - Ali will only post updates to the “new” website in an effort to minimize management of two websites.
- *Action Items:*
  - Directed PMT to provide the MRG Initiation of Formal Consultation letter to EC members
    - The letter is posted on the DBMS website and will be provided to EC members via email
  - Directed CC to develop protocols/process for uploading data into the DBMS for EC review and approval, on the following schedule:
    - Provide initial draft to EC by October meeting (including current process for comparison)
    - Refine- draft provided to EC by November meeting
  - ScW and HRW workgroup will provide joint workshop summaries to the EC for review and evaluation
    - They are having their first meeting on the 11/18/13; the meeting information is on the Program calendar
    - The group wants to look through the RIP action plan; catch up on CC and EC topics
    - All workgroups are invited.
    - Under the RIP, there will not be a PMT. There is uncertainty regarding how the management of the Program will progress without the PMT.
    - ISC – PMT staffing has been through term positions driving toward the RIP. However, the Program is getting to a RIP at a slower pace; and there will be a gap in management. EC needs to be aware of the CCs observation and concerns over this gap
  - Requested the 3rd Party Financial Management Entity (FME) sub-committee, chaired by EC member Steve Farris, reconvene and focus efforts on pending documents needed for the RIP

- A Master Schedule of pending documents needed for the RIP needs to be complied with due dates (i.e. develop Hydrologic Objective in 2 year transition – need consensus language; 1st 2-year period when EC will agree on metrics, not just demographic period - 9 months from June 2013 meeting)
- Suggest next steps for transition to the RIP
- Planning on meeting to discuss Program management

## PM Report

- *Update on work plan* – The workplan is how the CP lists their projects; there was no budget when the workplan was discussed. The workplan outlines what the Program wants to fund when the money becomes available.
  - The Program awarded the first contract for note taking to Alliant Environmental.
    - The note taking services are primarily for the CC and EC meetings. Because of the transition year, there will be fewer committees as we move into the RIP.
  - GenQuest was awarded a contract for facilitation.
    - Facilitation services are primarily for EC meetings and for workshops.
- *Funded Work and Projects*
  - Population Monitoring was awarded for 1 year and will expire in March 2014. The requirements of the 2014 BiOp are still unknown. A new contract vehicle will be needed to cover the existing BiOp until transition to the RIP.
  - Interagency Agreements (IA) – asked for second year to be exercised, and they will start in February 2014. The IAs include:
    - Fisheries – augmentation and rescue/salvage
    - Program coordination – Lori Robertson, ecological services
  - Egg monitoring through April 2014
  - Habitat Restoration (HR) that ended September 30<sup>th</sup>, 2013. Reports will be coming in January 2014.
  - In response to questions about monitoring and how the funding will continue, it was shared that the 2014 workplans are pending and that the new RIP and new BiOp will drive future work priorities.
- *Miscellaneous Updates*
  - Hiring freezes are occurring in several agencies.
  - People came back from the furlough with a lot of energy; the Collaborative Program is unique in that everyone rallied and was motivated to concentrate on issues that were meaningful.
  - Reclamation only conducted emergency work during the furlough.
    - A sediment plug happened just below Cochiti. It was opened during the furlough. Reclamation will be going back to increase the channel and enable spring runoff. It is predicted to be a tougher year this year with spring runoff and maintaining flows for San Marcial even if there is good runoff. Good snowpack will help but we need to ensure channel capacity. All the floodwater was taken out of Cochiti and the water ops calls continued.
- The Corps shared their intent to fund the following projects:
  - *Database:* funding of the database for another year; \$300K to be awarded in August.
  - *Los Lunas Monitoring:* Discussions are ongoing with Reclamation to fund the Los Lunas Monitoring. Renamed Adaptive Management Habitat, the money will be available in February 2014

- *Flycatcher Reach Studies*: the Corps intends to fund some of the flycatcher reach studies and the San Acacia Civil Works will be funding some of the reaches. Coordination will occur with Reclamation to get those done. Vicky Robins (with Reclamation) will be sending estimates for those pieces.

### Update on Annual Report

- The 2010-2011 Annual Report is on track for completion. The PMT's goal is to have a final draft ready for the November EC meeting. The report includes program accomplishments for 2010-2011. Yvette McKenna is point of contact for GenQuest contract to complete the Biennial Report. Yvette. The contract cannot be extended, therefore the report needs to be completed no later than December 31st. Additionally, it is written in the authorizing legislation that annual reports need to be prepared.
- Once the 2010-2011 report is final, the PMT will then take the approved format and immediately start working on 2012 and 2013 annual reports using the workgroup accomplishments to for those years. The PMT would like to see the EC use the 2014 Annual Report to document the Program's transition to a RIP. The PMT would like to complete the 2012 and 2013 reports before the PMT staff's temporary assignments end.
- Because the new BiOp is pending, and the holiday schedules, there is no real need for the EC to meet in December. Unless decision items arise, the EC could postpone and not meet until January. The MAT will present their recommendations to the EC in January.
- At this time, the CC has no decision items to bring to the EC in December.

### Additional Topics Added by CC Representatives

- NM Water Trust Board – reviewing projects for potential funding. ISC has submitted several ESA related proposals including: Phase II Rio Rancho and expand Los Lunas Silvery Minnow Refugium; planning for HR in the SA and Isleta reaches;
- Capital improvement projects by the governor to deal with drought including strategic water reserve, habitat restoration and irrigation improvements;
- Received a substantial amount of money from legislation but for litigation;
- Funding of \$400K for updating regional water plans and for updating the state water plan.

### Significant Non-decision Items to brief EC:

- Request to the 3<sup>rd</sup> Party workgroup to meet and address transitional management issues
- Brief Cochiti operating manual and deviation – letter to go out to EC co-chairs
- PMT update on upcoming webinar and when old MRGESCP website will go dark
- Reclamation and Corps to brief on flood operations in November –
  - MRGCD and ISC will also provide information on reservoir updates for 2014

**Next CC Meeting: January 8, 2014 from 9:00 AM to 11:00 AM at Reclamation, (due to January 1, 2014 being a holiday)**

- December CC meeting has been canceled.



**Coordination Committee Meeting  
06 November 2013 Meeting Attendees**

NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
Rhea Graham	Reclamation	462-3560	O – Interim PM	rgraham@usbr.gov
Rick Billings	ABCWUA	796-2527	P – Co-Chair	rbillings@abcwua.org
Susan Bittick	USACE	342-3397	P	susan.m.bittick@usace.army.mil
Ken Cunningham	NMDGF	476-8114	P	kenneth.cunningham@state.nm.us
Hector Garcia	Reclamation	462-3550	A	hgarcia@usbr.gov
Grace Haggerty	NMISC	383-4042	P	grace.haggerty@state.nm.us
Ann Moore	NMAGO	222-9024	P	amoore@nmag.gov
Ali Saenz	Reclamation	462-3600	O – Program Administrative Assistant	asaenz@usbr.gov
Rachelle Schluep	Alliant Env.	948-8149	O – Note Taker	rschluep@alliantenv.com