

Coordination Committee Meeting
February 5, 2014

Meeting Materials:

Meeting Agenda

Meeting Minutes

Middle Rio Grande Endangered Species Collaborative Program**Coordination Committee Meeting****February 5, 2014 – 9:00am to 11:00 am****FWS NMESFO, 2105 Osuna NE**

Conference Call-in Line

Toll Free Number: 1-800-621-8611

Participant Passcode: 82846#

(1st 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*
- **Decision** – Approval of 11/06/2013 CC meeting summary notes*
- **Decision** – Approval of 01/08/2014 CC meeting summary notes*
- CC Action Items and Decisions Review (see meeting summaries)
- Update on DBMS
- Proposed CC work/tasks
 - Work group charters review and recommend closure as applicable
 - Transition to the RIP and criteria for establishment of the Adaptive Management Team
 - Review Draft FY14 Workplan*
- **Additional topics to be added by CC representatives**
- Significant Non-Decision Items to Brief EC

Next meeting – CC meeting – March 5, 2014 @ Reclamation from 9:00 to 11:00am**Upcoming meetings and deadlines:******denotes read ahead***

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
February 5th, 2014 – 9:00am – 11:30am
FWS Osuna**

Decisions

- With a quorum present and no objections voiced, the September 11th, 2013 CC meeting summary was approved for finalization with no changes.
- With a quorum present and no objections voiced, the November 6th, 2013 CC meeting summary was approved for finalization with no changes.
- With a quorum present and no objections voiced, the January 8th, 2014 CC meeting summary was approved for finalization with no changes.
- With a quorum present and no objections voiced, the CC approved the updated FY14 Work Plan.

Actions

- Ali Saenz will review the DBMS Data Status Report to determine if there might be any corrections or uploaded reports that did not go through the D.B. Stephen's data translation process.
- Lloyd DeWald will further divide the existing DBMS Data Status Report into more detailed ranges (monthly) to identify if there are any specific time/data gaps.
- Ali Saenz will draft an initial "DBMS call-for-data" email requesting agencies provide recent and missing data for the database. The draft will be provided to the CC co-chairs for review and approval for Program-wide distribution.
- Grace Haggerty will send the NMED's Middle Rio Grande Water Quality Sampling Plan to the CC co-chairs once it has been finalized by NMED.
- Grace Haggerty will email the January 14th, 2014 MAT draft meeting notes to CC members.
- The PMT will notify ScW to draft a genetics peer review statement of work. The PMT should provide the work group with the last approved genetics statement of work as well as the Interim Peer Review Process. The statement of work is due to Reclamation no later than mid-March.

Ongoing and Continued Actions

- All past actions have been completed, addressed, or closed by the CC.

CC Requests/Recommendations

- The CC agreed to review the work group's status/charters at the March meeting and provide recommendations for the transition period. To be as efficient as possible, it was suggested that a chart or spreadsheet containing the pertinent information for each and all work groups (ad hoc included) be developed and projected during this meeting.
- The CC recommended that the EC March 20th meeting be rescheduled or cancelled due to conflicts with the Rio Grande Compact meeting which is scheduled for the same day.

EC February 20th Meeting Potential Agenda Items

- The CC approved the suggested FY14 Work Plan under the expected Reclamation budget.
- At the March meeting, the CC will review work group status and interim expectations and make recommendations for the transition period.
- Reschedule/Cancel March 20th EC meeting
- CC Co-chairs will update the EC on the DBMS data status report and associated data call.

Next CC Meeting: March 5th, 2014 from 9:00 AM to 11:00 AM at Reclamation

- Tentative agenda items include: (1) review draft 2012 and 2013 Annual Reports; (2) Interim work group recommendations and expectations;
- March 20th EC Meeting: tentatively reschedule (?) due to potential conflict with the Compact Commission meetings.
 - Tentative March EC agenda items include: (1) MAT 2013 Recommendations Report; (2) report out on CC recommendations for interim work groups and expectations

Upcoming Dates and Deadlines:

- February 11 – ScW tour of the Museum of Southwestern Biology
- February 20 – EC Meeting
- February 24-28 – Compact Commission Engineer Advisors Meeting
- March 5 – CC meeting
- Mid-March – deadline for statements of work to be submitted to Reclamation
- March 19 – Rio Grande Compact meeting reception
- March 20 – Rio Grande Compact meeting
- March 20 – Regularly scheduled EC meeting (option to reschedule?)

Meeting Summary

Introductions and agenda approval: Jim Wilber brought the meeting to order and introductions were made. A quorum was confirmed with 7 agencies represented. The agenda was reviewed and approved with reordering of the Database Management System (DBMS) Update to follow the meeting summary approvals and the addition of Announcements/ Agency Updates.

Approval of the September 11th, November 6th, and January 8th CC Meeting Summaries

- With a quorum present and no objections voiced, the September 11th, 2013 CC meeting summary was approved for finalization with no changes.
- With a quorum present and no objections voiced, the November 6th, 2013 CC meeting summary was approved for finalization with no changes.
- With a quorum present and no objections voiced, the January 8th, 2014 CC meeting summary was approved for finalization with no changes.

Coordination Committee (CC) Action Items and Decisions Review

- **January 8th, 2014 CC Decisions:**
 - Due to lack of quorum, no decisions were made during the January 8th, 2014 meeting.
- **January 8th, 2014 CC Actions:**
 - The Program Management Team (PMT) will post agency correspondence, draft meetings summaries, and any other pertinent information to the database calendar with the January 16th, 2014 Executive Committee (EC) Meeting cancellation notice. – *completed*
 - Gary Dean will contact the Fish and Wildlife Service to determine when the minnow status report might be available. – *ongoing*
 - The annual report is currently at the Science Work Group (ScW) review level. The salvage report is in draft form but it is unknown if it has been sent out for review at this time.
 - Based on the report process, there is a 90 day review/edit period. The final report is on track to be provided by the end of March.

- The PMT will review the last 18 months of CC attendance records to research quorum trends. – *completed*
 - This task was completed and the “report” was sent to the CC co-chairs.
 - The outcome of the attendance trends is not really positive. The main point is that the CC is still having difficulty achieving quorum even though the necessary representation for quorum was dropped from 8 to 7 last year. This is partially due to the fact that there are several signatories who are unable to send representatives.
 - The work load of the CC during the transition period may or may not be affected by lack of quorum.
- **November 6th, 2013 CC Actions:**
 - The PMT would like to take the lead in writing the 2012 and 2013 Annual Report. - *ongoing*
 - The PMT is writing the 2012 and 2013 Annual Reports. The 2014 Annual Report should be covered by the new 3rd Party Management. At this time, PMT members are completing their sections of the reports for compilation. The intent is to have the drafts available for CC review at the March meeting.
 - Concern was expressed about the completion of the reports when the PMT will potentially only consist of the Interim Program Manager and one PMT liaison by March. Current PMT members are working to have their sections completed and available before any changes might take place.
- **September 11th, 2013 CC Actions:**
 - PM to draft protocol for DBMS uploads/access for CC – *completed*
 - The action was started, however, any protocols are subject to change with the transition to a RIP and restructuring under the 3rd Party Management. With this in mind, an interim process has been developed in the meantime:
 - All document submittals need to include a document submittal template located under the User Support tab on the database (<http://mrgescp.dbstephens.com>). Together, the submittal template and the actual report/data files are to be provided to Ali Saenz who then forwards the information to D.B. Stephen's.
 - The work groups have been made aware of this process.
 - For additional information and instructions, the DBMS User Manual is located under the User Support section as well.
 - This interim process appears to be working and the CC agreed to close this action as completed.

Database Management System (DBMS) Update: D.B. Stephen's provided a hand out containing a summary of the current data condition of the database. The data from the old Program website was provided and has been incorporated.

- CC attendees reviewed the data status handout.
- It was requested that a Program-wide email/announcement be sent to all Program members highlighting the importance of the populating the DBMS and keeping it up-to-date with current data. The email should include a copy of the updated DBMS Data Status Report from D.B. Stephen's. Suggested language included:
 - *D.B. Stephen's has provided the Program with a data status update for the Database Management System (DBMS). This data report highlights the missing and needed data. In order for the DBMS to be as robust and useable as possible, it has to be populated*

with the most current data/reports as well as any missing information from previous years. The most recent data is critical for regular and real-time decision making and management this year. Agencies are asked to review the data status report, identify any missing data not captured on this summary, and provide any reports and data available. Ideally, the recent and missing data will be supplied and uploaded to the DBMS by March for use in this year's management activities.

- *If you are aware of data and/or reports but do not have access to that information, please identify the specific individual or Principle Investigator (PI) for that work so that they can be contacted in this effort.*
- *If you have data/reports that can be provided, please note that all document submittals need to include a document submittal template located under the User Support tab on the database (<http://mrgescp.dbstephens.com>). Together, the submittal template and the actual report/data files should be provided to Ali Saenz.*

Announcements and Agency Updates

- *NM Interstate Stream Commission (ISC)*
 - The meeting of the Engineer Advisors to the Rio Grande Compact Commission is scheduled for February 24th – 28th. Federal agencies usually report on the 2nd and 3rd days. These meetings are open to the public.
 - The Rio Grande Compact Commission meeting is scheduled for March 19th and 20th in Santa Fe. The location is yet to be determined, but invitations and announcements with details will be sent.
 - The Middle Rio Grande (MRG) has been selected by the NM Environment Department (NMED) for water quality sampling. The last time this occurred was 8 years ago. A sampling plan RFP has been created and includes the MRG from Cochiti to Caballo and the associated tributaries.
 - *Minnow Action Team (MAT)*
 - The MAT met on January 14th, 2014. Discussion included the predictions for another “bad” year even though the September rains resulted in a wetter soil profile.
 - The team will begin to formulate options and investigate predicted flow and what supplemental water might be available. Discussion is likely to focus on anything that might support a spawning and recruitment event. The next meeting is scheduled for March 2014.
 - The 2013 MAT Recommendations Report is in the review process and should be available to the EC in March.
- *Reclamation*
 - A congressional budget has been passed. The final numbers are not available yet.
 - *EC Subcommittee*
 - The EC Subcommittee has been focused on the planning for implementation of a 3rd Party Management. EC approval is needed in order to proceed with the acquisition process. The group has also been discussing how to transition to/implement the Independent Science Panel.
 - It has been recommended that key positions (ex. Executive Director, Science Coordinator, etc.) be filled first and then those individuals can help determine what other positions should be included. It would be ideal to have the Independent Science Panel functioning by next year.
 - The subcommittee has also discussed the data synthesis process.

- *US Army Corps of Engineers (USACE or the Corps)*
 - Due to regional processes, the Corps' Albuquerque Office will continue receiving budgetary information on a month to month basis. The annual budget is not known.
 - *DBMS*
 - The Corps is pursuing options to migrate the database from the Silverlight platform to a .net platform which would accommodate more products (ex. Apple) and mobile devices; it should also have quicker uploading and system speed. Once a contract modification has been implemented, it will take approximately 6 months to complete the migration process.
 - *Other Projects*
 - The Cochiti Executive Summary Baseline Report was sent yesterday. The data belongs to the Pueblo and the Corps is working with the Pueblo to determine any possible agreements for data distribution.
 - The Corps intends to fund flycatcher surveys but the details have yet to be determined.
 - The Corps is having internal discussions to determine if and how many employees can be provided to support the monitoring efforts this year.
- *Albuquerque-Bernalillo County Water Utility Authority (ABCWUA)*
 - ABCWUA has started the restoration work on their San Juan/Chama project.
 - The agency has been getting good publicity on their focus/work on water conservation.
- *US Fish and Wildlife Service (FWS)*
 - The Biological Opinion (BO) consultation process has slowed with the withdrawal of one of the federal members. Resolution is being pursued.

Proposed CC Work/Tasks

- *Suggested: Work Group Charters Review and Recommend Closure as Applicable*
 - Several work groups have not met recently for various reasons (ex. San Acacia Reach turned in a final report and has completed their charter). However, there has been no official EC close out and "thank you for services." It was suggested that the CC could review the existing charters and make recommendations as to which groups are still needed during the transition process to the Recovery Implementation Program (RIP), which groups could be left "on hold," and which groups could be closed out. Under the RIP, several new groups have been proposed (such as an Adaptive Management Team (AMT)). However, the formation of any new groups is also affected by the transition period.
 - To be as efficient as possible, it was suggested that a chart or spreadsheet containing the pertinent information for each and all work groups (ad hoc included) be developed and projected during this meeting. In a working session, the CC recommendations and justifications could be captured in the chart.
 - It was suggested the CC consider what projects/activities need to be addressed in the transition period in order to help recommend which groups should remain and what new groups should be formed. Existing charters could be modified as necessary to reflect the goals of the transition period.
- *Suggested: Transition to the RIP and Criteria for Establishment of the Adaptive Management Team*

- The CC briefly discussed the transition to the RIP and how to best serve the EC during this interim time. Included in the dialogue was brief brainstorming about the potential formation and implementation of the AMT.
- The CC agreed that this discussion should be continued after their review and recommendations for existing work groups.
- It was pointed out that the Population Viability Analysis (PVA) work group charter includes optional tasks related to adaptive management. This work group has already been approved by the EC and could be utilized to begin covering adaptive management tasks and activities through the transition period.
- *Suggested: Review Draft FY14 Workplan*
 - Hard copies of the Draft FY2014 Workplan were provided to attendees; this was the same spreadsheet last reviewed in July 2013. The spreadsheet contains the priorities previously identified by the CC.
 - The expected budget will most likely allow for implementation of an additional project or two. Attendees reviewed and discussed the previously identified items that were selected for implementation should the funding be available.
 - Attendees also discussed the potential order of filling the new RIP positions: science coordinator, science panel members, peer review process, etc.

Additional Topics to be added by CC Representatives

- Please see the discussion under Announcements/Agency Updates.

Significant Non-Decision Items to Brief EC

- March 5th CC meeting to include Interim Work Group Recommendations and Expectations and discussion on development of the Adaptive Management Team
- Quorum approval of the FY14 Work Plan under the expected Reclamation budget.

Next CC Meeting: March 5th, 2014 from 9:00 AM to 11:00 AM at Reclamation

- Tentative agenda items include: (1) review draft 2012 and 2013 Annual Reports; (2) Interim work group recommendations and expectations;
- **March EC Meeting:** tentatively reschedule (?) due to potential conflict with the Compact Commission meetings.
 - Tentative March EC agenda items include: (1) MAT 2013 report; (2) CC recommendations on work group closures and continuations; (3) Update on approved FY14 Work Plan under the expected Reclamation budget; (4) 3rd Party SOW approval

Coordination Committee Meeting 05 February 2014 Meeting Attendees

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