

Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
March 5th, 2014 – 9:00am – 11:15am
ISC

Decisions

- With a quorum present and no objections voiced, the February 5th, 2014 CC meeting summary was approved for finalization with no changes.

Actions

- Ali Saenz will add *Announcements and Agency Updates* as a standing CC agenda item for future meetings. *complete*
- Ali Saenz will draft a Call for Data email to be sent to the COTRs and work group co-chairs. The email will be approved by the CC co-chairs and will include the Data Status Report from D.B. Stephens. *complete*
- Michelle Mann will email an update on SWM Lesson's Learned Report.
- CC members will review the Work Group Transition Period Recommendations Table for review and finessing, due Friday March 14th.
- CC members will attend the March 18th HRW meeting to discuss the CC directions and objectives for the transition period. *complete*
- Ali Saenz will make sure all appropriate work group co-chairs (PIO, ScW, SWM, PVA, and DBMS) are invited to the March 18th HRW meeting and that the HRW meeting agenda is updated to include a briefing on expectations from the CC co-chairs. *complete*
- 2013 Non-Federal Cost Share reports are due to Rhea Graham (and copied to Ali Saenz) by March 26th, 2014. Please use the Cost Share Reporting Template.
- Ali Saenz will email the Cost Share Reporting Form and the Cost Share Table through 2012 to CC members. *complete*

CC Requests/Recommendations

- The CC requests that co-chairs of the PIO, ScW, SWM, PVA, and DBMS attend the March 18th HRW meeting to discuss 2104 work group expectations from the CC.
- The CC requests that the continuing work groups submit their 2014 Work Plans to the CC by the end of March to be included as read aheads for the April 2nd CC meeting.

EC March 27th Meeting Potential Agenda Items

- CC recommendations on Work Group status during the transition period
- Cost Share Reporting Update

Next CC Meeting: April 2nd, 2014 from 9:00 AM to 11:00 AM 1 pm to 3 pm at Reclamation

- Tentative agenda items include: (1) review draft 2012 and 2013 Annual Reports; (2) review 2014 Work Group Work Plans; (3) Transitions and Establishment of the Adaptive Management Team (AMT) (tabled from March 5th meeting);

Upcoming Dates and Deadlines:

- Mid-March – deadline for statements of work to be submitted to Reclamation
- March 14 – Revised CC Work Group Continuance Table due to Ali
- March 18 – HRW meeting, agenda item to include CC Co-Chairs
- March 19 – Rio Grande Compact meeting reception
- March 20 – Rio Grande Compact meeting
- March 27 – EC meeting

Meeting Summary

Introductions and agenda approval: Rick Billings brought the meeting to order and introductions were made. A quorum was confirmed with 8 agencies represented. The agenda was reviewed and approved with the addition of a 2013 Cost-Share Reporting Request. It was suggested that Announcements and Agency Updates be added as a regular, standing agenda item for future CC meetings.

Approval of the February 5th, 2014 CC Meeting Summary

- With a quorum present and no objections voiced, the February 5th, 2014 CC meeting summary was approved for finalization with no changes.

Coordination Committee (CC) Action Items and Decisions Review

- *February 5th Decisions*
 - There were no comments on the February 5th CC decision items.
- *February 5th 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. – *completed;*
 - It was suggested that the Contracting Officer Technical Representatives (COTRs) be contacted to help provide any deliverables and reports that are still missing.
 - Attendees discussed that the nature of updating the database will likely result in an ongoing effort to incorporate reports and data.
 - Suggested “boiler plate” language had been recommended for inclusion in any and all new contracts that specify the provision of data and reports.
 - 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. – *completed;*
 - 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. – *completed;*
 - Grace Haggerty will send the NMED's Middle Rio Grande Water Quality Sampling Plan to Ali Saenz for posting once it is completed. – *completed;*
 - The plan has been posted to the database.
 - Grace Haggerty will email the January 14th, 2014 MAT meeting notes to CC members. – *completed;*
 - 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. – *completed;*
 - ScW met last Friday and will be incorporating comments/edits. The finalized version is expected by the mid-March deadline.

Significant Non-Decision Items to Brief EC

- The original March 20th EC meeting has been rescheduled to March 27th. The March EC meeting will most likely be hosted at the Army Corps building on Jefferson. The Draft BA will not be available for this meeting.
 - CC recommendations on Work Group status during the transition period
 - Cost Share Reporting Update

Work Group Charter Reviews

- Jim Wilber briefly summarized the work group charters. Several groups have more defined term periods and statements of objectives that may contribute to the recommendations of continuing versus disbanding. At least 3 of the work groups (HRW, ScW, and PVA) have language or objectives in their charters to support Adaptive Management.
- In response to a question regarding the definition of “transition period”, it was clarified that the new Executive Director is expected to be in place at the end of the calendar year. This would make the transition period approximately 1 year.
- CC members discussed activity level, objectives, and potential future needs for each of the work groups: (1) Science (ScW); (2) Habitat Restoration (HRW); (3) Species Water Management (SWM); (4) San Acacia Reach (SAR); (5) Population Viability Analysis (PVA); (6) Population Habitat Viability Analysis (PHVA); (7) Database Management System (DBMS); (8) Monitoring Plan Team (MPT); (9) Public Information and Outreach (PIO); and (10) Coordination Committee (CC).
 - Discussion included consideration of the Recovery Implementation Program (RIP) Action Plan items that could benefit from/utilize specific work group expertise during the transition over the next year. Also, several groups were chartered to address “key questions” but for various reasons some of those questions remain and will need to be addressed in the future.
 - Attendees were reminded that a work group does not have to always meet in person but can accomplish tasks through email. In addition, any group recommended for Inactive Status or Disbanding during the transition period does not necessarily mean the group can’t or won’t be reconvened in the future.
 - It was suggested that the CC 2014 Work Plan capture the ongoing questions, objectives, work needs, etc. that could be transitioned to the Executive Director or future groups after the transition.
 - Please refer to the Work Group Recommendations Table (below) for specific details on the CC’s recommendations.

Amend, Continue, or Termination of Work Groups as Applicable

- The formal decisions for this Agenda Item have been tabled. The CC will review the 2014 Work Group Work Plans at the April 2nd meeting. Please refer to the Work Group Recommendations Table (below) for details:

Group	Continue	Inactive	Amend	Comments	Tasks
Science (ScW)	✓ As is	---	---	• Joint meetings with HRW	<ul style="list-style-type: none"> • Prepare 2014 work plan • Review and update members list/agency assignments • Finalize genetic peer review SOW • Educate and support the Program Director until further direction
SWM	---	---	✓ As ad hoc	• Future items could include (1) review/discuss the	<ul style="list-style-type: none"> • Prepare 2014 work plan • Review and update members list/agency assignments

				Udahl Appropriation's Committee Expectations; (2) Fish Passage; (3) San Acacia water management discussions;	<ul style="list-style-type: none"> • CC direction for Synthesis of Hydrologic Data and produce white paper for EC/Science Director (hydro-synthesis of work done, alternatives, options, status; water management tools; identify hydrologic data gaps, look at the SAR water recommendations) • Educate and support the Program Director until further direction
HRW	✓ As is	---	---		<ul style="list-style-type: none"> • Prepare 2014 work plan • Educate and support the Program Director until further direction
MPT	✓ As is	---	---	<ul style="list-style-type: none"> • Joint meetings with MAT 	<ul style="list-style-type: none"> • Prepare 2014 work plan • Review and update members list/agency assignments • Finalize the 2013 Report • What is the new monitoring plan, schedule, volunteers needed?, etc. • Coordinate with MAT as appropriate • Educate and support the Program Director until further direction
SAR		X		<ul style="list-style-type: none"> • Not currently active, but could revisit the Udahl Appropriations Committee expectations; • For Transition consider In Active • Recommend Disbanding 	<ul style="list-style-type: none"> • Ensure completion of deliverables before disbanding • Coordinate the collection/storage of data, deliverables, work group records, etc. (transfer of information)
PVA	✓ As is			<ul style="list-style-type: none"> • MRGCD working on RFP for a contractor to continue the PVA effort • EC request for group to meet and produce a status report 	<ul style="list-style-type: none"> • Prepare 2014 work plan • Review and update members list/agency assignments • Provide update/status on both models and data sets • Produce written Status Report/Final Report on what has been done • Future work contingent on MRGCD contract • Educate and support the Program Director until further direction
PHVA		X		<ul style="list-style-type: none"> • Recommend Disbanding 	<ul style="list-style-type: none"> • Ensure completion of deliverables before disbanding • Coordinate the collection/storage of data, deliverables, work group records, etc. (transfer of information)
DBMS	✓ As is			<ul style="list-style-type: none"> • Meet jointly with PIO as needed 	<ul style="list-style-type: none"> • Prepare 2014 work plan • Review and update members list/agency assignments • Continue to support Corp's DBMS Contract (Task 2)

					<ul style="list-style-type: none"> • Update Charter Language according to contract/TO • Educate and support the Program Director until further direction
PIO	✓ As is			<ul style="list-style-type: none"> • Meet jointly with DBMS as needed 	<ul style="list-style-type: none"> • Prepare 2014 work plan • Review and update members list/agency assignments • Ongoing support for press releases during transition • Continue ongoing public outreach events and activities • Educate and support the Program Director until further direction
CC	✓ As is				<ul style="list-style-type: none"> • Review Work Group 2014 Work Plans and provide recommendations on transitioning work groups to RIP • Finalize Transition Tasks • Continue EC support through transition

Transitions and Establishment of the Adaptive Management Team (AMT)

- Tabled until next meeting, April 2nd, 2014.

Additional Topics to be Added by CC Representatives

- *2013 Cost Share Report:*
 - It is formally requested that the non-federal agencies provide their 2013 Cost Share Reports. Please use the Cost Share Reporting Form which will be posted to website and will be distributed via email to CC members. Cost share reports are due by March 26th to Rhea Graham and copied to Ali Saenz.

Next CC Meeting: **April 2nd, 2014 from 9:00 AM to 11:00 AM at Reclamation**

- Tentative agenda items include: (1) review draft 2012 and 2013 Annual Reports; (2) review 2014 Work Group Work Plans; (3) Transitions and Establishment of the Adaptive Management Team (AMT) (tabled from March 5th meeting);
- **March 27th EC Meeting:**
 - Tentative March EC agenda items include: (1) MAT 2013 report; (2) CC recommendations on work group; (3) 3rd Party SOW approval update

**Coordination Committee Meeting
05 March 2014 Meeting Attendees**

NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
Jim Wilber	BOR	462-3548	P – Co-Chair	jwilber@usbr.gov
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