

Coordination Committee Meeting

April 2, 2014

Meeting Materials:

Meeting Agenda

Meeting Minutes

Middle Rio Grande Endangered Species Collaborative Program**Coordination Committee Meeting****April 2, 2014 – 1:00 pm to 3:00 pm****BOR, San Juan conference room**

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 03/05/2014 CC meeting summary notes*
- CC Action Items and Decisions Review (see meeting summary)
- Announcements and Agency Updates
- Report/update from joint Work group meeting
- Review draft 2012 Annual Report*
- Transitions and establishment of the Adaptive Management Team (AMT)
(Tabled from March 5th CC meeting)
- **Additional topics to be added by CC representatives**
- Significant Non-Decision Items to Brief EC

Next meeting – CC meeting – May 7, 2014 @ Reclamation from 9:00 to 11:00am**Upcoming meetings and deadlines:**

- MAT Biology subgroup - April 3, 2014 @ FWS 1-3 pm
- ALL Work Group Work Plans due to Rhea by COB April 4, 2013
- ScW – April 15, 2014 @ ISC 9 – 11:30 am
- HRW - April 15, 2014 @ ISC 12:30 – 3:30 pm
- MAT – April 29, 2014 @ BOR 9 – 11 am

****denotes read ahead***

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
April 2nd, 2014 – 1:00pm – 2:45pm
Reclamation**

Decisions

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

Actions

- CC members were asked to read/review: (1) the Adaptive Management related sections of the RIP Program Document; (2) the Adaptive Management Plan V.1; and if possible (3) the RIP Action Plan in preparation for completing the Transition Workplan Table at the May 7th CC meeting.
- Ali Saenz will excerpt the adaptive management related sections of the RIP Program Documents and will distribute them, along with the Adaptive Management Plan V.1, to CC members.
- Ali Saenz will email the CC's draft Work Group Recommendations Table to work group co-chairs to fill out in place of individual work plans.

Ongoing/Continued Actions

- CC members will review the Work Group Transition Period Recommendations Table for review and finessing, due Friday March 14th. (*continued from 04/02/14 meeting*)
- 2013 Non-Federal Cost Share reports were due to Rhea Graham (and copied to Ali Saenz) by March 26th, 2014. Please use the Cost Share Reporting Template, and please respond if you have nothing to report. (*continued from 04/02/14 meeting*)

CC Requests/Recommendations

- The due date for the Work Group 2014 Tasks and Activities has been postponed to April 28th. Work group co-chairs are asked to fill in the task column of the CC's draft Work Group Recommendations Table with 2014 work group tasks and activities.

Next CC Meeting: May 7th, 2014 from 9:00 AM to 11:00 AM at Reclamation

- Tentative agenda items include: (1) Review Final Draft Program 2012 Annual Report and Draft Program 2013 Annual Report; (2) Contracting Process Updates (BOR, COE, State) – including acquisitions and TPECs; (3) Review Updated CC's draft Work Group Recommendations Table (with work group contributed 2014 tasks and activities); (4) Review 2013 MAT Report; (5) Continue Adaptive Management Committee discussions

Upcoming Dates and Deadlines:

- April 3rd – MAT ad hoc Biology Subgroup meeting
- April 14th – MAT meeting 1:30pm to 4:30pm, at USFWS (tentatively)
- April 15th – ScW (9:30am to 11:30am) and HRW (12:30pm to 3:30pm) meetings at ISC
- April 17th – EC meeting, 9:00am to 1:00pm
- April 23rd – Annual Operating Plan Meeting for the San Juan/Chama and Rio Grande Projects at 1:00pm at Reclamation
- April 28th – work group 2014 tasks and activities due to Ali for CC 2014 Work Plan
- May 7th – CC meeting, 9:00am to 11:00am at Reclamation

Meeting Summary

Introductions and agenda approval: Jim Wilber brought the meeting to order and introductions were made. A quorum was confirmed with 7 participating agencies.

Approval of the March 5th, 2014 CC Meeting Summary

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

Coordination Committee (CC) Action Items and Decisions Review

- *March 5th Decisions*
 - There were no comments on the March 5th CC decision items.
- *March 5th Actions*
 - Ali Saenz will add *Announcements and Agency Updates* as a standing CC agenda item for future meetings. – *completed;*
 - 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. – *completed;*
 - Michelle Mann will email an update on SWM Lesson's Learned Report. – *completed;*
 - It was suggested the SWM's Lesson's Learned Report be posted as part of today's CC notes.
 - CC members will review the Work Group Transition Period Recommendations Table for review and finessing, due Friday March 14th. – *ongoing;*
 - No comments or edits to the table were received.
 - CC members will attend the March 18th HRW meeting to discuss the CC directions and objectives for the transition period. – *completed;*
 - 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. – *completed;*
 - 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. – *ongoing;*
 - Only 1 2013 Cost Share Report has been received. The request for 2013 Cost Share Reports was also announced at the March 27th EC meeting.
 - Ali Saenz will email the Cost Share Reporting Form and the Cost Share Table through 2012 to CC members. – *completed;*

Announcements and Agency Updates

- *Reclamation:* The final, official budget is still pending but Reclamation is proceeding with the estimated numbers which are assumed to be accurate.
 - Reclamation is aware of the biological constraints and timeframes and is internally pushing the time-sensitive projects through the contracting process.
 - Hopefully, the *Egg Monitoring in Canals/Spawning Monitoring* will be awarded this week; maybe next week. It will be awarded as a One Year contract with option years.

- The *Monitor Rio Grande Silvery Minnow Genetics* project should be awarded in 2 to 3 weeks. The *Genetics Peer Review* Statement of Work is expected from the Science Work Group this week. The intent is to award the *Genetics Peer Review* this year.
 - *Population Monitoring* was supposed to be exercise of an Option Year, but had to be re-submitted as a new One Year contract.
 - As reported at the March 27th EC meeting “The *Program and Science Support Service* Performance Work Statement (as revised by the 3rd Party Management Subcommittee) is with Reclamations contracting office and is moving forward.”
 - It was noted that *Program and Science Support Performance Work Statement* is a new title for the original 3rd Party Management Statement of Work.
 - In response to a question on the Technical Proposal Evaluation Committees (TPECs), it was shared that only federal agencies can participate on federal TPECs. Non-federal representatives can participate as non-voting attendees. However, due to the frantic pace to get the biologically-driven projects awarded in the condensed timeframe, the recent TPECs have only been composed of Reclamation employees.
- *U.S. Army Corps of Engineers (Corps or COE)*: The Corps requested an analysis of the traffic on both the old website and new database. D.B. Stephen’s (the database contractor) provided a brief summary of both websites. Both sites continue to be accessed. The Program continues to pay for the old URL address in order to redirect users to the new database.
 - Copies of the Corps’ fiscal and project report for 2009-2013 were provided to CC members.
 - As there is no cost share associated with the Corps’ funding, it was previously decided to keep it separate from the Program’s report. This resulted in the Corps producing their own fiscal report in order to make sure the information was available. It was suggested that the CC revisit the decision to keep the Corps’ information out of the annual Program report.
 - In terms of 2014 projects, the Corps is going to attempt to do monitoring work this year, but a contractor with the necessary permits has to be hired. The Corps has provided funding to the Southwestern Willow Flycatcher monitoring which is set up and ready.

Program Updates

- *Cost Share*
 - One 2013 cost share report was received in response to the cost share request.
 - It was pointed out that not all non-federal agencies would be providing a cost share report (ex. NM Department of Game and Fish). For tracking purposes, it was requested that any non-federal agency that would not be submitting cost share reports provide a notice as such and include the justification.
- *Report/Update from Joint Work Group meeting*
 - Work group co-chairs (or representatives) for 3 work groups attended a joint session before the March Habitat Restoration (HR) Work Group meeting.
 - Rick Billings (CC co-chair) explained the CC’s ongoing review of existing work groups and shared that the assumed structure under the new Recovery Implementation Program (RIP) will be more “task driven” – in which groups or teams are formed for specific needs/tasks. Ideally, the existing work groups will be available to share their expertise and historical knowledge with the new Executive Director and Science Coordinator.

- Co-chairs were asked to provide work group-specific tasks to CC for the 2014 work plan. Once those tasks are added, the task column of the Work Group Recommendations Table will essentially become the 2014 Work Plan.
 - A completed draft copy of the updated Work Group Recommendations Table is expected for the May 7th CC meeting.

Review Draft 2012 Program Annual Report

- The Draft 2012 Program Annual Report is available; hopefully, the Final Draft version will be done for the May CC. The first Draft of the 2013 Program Annual Report should be available by then as well.
 - It was suggested the Program Annual Reports reference the Corps' Fiscal Report for any pertinent 2012 and 2013 work. The CC can revisit the decision to not include the Corps' financials in the Program Annual Report for the 2014 Report.
 - In a brief and general review of the Draft 2012 Program Annual Report, it was suggested that the 2 agency sections be combined so that agency information, names, titles, and addresses are in one location.
 - It was also pointed out that none of the annual reports include information/acknowledge signatory representatives on the EC and possibly the chairs/co-chairs on the committees and work groups.
 - Including this information in the annual reports would be a good way to track appointments and elections under the RIP.
- CC members were asked to submit any updates, edits, or suggestions to Ali Saenz as soon as possible in order to have a complete draft to for the May meeting.

Transition and Establishment of the Adaptive Management Team (AMT) *tabled from March 5th CC meeting*

- The Program is in transition to a new RIP structure. The CC is working to identify any place holders for matters that might need to be addressed going forward and making sure things continue to be addressed in the interim. This effort may include “getting into the weeds” of the Program Document Adaptive Management sections and attempting to “marry” the Program Document to the RIP Action Plan and new RIP committees.
 - For the Adaptive Management Committee (AMC), this could include adding details and specifics to the AMC framework outlined in the Program Document. It also means understanding all the current and future “technical arms” of the Program and how they are to work/interrelate/interact/etc.
 - The development of a single CC 2014 work plan is underway with the work group co-chairs providing any additional tasks and activities. The CC is also continuing their review and discussion of the current and existing work groups. However, “looking forward” on the development and implementation of the Adaptive Management Committee (AMC) has yet to be discussed for recommendation to the EC.
- While the terminology “adaptive management” tends to be used very casually, there is an Adaptive Management Plan Version 1 (AMP V1) available (although not formally adopted by the EC).
- The Program Document spells out what the AMC is expected to do: “...will implement the technical/scientific work under the RIP. This committee does not have a decision-making role except as delegated by the EC.” This group was envisioned as the “umbrella” committee with ad hoc subgroups formed for specific tasks.
 - It was pointed out that the AMC is a RIP committee. It might not be prudent to develop/implement a RIP group before the initiation of the new structure and while current work groups are in place and active.

- This caution extends to the Minnow Action Team (MAT) as well. It could be problematic to attempt to charter one RIP work group without doing so for the others. It was suggested that the CC consider the pros and cons of chartering any new group at this time during the transition
- In general, attendees agreed that it makes sense for CC members to review the existing documents (AMP V1, RIP Program Document, RIP Action Plan) that address adaptive management for guidance before continuing this discussion. It was also suggested that the CC first finish the Work Group Recommendations Table.

Significant Non-Decision Items to Brief EC

- The next EC meeting is scheduled for April 17th, 2014. No additional items were added to the regular CC meeting report out.

Next CC Meeting: **May 7th, 2014 from 9:00 AM to 11:00 AM at Reclamation**

- Tentative agenda items include: (1) Review Final Draft Program 2012 Annual Report and Draft Program 2013 Annual Report; (2) Contracting Process Updates (BOR, COE, State) – including acquisitions and TPECs; (3) Review CC's draft Work Group Recommendations Table with work group contributed 2014 tasks and activities; (4) Review 2013 MAT Report; (5) Continue Adaptive Management Committee discussions
- Potential Future Agenda Items: (1) Discussion/Consideration of the pros and cons of chartering any new group at this time during the transition; (2) Discussion/Consideration what are the technical arms of this Program going to be and how are they to work/interrelate/interact (pertains to the formation of the Adaptive Management Committee and continuance of the MAT); (3) Revisit the previous decision to not include the Corps' financial reports in the Program's annual report

Coordination Committee Meeting 02 April 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 |
| Rick Billings | ABCWUA | 796-2527 | P – Co-Chair | rbillings@abcwua.org |
| Susan Bittick | USACE | 342-3397 | P | susan.m.bittick@usace.army.mil |
| Grace Haggerty | NMISC | 383-4042 | P | grace.haggerty@state.nm.us |
| Rhea Graham | Reclamation | 462-3560 | O – Interim PM | rgraham@usbr.gov |
| Lori Robertson (via conference call) | USFWS | 761-4710 | P | lori_robertson@fws.gov |
| Ann Moore | NMAGO | 222-9024 | P | amoore@nmag.gov |
| Brooke Wyman | MRGCD | 247-0234 | P | brooke@mrgcd.us |
| Danielle Galloway | USACE | 342-3661 | A | danielle.a.galloway@usace.army.mil |

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|---|--------------|----------|-----------------------|--------------------------------|
| Ken Cunningham (via conference call) | NMDGF | 476-8114 | P | kenneth.cunningham@state.nm.us |
| Ali Saenz | Reclamation | 462-3600 | O – Program Assistant | asaenz@usbr.gov |
| Marta Wood | Alliant Env. | 259-6098 | O – Note Taker | mwood@alliantenv.com |