

Coordination Committee Meeting

May 7, 2014

Meeting Materials:

Meeting Agenda

Meeting Minutes

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
May 7, 2014 – 9:00am to 12:00pm
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

1. Introductions and Agenda* Approval
 - a. ***Additional topics to be added by CC representatives***
2. **Decision** – Approval of 04/02/2014 CC meeting summary notes*
3. CC Action Items and Decisions Review (see meeting summary)
4. Announcements and Agency Updates
 - a. Agency Contracting Process updates (BOR*, COE, State)
 - including acquisitions and TPECs
5. Review Final Draft Program 2012 Annual Report*
6. Draft Program 2013 Annual Report update
7. Review Updated CC's draft Work Group Recommendations Table*
(with work group contributed 2014 tasks and activities)
8. Continue Adaptive Management Committee discussions
9. Review 2013 MAT Report to the EC*
10. Significant Non-Decision Items to Brief EC

Next meeting – CC meeting – June 4, 2014 @ Reclamation from 9:00 to 11:00am

Upcoming meetings and deadlines:

EC meeting @ ISC 05/15/2014 from 9 am to 12 pm

SCW @ ISC 05/20/2014 from 9 am to 11:30 am

HRW @ ISC 05/20/2014 from 12:30 pm to 3:30 pm

MAT @ BOR 05/27/2014 from 9 am to 11 am

****denotes read ahead***

Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
May 7th, 2014 – 9:00am to 11:30am
Reclamation

Decisions

- With a quorum present and one member abstaining, the April 2nd, 2014 CC meeting summary was approved for finalization with no changes.

Actions

- Ali Saenz will resend the 2013 Cost Share Report reminder to CC members: 2013 Non-Federal Cost Share reports are due to Rhea Graham (and copied to Ali Saenz) as soon as possible. Please use the Cost Share Reporting Template, and please respond if you have nothing to report.
Complete
- Ali Saenz will provide the links (and/or directions) to accessing awarded contracts on the Federal Business website (www.fedbizopps.gov or www.fbo.gov). *Complete*
- Rhea Graham will email CC members the website links to other restoration program's data management processes. – *completed 05/08/14*
- Susan Bittick will email a database meeting invitation to interested CC members. *Complete*
- The CC requests that remaining work groups (PIO, PVA, HRW, ScW) completed a charter review, update participant lists, update objectives and meeting schedules as appropriate.
- The CC requests that a revised schedule for completion of the 2013 MAT report for review be provided, so that EC members can be provided a current status update.

CC Requests/Recommendations

- It was suggested that the EC be informed of the corrective changes to implementation of the Technical Proposal Evaluation Committee (TPEC) process. In particular, the EC should be made aware that non-federal participation is at the discretion of the Contracting Officer.
- CC attendees had no comments or edits to the Final Draft version of the 2012 Program Annual Report; it was recommended for EC approval.
- It was suggested that the D.B. Stephen's Database Status Reports be provided to the CC in the form of a quarterly update (not necessarily as an agenda item).
- After reviewing the draft CC Work Group Recommendations Table, the CC is recommending:
 - 5 work groups be disbanded: DBMS, SWM, PHVA, SAR, and MPT
 - 6 groups continue during the transition period: CC, PIO, PVA, HRW, ScW, and MAT
 - 3 new RIP groups, as identified in the Program documents: Budget Subcommittee, Adaptive Management Committee, and Independent Science Panel.
 - As part of the EC update, it was requested the EC be provided with the (1) Work Group Background Document and the (2) CC Work Group Recommendation's Table.
- It was suggested that the May 15th EC meeting be postponed until after the Spawning Pulse. It was also suggested that the meeting could be held at or along the river in celebration of the collaboration and coordination that went into making the Spawning Pulse possible.
 - If the EC meeting is postponed past May 22nd, then the June CC meeting will also have to be postponed in order to have at least 1 week preparation time.

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

- If the EC meeting is postponed to after May 22nd, then the CC meeting may need to be postponed until June 11th in order to allow for a week preparation time.
- Tentative agenda items include: (1) Review Draft 2013 Program Annual Report; (2) Update on First Spawning Pulse – initial feedback and egg collection results; (3) Continue Adaptive Management Committee Discussions (tabled from 05/07/14 meeting);
- 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

Upcoming Dates and Deadlines:

- May 15th – EC meeting 9:00am to 1:00pm; potentially postponed to after the Spawning Pulse
- May 20th – Tentative ScW meeting 11:00am to 12:30pm at ISC
- May 20th – HRW meeting, 12:30pm to 3:30pm at ISC
- May 27th – MAT meeting, 9:00am to 11:00am at Reclamation
- June 4th – Tentative CC meeting, 9:00am to 11:00am at Reclamation; may be postponed if EC meeting postponed

Meeting Summary

Introductions and agenda approval: Rick Billings brought the meeting to order and introductions were made. A quorum was confirmed with 7 participating agencies. The agenda was reviewed and approved with a slight change to Agenda Item #9 to be an update and informational only.

Approval of the April 2nd, 2014 CC Meeting Summary

- With a quorum present and one member refraining, the April 2nd, 2014 CC meeting summary was approved for finalization with no changes.

Coordination Committee (CC) Action Items and Decisions Review

- *April 2nd Decisions*
 - There were no comments on the March 5th CC decision items.
- *April 2nd 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. – *completed;*
 - These documents were provided as read aheads for the today's 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. – *completed;*
 - 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. – *completed; to be reviewed today*

- CC members will review the Work Group Transition Period Recommendations Table for review and finessing, due Friday March 14th. – *completed for today's 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; expected to be ongoing until completed*); *Ali will resend the reminder notice via email*

Announcements and Agency Updates

- *Fish and Wildlife Service (Service)*: The Service is in process of making assignments to cover Lori Robertson's position and determine representation for the Program groups.
- *Reclamation*: In response to a CC request from the last meeting, the details on the agency contracting processing updates has been provided as a read ahead. One point of clarification is that the contracting process has not "changed" but is being implemented correctly now. In particular, non-federal participation (as non-voting) on any Technical Proposal Evaluation Committee (TPEC) is at the discretion of the Contracting Officer. This helps to avoid the appearance of any conflicts of interest. As part of the process, non-federal participants may be asked to fill out non-disclosure and Conflict of Interest forms.
 - It was pointed out that the Program work groups will continue to provide the Statements of Work (SOW) – so the Program is involved at the developmental level.
 - CC attendees briefly discussed contracting process in terms of the new Recovery Implementation Program (RIP), particularly regarding the hiring and selection of the Executive Director and Science Coordinator. Reclamation will not be hiring these individuals; the Reclamation contracting process will be used to secure the 3rd Party Management Agency, which in turn will then fill the specific positions. The EC is expected to be able to sit in on review panels and interviews.
 - Some attendees expressed a concern that the SOWs written by the work group are often modified and negotiated – resulting in changes from the original scope – without notification to the Program.
 - Once awarded, all contracts become public record on the federal business website (www.fedbizopps.gov or www.fbo.gov).
- *U.S. Army Corps of Engineers (Corps)*: The Corps' acquisition process has been "stretched" from 1 month to 5 months, with new documents required on top of the "regular" documents. Unfortunately, there are no exceptions for the Civil Works department yet, so it is a lengthy contracting process. The Defense Federal Acquisitions Regulation (D-FAR) limits the Corps from even including other *federal* members on a proposal review; only Corps (maybe Department of Defense?) personnel are able to participate.
- *State*: The state legislature funded several projects that will benefit the minnow including (1) restoration 10 miles above and below the San Acacia Diversion Dam; (2) expansion and increased capabilities of the Los Lunas Silvery Minnow Refugium; and (3) the State has applied for the Water Trust Board grant for the Rio Rancho project Phase II.
- *Minnow Action Team (MAT)*: The MAT has been meeting regularly to be prepared for the 2014 spring and summer seasons. At the April 19th meeting, the MAT updated the EC on the preferred biological and hydrological options identified. Starting this morning, a spawning pulse will be released from Cochiti. The total flow will reach ~2,000 cfs and will be maintained at that level for 7 days. After which, the flow will be ramped down by 250 cfs per day. This is the first spawning pulse. This pulse has been made possible with ABCWUA's Exchange Water and additional Area Capacity (ACAP) water that was discovered during surveying. The Compact

Commissioners agreed to release of the water now in order to support a spawning pulse. Due to expected 40% losses, the peak has to “ride” on top of native flow which means that total flow will approach 2,000 cfs but the gages may register less. The intent is to collect as many eggs as possible to (1) replenish the broodstock in the facilities; (2) rear any additional eggs for augmentation back to the river; and (3) yield some wild young of year in the river. The MAT will now begin to address the summer season including limited supplemental water, drying, salvage, etc. The monsoon will be the determining factor in how the year turns out. Similar to the 2013 MAT recommendations, the group is looking at trying to keep as many areas wetted as possible through the summer drying.

- If all goes well, a second spawning pulse will be created 2 weeks after the first through a change in MRGCD operations at Isleta.
- Initial feedback is that as soon as river temperatures reached 18°C, an increase in eggs was observed. This indicates that (1) there are wild adult minnows in the river and (2) they are apparently ready to spawn. Current indications are that we will have optimal conditions (at least at times) during the spawning pulse.
- There is not a lot of data on 2,000 cfs flows. Hopefully, there will be some inundation and seeping into backwater areas.

Review Final Draft 2012 Program Report

- The Final Draft 2012 Program Annual Report was provided as a read ahead. CC members had no comments or edits to this version of the document. The PMT was thanked for their hard work on producing this document.
- The Final Draft 2012 Program Annual Report will be presented to the EC for approval.

Draft Program 2013 Annual Report Update

- A draft copy of the 2013 Program Annual Report is expected to be available for the June 4th CC meeting.

Review Updated CC’s draft Work Group Recommendations Table (with work group contributed 2014 tasks and activities)

- Several read aheads were provided in advance of today’s meeting. The CC is continuing its review of the existing working groups and committees in order to provide recommendations to the EC on how to proceed during the transition to a RIP.
- It was cautioned that the CC considers the lack of Program Management Team (PMT) members when making recommendations. After reviewing the provided handouts, the CC made the following recommendations:
 - *CC: Continue:* Continue to meet regularly, if not monthly, in order to support the EC during the transition.
 - *Database Management System (DBMS): Disband:* The DBMS has not met as a work group in a while. They completed their chartered objective of getting the database developed and implemented. Right now, Reclamation is overseeing the uploading of documents. The Corps, Reclamation, and the contractor do meet regularly to address any issues as they arise. The data gap issues are being addressed through email and through the standing work groups.
 - It was suggested that the D.B. Stephen’s Database Status Reports be provided to the CC in the form of a quarterly update (not necessarily as an agenda item).
 - If/as needed, any ongoing database maintenance or data collection can be incorporated in the work plan as a CC task.
 - With no PMT support and the completion of its objectives, it is recommended the DBMS be disbanded.

- *Habitat Restoration (HRW) and Science (ScW): Continue both:*
 - With the technical expertise, it was recommended that both HRW and ScW be kept ongoing through the transition period.
 - ScW has been meeting jointly with HR but is able to meet separately if there are specific tasks.
 - With the eventual transition to a RIP, HRW and ScW are seen as a “clearing house” of historical knowledge and data. They will be important to the education of the Executive Director and Science Coordinator.
- *Monitor Planning Team (MPT): Disband*
- *Species Water Management (SWM): Disband*
- *Population Habitat Viability Analysis (PHVA): Disband:* The PHVA modelers are active members of the MAT and are completing the modeling efforts for the MAT.
- *Population Viability Analysis (PVA): Continue/Inactive:* This month, MRGCD intends to approve a budget with funding for a new PVA modeler to continue and complete the PVA work. This work is still important to the Biological Assessment/Biological Opinion (BA/BO) process.
 - With this information, it is assumed that there will be PVA activity within the calendar year.
 - It was recommended that the PVA be continued but as inactive for the time. Once a contractor is on board, the group can revisit their objectives at that time and determine how the effort moves forward with the population management issues.
- *Public Information and Outreach (PIO): Continue:* Public affairs and outreach are a part of the RIP, so it is recommended this group be continued to function as needed.
- *San Acacia Reach: Disband:* The SAR has already completed their objectives and is recommended for official disbanding.
- *Minnow Action Team (MAT): Continue:* Continue as is (unchartered) during the transition.
- In summary, the CC is recommending:
 - 5 work groups be disbanded: DBMS, SWM, PHVA, SAR, and MPT
 - 6 groups continue during the transition period: CC, PIO, PVA, HRW, ScW, and MAT
 - 3 new RIP groups, as identified in the Program documents: Program Management Subcommittee – to evolve into the Budget Subcommittee, Adaptive Management Committee, and External Science Panel.
 - It is likely that the continued work groups will be incorporated into the larger “umbrella” of the Adaptive Management Committee once the transition is complete.

Continue Adaptive Management Committee Discussions

- This agenda item was tabled for a future meeting, once the CC has received feedback from the EC on the proposed work group recommendations.

Significant Non-Decision Items to Brief EC

- The next EC meeting is scheduled for May 15th, 2014. The completed 2012 Annual Report and CC Work Groups Recommendations will be included in the regular CC update.

- It was suggested that unless the EC has specific decisions, the CC recommend delay of the May EC meeting to accommodate (1) the training at the Corps and (2) completion of the spawning pulse and egg collection efforts. If the meeting is postponed, the EC can be given more specific updates on the runoff, spawning pulse, egg collection, etc.
- It was also suggested that the meeting could be held at or along the river in celebration of the collaboration and coordination that went into making the Spawning Pulse possible.
 - If the EC meeting is postponed past May 22nd, then the June CC meeting will also have to be postponed in order to have at least 1 week preparation time.

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

- If the EC meeting is postponed to after May 22nd, then the CC meeting may need to be postponed until June 11th in order to allow for a week preparation time.
- Tentative agenda items include: (1) Review Draft 2013 Program Annual Report; (2) Update on First Spawning Pulse – initial feedback and egg collection results; (3) Continue Adaptive Management Committee Discussions (tabled from 05/07/14 meeting);
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**Coordination Committee Meeting
07 May 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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Joel Lusk (for Lori Robertson)	FWS	761-4709	A	joel_lusk@fws.gov
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