

**Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
March 11th, 2015 – 9:00am to 11:15am
Reclamation**

Decisions

- With a quorum present and no objections, the February 4th, 2015 CC meeting summary was approved for finalization with no changes.
- With a quorum present, the CC approved the finalization of the 2013 Program Annual Report with the addressing of the Corps and MRGCD comments.

Actions

- Ali Saenz will distribute the 02/19/15 EC Talking Points (developed at the 02/04/15 CC meeting) to all CC members.
- Any comments on the 02/19/15 EC Talking Points (developed at the 02/04/15 CC meeting) or draft April 2nd EC workshop agenda are due to Ali Saenz no later than Friday, March 20th.
- Ali Saenz will distribute the 2013 June EC Closed Session and other notes that specify the previously identified Program Priorities.

Continued/Ongoing Actions

- Grace Haggerty will confirm availability of the Compact Review presentation for the April or May 2015 EC meeting. (*continued from 12/10/14; dates may shift due to April 2nd EC workshop and meeting cancellations*)
- Submit Workgroup designation assignments for all active Program workgroups and subcommittees if not already completed. (*continued from 12/10/14*)

Requests/Recommendations

- In preparation for the April 2nd EC workshop, the CC recommended anyone interested and attending (particularly EC signatories) should “re-familiarize” themselves with all the RIP documents.
- CC attendees made the following suggestions for the draft April 2nd EC workshop agenda (in no particular order):
 - Include a Program and Science Support (a.k.a. 3rd Party Management) update;
 - Keep the consultation and RIP discussions separate;
 - Change the order of the RIP discussion points;
 - Include a status update of the Corps’ Adaptive Management contract under Adaptive Management;
 - Suggestions that the EC consider:
 - The need for updating of the RIP documents: Program Document, Action Plan, Cooperative Agreement, etc. Are the documents still accurate? When are they to be signed?
 - When to form the Adaptive Management Committee (AMC)? What is to happen with the standing workgroups and the CC once the AMC is formed?
- CC attendees reiterated the suggestion that the EC consider meeting less (every other month). It was suggested that the next EC meeting could be scheduled for June 2015 given the assumption that the MAT recommendations are not going to significantly change between now and then.

Announcements

- Ali Saenz has accepted a Program Analyst position within Reclamation. She will be available on a limited basis to assist the Program through the transition period.

Next CC Meeting: May 6th, 2015 from 9:00 AM to 11:00 AM at Reclamation

- The CC reserves the right to meet earlier (April) depending on the next EC meeting scheduled and if any significant (or decision) items arise.
- Tentative agenda items include: (1) Review/recap of April 2nd EC workshop; (2) Address any EC workshop actions or assignments (?); (3) MAT update – spring and summer recommendations;

Upcoming Dates and Deadlines:

- ~~March 17th – HRW meeting from 9:00am to 11:00am at Reclamation; CANCELLED~~
- ~~March 17th – ScW meeting from 11:00am to 1:00pm at Reclamation; CANCELLED~~
- March 18th – Minnow Action Team (MAT) meeting from 9:00am to 11:00am at Reclamation
- April 2nd – EC workshop from 9:00am 4:00pm at Reclamation
- May 6th – CC meeting from 9:00am to 11:00am at Reclamation

Meeting Summary

Introductions and agenda approval: Rick Billings brought the meeting to order and introductions were made and a quorum was confirmed. The agenda was reviewed and approved with no changes.

Approval of the February 4th, 2015 CC Meeting Summaries

- With a quorum present and no objections, the February 4th CC meeting summary was approved for finalization with no changes.

Coordination Committee (CC) Action Items and Decisions Review

- *February 4th Decisions*
 - There were no comments on the February 4th CC decision items.
- *February 4th Actions*
 - ✓ Brooke Wyman will request David Gensler review the MAT section(s) in the Draft 2013 Program Report to finalize the language in the MAT summary section (since MRGCD is mentioned specifically). Any edits or comments should be provided to Ali Saenz as soon as possible. – *complete; to be discussed today*
 - ✓ Leann Towne will request Carolyn Donnelly review the MAT section(s) in the 2013 Program Report to finalize the language in the MAT summary section (since supplemental water is mentioned specifically). Any edits or comments should be provided to Ali Saenz as soon as possible. – *complete;*
 - ✓ Ali Saenz will contact Susan Bittick to confirm the formatting of the Corps' activities section in the 2013 Program Annual Report; the exact comment that was received will be provided to Susan for context. – *complete;*

- ✓ Mick Porter will contact Ondrea Hummel to get an update on the *Program Accomplishments* (page 9) *Noteworthy Collaborative Program Accomplishments*. The current bullet states:
 - Implementing U.S. Army Corps of Engineers (USACE) habitat restoration (HR) projects at the Rio Grande Nature Center and for RGSM perennial refugia at drain outfalls; – *complete; to be discussed today*
- Rick Billings will confirm the ABCWUA Water Treatment Presentation for the March 19th EC meeting (if the EC meets in March). – *postponed;*
 - The March EC meeting has been cancelled. Schedules and agendas will be subsequently shifted due to the EC workshop.
- ✓ In response to a CC concern regarding the lack of Program assistance expected this spring, Leann Towne will talk to Jennifer Faler about Reclamation potentially filling a Program position. – *complete;*
- ✓ Leann Towne will confer with Jennifer Faler about having Agency Updates added to the April 2nd EC workshop agenda. (It was suggested the agency updates include information on where the agency is currently, future expectations and plans, how they are working with/in conjunction to the Program including resources, activities, participation, involvement, etc.) – *complete;*
 - Ali Saenz has accepted a Program Analyst position within Reclamation. She will be available on a limited basis to assist the Program through the transition period.
 - It was requested that Reclamation allow Ali to participate in a few of the database planning meetings during the transition of the database maintenance/management.
 - Reclamation's contracting office has requested changes in the 3rd Party Management language related to the EC, the COR, and the "personal services" issues. Language has been added that clarifies the COR position (and approval process) and how the contracting is through Reclamation, but the Executive Director (ED) will work directly with the EC. The contracting package is in progress and will hopefully be awarded this fiscal year.
- ✓ Rick Billings will distribute the 02/04/15 CC Talking Points to CC members for any additional input prior to the February 11th EC meeting planning call. – *complete;*
- Grace Haggerty will confirm availability of the Compact Review presentation for the April or May 2015 EC meeting. (*continued from 12/10/14*) – *ongoing; date may shift due to meeting cancellations due to April EC workshop*
- Submit Workgroup designation assignments for all active Program workgroups and subcommittees if not already completed. (*continued from 12/10/14*) – *ongoing;*

Review & update list of EC Presentations/Updates (recurring item)

- The CC continues to develop and refine a list of potential presentations for EC meetings. There will be no scheduled presentations for the April 2nd workshop. The proposed dates for the suggested presentations have all been "shifted" to accommodate the April 2nd EC workshop.
- *Suggested Modifications to the Presentation List:*
 - The River Sedimentation Presentation (Corps' project; Tetra Tech contractor) could be scheduled for the May EC meeting. The presentation could be a 15 minute overview but it could also be more detailed if needed/wanted.

- The yellow billed cuckoo & NMJM presentation will tentatively be scheduled for June/July 2015. Dave Campbell will be the lead and will coordinate with Vicki Ryan and others.
- ABCWUA's Treatment Plant and Treatment Works presentation will also be scheduled for June/July 2015.
- The Contact/Leads for the Climate Change Report will be updated to Arianne Pinson (Corps) and Dagmar Llewellyn (Reclamation).

FY2013 Annual Report

- In a working session, CC attendees reviewed and addressed the most recent comments submitted by the Corps and MRGCD.
- *CC Revisions and Edits:*
 - *Corps:*
 - In the footer, at the first appearance on page 2, the link to the Program website should be updated to the current address. While the report is for 2013, references are all housed on the current database. The intent is for readers to be able to track down references and documents.
 - On page 8, under the Corps' financial summary, it was requested that a reference to "projects can be found in the COEs report on www.mrgesa.com" be added.
 - In the reference section, the link on the Corps' report(s) needs to the Program's website. The existing link is to the Corps' Civil Works department.
 - For the purposes of this document, it was suggested that the bullet on the implementation of the Corps' Habitat Restoration projects and Rio Grande Nature Center (page 9) be delete entirely.
 - On page 10, the bullet on the FY2012 continued funding and development and maintenance of the database should be deleted (the information is duplicated and can be found under Program Accomplishments).
 - CC attendees then "word smithed" language under 3.6.4.
 - The Minnow Sanctuary bullet was also deleted.
 - *MRGCD comments on MAT sections:*
 - In the second paragraph of Section 3.2.2, it was recommended the 3rd line be changed from: "...provide technical recommendations to the Collaborative Program" to "...provide technical recommendations for endorsement by the Collaborative Program and potential execution by associated water operators..."
 - To the end of the 4th paragraph, add sentence: "The use of water in this way provided more wetted habitat through the summer than would have been possible with strict adherence to the 2003 BO flow targets."
 - Last sentence of the 4th paragraph, clarify the location of the drain outfalls: "Drain Outfalls in the Isleta Reach were monitored...by the USACE and Service as a first step..."
 - It was suggested the 2013 MAT Recommendations Report (and website link) be referenced for anyone interested in specific details on the 2013 recommendations.
- With a quorum present, the CC approved the finalization of the 2013 Program Annual Report with the addressing of the Corps and MRGCD comments.

April 2nd EC Workshop Agenda Items and Discussion

- The rough draft agenda is currently organized with regular business occurring in the morning session, followed by lunch, and then focused BA/BO, Program, and consultation discussions in the afternoon session.
- The 02/19/15 EC Talking Points (developed at the 02/04/15 CC meeting) were considered and incorporated (as appropriate) into the suggested draft EC agenda items.
- *Comments/Edits/Suggestions to the Draft April 2nd EC Workshop agenda included:*
 - Reclamation clarified that 3rd Party Management is considered “personal services” and cannot be funded as such. Instead the Program management will be called “Program and Science Support (PSS).”
 - A PSS update will be included in Jennifer Faler’s BA/BO update presentation.
 - The Scope of Work (SOW) for the PSS is being finalized.
 - It was suggested that if possible, EC members be allowed to read the PSS SOW even if this has to be accomplished in closed session.
 - Reclamation is not yet able to give a detailed presentation on the PSS contract – interactions, expectations, etc.
 - An “update” presentation can be provided in April and then a more detailed presentation/walk through on the workings can be provided in subsequent months.
 - *PSS Contract Discussion*
 - Some CC members expressed concerns that having to go through a COR is not actually 3rd Party Management.
 - To address concerns, it was shared that, in essence, Reclamation will hire a management “entity” to coordinate the hiring of the Executive Direction (ED) and Science Coordinator (SC). It is a legal issue and there are legal constraints that guide what Reclamation can and cannot do.
 - Reclamation will hire a contractor who will hear/consider the EC’s input. There will be a feedback loop and “customer feedback” opportunities to provide evaluation of the hired positions as well as the management company itself. However, the EC cannot ask the contractor to do something outside of the scope.
 - This path forward meets the federal and legal obligations while providing the EC with as much input and direction into the hiring/oversight of the ED and SC as possible.
 - A parallel example was shared of a “temp agency” that supplies needed employees. The contractor covers salary, evaluations, benefits, etc. but the hired staff will work directly for the Program. If the employee isn’t working out, a replacement is found.
 - The budgeted line item included/considered the overhead and administration costs – the contractor will have to hire the ED and SC within the approved budget.
 - *Timeframes*
 - Once the contract is awarded, the management agency will have something like 120 days to have the ED hired. The management contract will be awarded this fiscal year but there will be transition time for the company to determine/provide appropriate candidates for the ED and SC positions. This means the ED

should be in place by December. It might take several months after that for the contractor to fill an office with support staff.

- CC members cautioned having the consultation and Recovery Implementation Program (RIP) discussions separate. To this end, additional agenda items were suggested to capture the discussions separately.
- CC members suggested the RIP discussion items be re-ordered.
- Include a status update of the Corps' Adaptive Management contract under Adaptive Management.
- It was suggested that the EC consider:
 - The need for updating of the RIP documents: Program Document, Action Plan, Cooperative Agreement, etc. Are the documents still accurate? When are they to be signed?
 - When to form the Adaptive Management Committee (AMC)? What is to happen with the standing workgroups and the CC once the AMC is formed?
 - The Adaptive Management Phase II contract should be awarded by mid-summer (June?).
 - In determining the focus of the Program efforts, consider how MAT and the AMC interact and overlap.
- CC attendees reiterated the suggestion that the EC consider meeting less (every other month). It was suggested that the next EC meeting could be scheduled for June 2015 given the assumption that the MAT recommendations are not going to significantly change between now and then.

Significant Non-Decision Items to Brief EC

- No additional agenda items were identified; suggested items for the April 2nd workshop were all discussed in the previous section.

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- Tentative agenda items include: (1) Review/recap of April 2nd EC workshop; (2) Address any EC workshop actions or assignments (?); (3) MAT update – spring and summer recommendations;

**Coordination Committee Meeting
11 March 2015 Meeting Attendees**

	NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
1	Rick Billings	ABCWUA	259-0535	P – Co-Chair	rbillings@abcwua.org
2	Leann Towne	Reclamation	462-3579	P	ptowne@usbr.gov
3	Ann Demint	Reclamation	462-3654	A	ademint@usbr.gov
4	Susan Bittick	USACE	342-3397	P	susan.m.bittick@usace.army.mil
5	Danielle Galloway	USACE	342-3661	A	danielle.a.galloway@usace.army.mil
6	Lacy Levine (via phone conference)	NMDA	575-646-8024	A	llevine@nmda.nmsu.edu
7	Dave Campbell	FWS	761-4745	P	david_campbell@fws.gov
8	Brooke Wyman	MRGCD	247-023	A	brooke@mrgcd.us
9	Grace Haggerty	NMISC	383-4042	P	grace.haggerty@state.nm.us
10	Ali Saenz	Reclamation	462-3600	O – Program Analyst	asaenz@usbr.gov
11	Marta Wood	Alliant Env.	259-6098	O – Note Taker	mwood@alliantenv.com