

*April 24, 2018*

**Documents:**

Meeting Agenda

Meeting Minutes

Read-Aheads and Presentations

*Proposed MRGESCP Structure*

*Proposed 2018 ScW/HR Plan*

*Charter for ScW of the MRGESCP*

*Template for Detailing Work Group Charges*



# Middle Rio Grande Endangered Species Collaborative Program

Est. 2000

## Science and Habitat Restoration Work Group Meeting Agenda

April 24, 2018 1:00 AM – 3:00 PM

Location: Bureau of Reclamation, 555 Broadway Blvd NE #100

### Conference Call Information:

Phone: (712) 451-0011 Passcode: 141544

1:00-1:10	Welcome, Introductions, and Agenda Review ➤ <b>Decision:</b> Approve meeting agenda	<i>Ashley Tanner</i>
1:10-1:20	Review of March 27, 2018 Science and HR Work Group meeting minutes and action items ➤ <b>Decision:</b> Approve March 27, 2018 meeting minutes	<i>Ashley Tanner</i>
1:20-1:35	Updates on DBMS, Brown Bag, and Science Symposium <ul style="list-style-type: none"><li>• Call for volunteers to discuss DBMS. Tentatively scheduled for first week of May.</li><li>• Next brown bag on May 10: Matt Johnson – Tamarisk Leaf Beetle (location and time TBD)</li></ul>	<i>Ashley Tanner</i>
1:35-2:10	Discuss EC approved structure and transition <ul style="list-style-type: none"><li>• Review August 2007 charter for the Science Work Group</li><li>➤ <b>Action Item:</b> Complete “Charge Template” provided by WEST</li></ul>	<i>Ashley Tanner</i>
2:10-2:20	Break	
2:20-2:40	Discuss EC approved SOWs ➤ <b>Action Item:</b> Formulate groups to develop full SOWs	<i>Ashley Tanner</i>
2:40-2:50	Additional Items <ul style="list-style-type: none"><li>• Reminder: egg collection/fish salvage call for volunteers</li><li>• River cleanup on May 19 (details TBD)</li></ul>	<i>Ashley Tanner</i>
2:50-3:00	Meeting Summary, Next Step, and Adjourn ➤ Next meeting: TBD	<i>Ashley Tanner</i>



# Middle Rio Grande Endangered Species Collaborative Program

*Est. 2000*

## Science and Habitat Restoration Work Group (ScW/HR) Meeting Minutes

**April 24, 2018 1:00 PM – 3:00 PM**

**Location: Bureau of Reclamation, 555 Broadway Blvd NE #100**

### Decisions

- ✓ The minutes of the March 27, 2018 ScW/HR meeting were approved with no comment and no objection.

### Action Items

WHO	NEW ACTION ITEMS	BY WHEN
All	Send any map files in any format to John Peterson at USACE or to WEST for inclusion in the DBMS.	ASAP
WEST (Ashley Tanner)	Draft the ScW/HR charge for 2018, including milestones, and furnish to the group.	ASAP
WEST	Schedule smaller group meetings for their respective SOW development.	ASAP
WEST (Ashley Tanner)	Invite Mike Hatch for Brown Bag (his topic should facilitate a PVA discussion at a later ScW/HR meeting).	ASAP
WEST (LanaMitchell)	Send invitation for DBMS meeting on Thursday, May 3.	4/25/18
WEST (LanaMitchell)	Send the DBMS URL and the survey link for the ScW/HR input on DBMS.	4/25/18
WEST (LanaMitchell)	Send the link to National River Clean-Up Day information to the ScW/HR.	4/25/18
All	Use the DBMS and supply specific feedback to Lana Mitchell, WEST.	4/30/18
ONGOING ACTION ITEMS		
WEST	Include updates of ongoing tasks in future meeting agenda's	Ongoing
All	Send focus questions concerning peer review to WEST to compile for the next meeting.	Ongoing
WEST	WEST will pull together focus questions and help define peer review for the next meeting.	Ongoing
WEST	Develop a Brown Bag presentation on Peer Review.	In 2018
All	Develop a list of DBMS questions, wish-list, and requirements especially as it pertains to GIS map components.	Before May meeting with USGS

### **Next Meeting**

- Small SOW groups will convene, date and times to be determined (TBD).
- Next ScW/HR meeting, TBD.

### **Review of March 27, 2018 ScW/ HR Work Group meeting**

- The group was reminded they should send any map files to John Peterson at U.S. Army Corp of Engineers (USACE) or to WEST for inclusion in the DBMS.
- ✓ The minutes of the March 27, 2018 ScW/HR meeting were approved with no comments and no objections.

### **Updates on DBMS, Brown Bag, and Science Symposium**

- A call was made for volunteers to discuss DBMS. The meeting is tentatively scheduled for the first week of May. The results of a Doodle poll and members of the ScW/HR group suggest the meeting be scheduled for Thursday, May 3 from 1:00 pm to 3:00 pm.
  - WEST will send the invitation to the group for the DBMS meeting Thursday, May 3rd.
  - A DBMS URL will also be sent for volunteers to test out.
    - If any bugs are found, please note what page you are on, what action you are attempting, and the data you are working with and forward to Lana Mitchell at WEST. This information will be passed on to the web developers (USGS).
- Next brown bag on May 10: Matt Johnson – Tamarisk Leaf Beetle (Bureau of Reclamation, Rio Grande Room 12:30 pm to 1:30 pm)
- Would like to put together a small group to organize the Science Symposium. WEST is currently figuring out the basics, such as when and where, and then will start pulling in people to help.

### **Executive Committee (EC) Program structure and transition discussion**

- A general Program structure was approved by the EC during their April 12, 2018 meeting with many of the details remaining to be formalized. The Adaptive Management (AM) workgroup has been tasked to work out most of those details, which include the role of the ScW/HR.
- A charge template will be given to every group to complete. The ScW/HR charge is housed in the 2018 ScW/HR Work Plan approved in February 2018. This group can focus on what has been done so far, the group's deliverables, and what can the group continue to work on. On speaking to the work plan and what can be done:
  - It was commented that the group has done a poor job of what is working and what is not working. Asking the right questions is part of that and so are not in a position to be making recommendations.
  - The group has begun the SOW development process.
  - The group could finish the map project.
  - Thinking a bit more ambitiously, set milestones and see where the group can pick up one or two other tasks in addition to the map project and the SOWs.
  - The group agreed that tracking short term and long term work plan milestones should be a regular part of the meeting agenda.
  - Timelines should also be added for SOWs. When asked if the group wanted to look at more scopes to have ready, a participant suggested the group start with four and when two are in good shape, look at adding two more. This should help with a long-term plan to have some ready ideas. This means having two or more scopes by July

and leaving time to develop some new ones. They can be placeholders for future. This keeps a constant movement.

- The 2018 Work Plan encompasses what the ScW/HR will do for the year. WEST will add milestones to see where we are at as an agenda item.
- WEST will complete the charge template with milestones and furnish it to the group.

### **EC approved SOWs**

- SOW descriptions were provided to Reclamation as funding placeholders. The EC subsequently approved them for further development. It is now up to the ScW/HR to work out detailed SOWs for final EC approval before they are forwarded to a funding agency.
  - The first action is to develop groups to write these SOWs.
  - We need to keep in mind that when the SOW comes back to the ScW/HR, they may look very different.
  - Upon speaking to one of the WEST economists it was emphasized that the Economics SOW needed to be more defined. It is going to prove to be complicated. It would require some expertise to pull that together.
- Formulate groups to develop full SOWs.
  - There was a short discussion on conflict of interest. If one helps to write a scope they cannot bid on it. In the future, SOWs that go to the EC should not include dollar amounts since they are public meetings and even an estimated cost can be revealing.
  - WEST would like to plan a SOW workshop for the ScW/HR, a sort of SOW 101. The emphasis will be to look for common denominators to meet as many funding agency needs as possible and to make complete and consistent SOWs with regard to tasks, deliverables, and timelines. This is important as different funding agencies have different requirements.
  - Group 1 –Habitat restoration SOWs. SOW #1 and #4 seem similar; however, one is an on-the-ground project and one is a research project. This group will include Mathew Peterson, Mike Marcus, Lynette Giesen, Grace Haggerty, Vicky Ryan or Clint Smith, and potentially Yasmeen Najmi. It is suggested the two SOW teams meet together for a while to make sure they diverge successfully.
  - Group 2 – Economics SOW. Differentiate from cost engineering and look for basic cost benefit. “How many fish do we get out of propagation efforts” was one suggestion. Start with looking at gross economic expenditure. The group was reminded that minnow economics are hard when you try to justify cost per minnow. The USACE has economists that Micky Porter will contact and ask if they might participate. This group will include Julie Dickey, Rick Billings, Ann Demint, and will consider pulling from expertise from outside the group.
  - Group 3 – RGSM overbanking SOW will include Micky Porter, Dana Price, and potentially Joel Lusk and Mike Marcus.

### **Additional Items**

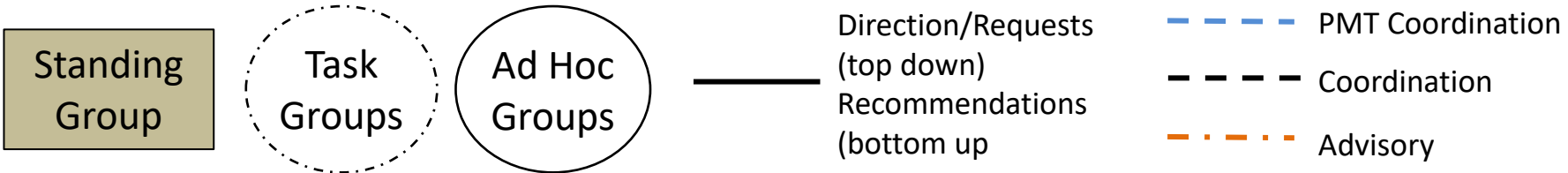
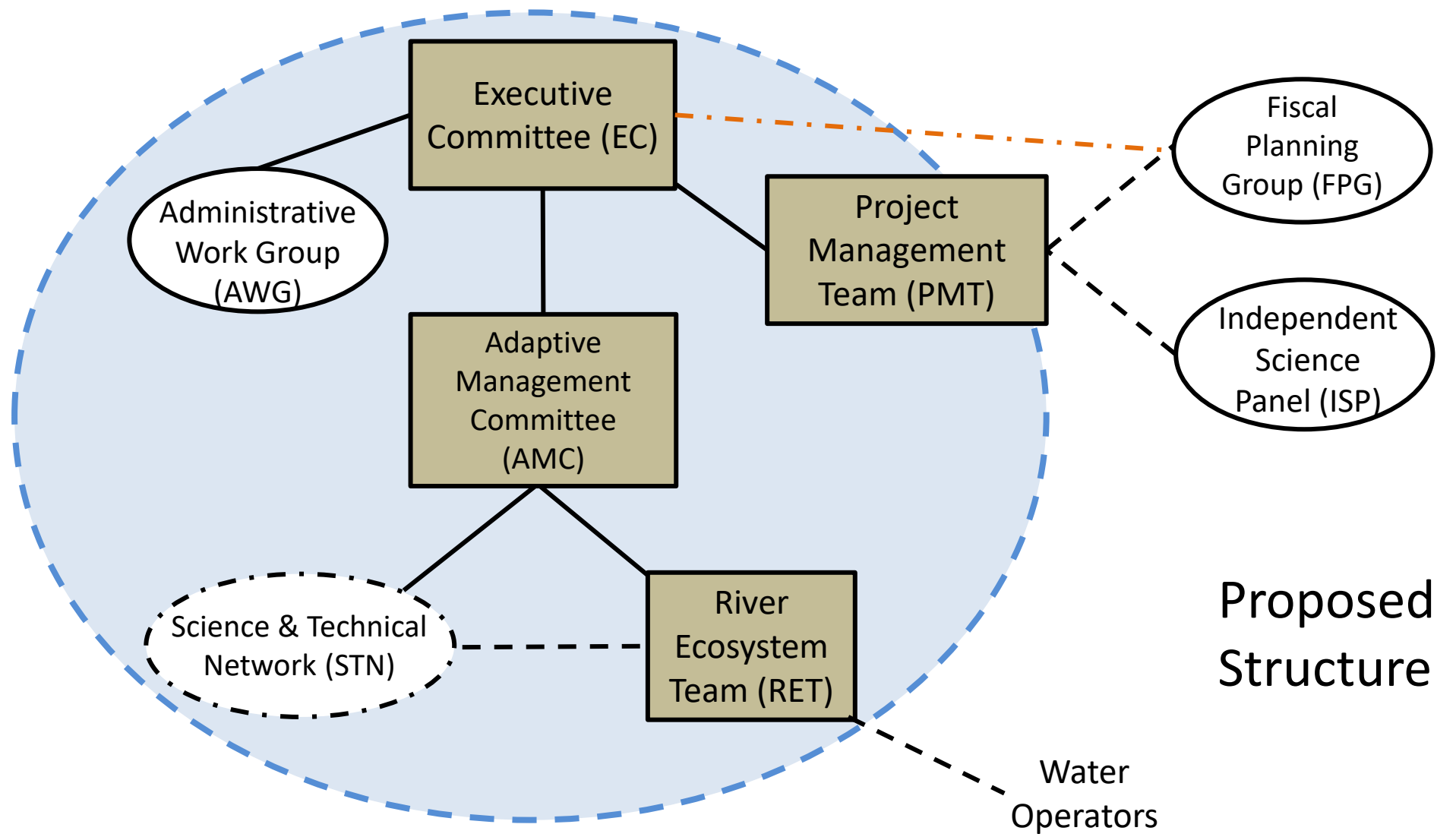
- Reminder: egg collection/fish salvage call for volunteers
- River cleanup on May 19 (details TBD) 8:30AM
  - Lana will send link to group
- June EC meeting, everyone welcome, calling for volunteers to grill bring a grill.

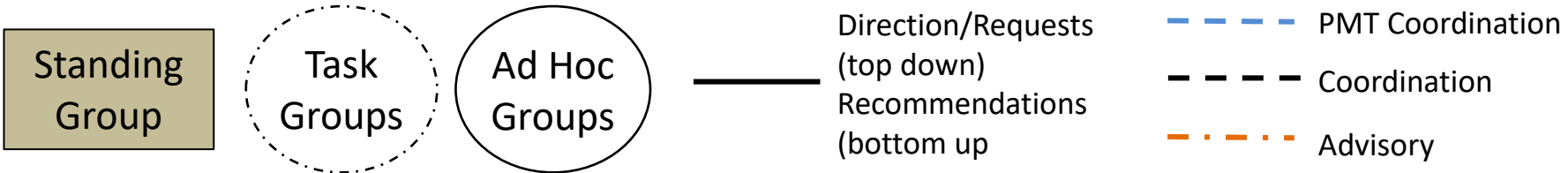
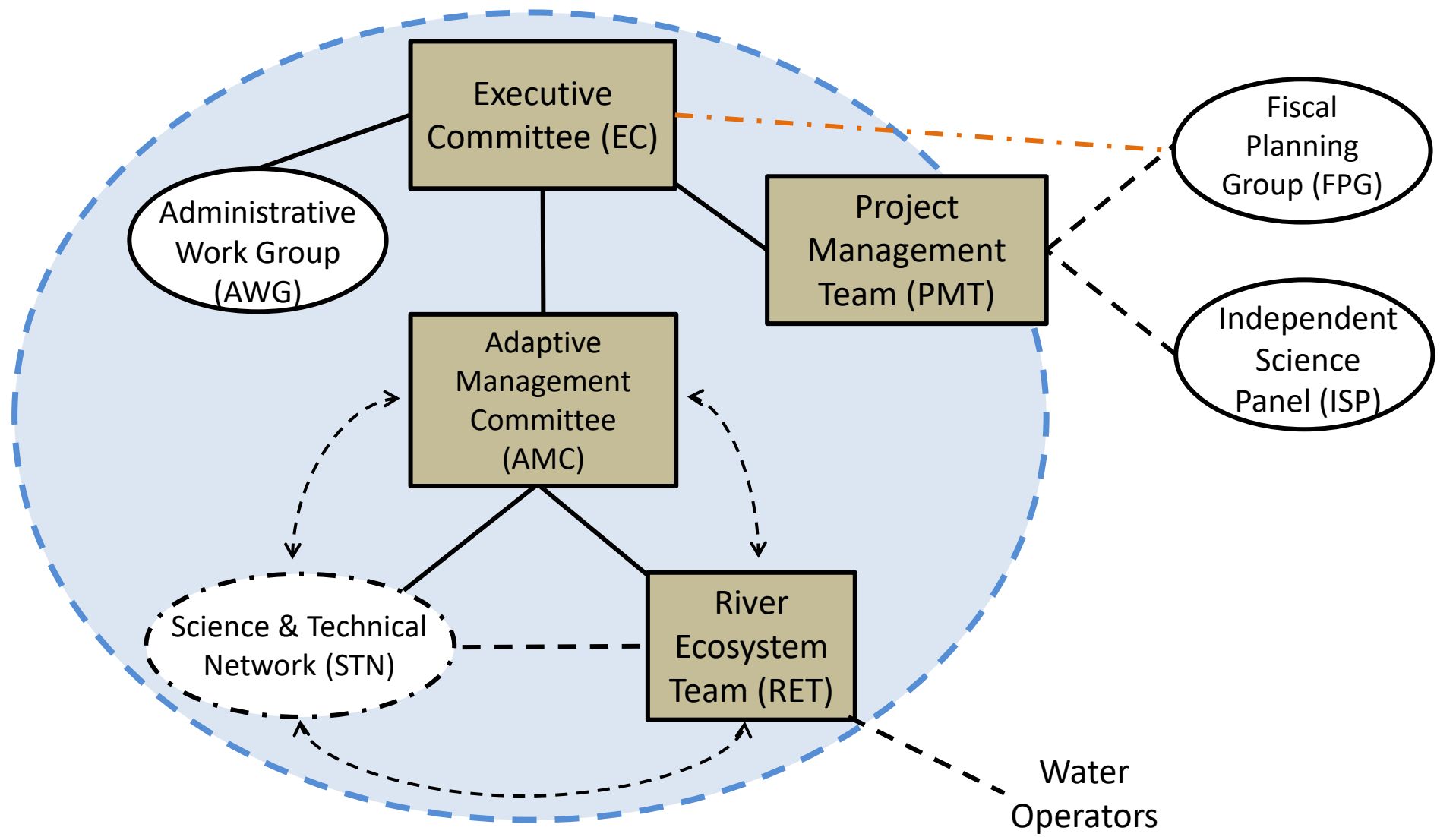
### **Meeting Summary, Next Step, and Adjourn**

- WEST is to look at next steps for PVA; invite Mike Hatch for Brown Bag

**Participants**

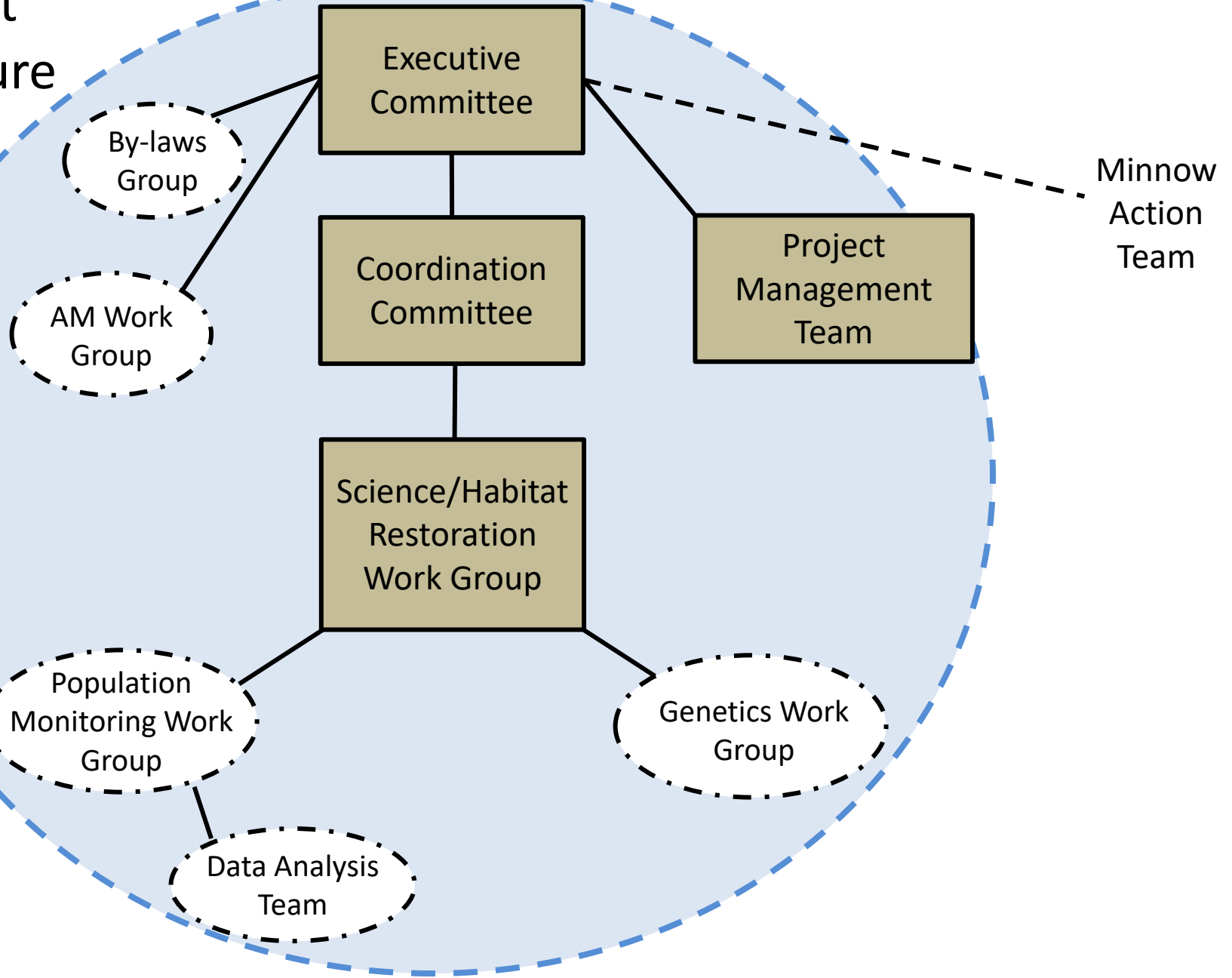
Ann Demint	U.S. Bureau of Reclamation
Julie Dickey	Western Ecosystem Technologies, Inc.
Lynette Giesen	U.S. Army Corps of Engineers
Vicky Ryan	U.S. Fish & Wildlife Service
Kim Eichhorst	Bosque Ecosystem Monitoring Program
Micky Porter	U.S. Army Corps of Engineers
Rick Billings	Albuquerque Bernalillo County Water Utility Authority
Nathan Schroeder	Pueblo of Santa Ana
Lauren Sherson	U.S. Geological Survey
Ashley Tanner	Western Ecosystems Technologies, Inc.
Matthew Peterson	City of Albuquerque
Brian Hobbs	U.S. Bureau of Reclamation
Grace Haggerty	New Mexico Interstate Stream Commission
Dana Price	U.S. Army Corps of Engineers



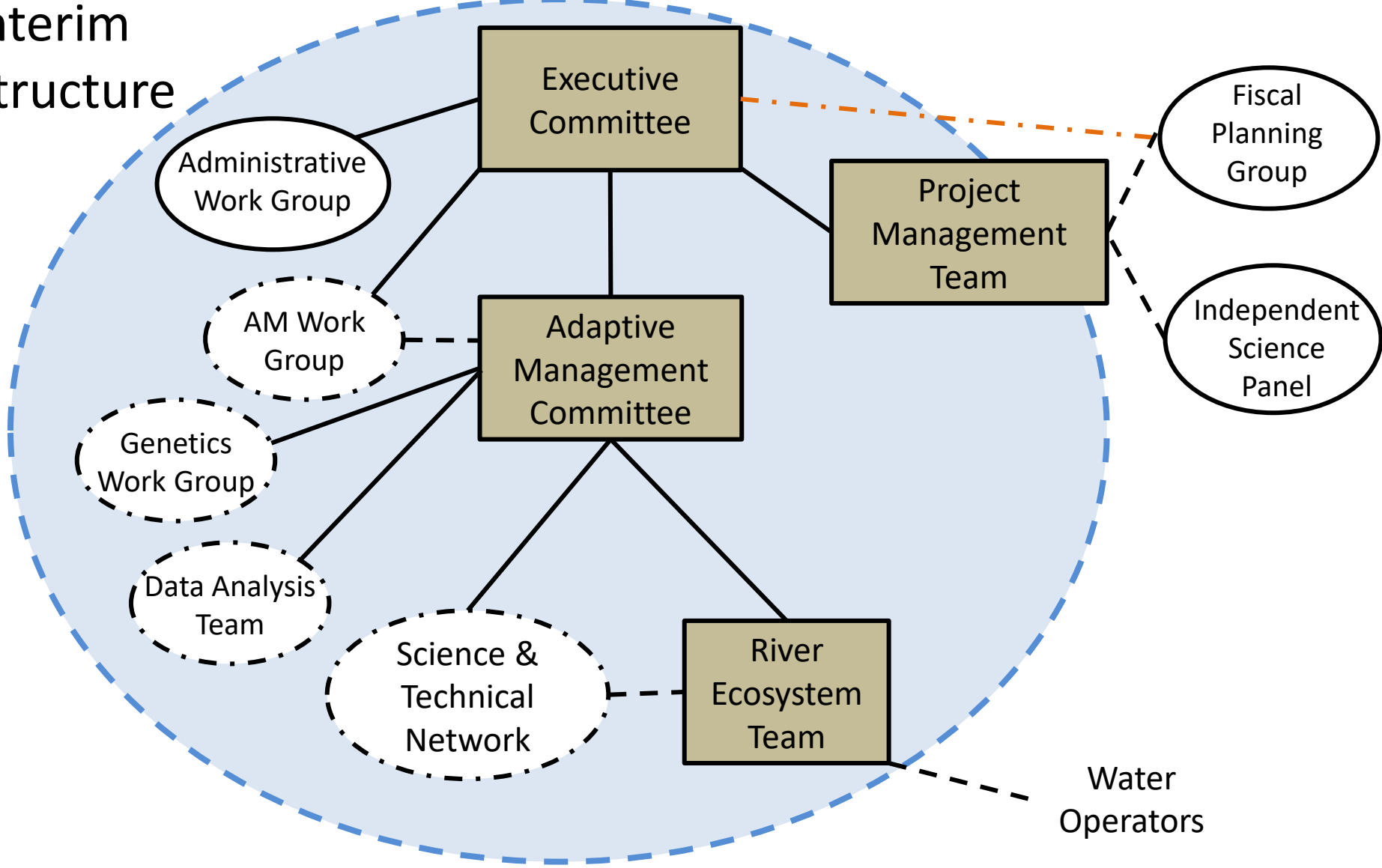




# Current Structure



# Interim Structure



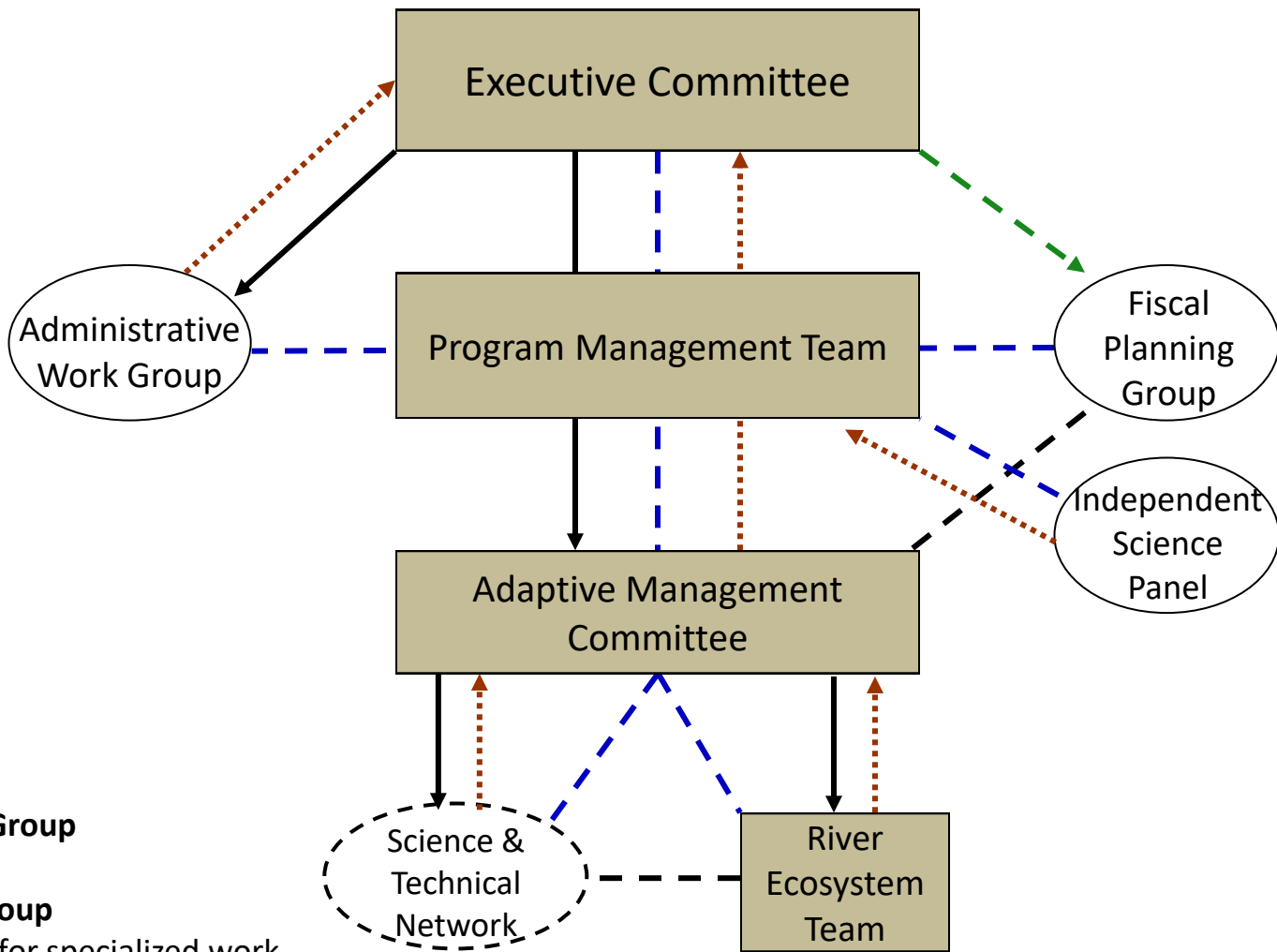
Standing Group

Task Groups

Ad Hoc Groups

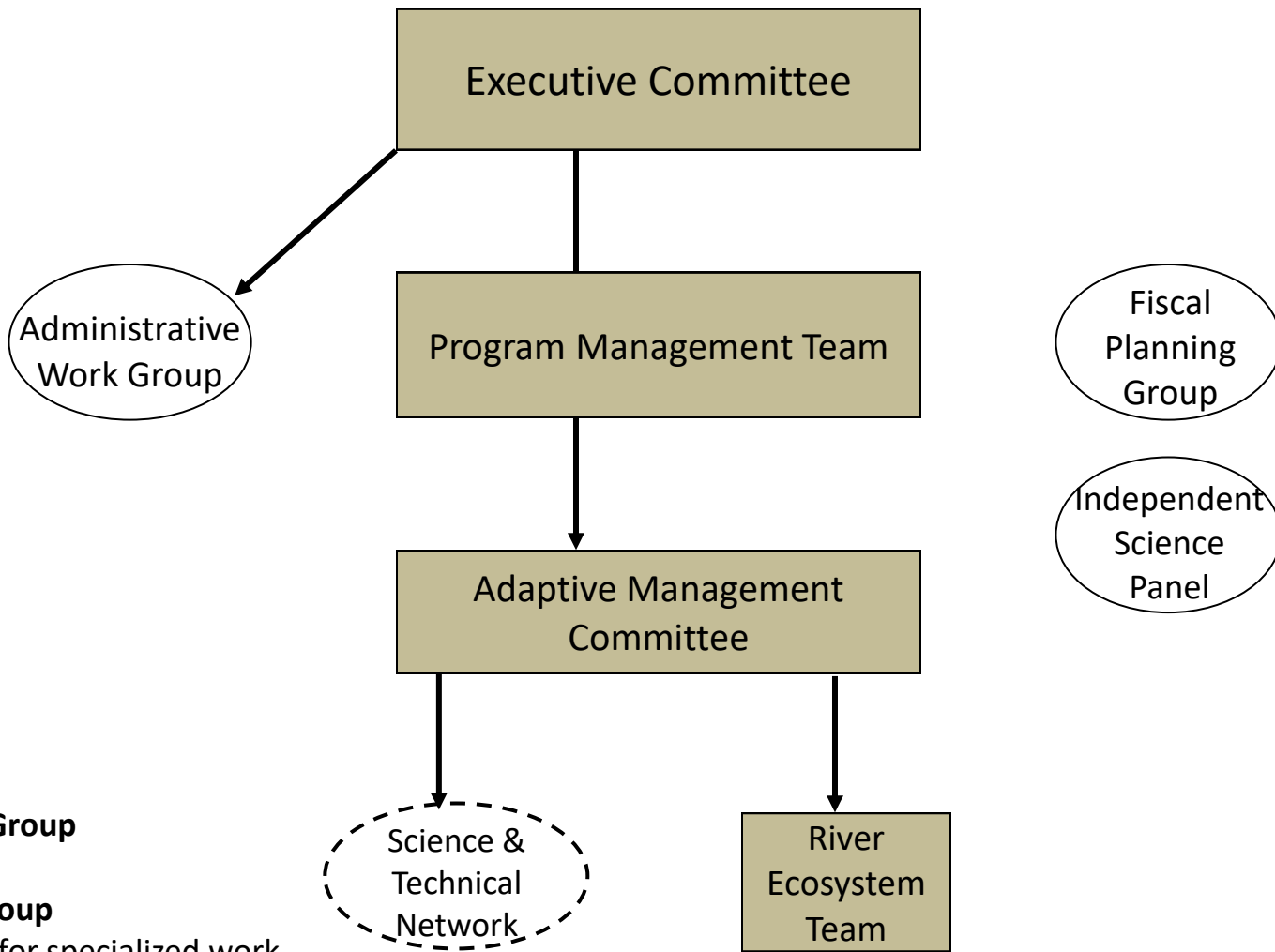
Direction/Requests (top down)  
Recommendations (bottom up)




PMT Coordination  
Coordination  
Advisory



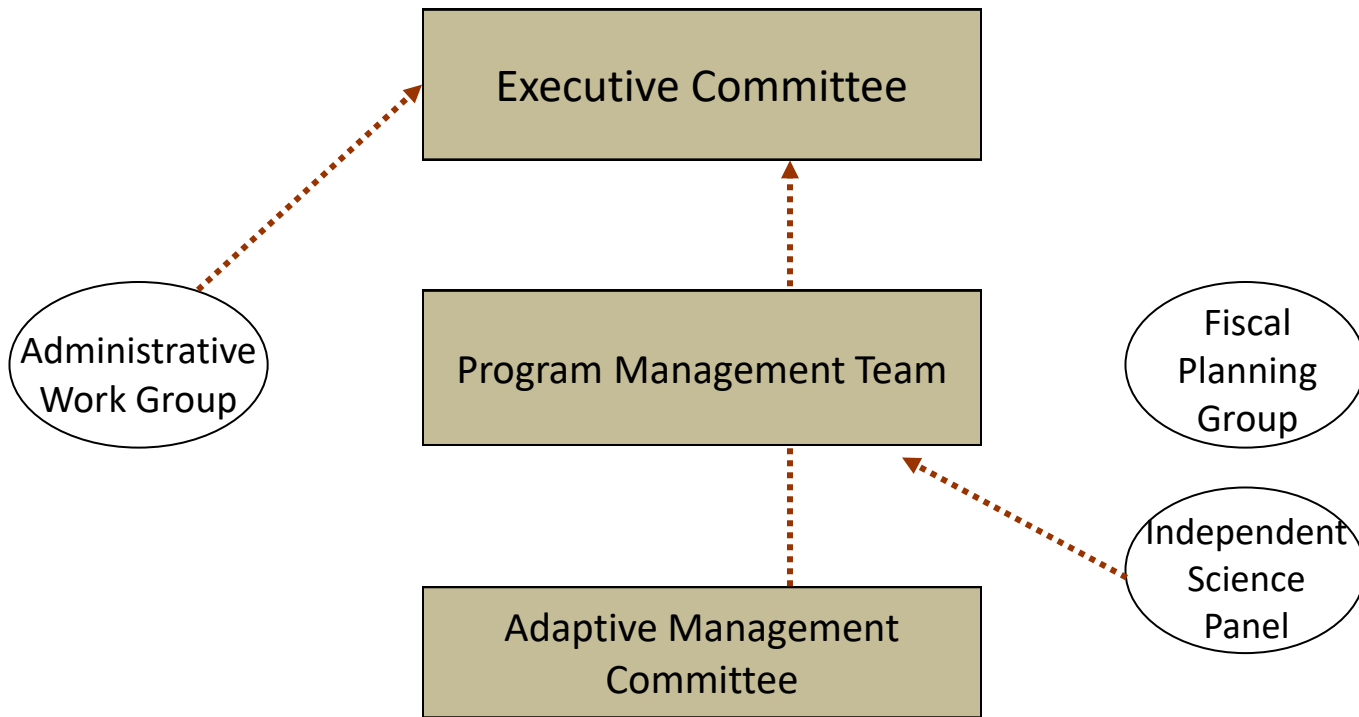
- Standing Group**
- Ad Hoc Group**  
 Convene for specialized work
  - Limited charge
  - Recurring as needed
- At-will Group**  
 Convene for specialized work
  - Limited charge
  - Limited timeline




- Direction/Request**
- Recommendations**
- Advisory**
- Direct Communication**
- PMT Coordination**



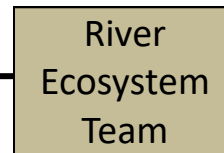
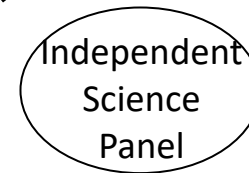
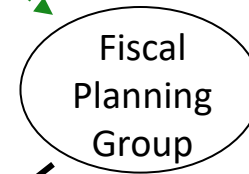
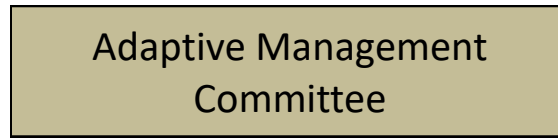
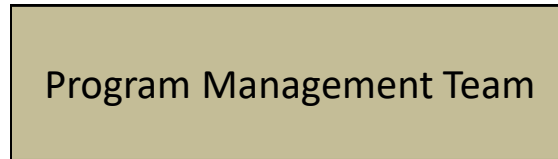
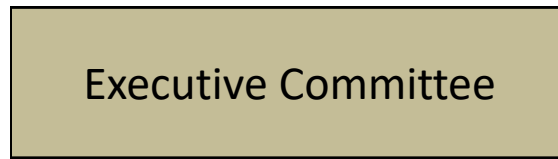
-  **Standing Group**
-  **Ad Hoc Group**  
 Convene for specialized work
  - Limited charge
  - Recurring as needed
-  **At-will Group**  
 Convene for specialized work
  - Limited charge
  - Limited timeline

 Direction/Request




-  **Standing Group**
-  **Ad Hoc Group**  
Convene for specialized work
  - Limited charge
  - Recurring as needed
-  **At-will Group**  
Convene for specialized work
  - Limited charge
  - Limited timeline


 Recommendations



 **Standing Group**

 **Ad Hoc Group**  
Convene for specialized work

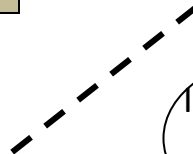
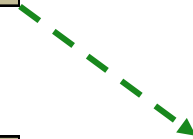
- Limited charge
- Recurring as needed

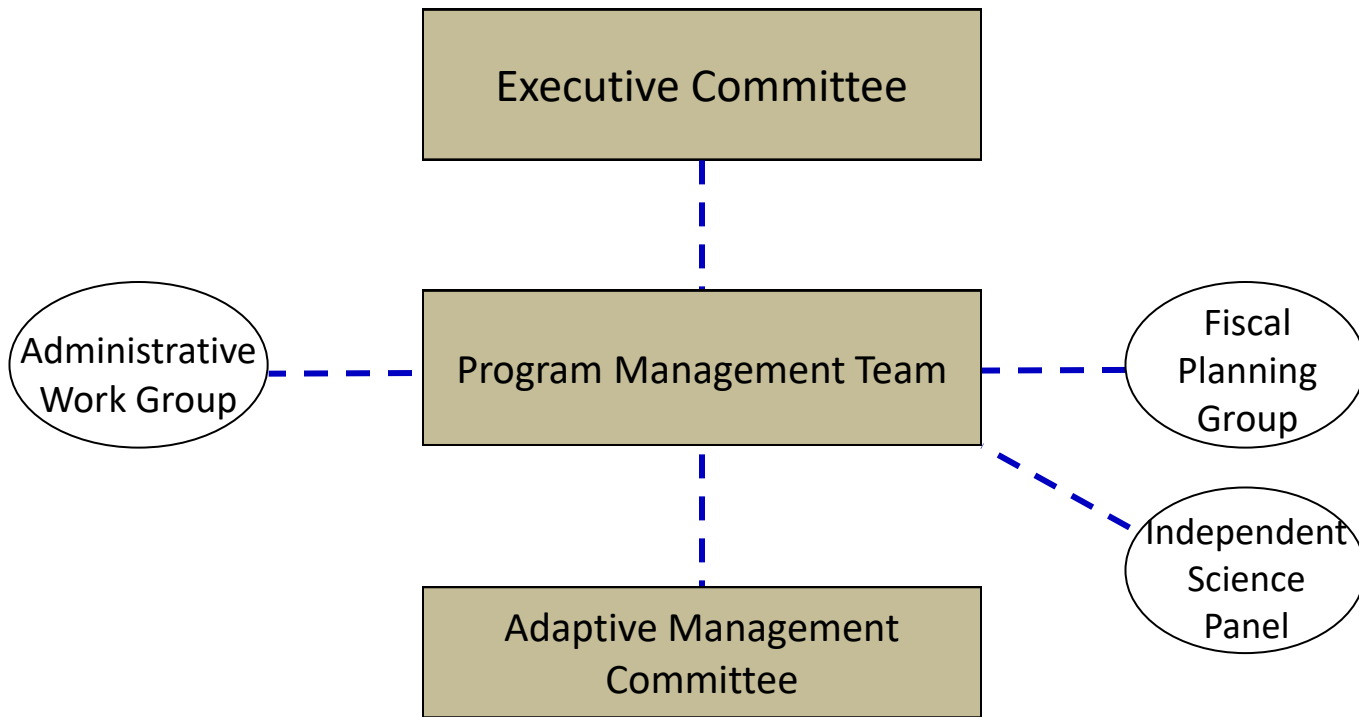
 **At-will Group**  
Convene for specialized work

- Limited charge
- Limited timeline


 **Advisory**

 **Direct Communication**






 **Standing Group**

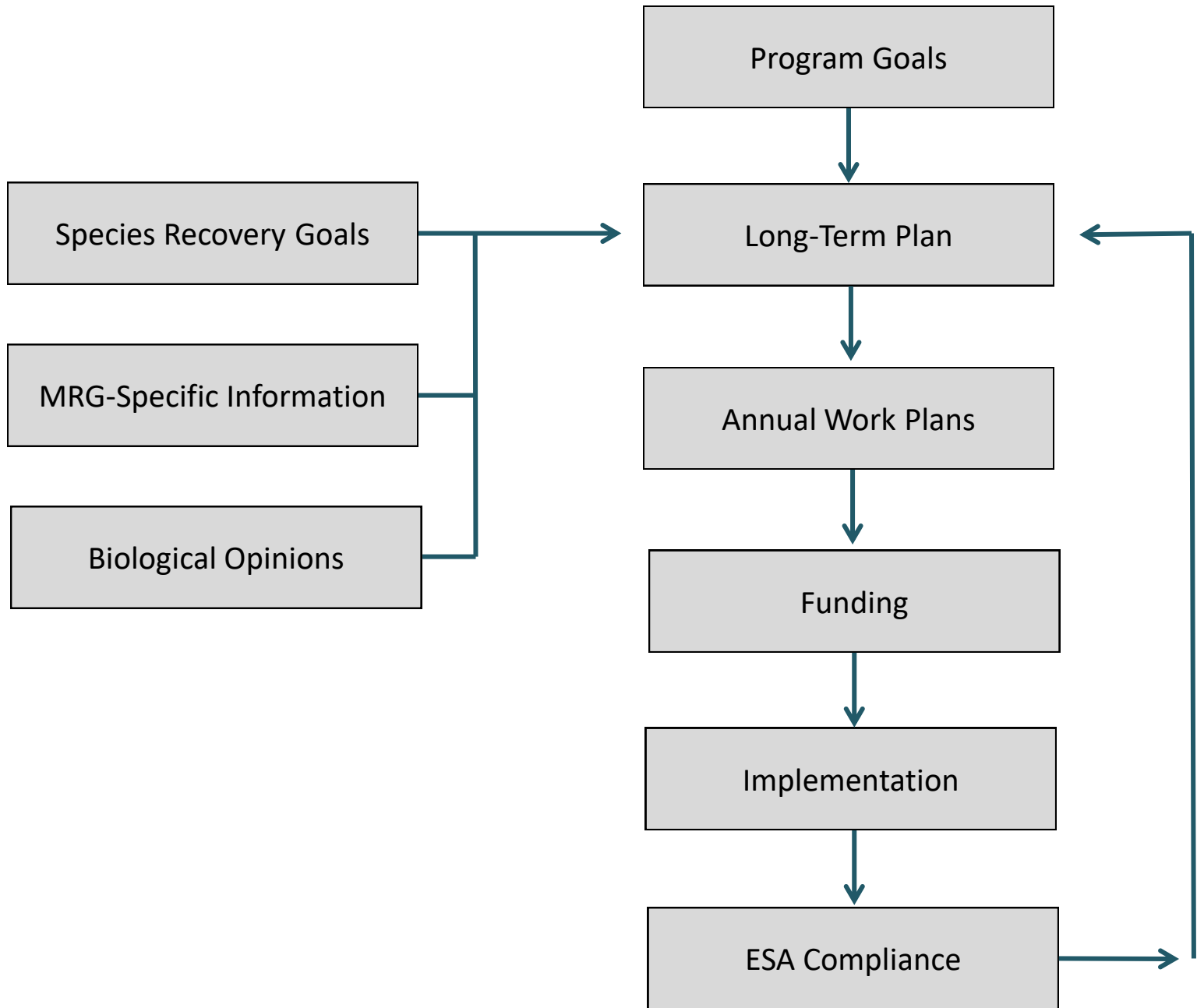
 **Ad Hoc Group**  
 Convene for specialized work

- Limited charge
- Recurring as needed

 **At-will Group**  
 Convene for specialized work

- Limited charge
- Limited timeline

 PMT Coordination





## **Proposed 2018 Science/Habitat Restoration Work Plan**

### **1. Finish Prioritizing Peer Reviews Recommendations**

In recent years, the Collaborative Program has sponsored three independent science panels/peer review panels:

- RGSM Life History (February 2017)
- RGSM Genetics Project Peer Review (February 2016)
- RGSM Population Monitoring (December 2015)

The Collaborative Program has undertaken some prioritization of the recommendations from the panel reports, but has not completed these efforts, or looked at prioritizing the recommendations from all three panels as a whole.

Continuing the prioritization effort will help inform the development of a long-term science work plan, as well as an interim work plan for the next year.

### **2. GIS Map of Projects**

In 2017, the ScW/HR had begun developing a GIS map of all projects in the MRG. Due to staffing changes at NMISC, that effort had stalled. Completing the map development will inform ongoing and future projects, and help with coordination efforts for on-the-ground activities.

### **3. Data Inventory and Consolidation**

Since its inception, the Collaborative Program and its signatories have collected a large amount of data, including (but not limited to) endangered species population numbers, hydrology, water quality, and habitat restoration.

There is a need to inventory what data are available where, and if possible, to consolidate datasets. This will inform science and adaptive management activities in the Program, and minimize duplicate monitoring efforts.

### **4. DBMS Development**

In 2018, the Collaborative Program will be developing a new DBMS through an Army Corps contract with USGS. This new DBMS needs to be responsive to the needs of the Program, including its scientists and technical experts. The ScW/HR as a group can work with USGS to develop a list of requirements for the database and data management portion of the DBMS.

### **5. Habitat Restoration Assessment**

The ScW/HR raised the need to go back and evaluate past habitat restoration projects, whether they met projected objectives (why/why not?), and to document any additional benefits from a project. There is an existing SOW from 2007 which the group can update to address this project.

Note: Project #2, GIS Map of Projects, needs to be completed first.

### **6. RGSM Monitoring Plan**

As part of the original charge to the Population Monitoring Work Group, the EC had tasked the group with evaluating and refining the MRG Fish Population Monitoring Plan following the completion of the CPUE Workshop. This has yet to be completed.

Note: Project #1, Finish Prioritizing Peer Reviews Recommendations, has to be completed first. The current data analysis effort will also inform this effort.

#### **7. Develop Scopes of Work for EC Consideration**

The funding agencies have requested SOWs from the Collaborative Program for inclusion in FY2019 and beyond. Deadlines for the initial list of SOWs (including a short description and cost estimate) are due by the end of April in order to meet Reclamation's deadline. The ScW/HR will use the results of Project #1, old work plans, and individual participant ideas to help identify projects to put forward.

**Charter for  
Science Work Group  
of the  
Middle Rio Grande Endangered Species Collaborative Program**

**Overview**

The Middle Rio Grande Endangered Species Act Collaborative Program (Program) By-Laws, adopted by Executive Committee on October 2, 2006, define the organizational structure of the Program and discuss the various organizational units including the Executive Committee (EC), Coordination Committee (CC), Program Manager (PM), Program Management Team (PMT), and work groups. The EC may establish work groups and designate members of work groups on its own initiative or on the recommendation of the CC when additional assistance or expertise is beneficial to accomplishing the goals of the Program. Upon approval of this charter, the Science Work Group (ScW) is established by the EC, and will serve at the pleasure of the governing body.

ScW will operate with specific schedules, objectives, and scopes of work established by the EC. Methods for accomplishing the established activities will be identified by the ScW. The PM will assign a PMT liaison to support ScW and ensure that objectives and work products are clearly identified, assigned work group tasks are completed, and schedules are met.

**Science Work Group Objectives**

The purpose of the ScW is to provide scientific recommendations and technical assistance and expertise to the Program for the benefit of listed species in the Middle Rio Grande. The ScW will provide assistance and expertise to address specific Program tasks, primarily implementation of the Long Term Plan, to accomplish the goals of the Program. The ScW provides:

1. Recommendations for research and monitoring priorities
2. Support for adaptive management process
3. Technical review and coordination
4. Coordination and integration of long-term research and monitoring activities, including other Program work groups and activities outside of the Program
5. A regular forum for meeting and discussing Program-related research and monitoring
6. Consistency in technical planning efforts over the duration of the Program
7. Technical assistance to others wanting to implement research and monitoring projects
8. A framework for exchanging scientific information

**Science Work Group Membership**

Each EC member may appoint one voting member to the ScW. Each EC member may also appoint one or more alternate ScW members. As in the EC and the CC, the total membership of the standing ScW shall not exceed twenty (20).

**Additional Participants to Science Work Group**

Participation in the ScW may vary depending on the subject matter and may include:

1. Additional personnel from agencies/entities that are signatories to the Program
2. Professionals with expertise in the subject matter who do not represent Program signatories;
3. Contractors or other parties, including members of the public, with experience in the subject matter addressed by ScW.

**Ad Hoc Work Groups**

If necessary to implement tasks in the long-term plan, and after providing notice to the EC, ScW may form and disband temporary ad-hoc groups of individuals with expertise and/or interest in the specialized subject. ScW will oversee ad-hoc work groups and be responsible for ensuring ad hoc work groups meet objectives and schedules, and will disband the work groups upon completion of the pre-determined objectives. The EC may appoint additional members to the ad-hoc groups including:

1. Professionals with expertise in the subject matter who may or may not be involved in the Program, and
2. Contractors or other parties, including members of the public, with experience in the subject matter addressed by ScW.

**Science Work Group Leaders**

The ScW will elect two work group leaders, each serving for a term of one year with no more than two consecutive one-year terms. Any appointed member of the ScW may serve as a work group leader. To the extent practical, one leader should represent a federal agency and one leader a non-federal agency to ensure broadest representation. At least one ScW leader will participate in each monthly PMT communication meeting, held the 4<sup>th</sup> Wednesday of each month, and at CC and EC meetings upon request.

**Science Work Group Meetings**

The ScW will hold regular meetings on the first Tuesday of each month. ScW may meet more or less frequently, if determined appropriate by the work group leader(s), according to work assignments. Additional special meetings may be called by the work group leader, if needed, to accomplish specific tasks. The PMT will post ScW meeting schedules, locations, and agendas on the Program website at least one week in advance of the meeting date. All meetings will be open to the public. The work group leaders will ensure that meeting summaries are kept that accurately reflect actions of the ScW. The PMT will ensure meeting summaries are posted on the website within one week after they are final.

If a member cannot attend a meeting, the alternate should attend, or the member may send a written request or statement regarding agenda items of interest.

**Science Work Group Responsibilities and Scope of Work**

The ScW is responsible for carrying out specific scopes of work established by the EC. The PMT liaison will assist the leaders to develop a ScW Annual Scope of Work and Schedule for submittal to, and approval by, the EC each year. The ScW Annual Scope of Work will contain objectives, tasks, schedules, and deliverables to be completed for that year. To the extent possible, the Annual Scope of Work will also identify ad hoc group(s), if any, and ad hoc group members. Any additional activities that may arise during the course of the year will be submitted to the EC. The continuing responsibilities and scope of work of the ScW are as follows:

Implementation of Long Term Plan (LTP) Activities via the RFP Process:

- Review Science related LTP budget estimates and activities and recommend changes if needed
- Recommend priorities for research and monitoring activities
- Coordinate with other workgroups and PMT and develop scopes of work (SOWs)
- Participate in evaluating proposals (TPEC process) and recommend TPEC membership (i.e. outside experts)

Technical Review and Coordination:

- Provide technical input and assistance for work groups, projects, and Program assessment process
- Review contract and work group deliverables and provide feedback
- Participate in joint quarterly meetings with other work groups
- Oversee ad-hoc work groups
- Conduct site visits
- Review and update plans
- Coordinate with other efforts (Program and non-Program) in the Middle Rio Grande
- Oversee ad-hoc Science work groups

Monitoring and Assessment:

- Provide technical input and implement Program Monitoring Plan
- Develop and implement adaptive management plan
- Provide prior year project updates to PMT (i.e. assist with Annual Report)
- Participate in and recommend topics for annual forums
- Review Long Term Plan budget estimates and activities and recommend changes if needed
- Recommend experts to obtain input on technical issues
- Recommend research and monitoring needs

Other Technical Contributions:

- Carry out other work established or approved by the EC

**Relationship of Science Work Group to Other Organizational Units of the Collaborative Program**

The EC makes Program decisions. The EC establishes work groups. ScW products and recommendations are provided to the EC through the PMT, after discussion and review by the CC and the PMT. The CC will discuss all work products with their respective EC member.

The PM is the leader of the PMT. The PMT will provide a liaison to support the ScW and to ensure that assigned work group tasks are completed. The PMT reports to the EC. The EC may delegate certain decisions to the PMT, CC, or work groups.

Coordination between work groups occurs through the PMT, during monthly communication meetings, and at joint work group meetings. Joint work group meetings will be held when needed, such as preparing for fiscal year activities and working collaboratively on specific projects.

**Support to Science Work Group**

The PM will assign Program staff to support the ScW so that the objectives and work products are clearly identified, assigned tasks are completed, schedules are met, and necessary support is provided as further identified in the PMT Charter. ScW leader(s) will be designated to work with the assigned staff to establish the Annual Scope of Work and Schedule.

The PMT will provide support for meetings of the ScW, including distribution of agendas and meeting materials, and distribution of meeting summaries. Final meeting summaries will be made available to the public via an established Program distribution network. The PM will provide ScW products subject to EC approval to the CC for review and discussion, and will assist the CC in developing recommendations to the EC.

**Science Work Group Recommendations**

The ScW will make technically sound recommendations based on the best available science and professional judgment of the members. If a consensus recommendation is not reached, the voting procedure described below may be used.

**Science Work Group Voting Procedures and Minority Reporting**

When voting is required to provide recommendations, each voting member (member appointed by an EC member) is allowed one vote. Participants that are not voting members do not have a vote. Recommendations will be of the simple majority present. The minority, if they choose, may submit a minority report with the majority recommendation to the PM and the EC. The majority recommendation will note that a minority report has been filed.

**Reporting Results and Communicating Recommendations**

The ScW leaders will provide work products and recommendations to the EC through the PMT, after discussion and review by the CC. ScW leaders will report on ScW activities at each monthly communication meeting, and at CC and EC meetings upon request.

**Science Work Products**

All final ScW products are subject to approval by the EC and, upon approval, the PMT will make them available to the public.

**Science Work Group Annual Review**

The PM, with input from the PMT, will review the accomplishments of the ScW annually with respect to its objectives, schedule, and participation by members, and make recommendations to the EC regarding continuation or termination of the ScW, as well as changes in objectives, schedule, or membership.

**Amendment of the Science Work Group Charter**

This charter may be revised and amended as deemed appropriate within the bounds of the By-Laws, with input from the ScW and approval by the EC. At a minimum, the charter will be reviewed annually.

**EC approved the foregoing Science Work Group Charter on 23 August 2007.**

## Template for Detailing Workgroup Charges

Overall purpose:

Management/Science implications:

Deliverables:

Timeline to complete work:

Member roster: