**Executive Committee (EC)**

**Meeting Minutes**

**December 7, 2021; 1:00 PM­­­­­­–4:00 PM**

**Location:** Zoom Meeting

# Decisions:

* Approval of the December 7, 2021 EC meeting agenda
* Approval of the October 27, 2021 EC meeting minutes with amendments
* Approval of the 2022 Middle Rio Grande Endangered Species Collaborative Program (MRGESCP) Work Plan
* Approval of the updated MRGESCP Long-Term Plan (LTP)
* Approval of the Peer Review Administrative (Admin) Ad Hoc Group
* Approval of the Annual Evaluation process

# Announcements:

* The Rick Billings Award recognizes an individual’s contributions to the success of the MRGESCP. The 2021 winner of the award is Wayne Pullan, U.S. Bureau of Reclamation (Reclamation) and former Federal Co-Chair. Reclamation selected Wayne P. with the support of the EC. Reclamation will notify Wayne P. and arrange production and delivery of the award. The MRGESCP will develop a collaborative process for selecting a winner each year.
* Science and Adaptive Management Information System (SAMIS) training sessions will be held early in 2022. Trainings will be tailored to different security groups (split by signatory). The Program Support Team (PST) will set up meetings with representatives from each signatory to walk through the SAMIS.

# Action Items:

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| --- | --- | --- |
| **WHO** | **ACTION ITEM** | **BY WHEN** |
| PST | Add language to the 2022 Memorandum of Agreement (MOA) on reaffirming commitment to the MRGESCP and send to the EC for review | 12/8/2021 |
| EC | Review the revised 2022 MOA and send any comments to the PST | 12/22/2021 |
| PST | Finalize the 2022 MOA and send to the signatories for signatures | 1/14/2022 |
| All signatories | Sign the 2022 MOA and send signatures to the PST | March 2022 EC meeting |
| All signatories | Notify the PST of any regularly scheduled events that would conflict with a set day for EC meetings | 12/10/2021 |
| PST | Send out a Doodle Poll to select a set day for EC meetings | 12/10/2021 |
| PST | Contact proposed members of the Peer Review Admin Ad Hoc Group to finalize membership and send list to the EC | 12/31/2021 |
| Peer Review Admin Ad Hoc Group | Refine the draft peer review process for Science and Adaptive Management Committee (SAMC) review and EC approval | July 2022 EC meeting |
| Reclamation | Notify Wayne P. that he has been awarded the Rick Billings Award and arrange the production and delivery of the award | 12/31/2021 |
| PST | Work with U.S. Geological Survey to develop a Program Portal page for the Rick Billings Award | March 2022 EC meeting |
| EC | Develop a process for selecting an annual winner of the Rick Billings Award | July 2022 EC meeting |
| PST | Request reporting functions discussed by the Fiscal Planning Committee (FPC) to the SAMIS development team | January 2022 |
| SAMC and PST | Discuss options for ensuring balanced Science & Technical Ad Hoc Group membership | Next SAMC meeting (January 2022) |
| PST | Carry out the 2021 MRGESCP Annual Evaluation in coordination with signatories and committees | 2/28/2022 |
| PST | Present results and recommendations from the 2021 MRGESCP Annual Evaluation to the EC | March 2022 EC meeting |
| PST | Schedule SAMIS trainings with representatives from each signatory | 2/28/2022 |
| PST | Revise the Science & Adaptive Management Plan (Science & AM Plan) to become the LTP for Science and AM in the Middle Rio Grande (MRG) | March 2022 EC meeting |

**Next Meeting**: March 23, 2022; 1:00 PM – 4:00 PM

**Meeting Minutes**

# Welcome, Introductions, Agenda Review

The Non-Federal Co-Chair, Mark Kelly, Albuquerque Bernalillo County Water Utility Authority (ABCWUA), opened the meeting, led introductions, and reviewed the December 7, 2021 agenda.

* **Decision**: Approval of the December 7, 2021 meeting agenda

# October 2021 Meeting Summary

Debbie Lee, the Program Manager, PST, reviewed the October 27, 2021 meeting action items. Important updates are below:

* A form was sent out to collect information on 2021 projects, to be discussed during the meeting.
* The PST received responses to the questions on the cost share memo, to be discussed during the meeting.
* Reclamation’s 2021 projects will be added to the SAMIS once information is approved.
* The FPC met and will give an update during the meeting.
* Signatories are invited to continue sending project ideas or questions for inclusion in the SAMIS.
* There were no comments on the Biennial Schedule, so it is included in the LTP update for the meeting.

Grace Haggerty, New Mexico Interstate Stream Commission, suggested changes to the October 27, 2021 minutes section on cost share to clarify that non-federal signatories did not find it difficult to meet Reclamation’s cost share. Instead, the PST had difficulty obtaining cost share information. In addition, Grace H. suggested clarifying that U.S. Army Corps of Engineers (USACE) funding is 100% federal share with no non-federal cost share requirement.

* **Decision**: Approval of the October 27, 2021 EC meeting minutes with amendments

# Program Support Team Update

Debbie L. presented the 2021 MRGESCP accomplishments and year in review (see 2021 Work Plan Accomplishments & Status). Summary points are below:

* The MRGESCP held an Objectives Workshop in February, and the EC approved Science Objectives at the July EC meeting. The Science Objectives and draft Science Strategies were integrated into the SAMIS and used to build the revised LTP.
* The SAMC formed several S&T Ad Hoc Groups in 2021.
  + The Avian Conceptual Ecological Model (CEM) Refinement Ad Hoc completed its task and sent the revised CEM to the SAMC in November.
  + The Rio Grande Silvery Minnow (RGSM) Population Monitoring Summary Report Ad Hoc completed its tasks and presented to the SAMC in April and EC in July.
  + The RGSM Integrated Population Model Ad Hoc is completing its work, and there should be a final presentation in February/March 2022.
  + The RGSM CEM/Genetics Ad Hoc is continuing its work and expected to finish in 2022. The MRGESCP will conduct an internal review of the final work product.
  + The RGSM Hypotheses Development Ad Hoc is being developed. The PST is reaching out to potential members and work will begin next year.
  + The Habitat Restoration (HR) Guidance Ad Hoc will follow up on the HR Workshop held in August 2021. The PST is working through a couple HR-related group ideas with MRGESCP participants to determine which group to form. The SAMC will work to finalize the group and convene it in 2022.
* Previous MRGESCP efforts, such as the independent science panel report recommendations, were used to characterize items in the SAMIS.
* Resiliency planning is in development, and the SAMC is determining how to include it in Project Bank scoring criteria.
* Revised scoring criteria will be used to update the Project Bank in 2022.
* Developing science activities to address questions is an ongoing effort that informs adaptive management.
* The avian CEMs and RGSM CEM are being integrated into the SAMIS and used to build additional functionality relating scientific uncertainties to studies in the Project Bank.
* The Project Bank was designed and populated with past projects, and signatories will be asked to verify and add to that information. The PST is collecting information on 2021 projects.
* The peer review process was drafted and presented to the SAMC; it will be discussed during the meeting.
  + The EC will be asked to form an Admin Ad Hoc Group to review the peer review process.
* The scope of work process is still being revised, and will develop along with the Project Bank.
* Enhancing science communication is an ongoing effort. In 2021, the MRGESCP sent out bi-monthly newsletters, and held two workshops and two seminars, with more planned for 2022.
* SAMIS training materials are in development, and training sessions are planned for early 2022.
* The updated LTP is up for approval during the meeting.
* The updated Science & AM Plan will be up for approval in March 2022.
* The MRGESCP By-Laws were updated and adopted by the EC.
* The 2021 MOA Addendum was drafted and adopted in March 2021.
* The SAMC and FPC continue to develop processes to ensure LTP activities are coordinated and updated in the Project Bank.
* The new 2022 MOA was drafted, and is up for approval during the meeting.
* Maintaining the Program Portal is an ongoing effort the MRGESCP coordinates each year.
* The EC approved the Fiscal Year 2020 Annual Report.
* The contact list was updated to reflect the new program structure.
* There has been an ongoing conversation about changes to cost share, which will continue during the meeting.
* The EC approved a new concise annual report format.
* The Annual Evaluation checklist process is up for approval during the meeting.
* The 2021 Annual Report is being drafted. Project information is requested.
* The EC agreed to move the Annual Evaluation to 2022, to be completed by March.
* The 2022 Work Plan is up for approval during the meeting.
* RE: Update on Program and Science Support (PASS) contract
  + Reclamation is finishing the process of awarding the new PASS contract. The new contract will be in place before the six-month extension contract expires.

Catherine Murphy, the Science Coordinator, PST, presented the SAMC 2021 summary (see 2021 SAMC Accomplishments and LTP Update presentation). Summary points are below:

* The SAMC had to work entirely virtually during Year 1, but accomplished a lot despite that obstacle. The five focus areas of Year 1 were S&T Ad Hoc Groups, MRGESCP-wide workshops, MRGESCP planning tools, peer review process, and science communication.
* S&T Ad Hoc Groups:
  + The S&T Ad Hoc Group deliverables spawned additional S&T Ad Hoc Group ideas.
  + The SAMC developed a memo with recommended next steps for the RGSM Population Monitoring Summary Report. From those next steps, the SAMC is developing an S&T Ad Hoc Group to evaluate questions and develop research hypotheses for RGSM.
  + The RGSM Integrated Population Model Ad Hoc is meeting to discuss the draft manuscript on the model for publication. Dr. Charles Yackulic, U.S. Geological Survey, will present a Collaborative Seminar on the model in spring 2022.
  + The RGSM CEM/Genetics Ad Hoc refined the CEM by adding new genetic, propagation, and augmentation components. A separate S&T Ad Hoc Group will peer review the CEM.
  + The Avian CEM Refinement Ad Hoc characterized uncertainty in the models for incorporation in the SAMIS. This will help develop studies to reduce uncertainty.
* MRGESCP-Wide Workshops:
  + The SAMC hosted two workshops: the Objectives Workshop and HR Workshop.
  + Science Objectives were approved and can be used to categorize projects in the LTP.
  + The SAMC will form S&T Ad Hoc Groups to provide guidance for HR.
* MRGESCP Planning Tools:
  + The SAMIS can be used to identify and characterize uncertainties in the CEMs, and to develop research hypotheses, from which studies can be proposed.
* Peer Review Process:
  + Defines types and levels of review for MRGESCP products, improving transparency.
* Collaborative Seminars:
  + #1 - Robert Dudley, American Southwest Ichthyological Researchers and Museum of Southwestern Biology (Fishes), University of New Mexico, presented on RGSM population monitoring on August 24, 2021.
  + #2 - Matthew Wunder, New Mexico Department of Game and Fish, will present on conservation planning tools on December 2, 2021.
  + #3 - Katey Driscoll, U.S. Forest Service, will present on HR and ecosystem function on January 12, 2022.
  + #4 - Charles Y. will present on the RGSM integrated population model in spring 2022.

# SAMC Membership

Catherine M. gave an update on SAMC membership. Summary points are below:

* All Year 1 SAMC members had the option to serve only one year of the standard two-year term. The PST interviewed SAMC members individually, and they all agreed to serve on the SAMC for the full two years.
* Terms were intended to be staggered to allow new SAMC members to join existing SAMC members. The EC Co-Chairs and PST propose to reassess SAMC membership at the end of 2022 and begin staggering terms in 2023.
* Current member terms will end in March 2023. SAMC members will be given the option to stay on for an additional year. The EC will replace any vacant positions.

# Fiscal Planning Committee (FPC) Update

Grace H., Non-Federal Co-Chair for the FPC, and Debbie L. gave an FPC update. Summary points are below:

* The FPC meeting was held January 27, 2022. The group discussed Reclamation’s revised cost share memo. The group is satisfied with Reclamation’s responses to questions on the original cost share memo.
* Moving forward, the FPC will engage with the LTP and work with the SAMC to ensure activities are coordinated.
* It is important for all signatories to submit their activities for the SAMIS.
* The PST is developing a list of items for the SAMIS development team, including tracking cost share.
* **Action Item**: The PST will request reporting functions discussed by the FPC to the SAMIS development team

# Cost Share Memo Update

Jim Wilber, Reclamation, discussed Reclamation’s responses to questions on the cost-share memo (see Reclamation Non-Federal Cost Share Memo and Reclamation Responses to Cost Share Memo Questions). Summary points are below:

* Reclamation’s interpretation of the 2008 Consolidated Appropriations Act is the 2016 Biological Opinion does not fall under the cost share requirement. As activities are entered into SAMIS and distinguished as cost share, Reclamation hopes to clarify what falls under the cost share requirement.
* Reclamation’s memo states that cost share would only be applied to a subset of MRGESCP activities that Reclamation enters into an agreement with a non-federal partner to fund.
  + There are currently no examples of a cost share activity that meets that requirement.
* Reclamation believes cost share should be viewed on the programmatic scale, not project-by-project. While the SAMIS will be used to update cost share more frequently, Reclamation would do a more formal audit every three years.
* RE: Can money received by non-federal signatories from other federal entities be used for cost share?
  + Generally no, but Reclamation suggests groups do their own legal review for this question. One exception is Pueblos with 638 contracts; the money from those contracts can be reapplied as cost share.
* Reclamation will continue to work on cost share with the other MRGESCP signatories to come to a satisfactory understanding.
* RE: List of 2021 Reclamation activities
  + Some non-federal signatories asked about the list of 2021 activities to be provided by Reclamation.
  + Reclamation focused on revising the cost share memo, but will provide a list of activities for inclusion in the SAMIS by early 2022.

# 2022 MRGESCP Work Plan

Debbie L. presented the 2022 MRGESCP Work Plan (see 2022 MRGESCP Work Plan). Summary points are below:

* The goal for 2022 is to increase the management-relevance of the MRGESCP.
* The 2022 Work Plan aligns with the Biennial Schedule.
* There are five buckets of tasks for 2022: administrative tasks, tasking S&T Ad Hoc Groups, building linkages and content for SAMIS, building decision tools for adaptive learning, and information sharing and coordination.
* RE: Should the EC approve S&T Ad Hoc Group membership to ensure balanced representation?
  + The SAMC would need to put together a memo with potential membership for EC approval, which would extend the time needed to create a group.
  + There has not been an issue yet, but the SAMC can improve transparency of groups to prevent issues arising.
  + Suggestion to report S&T Ad Hoc Group membership every quarter for EC review.
  + Some S&T Ad Hoc Groups will have work products that need review. Experts not on initial groups will be tapped for review of work products.
  + One option is to post a tentative list of participants who have accepted membership to an S&T Ad Hoc Group to the Program Portal, and allow the EC to weigh in.
  + The PST will discuss the issue further with the SAMC and Alan Hatch, the EC *Ex Officio* on the SAMC.
* **Decision**: Approval of the 2022 Work Plan
* **Action Item**: The SAMC and PST will discuss options for ensuring balanced S&T Ad Hoc Group membership

# New Memorandum of Agreement

Debbie L. discussed the 2022 MOA. Summary points are below:

* The 2022 MOA Admin Ad Hoc was tasked with drafting the 2022 MOA for EC approval.
* There is no new language; most language was taken from the previous MOA with details from the By-Laws and Science & AM Plan.
* The main change was the group decided on a period of five years for the new MOA, with an automatic extension for another five years if there is no objection from the EC.
* RE: 2022 MOA cover letter
  + Suggestion to add a cover letter to the 2022 MOA to include details on its creation and any deadlines.
* RE: Reaffirming commitment to the MRGESCP
  + Suggestion to add language to the 2022 MOA on signatories reaffirming their commitment to the MRGESCP.
* The 2008 MOA extension is in place until May 2022. Signatures for the 2022 MOA are due in March 2022. The PST will revise the 2022 MOA based on EC comments and provide it for EC review.
* **Action Item**: The PST will add language to the 2022 MOA on reaffirming commitment to the MRGESCP and send to the EC for review
* **Action Item**: The EC will review the revised 2022 MOA and send any comments to the PST
* **Action Item**: The PST will finalize the 2022 MOA and send to the signatories for signatures
* **Action Item**: All signatories will sign the 2022 MOA and send signatures to the PST

# Long-Term Plan Update

Catherine M. and Debbie L. gave an update on the LTP (see MRGESCP LTP and 2021 SAMC Accomplishments and LTP Update presentation). Summary points are below:

* The LTP should be getting to a point that it meets MRGESCP needs for strategic planning and individual signatory needs.
* The purpose of the LTP is to be an evolving communication and planning tool that supports the MRGESP’s long-term scientific efforts under the Science & AM Plan.
* The LTP is guided by the Guiding Principles (i.e., Mission, Goals, Science Objectives, and Science Strategies).
  + Generally, projects are considered within a 1-2 year timeframe, Science Strategies within 2-5 years, Science Objectives within 5-10 years, and Goals within 10+ years. Deviations from this general schedule are to be expected, but these targets are helpful for planning purposes.
* The Biennial Schedule features checkpoints for updating the LTP, including the Science Symposium, Collaboratory, and signatory contributions.
* Recommended activities in the LTP link to Science Strategies and Objectives, project status, project category, focus/species, and other fields.
* The more fields completed for projects within the SAMIS, the more features signatories can use to filter projects that meet their needs.
* The SAMC recommends the following: 1) Signatories provide projects for the SAMIS, 2) the MRGESCP develop a scoring mechanism for evaluating projects in the Project Bank, and 3) Science Strategies be developed for the Science Objective related to RGSM genetics.
  + Proposed scoring criteria could include three scores: a SAMIS Linkage Score (value of project to MRGESCP), a S.M.A.R.T. Score (clarity of scope of work), and a Resiliency Score (value to planning and AM).
    - A low score in one or more criteria would serve to identify aspects of a project scope that need to be clarified or augmented.
* The recommended activities list in the LTP is based on project ideas generated by the Science and Habitat Restoration Work Group and panel reports, as well as ideas provided directly by signatories. The list will always evolve in order to align with MRGESCP planning initiatives.
* The PST received feedback that it was difficult to keep track of multiple MRGESCP plans, and there is a lot of overlap between the LTP and Science & AM Plan. The PST proposes to combine the LTP and Science & AM Plan into the LTP for Science & AM in the MRG. A combined plan would be easier to track and update.
* RE: More info on scoring criteria for the Project Bank
  + The proposed scoring criteria have not been used previously in the MRGESCP. There has been no solid process for evaluating projects. The scoring criteria would help to make that evaluation transparent.
  + The Project Bank will be more practical if it is accompanied by some evaluation criteria. Each of the three scores evaluates a different aspect of a project’s scope. Signatories with different priorities can determine how to use the criteria to select projects suited to their planning needs.
  + There have been mixed reviews among SAMC members on combining the three scores. The drawback to providing a single combined score is that the information regarding individual criteria is lost. In addition, it would be more complicated to understand how the single score was calculated versus presenting the set of criteria scores with simple definitions.
  + Further development of the scoring criteria will be an iterative process.
  + Multiple scores can help determine where a project scope may need clarifications or improvement. For example, a project with a high Linkage Score but low S.M.A.R.T. Score would be highly relevant but may need more detail to be implementable.
* RE: A LTP typically has goals, objectives, and projects with defined schedules for implementation, measures of success, and estimated costs. Is that the goal of the MRGESCP LTP?
  + That document requires budget, timing, and logistical information. The more detailed information is provided for the SAMIS, the closer the MRGESCP LTP will be to the described “typical” LTP.
  + Signatories will be able to add their own proposed studies to the SAMIS for potential funding. The SAMIS can also include studies designed to reduce uncertainties identified from the CEMs and to address management-relevant questions.
* RE: Standard template for the LTP
  + The SAMIS contains project descriptions with specific fields, which will standardize projects for the LTP. Descriptions of past projects require some formatting to better fit in the LTP.
* RE: Path for combining the LTP and Science & AM Plan
  + The final document will have two parts: the narrative and a summary table of recommended activities. The narratives are the easiest to combine. The bigger lift is applying evaluation criteria to the activities.
  + The PST will aim for a draft by March 2022.
* **Decision**: Approval of the updated MRGESCP LTP
* **Action Item**: The PST will revise the Science & AM Plan to become the LTP for Science and AM in the MRG

# Draft MRGESCP Peer Review Process

Debbie L. presented on the draft MRGESCP peer review process (see Peer Review Process presentation and draft Peer Review Admin Ad Hoc Group Charge). Summary points are below:

* Debbie L. worked with the SAMC on developing the MRGESCP peer review process, a 10-page document.
* Peer review was split into types and categories. Types include statistical review, editorial review, contextual review, legal review, and programmatic review. Categories include Internal Administrative Review, Internal Scientific Review, External Expert Review, and Independent Science Panel (ISP).
* Internal Review Categories:
  + Internal Administrative Review is for governance documents and MRGESCP-authored documents (e.g., By-Laws or LTP). These are reviewed by all signatories.
  + Internal Scientific Review is for S&T Ad Hoc Group work products and science and AM tools (e.g., CEMs, scientific reports, or study plans). Reviewers have relevant expertise. Performed or delegated by the SAMC. External reviewers may be included if necessary.
* External Review Categories:
  + External Expert Review is for a singular work product (either administrative or scientific) or a topic with medium-to-high level of contention (e.g., Science & AM Plan or population models). The SAMC recommends the review and the EC approves it. Reviewers are experts and interaction is not required between them and MRGESCP experts.
  + ISP is for broad, complex, and consequential topics or topics with high level of contention (e.g., Hubert panel, Noon panel, or Fraser panel). This is a programmatic review, not for a single work product. The SAMC recommends the review and the EC approves it. Reviewers are experts and interaction between them and MRGESCP experts is required (in-person or virtual).
* Internal reviews are much more nimble and responsive to needs. They require low time commitment and cost. External reviews have exponentially higher time commitments and costs. They required contracting, time to identify and vet reviewers, and time to get agreements in place.
  + Cost and time go up significantly for ISPs. The threshold for one is very high.
* The draft peer review process includes the following: descriptions for review categories, a decision support process, step-by-step processes for each category, and codes of conduct.
* The SAMC and PST propose an Admin Ad Hoc be formed to review the peer review process.
* RE: How many signatories have an internal review process?
  + The ABCWUA and Middle Rio Grande Conservancy District do not.
  + Reclamation/U.S. Department of the Interior and USACE have review processes that inform the MRGESCP peer review process.
* RE: Proposed Peer Review Admin Ad Hoc member list
  + The list include three lawyers and three technical personnel. The PST aimed for a mix of people familiar with agency peer review policies and people familiar with the scientific peer review process.
  + Signatories will suggest any changes to the proposed list of members. The PST will contact proposed members and send the final list to the EC.
* The Peer Review Admin Ad Hoc is tasked with reviewing the draft peer review process and individual signatory peer review policies, and providing recommendations for revisions.
* The group timeline runs through May 2022, and a final peer review process will be up for approval at the June 2022 EC meeting.
* RE: Reviews of ISPs
  + ISPs typically have standalone reports that are not subject to review, but they are open to comments. Any draft ISP will be provided to the MRGESCP for comments, but the panel will decide whether to incorporate comments.
  + If there is enough scientific justification for conflicting comments, the SAMC can decide to add the conflict to the SAMIS as an uncertainty.
* **Decision**: Approval of the Peer Review Admin Ad Hoc Group
* **Action Item**: The PST will contact proposed members of the Peer Review Admin Ad Hoc Group to finalize membership and send list to the EC
* **Action Item**: The Peer Review Admin Ad Hoc Group and PST will refine the draft peer review process for SAMC review and EC approval

# MRGESCP Annual Evaluation Process

Debbie L. presented on the MRGESCP Annual Evaluation process (see Annual Program Evaluation presentation and Annual Program Evaluation Matrix). Summary points are below:

* The Annual Evaluation is an administrative evaluation of the MRGESCP’s operations and functions.
* The Annual Evaluation covers the Guiding Principles, MRGESCP administration, the EC, Admin Ad Hoc Groups, the FPC, the SAMC, S&T Ad Hoc Groups, committee & group structure, and MRGESCP operations.
* Potential outcomes could be changes to Guiding Principles, changes to By-Laws, updates to planning documents, updates to committee charters, creation/changes to ad hoc group charges, or changes to committee or ad hoc group membership.
* At the March EC meeting, the EC will review the results of the Annual Evaluation and determine the need for changes.
* **Decision**: Approval of the Annual Evaluation process
* **Action Item**: The PST will carry out the 2021 MRGESCP Annual Evaluation in coordination with signatories and committees
* **Action Item**: The PST will present results and recommendations from the 2021 MRGESCP Annual Evaluation to the EC

# Announcements and Public Comment

* The Rick Billings Award recognizes an individual’s contributions to the success of the MRGESCP. The 2021 winner of the award is Wayne P., the previous Federal Co-chair. Reclamation selected Wayne P. with the support of the EC. Reclamation will notify Wayne P. and arrange production and delivery of the award. The MRGESCP will develop a collaborative process for selecting a winner each year.
* SAMIS training sessions will be held early in 2022. Trainings will be tailored to different security groups (split by signatory). The PST will set up meetings with representatives from each signatory to walk through the SAMIS.
* **Action Item**: Reclamation will notify Wayne Pullan that he has been awarded the Rick Billings Award and arrange the production and delivery of the award
* **Action Item**: The PST will work with U.S. Geological Survey to develop a Program Portal page for the Rick Billings Award
* **Action Item**: The PST will develop a process for selecting an annual winner of the Rick Billings Award
* **Action Item**: The PST will schedule SAMIS trainings with representatives from each signatory

# Closing Items

* The next EC meeting will be in March 2022.
* There is interest in choosing a set day and time for EC meetings. Signatories should notify the PST if there are any known conflicts.
* **Action Item**: All signatories will notify the PST of any regularly scheduled events that would conflict with a set day for EC meetings
* **Action Item**: The PST will send out a Doodle Poll to select a set day for EC meetings

**Meeting Participants**

**EC Representative Organization**

Alan Hatch Pueblo of Santa Ana

Anne Marken Middle Rio Grande Conservancy District

Ara Winter Bosque Ecosystem Monitoring Program

Debra Hill U.S. Fish and Wildlife Service

Grace Haggerty New Mexico Interstate Stream Commission

Jennifer Faler U.S. Bureau of Reclamation

Jim Wilber U.S. Bureau of Reclamation

Katrina Grantz, Federal Co-Chair U.S. Bureau of Reclamation

Kelsey Bicknell Albuquerque Bernalillo County Water Utility

Kyle Harwood Buckman Direct Diversion

Mark Kelly, Non-Federal Co-Chair Albuquerque Bernalillo County Water Utility Authority

Megan Osborne University of New Mexico

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**Participant Organization**

Ari Posner U.S. Bureau of Reclamation

Ashleigh Morris Office of the Solicitor, U.S. Department of the Interior

Catherine Murphy Program Support Team

Dale Strickland Program Support Team

Debbie Lee Program Support Team

Lynette Giesen U.S. Bureau of Reclamation

Michelle Tuineau Program Support Team

Mick Porter U.S. Army Corps of Engineers

Rich Valdez SWCA Environmental Consultants

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Trevor Birt New Mexico Interstate Stream Commission

Trevor Stevens U.S. Army Corps of Engineers