

**Trinity River Restoration Program  
Work Group Manual**

**May 2013**

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## 1.0 INTRODUCTION

### 1.1 Purpose

This manual outlines the organizational structure, membership, roles and responsibilities, meeting conduct and procedures of the Trinity River Restoration Program (TRRP or Program) technical work groups. Additionally, this manual includes the process for addressing technical issues and resolving disputes should they occur. This manual should be considered a "living" document which will routinely be updated as required to reflect changes in work group structure, membership and/or function.

### 1.2 Background

The December 19, 2000 Record of Decision (ROD) for the Trinity River Mainstem Fishery Restoration Environmental Impact Statement/Impact Report directed the Department of the Interior to undertake an innovative and system-oriented approach to recovering the river's anadromous fish populations. The TRRP was established to restore the attributes found in natural alluvial river systems on a managed river downstream of a dam. A combination of a naturalized flow release schedule, mechanical rehabilitation, sediment management, and adaptive environmental assessment is being used to mitigate the impacts caused by decades of flow diversion on one of California's most significant rivers. In addition to recovery of naturally-spawning anadromous fish populations in the Trinity River, the Program also presents a unique opportunity to advance scientific understanding of managed alluvial river systems and the natural recovery processes of river systems for broader application.

The TRRP is a multi-agency program with eight partners forming the Trinity River Management Council (TMC), plus numerous other collaborators. The eight members of the TMC are as follows:

- U.S. Bureau of Reclamation
- U.S. Fish & Wildlife Service
- Hoopa Valley Tribe
- Yurok Tribe
- California Natural Resources Agency: includes Department of Fish and Wildlife and Department of Water Resources
- Trinity County
- National Oceanic and Atmospheric Administration: National Marine Fisheries Service
- U.S. Forest Service

The TMC has policy and management oversight responsibilities for the Trinity River fishery restoration goals and implementation actions described in the ROD and Implementation Plan. The TMC functions as a board of directors that sets the priorities and schedules for strategic implementation by the TRRP Executive Director and determines when corrective actions are required. This shared responsibility assumes participation and support from each TRRP partner.

## 2.0 DESCRIPTION OF TRINITY RIVER RESTORATION WORK GROUPS

### 2.1 Authority

The Executive Director has the authority, based on recommendations of the Scientific Advisory Board (SAB), and approval of the TMC, to create or terminate a specific work group, depending upon the scientific and/or technical needs of the Program.

### 2.2 Work Group Structure

Nine technical work groups currently exist, as listed below, to provide scientific and technical input/recommendations for the TRRP:

- Flow Work Group
- Temperature Work Group
- Fish Work Group
- Physical Work Group
- Design Work Group
- Interdisciplinary Work Group
- Watershed Work Group
- Wildlife/Riparian Work Group
- Data Work Group (*Inactive*)

### 2.3 Work Group Purposes and Objectives

Described below are the purpose statements and primary objectives for each work group, as determined by their members. Work groups that have not developed specific objectives rely on five overall work group objectives as described in the work group charter template (Appendix A):

- Develop science-based implementation and management recommendations for the Program
- Address priority technical uncertainties and information needs
- Coordinate with other work groups and contribute towards synthesis and integration of Program science and monitoring information through participation in the Interdisciplinary Team (IDT)
- Provide a forum to objectively discuss competing hypotheses
- Develop and implement experiments that will address or resolve competing hypotheses

#### 2.3.1 Flow Work Group

**Purpose:** Focus on all technical aspects of restoration flow releases from Lewiston Dam to the Trinity River, including but not limited to, scheduling of flow releases, environmental impacts, evaluation of the flow releases in meeting restoration goals and objectives on an annual and multi-annual basis, and reporting. An ecosystem-based, holistic, and multi-disciplinary approach shall be used for all work undertaken by the Flow Work Group.

***Flow Work Group Objectives:***

- Develop the annual flow recommendations for restoration flow releases for consideration by the Trinity Adaptive Management Working Group (TAMWG) and TMC
- Provide subsequent evaluation of annual flow releases
- Conduct evaluations of flow alternatives and provide flow recommendations to the TMC, upon request, for non-restoration flows
- Recommend how water year specific funds should be allocated

***2.3.2 Temperature Work Group***

***Purpose:*** Make management recommendations to ensure water temperatures in the Trinity River are sufficient to meet the needs of native aquatic species. The Temperature Work Group will provide technical support to the TRRP, and upon request, the Sacramento River Temperature Task Group (SRTTG) regarding all aspects of water temperature management for the Trinity River. The Temperature Work Group will: (1) track water temperatures in the Trinity River; (2) assess the operational capabilities of the Trinity River Division (TRD) to recommend the best management of coldwater storage and transmission to meet the water temperature objectives in the Trinity River in all years; and (3) evaluate physical, operation, management, and other options of the TRD that could enhance temperature management for anadromous fishes, and 4) coordinate and work with other work groups to assess the effects of the TRRP restoration activities on the Trinity River water temperature regime.

***Temperature Work Group Objectives:***

- Provide input to the annual flow scheduling process
- Address temperature issues listed in the Integrated Assessment Report (IAP) that impact the aquatic ecology of the restoration strategy
- Coordinate with the SRTTG
- Conduct coldwater pool volume sensitivity analysis
- Contribute to assessment of projected outcomes of proposed modifications to TRD facilities for improved management of coldwater resources
- Conduct inter-annual analyses of drought management strategies

***2.3.3 Fish Work Group***

***Purpose:*** Provide technical support and guidance to the TRRP concerning fish population and fish habitat monitoring, assessment and analysis to inform decision-making and management to help successfully fulfilling the goals of the Program. The Fish Work Group will collaborate with other work groups to conduct interdisciplinary analyses and support the TRRP adaptive management efforts.

***2.3.4 Physical Work Group***

***Purpose:*** Guide and coordinate monitoring and data collection, and analysis and interpretation of information that will inform channel rehabilitation designs, flow management, sediment management, and Adaptive Environmental Assessment and Management (AEAM) to better achieve TRRP goals.

### 2.3.5 Watershed Work Group

**Purpose:** Identify and implement restoration activities as described in the Trinity River ROD.

**Watershed Work Group Objective:**

- Pursue high-priority watershed restoration activities in coordination with other organizations in the basin

### 2.3.6 Wildlife/Riparian Work Group

**Purpose:** Guide and coordinate monitoring and data collection, and analysis and interpretation of information that will inform channel rehabilitation designs, flow management, sediment management, and the AEAM to better achieve Program goals and support the information needs of regulatory agencies.

## 2.4 Work Group Governing Principles

The following governing principles were adopted from another interagency large-scale restoration program and modified to ensure TRRP Work Groups function as unified and effective teams:

- Work groups will ensure technical recommendations are based on the best available science
- Work groups are most effective when speaking with one voice, and therefore, will strive for consensus, respect minority views, and employ constructive dispute resolution techniques
- Work group members, while providing their agencies' or governments' technical perspective, will work collectively to find solutions that benefit all members and stakeholders
- Work group success relies on contributions from all participating agencies and governments
- Work group members will maintain and respect the boundary between providing technically sound science-based recommendations and the influence of agency/government policy

## 2.5 Membership

### 2.5.1 Core Members

Core members of work groups shall be scientists or other technical experts designated by TMC partners. These may include TRRP partner scientists/technical experts or their designees (e.g., consultants). Ideally, core members should have expertise in the area of focus of the work group for which they have been designated for membership. A TMC partner can designate more than one person to be a member of a specific work group. Core members have authority to be involved in development of recommendations, decisions, or actions undertaken by the work group. A list of core members is maintained and this list serves as a distribution list for agendas, pre-meeting materials, and other information. The membership list is maintained in the TRRP

SharePoint Coordination Center, where all who have an account have access. The TRRP Data Steward maintains the work group membership list and is responsible for updates.

### *2.5.2 Other Members*

Other members may be included and involved in work groups to promote external collaboration or obtain subject matter expertise. These individuals may be drawn from other federal, state, tribal and local governments or other entities with the desired expertise. With the approval of work group members, individuals recruited from consortia, academia, or industry may be encouraged to participate in a work group in a technical advisory capacity.

## **2.6 Subgroups**

A work group may establish temporary ad hoc subgroups of technical staff volunteers or those assigned by partners, to investigate narrowly-defined issues or questions relevant to work group objectives with a defined timeframe. Subgroups should include at least one member from the parent work group to serve as the lead, but may also include individuals from other TRRP work groups who have the required expertise. Upon completion of assigned work, the subgroup lead will document and present his/her findings and/or recommendation(s) to the work group and then dissolve the subgroup. Generally subgroups will not exist for more than six months.

### **3.0 ROLES AND RESPONSIBILITIES**

#### **3.1 Trinity River Restoration Program Executive Director**

The Executive Director is responsible for creating work groups to meet the technical needs of the TRRP. The Executive Director seeks advice from the Science Coordinator, the Implementation Branch Chief and the SAB in the formation and/or termination of specific work groups. Agreement is obtained from the TMC regarding any action involving work groups. Additionally, the Executive Director functions as a conduit for scientific and technical information between work groups and the TMC.

#### **3.2 Science Coordinator/Implementation Branch Chief**

The TRRP Science Coordinator/Implementation Branch Chief serve as the liaisons between work groups and provide oversight of all work group activities, including development of meeting agendas and identification of desired outcomes of the meeting. The Science Coordinator/Implementation Branch Chief ensure the proceedings of each work group meeting are appropriately documented and posted on the Program website ([www.trrp.net](http://www.trrp.net)) to ensure effective communication among work groups.

#### **3.3 Work Group Coordinators**

Work Group Coordinators are elected annually by the core members, with concurrence from the Science Coordinator/Implementation Branch Chief. The Work Group Coordinator must be a core member of the subject work group and an employee of one of the TRRP partners. The Work Group Coordinator presides over meetings and is responsible for logistical coordination and documentation. Work Group Coordinators ensure discussions stay focused on agenda items and keep within the designated timeframe. The Work Group Coordinators provide quarterly reports to the Science Coordinator/Implementation Branch Chief on activity status. These quarterly reports are provided to the Executive Director in the prescribed format for reporting to the TAMWG and the TMC at their quarterly meetings. Work Group Coordinators are responsible for informing the Executive Director about technical alternatives that a work group cannot resolve, for review by the SAB or external scientific reviewers.

#### **3.4 Work Groups**

Work groups are responsible for making science-based recommendations on study plans, work plans, technical approaches or issues, and other science documents to the Science Coordinator/Implementation Branch Chief. Work groups do not make decisions on TRRP management actions, funding allocations or policies.

#### **3.5 Core Members**

Core members attend quarterly meetings and actively participate in technical activities undertaken by the specific work group. Core members are responsible for allocating the time to properly prepare for the quarterly meetings.

### **3.6 Core Members Alternates**

Core Member Alternates perform the functions of a core member when they cannot be in attendance at quarterly meetings and should be included on all work group correspondence and e-mails. If resources allow, all agencies and tribal governments should provide the name of an alternate core member.

### **3.7 Other Work Group Members**

Other work group members provide subject matter expertise on technical issues and provide technical advice to subgroups to allow expeditious completion of assigned task(s) upon request of the Work Group Coordinator in consultation with the Science Coordinator/Implementation Branch Chief.

## **4.0 WORK GROUP MEETINGS**

Discussed below are logistical protocols for work group meetings to effectively provide technical input to TRRP decision-making.

### **4.1 Meeting Frequency and Location**

Each work group meets on a quarterly basis with meeting dates selected at the beginning of each fiscal year (early October). Meeting dates are posted on the TRRP online calendar. Meetings are generally convened in a central location convenient to the majority of participants. Arrangements are made for remote participation, as necessary.

Work group members are requested to confirm their attendance prior to all meetings or events. In the event that a work group core member cannot attend a meeting, his/her alternate may attend in his/her place.

### **4.2 Agenda Development Process**

Draft meeting agendas are developed by the Work Group Coordinators and submitted to the Science Coordinator/Implementation Branch Chief for approval in time to allow distribution to work group members at least ten business days before the scheduled meeting. Agendas are never considered final, as they can be modified during the meeting. The draft agenda is posted on the TRRP website to inform members of the work group, TMC, TAMWG, and the public. A template for development of a standard work group meeting agenda is provided in Appendix A. Agenda items are restricted to scientific issues associated with the focus of each work group and exclude technical issues outside the responsibilities of individual work groups (see Section 1.3) and/or policy issues, which are the responsibility of the TMC.

### **4.3 Meeting Guidelines and Ground Rules**

Work group members must adequately prepare themselves for meetings by reviewing all materials provided with the agenda (to read-ahead) and understanding the issues to be addressed during meetings. Core work group members from a partner sit together to facilitate internal agreement on technical approaches and work group conversation and consensus on matters placed before them for resolution.

The following meeting ground rules have been agreed upon by work group members for governing conduct of all work group meetings:

- Arrive on time; stay until the end of the meeting
- Be present, focused and prepared
- Avoid interruptions
- Listen before responding
- Be future orientated
- Stay on agenda; avoid policy debates
- Keep an open mind
- Avoid assumptions; ask for clarification

- Be clear about goals; with a focus on production of work products

Failure to adhere to the above guidelines and ground rules will not be permitted and can result in dismissal.

#### **4.4 Meeting Documentation**

Work Group Coordinators are responsible for ensuring each meeting is fully documented, including action items, and posted on the Program website. Appendix A contains an example meeting summary that should be used as a model for future meeting documentation.

#### **4.5 Work Group Teleconferences**

Since work group meetings are only convened every three months, there may be a need for individual work groups to conduct business and reach consensus on specific technical approaches or recommendations for the TMC via teleconference or e-mail between regularly scheduled meetings. The following is the procedure for conducting business via teleconference. A work group discussion can be requested by any work group member, the Science Coordinator, Implementation Branch Chief or Executive Director by notifying the Work Group Coordinator of the need and purpose. When the issue has an advance notice of two weeks or more before a recommendation is required (standard procedure):

- a. The proposing work group member will provide a written statement of the technical decision or action being requested.
- b. The Work Group Coordinator will send a notice of the proposed date and time to work group members.
- c. Work group members who have not responded by the response deadline will be assumed to be opting out of participation.
- d. The Work Group Coordinator will attempt to reschedule the meeting, if possible, to accommodate requests from work group members who wish to participate, with the goal of maximizing the number of interested work group members who can participate.
- e. The work group member(s) requesting the meeting and the Work Group Coordinator will distribute materials to prepare for the meeting (read-aheads) and a proposed agenda five business days prior to the teleconference.
- f. During the teleconference, the work group members(s) requesting the meeting will present the material and the Work Group Coordinator will facilitate the teleconference.

When the issue is urgent and requires action in less than two weeks:

- a. The proposing work group member(s) will make every effort to provide the advance materials and information consistent with the standard procedure.
- b. The Work Group Coordinator will contact members via telephone, as well as email, to schedule a teleconference, and will make every effort to coordinate the meeting consistent with the standard procedure above.

## 5.0 TECHNICAL RECOMMENDATION DECISION-MAKING

### 5.1 Definition of Consensus

Consensus is the process by which work group members make a decision regarding recommendations that all work group members can support (without voting) to the Executive Director/TMC. Consensus does not mean unanimity, nor does it mean everyone must fully agree or feel equally strongly about an aspect of a particular science-based approach. However, it does mean the agreement is the best possible one for the work group as a whole, and it is one all members can accept.

A definition of a consensus developed by TRRP work group members includes the following: a consensus is a process through which a group makes a decision without voting that all members can support. It is a group decision, supported by all members, which is based on:

- A thorough understanding of relevant information;
- Active participation by all members;
- An understanding of different perspectives, concerns, and needs;
- A creative effort to accommodate the different needs; and
- A willingness to raise and understand disagreements and address the underlying needs manifested in disagreement in a professionally respectful manner.

Historically, work groups have attempted to achieve full consensus on science-based issues and technical aspects of TRRP work products and reports. However, the attainment of full consensus has proven difficult to achieve. Consequently, work group members have developed four levels of response to proposals/recommendations that can be useful to help define consensus:

1. Full support or agreement of the proposal/recommendation;
2. Agreement with most aspects of the proposal/recommendation and, despite continued concerns with some elements, willingness to support the proposal/ recommendation;
3. Significant concerns or outright disagreement with some or all elements of the proposal/recommendation, but willing to stand aside and allow the proposal/ recommendation to move forward;
4. Continued strong disagreement with the proposal/recommendation.

If all members of the work group agree at levels 1, 2, or 3, the group has achieved consensus. If some members continue to disagree strongly (level 4), then consensus has not been reached. The challenge for the group is to discover what interests must be addressed in the proposal/recommendation to move opposing group members from level 4 to level 3 (or higher). One approach is to identify the nature of the technical disagreement or concern, such as:

- Minor concerns with wording;
- Agreement with the main thrust of the proposal/recommendation, but have concerns with specific elements which, if changed, would lead to agreement;
- Major concerns consisting of principled technical disagreement with the overall direction of the proposal/recommendation which, if not addressed, would lead the group member to block consensus (level 4 above).

One approach that acknowledges technical disagreement, but allows the Program to move forward is documentation of majority/minority opinions as described below.

## **5.2 Majority/Minority Approach**

If consensus cannot be reached in a timely manner, the Work Group Coordinator will communicate with the Science Coordinator/Implementation Branch Chief regarding the need to proceed with a majority/minority approach. Under this approach, minority technical approaches are documented and supported by technical justification. The Work Group Coordinator should take action as soon as it becomes evident a consensus cannot be reached, rather than allowing non-productive dialogue to monopolize a large segment of time at quarterly meetings.

The majority/minority approach has three advantages over the existing consensus approach when achieving a consensus becomes difficult or impossible:

1. It provides the basis for a more rapid response to scientific/technical issues.
2. It prevents the dilution of specific points of view that can result from attempts to reach consensus.
3. The resulting documented opinions clearly indicate to the TMC and TRRP senior managers where there is commonality among work group members and where there are differences of science/technical-based professional judgment in the interpretation of data or other information.

## **5.3 Written Input from Group Members Not in Attendance**

The purpose of this procedure is to foster consensus among work groups on science/technical-based recommendations even when work group members are unable to be present. To the extent possible, work group members should be present to discuss issues and hear the input from other members; however, in those instances when a work group member or their alternate cannot be present, written input is encouraged. If a work group member is unable to attend a scheduled meeting, but desires to express their opinion on an agenda item, the following procedure should be utilized:

1. The work group member will e-mail the opinion on a specific meeting topic to the Work Group Coordinator for circulation to the entire work group in advance of the meeting.
2. E-mail opinions will be carefully considered by work group members during deliberations.

## **5.4 Dispute Resolution**

One of the objectives of each work group is to reach a consensus on technical recommendations and input provided to the TMC. However, when agreement cannot be reached on a science/technical-based issue, the Work Group Coordinator, with assistance from work group members, will prepare a written statement addressed to the Science Coordinator/Implementation Branch Chief documenting the unresolved issue. The Science Coordinator/Implementation Branch Chief will be responsible for determining whether the issue can be resolved at a technical level within the work group structure or requires elevation. One option is the creation of a sub-group to facilitate resolution of the issue in a timely manner.

The Science Coordinator/Implementation Branch Chief will consult with the Executive Director to determine which of the following options to pursue should a decision be made to elevate the issue:

- Elevate the issue to the SAB for resolution
- On the advice of the Executive Director and SAB seek independent review from external subject matter experts outside the TRRP using the independent peer review process established for the TRRP

### **5.5 Trinity River Restoration Program Science Work Plan Review**

Each year, work groups will be tasked to review the proposed TRRP Science Work Plan for the coming year, to add new assessment activities or reprioritize assessment activities, as appropriate (see Appendix B). The individual work group recommendations will be submitted to the Interdisciplinary Work Group via the Science Coordinator/Implementation Branch Chief. Work groups will also be requested to review and comment on the prioritized activities prepared by the Interdisciplinary Work Group. As comments are received from the external review panel, the appropriate work group may again be requested to review and provide input on individual plans. Appendix B contains a flow diagram which outlines the decision-making process for the TRRP and the role of work groups in this process. Work groups are the vehicle for addressing technical issues, as determined by the TRRP Executive Director and Science Coordinator/Implementation Branch Chief.

## **6.0 ADMINISTRATION, SCHEDULES AND BUDGETS**

### **6.1 Work Group Manual**

While the Work Group Manual is considered a living document, the formal update of the Work Group Manual is scheduled for a three-year interval and is to be completed no later than the first of October for the prescribed fiscal year. The manual will be updated based on guidance from the TMC regarding the focus and anticipated priorities of the work groups for the next three years associated with TRRP priorities. The Science Coordinator/Implementation Branch Chief will be responsible for facilitating manual updates. The Work Group Manual will be reviewed and approved by the Executive Director and TMC.

### **6.2 Process for Establishing Work Group Priorities**

Individual work groups will be charged with accomplishing those tasks identified by the TRRP Executive Director and Science Coordinator/Implementation Branch Chief at the beginning of each fiscal year based on available funding, manpower and TMC approval. In the event work groups do not have the resources to accomplish even the approved tasks, the Science Coordinator/Implementation Branch Chief and Executive Director will be alerted of the situation and assist work groups in the prioritization of assigned tasks. If additional TRRP funding is made available beyond what is needed to perform the assigned tasks, unassigned prioritized tasks may be added to the work group's list of activities for a given year.

### **6.3 Agency Resource Commitments**

During the TRRP Integrated Science and Implementation Program annual planning, work plan priorities for each work group will be established. The Science Coordinator/Implementation Branch Chief will determine the total number of full-time equivalents and funding needed to accomplish the outlined tasks. The funding agencies secure the required resources, and the Executive Director develops the Program budget for approval by the TMC in consultation with the Science Coordinator/Implementation Branch Chief who will adjust the work plan based on the resources identified.

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**APPENDIX A**

**TRINITY RIVER RESTORATION PROGRAM  
WORK GROUP CHARTER TEMPLATE  
WITH  
MEETING AGENDA AND MEETING SUMMARY FORMATS**

**(Date of Latest Update)**

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**WORK GROUP CHARTER TEMPLATE  
WITH  
MEETING AGENDA AND MEETING SUMMARY FORMATS**

**PURPOSE**

To identify and implement watershed restoration activities as described in the Trinity River Record of Decision.

**AUTHORITIES**

Trinity River Restoration Program (Program) work groups are chartered under the Trinity Management Council (TMC).

**WORK GROUP OBJECTIVES**

- Develop science-based adaptive management recommendations for the Program
- Address priority technical uncertainties and information needs
- Coordinate with other work groups and contribute towards synthesis and integration of Program science information through participation in the Interdisciplinary Team (IDT)
- Pursue high-priority watershed restoration activities in coordination with other organizations in the basin

**MEMBERSHIP**

Core members of work groups shall be scientists designated by TMC partners. These may be partner scientists or their designees (consultants). Ideally, core members should have expertise in the area of focus of the work group for which they are being designated for membership. A TMC partner can designate more than one person to be a member of a work group. Core members have authority to be involved in development of recommendations, decisions or actions by the work group. The Program will maintain a list of core members and this list will serve as a distribution list for agendas, pre-meeting materials, and other information (see attached). Biographies describing the relevant experience and expertise of each core member will be posted on the Program website.

Additional members may be included and involved in work groups to promote collaboration or obtain subject matter expertise and experience. These may be drawn from state, tribal and local governments. Additionally, with the approval of work group members, consortia, academic, industry representatives or other interested individuals may be encouraged to participate in a work group.

**OFFICERS**

The Science Coordinator/Implementation Branch Chief shall lead coordination between work groups and oversee all work groups, including agenda development and identification of needed meeting outcomes. A work group coordinator shall be elected annually by the participants, with concurrence from the Science Coordinator/Implementation Branch Chief. The work group coordinator must himself/herself be a core member (pursuant Membership section above) of the subject work group. The work group coordinator presides over meetings of the assembled group and is responsible for scheduling meetings, developing agendas, ensuring that materials are

provided to work group members, ensuring meeting outcomes are achieved and documented, and reporting on activities to the Science Coordinator/Implementation Branch Chief.

The Science Coordinator/Implementation Branch Chief, in collaboration with the Executive Director, will ensure a note taker is appointed for each scheduled meeting.

The work group may appoint a core member other than the work group coordinator as their representative on the Interdisciplinary Team.

### **SUBGROUPS**

The work group may establish ad hoc subgroup(s) to accomplish narrowly-defined problems or questions relevant to work group objectives. Subgroup membership should include at least one member from the work group who serves as the lead, but may also include external members with the necessary expertise. Upon completion of the subgroup's work, the subgroup leader will document and present their findings and/or recommendations to the work group for consideration and will subsequently dissolve their membership.

### **PROCEDURES**

The work group coordinator will call work group meetings. Dates for quarterly meetings will be determined at the beginning of each fiscal year. Agendas that clearly establish the meeting's purpose and the specific questions to be addressed will be distributed at least ten working days in advance of proposed meeting date (see attached). Materials for meeting topics will be provided via email and posted on Share Point at least ten working days prior to the meeting to allow time for review by work group members. If substantial amounts of materials are necessary for a topic, then a longer review period will be warranted.

The work groups will focus on the science issues associated with the discipline focus of their work group, and will avoid discussion of policy issues, technical issues outside their technical work group focus, or technical issues not on the agenda for a given meeting. The work group coordinator will be responsible for ensuring that the meeting discussions stay focused on the science topics identified in the agenda. The work groups will not make decisions on any management action, funding action, or policy action. The work groups shall make recommendations on study plans, work plans, and other science topics to the Science Coordinator/Implementation Branch Chief. The work group may identify an information need and develop a recommendation on how to address this need (e.g. subgroup, external review). Work group meetings are a forum for coordination for all on-going and planned studies. Quarterly status reports will be provided at each work group meeting for all on-going projects (see attached).

Decisions shall be on the basis of consensus agreement. Where agreement is not reached, the work group coordinator, with the assistance of work group members will develop a written document to describe the unresolved issue. This document will be provided to the Science Coordinator/Implementation Branch Chief and scheduled for resolution pursuant to the dispute resolution process as described in the *Trinity River Restoration Program Roles and Responsibilities of Partner Agencies and Governments*.

The note taker will prepare work group meeting summaries that include a record of persons present, a description of topics discussed, recommendations, minority opinions on recommendations, outstanding disputes, and action items. Each meeting summary will be distributed to the work group distribution list within ten work days of the work group meeting (see attached). Suggested edits to the meeting summary will be accepted from work group members by the work group coordinator. The work group will approve the meeting summary, including acceptable edits, at their next meeting.

## **REPORTS**

The work group is responsible for the following products:

- Meeting Agendas and Summaries - will be produced as described under "Procedures" .
- Annual Work Plan - the work group shall develop a work plan each year by January 15.
- Contribute to a Programmatic Annual Science Report - Each year by December 1, the work group will provide annual contribution and participation to this report.
- Disputes - for issues that the work group is unable to resolve, the chairperson is to develop a written brief. Written briefs should include a short paragraph of the problem or issue; the position of partner or work group members; the chairperson's recommended course of action and justification for that action.
- Additional Requests - the Science Coordinator/Implementation Branch Chief and/or the IDT may request special reports, white papers, technical papers and the like to address pertinent issues, interdisciplinary activities, informational or matters of urgency consistent with the larger Program community needs.

## **APPROVALS**

This Charter will remain in effect until amended or replaced. Thirty days written notice is required for considerations of amendments.

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Program Executive Director and Date

Note: You may use this template for your work group agenda. Fill in the sections noted inside the parentheses. Easiest way to do this is to highlight the parentheses and re-type over it. Delete these four sentences once you have read them.

<b>DRAFT Meeting Agenda</b>		(date of meeting)
<b>(name) Work Group Team</b>		(planned start time)
		(meeting location)
Coordinators:	(coordinator(s) name(s))	
Desired Outcomes:	1. (List outcomes) 2.	
Agenda Items		
(day, date of day 1 of meeting)		
Time	Item/topic	Presenter
9:30	(List agenda item/topic here: For example your start of meeting might be: Introduction / agenda review / past meeting summary / action items) (Additional notes might include a list of materials to be read or handed out or a general goal or purpose)	(list names of presenters)
11:00	(Continue listing your items here) (and any notes if you want or you can leave blank)	
11:30		
12:30	<b><u>Lunch</u></b>	
1:30		
2:15		
3:15		
4:30	<b><u>Adjourn for day (see the next page)</u></b>	

<b>(Insert next day here as day date, if a two day meeting is planned)</b>		
9:30		
10:30		
11:00		
11:30		
12:15		
1:00	<b><u>Lunch</u></b>	
1:30		
3:30	<b><u>Adjourn</u></b>	

(List any action items that are still incomplete)

## Quarterly Status Report

Status Report

Period Covered:

Project:

Principal Investigator: Vendor name, email, phone number

Point of Contact: Vendor or Agency POC Name, email, phone number

Agreement: Type of agreement and identification name or number

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### PROGRESS ACCOMPLISHED THIS PERIOD

In bulleted form:

- Identify activities completed by task number
- Problems encountered and resolutions

### WORK PLANNED FOR NEXT 30-60 DAYS

In bulleted form:

- Identify work elements by task number to be conducted over the next 30-60 days
- Identify status of upcoming milestones or delivery of products
- Include upcoming meetings, presentations, or other information exchanges

### ANTICIPATED NEEDS OR ISSUES

In bulleted form:

- Identify data, results, or input needed from others by specified date
- Identify needed coordination with other agencies, vendors, or others

### FUNDING STATUS

- Provide status of invoices; amount, dates, and for work accomplished
- Provide status of expenditures; amount, dates and for work accomplished

Meeting Summary  
**WILDLIFE/RIPARIAN WORK GROUP**  
Tuesday January 17, 2012  
Via Webex from TRRP Office, Weaverville, CA

**Tuesday, January 17, 2012; 1:00 PM**

**Participants**

Wildlife and Riparian core members: Andrew Jensen (coordinator, CDFG), Samantha Chilcote (USFS), Jamie Stephens (USWS), John Bair (McBain and Trush), Eric Peterson, Nina Hemphill (TRRP), Chris West, (Yurok Tribe).

Other participants: Ernie Clarke and Rod Wittler (TRRP), George Kautsky (Hoopa Valley Tribe).

Note taker: Kim Mattson (ENW).

**Action Items Derived during the Meeting**

Action Item 3.1: Ernie Clarke will confer with Robin Schrock and D.J. Bandrowski regarding the next steps for compliance monitoring.

Action item 3.2: Andrew Jensen will place performance measures on the agenda for the next Wildlife/Riparian meeting.

Action item: 5.1: John Bair will send out last year's flow scheduler to the Wildlife/Riparian Work Group.

Action item 5.2: Ernie Clarke will send the briefing document to the Wildlife/Riparian Work Group.

Action item 5.3: Jaime Stephens will send the comments she submitted to Andreas Krause.

**Action Items Outstanding from Previous Meetings**

Action item: Eric Peterson and John Bair will set up the riparian vision workshop for January. Background material from John Bair will be available in November for late Jan workshop. Wldlf/Rip

Action item: Robin Schrock will look for funding to assist in working to control invasive species and their impacts. Wldlf/Rip

Action item: The TRRP will work with CDFG on riparian vegetation and bird compliance. This needs a comprehensive document to guide the process. Wldlf/Rip

Action item: Add input to John Bair's matrix to assist in enumerating needs for inquiry for last year's flows. This will help give input to the annual flow report and knowledge assessment. Wldlf/Rip

## **Summary of Meeting by Agenda Items**

### **1 Introductions / Agenda Review and Finalization**

Andrew Jensen coordinated the meeting. The following attended at the Trinity River Restoration Program (TRRP) offices: Ernie Clark, George Kautsky, Eric Peterson, Nina Hemphill, and Rod Wittler. The following attended via the internet (Webex): Andrew Jensen, Sam Chilcote, John Bair, Chris West, Jaime Stephens, and Kim Mattson. The agenda was reviewed and George Kautsky asked about the flow recommendation issue Item 4.

### **2 Work Group Procedures, Summaries, Action Tracker**

Kim Mattson presented some of the products being used to provide uniformity across Work groups and to help organize Work group activities. She presented the TRRP Action Tracker, the Calendar, the Work group Charter with the attached templates for agendas, and quarterly

### **3 Updates for Work Group**

Andrew Jensen had provided an outline for 12 sub-items that were intended to be covered as updates. Various presenters provided updates as noted below. Not all 12 sub-items were covered in detail.

#### **3.1 Project Update: Map and Quantify Riparian Vegetation**

John Bair gave an update on these reports and their release dates.

- a. **2009 report status:** The collective IHAP team is revising the 2009 draft report based on internal and external peer review comments. The Final 2009 report will be released at the end of the month or early February.

### **4 Work Group Topics**

Next Meeting Date was set for the week of March 5th 2012. There was interest in using a Doodle poll to choose the exact date. The meeting should be a face-to-face meeting to be ready for the March 12 flow scheduling meeting.

Agenda Topics may include flow work group responses and performance measures.

### **4:30 PM Adjourn**

**APPENDIX B**

**TRINITY RIVER RESTORATION PROGRAM  
SCIENCE WORK PLAN SCHEDULE**

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