

RESOLVE

Results Through Consensus

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February 26, 2003

MEMORANDUM

TO: NMFS Willamette/Lower Columbia River TRT Members
FROM: Paul De Morgan, RESOLVE and Paul McElhany, NMFS
SUBJECT: Next Steps and Action Items from the February 24-25 TRT Meeting

Thanks to everyone for your participation and efforts over the past two days. This memo includes: 1) a brief overview of next steps by section; 2) a timeline for finalizing the document, and 3) a list of the agreed-upon action items. Please feel free to contact either of us with any questions, concerns, or additional next steps.

I. OVERVIEW OF NEXT STEPS BY SECTION

The group confirmed the goal of having the document completed by the end of March. With the exception of the growth and abundance section, the group reached agreement on all the sections, pending review of the changes. The group agreed that a revised version of the document should be distributed to all TRT members by March 14 for review. This document will be clean (i.e., no redline/strikeout) however the major changes made since the meeting will be captured by individual editors and included in a cover memo. Paul McElhany was tasked with pulling this version together. He was asked to play a 'copy editor' role as well to address a number of overarching concerns such as consistency in format, flow of chapters, titles of sections, etc. Once this document is distributed, the group agreed members should have two weeks to review the document. If editorial comments are submitted, changes will be made, if substantive comments are submitted, the group will have to address these on a conference call. If no substantive comments are submitted, the document will be considered final.

In order to achieve this, the following actions, based on deliberations at the meeting, need to take place for each section:

- 1. Introduction** Paul McElhany will accept the changes made by Ashley Steel and reviewed by the group on day two. In addition, a few other changes were suggested on day one which will be incorporated.
- 2. ESU-level Viability** – Paul McElhany will accept the changes made prior to the meeting along with the edits agreed to during the meeting.
- 3. Integrating Attributes and Assessing Population Risk of Extinction** – Paul McElhany will develop the revised section with the majority of the specifics being moved into an appendix as agreed to at the meeting.

4. **Population Adult Growth Rates and Abundance Criteria** – The group did not get to discuss these changes in detail, however the following steps were agreed to:
 - Craig Busack, Paul McElhany, and Dan Rawding will reach closure on a final revised version of the chapter they are all comfortable with by COB Friday, February 28;
 - The revised document will be disseminated to the full TRT for review;
 - A conference call will be scheduled to allow for TRT member discussion;
 - As necessary, revisions will be made and the document will be incorporated into the final version.
5. **Juvenile Outmigrant Growth Rate Criteria** – Selina Heppell will make the changes discussed at the meeting and send to Paul McElhany by COB Friday, February 28.
6. **Within-Population Diversity Criteria** – Jim Myers, in discussion with Tim Whitesell as necessary, will make the changes discussed at the meeting, with particular emphasis on the risk characterization section, and send the revised version to Paul McElhany by COB Friday, February 28.
7. **Habitat Criteria** – Paul McElhany will accept the changes made by Ashley Steel and reviewed by the group on day two. In addition, Cleve Steward will make changes to his draft of the risk characterization section (reviewed on day two) and send the revised version to Paul McElhany by COB Friday, February 28.
8. **Within-Population Spatial Structure Criteria** – Craig Busack will make the changes discussed at the meeting and send the revised version to Paul McElhany by COB Friday, February 28.

The group asked that each of the authors, to the extent possible, highlight changes made to their sections in a note when sending them to Paul. These in turn will be included in a cover memo to accompany the March 14 document and help all the members in reviewing the document.

II. TIMELINE FOR FINALIZING THE VIABILITY DOCUMENT

- February 28 – Revised Growth and Abundance section distributed to all members for review.
- February 28 – Revisions on JOM, Diversity, Habitat Risk Characterization, and Spatial Structure sections submitted to Paul McElhany (with cover memo noting changes made to each section).
- March 5-12 – Call to discuss a revised Growth and Abundance section (exact date TBD)
- March 14 – Next complete version of the Viability Report distributed to TRT members for review.
- March 28 – Comments on complete Viability Report due.

III. AGREED-UPON ACTION ITEMS

Action Items – Revising Document/ Setting Stage for Next Meeting	Who	When
1. Assess TRT availability for a conference call to discuss the growth and abundance section.	JJ Westfall	ASAP
2. Draft and distribute revised Growth and Abundance Criteria section.	Craig Busack, Paul McElhany, Dan Rawding	Friday, February 28

3. Incorporate changes to the JOM section.	Selina Heppell	Friday, February 28
4. Incorporate changes to the Diversity section.	Jim Myers	Friday, February 28
5. Incorporate changes to the Habitat risk characterization system.	Cleve Steward	Friday, February 28
6. Develop scale system for Spatial Structure section.	Craig Busack	Friday, February 28
7. Hold conference call to discuss revised Growth and Abundance section.	All TRT members	TBD, March 5-12
8. Develop 'clean' version of the document and distribute to all members for review.	Paul McElhany	Friday, March 14
9. Review 'clean' version and submit major comments.	All TRT members	Friday, March 28
Action Item – Next Meeting	Who	When
10. Assess TRT member availability for next meeting in April.	JJ Westfall	ASAP
11. Develop outline for case study, refine product list, and confirm goal statement; then share for comment.	Paul McElhany, Ashley Steel, Cleve Steward	One week in advance of next meeting.
12. Develop proposed TRT workplan for future meetings.	Paul McElhany, Patty Dornbusch, Paul De Morgan	One week in advance of next meeting.
13. Develop tentative agenda and send out logistics for next TRT meeting.	Paul De Morgan and Paul McElhany	One week in advance of next meeting.

TRT Members in Attendance:

- Craig Busack (by phone)
- Selina Heppell
- Steve Kolmes (in person day one and by phone day two)
- Paul McElhany
- Jim Myers
- Dan Rawding
- Ashley Steel (by phone day one and two)
- Cleve Steward
- Tim Whitesel

Others in Attendance:

- Paul De Morgan, RESOLVE
- Gillian Friedrichs, Environmental Scientist, URS (half of day one)
- J.J. Westfall, NOAA (day one)