



— BUREAU OF —  
RECLAMATION

# Tracy Technical Advisory Team Charter

APPROVED BY:

**RAIN EMERSON**

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**U.S. Department of the Interior  
Bureau of Reclamation  
Interior Region 10, California-Great Basin  
South-Central California Area Office**

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COMMITTEE'S OFFICIAL DESIGNATION: Tracy Technical Advisory Team (TTAT).

BACKGROUND and AUTHORITY: The Bureau of Reclamation (Reclamation) began the Tracy Fish Facility Improvement Program (TFFIP) in 1989 with the overall goal of improving fish protection and fish salvage at Tracy Fish Collecting Facility (TFCF).

TFFIP research is performed in cooperation with the Interior Region 10, California-Great Basin and research and engineering groups and the Reclamation Denver Technical Service Center, including the Fisheries and Wildlife Resources Group, and the Hydrologic Investigations and Laboratory Services Group. Research planning and execution is enhanced through coordination, review and assistance from other agencies including the California Department of Fish and Wildlife (CDFW) and California Department of Water Resources (DWR), U.S. Fish and Wildlife Service (FWS), and the National Marine Fisheries Service (NMFS). Universities, private consultants, and the San Luis & Delta-Mendota Water Authority (SLDMWA) also assist.

TFFIP continues to identify potential physical improvements and operational changes, assessing fishery conditions, and monitoring fish salvage operations per 1992 signed agreements with CDFW (formerly California Department of Fish and Game) and legal requirements under the 1992 Central Valley Project Improvement Act (CVPIA) and California Water Rights orders.

The TTAT steers the research as necessary, and the findings have been published in Tracy Series reports and technical bulletins since 1994. The accountability required for publicly funded research mandates standards and requirements for technical reports meet the criteria of good scientific practice and peer review.

OBJECTIVES AND SCOPE OF ACTIVITIES: The TTAT is to provide a forum for a collaborative interdisciplinary approach involving Federal, State, and local stakeholders to facilitate the identification and implementation of structural and nonstructural fish conservation measures at the TFCF. Improvements to fish salvage efficiency will result in improved reliability of water supplies and environmental compliance.

TTAT ORGANIZATION/MEMBERSHIP: The Sponsor is the South-Central California Area Office Manager. TTAT members will include subject-matter experts from disciplines supporting achievement of the guiding principles representing Reclamation's project works and appropriate program offices (listed below). These representatives shall provide expertise in fisheries, fish collection operations and engineering/design. Staff from other programs may be asked to consult or participate on an as-needed basis for input on other issues (for example, invasive species, construction projects, Sacramento-San Joaquin Delta initiatives, interagency coordination, safety, etc.).

Membership and Designation. Members of the TTAT will be comprised of:

- One representative of Reclamation's Tracy Office Operations Branch
- One representative of Reclamation's Tracy Biology Branch
- One representative of Reclamation's Denver Technical Service Center (Administrative duties).
- One representative of public environmental interests
- One representative of the FWS.

- One representative of the CDFW
- One representative of the State of California Department Water Resources
- One representative of the SLDMWA

Members of the TTAT generally serve a 3-year term. A vacancy on the TTAT will be filled according to home agency procedures. Reclamation members serve at the discretion of the Charter Sponsor.

Alternate members may be appointed to the TTAT. Alternates must be approved and appointed by the Charter Sponsor before attending meetings as representatives. Alternate members shall have experience and/or expertise like that of the primary member.

DESCRIPTION OF DUTIES: The duties or functions of the TTAT are to:

- a. Provide recommendations to the on the structure and implementation of the TFFIP.
- b. Provide annual review of the implementation of the TFFIP, including the applicable water and environmental guidelines of the Secretary of the Interior used by participating entities in preparing their individual water conservation plans.
- c. Monitor and report on all established physical and operational improvements.
- d. At the conclusion of each meeting or shortly thereafter, provide a detailed recommendation report, including meeting notes.

AGENCY OR OFFICIAL TO WHOM THE GROUP REPORTS: The TTAT reports to Reclamation's California-Great Basin Regional Director through the South-Central California Area Manager.

SUPPORT: The logistical and support services for the activities of the TTAT will be provided by Reclamation.

COSTS: Estimated annual labor and operating costs for out years associated with supporting the TTAT's functions. Costs will be part of the Tracy Operations budget.

MEETING PREPARATION: The designated TTAT Leader will approve or call all TTAT meetings, prepare and approve all meeting agendas, attend all TTAT and subcommittee meetings, adjourn any meetings when the TTAT Leader determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS: The TTAT will meet a minimum of twice a year, and at such times as designated by the TTAT Leader.

ETHICS RESPONSIBILITIES OF MEMBERS: TTAT members must support Department of the Interior standards and culture of scientific integrity. "Scientific information considered in Departmental decision-making must be robust, of the highest quality, and the result of as rigorous a set of scientific processes as can be achieved. Most importantly, the information must be trustworthy." 305 DM 3.6. Additionally, no member may participate in any TTAT matter in which the member has a direct financial interest in a lease, license, permit, contract, claim, agreement, or related litigation with the Department.

**TERMINATION:** The TTAT will terminate 4 years from the date the charter is filed, unless terminated prior to that date by mutual team agreement, it is renewed in accordance with the provisions of section 14 of the FACA. The TTAT will not meet or take any action without a valid current charter.

**FORMULATING RECOMMENDATIONS:** The TTAT will recommend strategies to achieve strategic goals to the Charter Sponsor, as appropriate. The TTAT will seek to make recommendations by consensus. If consensus cannot be reached, a minority report will be noted. The TTAT will support recommendations accepted by the Executive Sponsor and will revisit them if significant changes occur.

**COMMUNICATION OF TTAT ACTIVITIES:** The TTAT will seek input and convey information products represent broad-based support and analyses of current issues and activities related to the TFCF. Draft meeting notes (a narrative summary of the agenda topic, discussions, recommendations, and action items) will be summarized by the TTAT's DFO and made available to the team members for review within 7 days after the meeting. These meeting notes and other TTAT products will be posted on the Reclamation TFFIP website: <https://www.usbr.gov/mp/TFFIP/>.

**REVISIONS:** Following Executive Sponsor approval, the TTAT charter will be reviewed and resubmitted for approval annually in accordance with Reclamation Manual Directive & Standard ADM 04-01.