

GLEN CANYON DAM
TECHNICAL WORK GROUP
OPERATING PROCEDURES

FOREWORD

The Grand Canyon Protection Act (Act) of October 30, 1992, (Public Law 102-575) directs the Secretary of the Interior (Secretary) to "establish and implement long-term monitoring programs and activities that will ensure that Glen Canyon Dam is operated in a manner consistent with that of section 1802" of the Act. "The monitoring programs and activities shall be established and implemented in consultation with the Secretary of Energy; the Governors of the States of Arizona, California, Colorado, Nevada, New Mexico, Utah, and Wyoming; Indian tribes; and the general public, including representatives of academic and scientific communities, environmental organizations, the recreation industry, and contractors for the purchase of Federal power produced at Glen Canyon Dam." In order to comply with the consultation requirements of the Act, the Glen Canyon Dam EIS recommended formation of a Federal Advisory Committee and a Technical Work Group. To fulfill this requirement, the Glen Canyon Adaptive Management Work Group (AMWG) was established. The AMWG held their first meeting on September 10-11, 1997, in Phoenix, Arizona and officially formed the Glen Canyon Technical Work Group (TWG) as a subgroup. The TWG is comprised of technical representatives representing the various stakeholders on the AMWG. The TWG shall perform those tasks charged to them by the AMWG. Additional responsibilities of the TWG are to develop criteria and standards for monitoring and research programs and provide periodic reviews and updates, develop resource management questions for the design of monitoring and research by or under the direction of the Grand Canyon Monitoring and Research Center (GCMRC), and provide information as necessary for preparing annual resource reports and other reports as required for the AMWG. The TWG shall comply with all regulations of the Sunshine Act and the Federal Advisory Committee Act pertaining to sub-committees. (See 41 CFR 101-6.10 Federal Advisory Committee Management) Staff resources for the TWG shall be provided by the Grand Canyon Monitoring and Research Center and Reclamation.

OPERATION

1. Meetings. - TWG meetings will be held quarterly or more frequently as required. Where possible meetings will be scheduled for 2-3 months in advance. Information will be provided to all interested parties. The Bureau of Reclamation (Reclamation) will be responsible for submitting meeting notices to be published in the Federal Register 15 days prior to meetings. Federal register notices may provide information on up to 3 meetings at a time. The Chairperson will draft a reminder meeting notice to the TWG members and the staff will distribute it at least 10 days prior to the meeting. Meeting format will be in accordance with these operating Procedures. Sixteen members must be present at any meeting of the AMWG to constitute a quorum.

2. Officers. - The TWG will elect it's own Officers. The Chairperson will be elected for a 1-year term. The Chairperson will be selected by a vote of the TWG. A Vice-chair will be selected to assist the Chairperson and will be an employee of Reclamation to ensure requirements of federal regulations are met and to provide assistance. Reclamation and GCMRC will provide staff and meeting resources. Reclamation shall be responsible for, and shall assure compliance with, the applicable federal regulations

including those referenced above. The Chairperson shall be elected in the December meeting of the TWG or the meeting just prior to the first calendar year meeting of the AMWG. The new Chairperson will take office at the first meeting of the TWG following the first meeting of the AMWG of the year.

Chairperson responsibilities:

- Convene, facilitate and adjourn meetings;
- Prepare draft and final agendas and forward to staff for distribution;
- Actively participates in TWG discussions;
- Entertains input from the public on issues and recognizes the public at appropriate times;
- Follows up with TWG members and sub-groups to verify that tasks are on schedule by conducting a pre-meeting conference call or individual contacts 3-5 days prior to meeting.

Vice-Chair responsibilities include:

- Provides logistics and staff support to the Chairperson to accomplish tasks (Reclamation/GCMRC);
- Publish Federal Register Notice of meetings, including generic agenda;
- Convene, facilitate and adjourn TWG meetings when the Chairperson is absent;
- Assists the Chairperson and helps facilitate meetings;

3. Members. - The TWG membership shall consist of one representative named from each organization represented in the AMWG, with the exception of two members from the National Park Service representing the Grand Canyon National Park and the Glen Canyon Recreational Area, and one representative from the US Geological Survey. The TWG organizational membership was nominated by the AMWG, with the USGS representative having been nominated by the Secretary's Designee. Members were selected by the respective organization's representatives. A list of TWG members will be distributed to the AMWG at regular meetings. TWG members may designate alternates.

4. Alternate committee members. - Members shall notify the Chairperson or Vice-chair of an alternate attending for them at least one day prior to the meeting. Alternates shall be designated by TWG members. The member will notify the Chairperson of the alternate's name before the start of the meeting in which the alternate will represent the member. Members can designate an alternate for any TWG or Ad Hoc group meeting they will be unable to attend, or for which the alternate is better prepared to represent the organization's interests. Alternates shall sign-in on the attendance sheet next to the TWG member's name for whom they are representing. Alternates shall be considered official representatives of their agency/affiliation, may vote on TWG issues and be counted in the quorum.

5. Agenda. - Members, and others, requesting an item be added to the agenda should notify the Chairperson in writing (by mail, fax, or E-mail) at least 15 days prior to the meeting. The following information should be provided with each request: a discussion topic or title, the nature of the topic (e.g., sharing of information, discussion of an issue, or a proposed action), name(s) of the presenter(s), total amount of time required for presentation, and any other relevant points for meeting planning. The agenda will be finalized when the schedule is filled or when the pre-meeting briefing documents are distributed.

Requests received after the agenda is finalized may be considered under new business (time permitting), or may have to be postponed until a future meeting. An agenda will be prepared and approved by the Chairperson and forwarded to the TWG secretary. The secretary will distribute the final agenda (by e-mail and/or by other means) to the TWG members and others on the distribution list. Reclamation is responsible for compliance with federal regulations. Reclamation will include in the Federal Register Notice: meeting dates, times, location, and a list of meeting agenda items.

6. Guidelines for Discussions. - The following ground rules will guide all discussions while the meeting is in session: Members will endeavor to arrive, return from breaks, and depart the meeting on schedule. Any person needing to continue private discussions after the meeting has been called to order will take their business outside the conference room. Members, alternates and visitors wishing to address the TWG will wait to be recognized by the Chairperson or designated discussion leader before speaking. Speakers will make their points succinctly and yield the floor to the next speaker, waiting to again be recognized for rebuttals. Comments are to be applicable to the motion and not repetitive to presentations, group discussion or other comments previously presented. Discussions of new or unrelated business will be postponed until the appointed time on the agenda.

7. Voting. - The maker of a motion must clearly and concisely state and explain their motion. Motions may be made verbal or submitted in writing in advance of the meeting. Motions may be proposed by a member in meetings where they are related to an agenda topic. After a motion and a second to the motion there shall be presentations by staff, where they are necessary or desired. Presentations shall be followed by discussion and a call for questions. The public will be given opportunity to comment during the question period as provided for in these operating procedures. Any member of the public who has asked to address the TWG, shall be provide a reasonable time to comment. The Chairperson may limit the total time allowed to the public for comments. Comments shall be applicable to the motion and not be repetitive of prior presentations, group discussions or other comments. The motion shall be fully documented for the minutes and restated clearly by the Chairperson before seeking a determination of consensus or a vote is taken.

Consensus is the desired result. All reasonable efforts will be made to bring the group to a consensus decision or recommendation. If consensus cannot be achieved, a vote will be taken on motions and recommendations to be forwarded to the AMWG. Only members of the TWG or their alternate may vote. A majority recommendation will go forward along with a minority opinion report (containing the alternate recommendation and identification of who constitutes the minority). Ad hoc groups consisting of the dissenting members may be formed as needed to prepare minority opinions. Each appointed TWG representative is expected to explain and/or clarify issues to their respective AMWG member.

Recommendations to the TWG or AMWG will be summarized in report form, will contain relevant background material on the issues, and will include a brief summary of previous discussions related to the issue (e.g. ad hoc group or TWG discussions). Requests for actions associated with a briefing document will be posed as a specific written recommendations that can be approved as written, approved with modification, or not approved. Reports and recommendations forwarded to the AMWG will be

identified as having been approved through consensus of the entire TWG, except when a minority opinion is submitted to the Chairperson in writing prior to the agreed date for forwarding TWG recommendations to the AMWG (generally 60 days before the next AMWG meeting). Members subscribing to the minority opinion will be listed in the minority report, which shall follow the same format outlined above for the consensus or majority report. The TWG Chairperson may invite a representative of the minority group to present the minority opinion to the AMWG.

8. Ad Hoc Groups and meetings. - Ad hoc groups may be formed by the TWG as needed with membership consisting of TWG members and alternates only. Groups may invite technical advisors to assist on some issues. These groups may meet to discuss assignments from the TWG. Ad hoc meetings will not require federal register notices. Minutes are recommended but, not required. Ad hoc groups shall report of their deliberations and findings to the TWG. Presentations of findings from Ad Hoc groups maybe given by individual members of the group. Ad hoc groups shall report only to the main body of the TWG. The AMWG may provide direction to the TWG on the flexibility they have in forming ad hoc groups. Ad hoc groups shall be formed by the consensus or vote of the TWG and shall terminate as soon as the assigned task is complete.

9. Minutes, Reports, and Record Keeping. - Minutes will be recorded by TWG staff support from ~~GCMRC or Reclamation.~~ ~~Minutes will address the key topics of the TWG Meetings including proposals, motions, voting/approval of motions, majority/minority opinions, public comments, presentations, findings from Ad hoc groups, and other pertinent information.~~ Minutes will not be a complete transcript of the discussions. An audio tape recording of the meeting will be kept for each meeting. The corrections and adoption of the minutes will be reached by consensus of the TWG at the following meeting.

Minutes, attachments, agendas and materials needed for upcoming TWG meetings will be distributed according to the schedule below:

A. Submittal of materials for upcoming TWG Meetings.

<u>15 Business Days Prior to TWG Meeting:</u>	<u>Responsible Person</u>	<u>Submit To</u>
• Agenda Items	TWG Members	Chairperson
• Materials for duplication and distribution	TWG Members	Staff

TWG members responsible for materials for an upcoming meeting shall forward them to the designated staff member in time to be included with the distribution which will occur 10 days prior to the meeting. Materials may be provided via e-mail or hard copy. Where copies of material are not provided to the designated staff member in time for normal distribution, the person or organization will be responsible for making their own copies and bringing them to the meeting. They may either: (1) e-mail, fax or other means; (2) duplicate prior to and distribute at the meeting. Staff, members, and public providing materials for distribution at the meeting should bring at least 40 copies. Meeting documents distributed at the meeting are to be provide first to the secretary,

TWG members, and GCMRC Chief. Copies of all handouts will be placed in a designated location for official visitors and the public. If action is anticipated to be taken on or as a result of that material, it is the TWG's expectation that all reasonable effort will be made to provide those materials to the members in advance of the meeting. In the event materials are not provided in advance of the meeting, action on this topic may be delayed at the Chairperson's discretion. Individuals making presentations at TWG meetings are shall notify TWG staff of any special audiovisual equipment or supply needs at least two weeks before the meeting.

A mailing list containing member's mailing address, phone number, and FAX number and E-mail address, as appropriate, will be maintained and distributed as needed. Updates will be prepared and the list re-distributed as appropriate. A copy of the roster of TWG members or alternates attending any meeting of the TWG shall be attached to the minutes, and shall include a list of all others in attendance.

B. Meeting material distribution to TWG Members

10 Calendar Days Prior to TWG Meeting:

Responsible:

- | | |
|---|-------|
| • Minutes and attachments from the previous meeting | Staff |
| • Agenda for the upcoming meeting | Staff |
| • Materials needed for the upcoming meeting | Staff |

E-mail, regular mail or other means shall be used for the distribution.

Reclamation will be responsible for reports and distribution of materials to AMWG, and providing copies of information to the Library of Congress. The TWG shall assist GCMRC in preparation of the draft Annual Report to Congress pursuant to the Grand Canyon Protection Act.

Minutes, documentation from meetings, and reports shall be made available to the public at the Library of Congress in Washington DC and the Upper Colorado Regional Office of the Bureau of Reclamation in Salt Lake City, Utah.

10. Arranging meetings and other duties associated with operation of the TWG. - Where possible meetings will be scheduled 2-3 months in advance. All meetings shall also have a Federal Register Notice published 15 days or more in advance of any meeting. Meetings locations will be determined by the group in a preceding meeting. The staff will arrange meeting rooms and audio-visual equipment, and block a number of hotel guest rooms. Meeting rooms will be arranged so that each of the 26 TWG members can all be seated around the table. Alternates representing an absent TWG member should take their place at the table. Additional seating will be provided around the margin or rear of the room for alternates who are attending with the member, for official visitors and for the general public.

11. Public, Visitors, and Open and Closed Meetings. - All meetings are open to the public. It is not anticipated the group will require closed sessions unless a provision is made to do so. Only members

of the TWG or their alternate may participate in discussions of the group. Appropriate staff of Reclamation and GCMRC shall provide pertinent information relevant to discussions when appropriate. A member or alternate may request a representative from their organization to respond to questions or make presentations when approved by the group. The public will be allowed to comment after discussion of each agenda item requiring a decision of the group and at the end of the TWG meeting or as provided in the agenda. Each person will be given up to ten minutes to address the TWG members at the time specified on the agenda for public comment. Greater consideration will be given to individuals submitting discussion issues and/or requesting time in advance of the meeting to the Chairperson. The Chairperson will control adherence to the time limit so the meeting is not unduly prolonged. Each speaker will be expected to provide their name and affiliation for the meeting minutes. The Chairperson will accept written comments from the public, and will allow their distribution if copies are available for all members (40 copies required). Written comments will be attached to the meeting minutes, if they are identified with the name, address, and affiliation of the provider .

Adopted by vote of the TWG on _____ in Phoenix, Arizona.

Approved: _____
Chairperson Date