

MEETING MINUTES
Maine Association of Wetland Scientists
Vernal Pool Technical Committee Meeting

Date: Friday, March 12, 2010
Time: 2:30 p.m. EST
Location: Tetra Tech's Portland Maine Office
Call In: Conference Dial-in Number: 1-866-270-2016 (US Toll Free)
Access Code: 1111

I. Call to Order

Rich Jordan called the March 12th meeting to order at approximately 2:45 p.m.

II. Roll Call

Present: Brad Agius, Stacy Carpenter, Alex Finamore, Rich Jordan, Dale Knapp, Jim Logan, Kathleen Miller, Jeff Simmons,

Via Phone: Lauren Leclerc, Steve Knapp

III. Approval of Meeting Minutes

The attendees voted to approve the Minutes from the March 5th meeting with a few suggested modifications.

IV. Committee Representative Updates

The meeting was started off with an overview of the agenda that was distributed electronically prior to the meeting. It was agreed that the meeting would be formatted to allow an approximately one hour break out session to facilitate progress on various sections of the proposed Standard Operating Procedures (SOPs).

Vernal Pool Regulatory Workshop Update

Kathleen Miller provided an update on the vernal pool workshop Meeting Minutes. She indicated the draft minutes were distributed to the VPTC on Tuesday, March 9th. A few VPTC members responded during the previous week that the minutes are now ready to be forwarded to agency attendees for review and comment. All were in agreement that the MAWS VP workshop minutes were now ready for forwarding to the agencies. However, it was also agreed that internal working draft comments should be removed from the document prior to sending to agencies and that areas where the VPTC is still has questions should be called and formatted as specific questions in the transmittal email to agencies. Dale Knapp volunteered to be the agency liaison and will finalize the minutes and send to agency attendees for review and comment. If will also offer to attend a meeting with agencies if further discussion is warranted.

Draft Vernal Pool Survey Standard Operating Procedures

The discussion then transitioned to the status of the draft SOP and decision tree. The following is a summary of specific SOP section assignments.

1. Introduction – Dale Knapp, Rich Jordan, and Gary Emond
2. Vernal Pool Regulations – Steve Knapp
3. Vernal Pool Survey Protocols – Roger St Amand will prepare Sections 3.1 Types of Surveys, 3.2 Timing of Surveys, and 3.3 Number of Surveys

Both the VP survey decision tree and the data form will be included or referenced in this section

The decision tree working group will be responsible for completing the decision tree – Jim Logan, Alex Finnamore and Kathleen Miller

The data form working group will be responsible for the data form – Dale Knapp, Laura Lapierre, Brad Agius, Kathleen Miller

It was agreed that Section 3.4, Fieldwork Standard Procedures would be relocated to Section 2 of the SOP.

Lauren Leclerc will prepare Section 3.5, Identification and Inventory of Vernal Pools

Section 3.6 in the outline and would include reference to the existing MAWS protocol on GPS-locating wetland boundaries. Brad Agius volunteered to prepare the mapping standards portion of the SOP and Gary Emond and Kathleen Miller volunteered to send him the existing MAWS GPS standards. (*sorry Brad I only have this in hard copy and it's in my filing cabinet at the office and I havnt been to the office since our meeting*).

4. Anomalies and Difficult Field Decisions – Stacy Carpenter

Vernal Pool Survey Decision Tree

Kathleen Miller then distributed copies of the draft decision tree for review and comment by the committee. Several suggestions and modifications were discussed and Kathleen agreed to prepare a revised draft for review at the next meeting.

Breakout Sessions

The Committee then separated into SOP section-specific breakout groups and focused on review and comment of draft SOP sections. The group then reassembled to discuss the plan for deliverables for the next meeting.

New Business and Action Items

Action Item A: Finalize Vernal Pool Regulatory Workshop (February 9, 2010) Meeting Minutes and submit to agencies for review and comment.

Responsible Parties:
-Dale Knapp

Schedule: Wednesday, March 17, 2010.

Action Item B: Data form working group will have draft data form for review by VPTC by Wednesday, March 17, 2010.

Responsible Parties: -Dale Knapp
-Laure Lapierre
-Brad Agius
-Kathleen Miller

Schedule: March 17, 2010.

Action Item C: Decision tree working group will have draft completed for review by VPTC by next meeting.

Responsible Parties: -Jim Logan
-Alex Fynamore
-Kathleen Miller

Schedule: March 19, 2010.

Action Item D: Standard Operating Procedures draft sections will be submitted to Rich Jordan for compiling into one comprehensive draft document by Wednesday, March 17, 2010 and consolidated draft will be distributed to VPTC on Thursday, March 18, 2010..

Responsible Parties:

- 1.0 Introduction – Dale Knapp, Rich Jordan & Gary Emond
- 2.0 Vernal Pool Regulations – Steve Knapp
- 3.0 Vernal Pool Survey Protocols – Roger St Amand
- 3.1 Types of Surveys, and
- 3.2 Timing of Surveys
- 3.3 Number of Surveys
- 3.5 Identification and Inventory of Vernal Pools – Lauren Leclerc
- 3.6 Mapping Standards – Brad Agius
- 4.0 Anomalies and Difficult Field Decisions – Stacy Carpenter

Schedule: March 17, 2010.

Action Item E: All committee members will come to the VPTC meeting on March 19 with a hard copy of the draft SOP and prepared to discuss their review and comments on the draft document.

Responsible Parties:

All VPTC members.

Schedule: March 19, 2010.

V. Game Plan Moving Forward

The plan for completion of documents is as follows:

March 17 - First Draft SOP to be sent out to VPTC with a goal of dissemination draft to regulators/stakeholders by Monday, March 22.

March 26 - Discussion session will be scheduled with stakeholders at or following the MAWS annual meeting.

March 26 - Final comments on SOP due.

March 29 - VPTC final edits, internal review, and assembly of SOP.

April 2 - The Interim Vernal Pool Survey Protocol will be provided to stakeholders for use during the 2010 field season.

VI. Debrief

- What's working well with the Committee and what could be improved?

It was suggested that in the interest of time, sub-committee members may want to meet and discuss their sections before the next meeting.

VII. Adjourn

The meeting was adjourned at approximately 5:00 PM.

Schedule and Location for Upcoming VPTC Meetings: (meetings will be from 2:30pm to 5pm)

March 19, 2010	Pittsfield	Kleinschmidt Associates
March 26, 2010	Augusta	TBD- to be held after MAWS Annual Meeting
April 2, 2010	Topsham	Stantec

Comments or questions on these Minutes, or requests for additional copies, should be directed to Kathleen Miller at kathleen.miller@tetrattech.com.



MAWS Vernal Pool Technical Committee Agenda

Friday, March 12, 2010, 2:30 – 5:00 pm

Meeting Location: awaiting confirmation on location (most likely to be held at Tetrattech (formerly NEA) – 451 Presumpscot Street, Portland, Maine) *see below*

Call-In: call in number and location info will be sent out on Thursday 3/11

Meeting Objective: Meeting minutes from 3/9 workshop will be sent to regulators for completion and comment. SOP section working groups will meet to finalize their portions of the SOP as discussed at the 3/5 meeting. Schedule for remainder of VPTC pre-VP field season work will be established and work items assigned to have a MAWS Interim Vernal Pool Survey Protocol available to stakeholders by no later than April 2.

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| 2:30-2:45 | Introductions/Approval of meeting minutes from 3/5/2010. |
| 2:45-3:00 | Review and discuss materials – data sheets, SOPs, feedback, etc. – received since the last meeting. |
| 3:00 – 3:15 | Review minutes from the MAWS February 9, 2010, vernal pool workshop and have ready to send out to agency stakeholders by the end of the meeting (this may take place prior to the meeting). Assign person to schedule conference call with stakeholders regarding additions/suggestions/comments to minutes. Set deadline for sending final minutes to MAWS/MAPSS/TWS and posting on web. |
| 3:15 – 4:15 | Working Groups Break Out to finish respective portions of the SOP (section numbers may change): <ul style="list-style-type: none">- 1.0 Introduction – Dale Knapp, Gary Emond, Rich Jordan- 2.0 Vernal Pool Regulations – Steve Knapp- 3.0 Vernal Pool Survey Protocols – Roger St Amand volunteered to prepare Sections 3.1 Types of Surveys, 3.2 Timing of Surveys, and 3.3 Number of Surveys- 3.4 Fieldwork and Standard Procedures – Stacie Carpenter- 3.5 Decision tree – Jim Logan, Alex Finamore and Kathleen Miller- 3.6 Identification and Inventory of Vernal Pools - Lauren Leclerc- 3.7 Mapping Standards – Brad Agius- 4.0 Anomalies and Difficult Field Decisions – Stacie Carpenter- Appendix 1: Data form (w/ suggested amendments per VPTC) - (Data form working group = Dale Knapp, Laura Lapierre, Brad Agius, Kathleen Miller)- Appendix 2: References – Rich Jordan |
| 4:15 – 4:40 | Back together and discuss where we stand, <i>i.e.</i> what's finished and what needs to be finished and who is going to finish what.... finalize deadline and assign taskmasters to get digital copies of the sections to Jordan for assembly. |
| 4:40 – 5:00 | Pep rally for the schedule: First Draft SOP to be sent out to VPTC by Wednesday, March 17 with a goal of dissemination to regulators/stakeholders by Monday, March 22. Discussion session will be scheduled with stakeholders at or following the MAWS annual meeting on March 26. |
| Goals: | Final comments on SOP due on or by March 26 – VPTC final assembly of SOP during the week of March 29 – The Interim Vernal Pool Survey Protocol will be provided to stakeholders no later than April 2 for use during the 2010 field season. |

**Boyle Associates has moved and Time Warner is dragging their feet and not installing our phones yet... the meeting was moved to another Portland area location so folks could call in...*