

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

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<b>Date:</b>	<b>Friday, March 5, 2010</b>
<b>Time:</b>	<b>2:30 p.m. EST</b>
<b>Location:</b>	<b>TRC's Augusta Maine Office</b>
<b>Call In:</b>	<b>Conference Dial-in Number: 1-866-279-5424</b>
<b>Access Code:</b>	<b>729234</b>

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**I. Call to Order**

Rich Jordan called the March 5<sup>th</sup> meeting to order at approximately 2:30 p.m.

**II. Roll Call**

**Present:** Alex Finamore, Rich Jordan, Dale Knapp, Steve Knapp, Laura Lapierre, Lauren Leclerc, Jim Logan, Kathleen Miller, Roger St. Amand, Gary Emond, Brad Agius

**Via Phone:** Stacie Carpenter, Roger St. Amand

**III. Approval of Meeting Minutes**

The attendees voted to approve the Minutes from the February 26th meeting without modifications.

**IV. Committee Representative Updates**

*Data Form Update*

Dale Knapp initiated the discussion referring to an email received from Philip deMaynadier (IF&W) suggesting that changes to the current significant vernal pool data collection form be minimized. The group could understand the desire to minimize modifications to the data form because it is directly correlated with IF&W's data base. It was agreed that as much of the current format (and data fields) would be retained, where possible and if the revised data form suggests a reordering of data on the form, the group would strive to retain as many of the current fields as makes sense and that IF&W will be consulted throughout the process. Dale also indicated that he received many responses to his email request to MAWS members requesting examples of vernal pool field data forms prepared by individuals or companies. He is still in the process of going through these forms and identifying things to incorporate into the revised data form. Laura Lapierre prepared an outline of data that she believes should be on the revised form (provided at the meeting). It was agreed that the data form working group would make contact during the week and start putting together the revised form.

*Vernal Pool Regulatory Workshop Update*

Kathleen Miller provided an update of the Vernal Pool Regulatory Workshop (February 9, 2010) Meeting Minutes. She indicated it was taking longer than expected as it took her some time to track down Microsoft Word versions of many of the contributing documents. She

agreed to have a draft of the Minutes completed for review and comment by the group by the following Wednesday (March 10, 2010).

*Draft Vernal Pool Survey Standard Operating Procedures and Decision Tree*

Rich Jordan then referred to a draft outline of the Standard Operating Procedures for Vernal Pool Surveys that was distributed via email prior to the meeting. It was agreed that the best strategy for completing the SOP's most efficiently would be to assign authors for each section. The following is a summary of these assignments:

1. Introduction – Dale Knapp, Rich Jordan, and Gary Emond
2. Vernal Pool Regulations – Steve Knapp
3. 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

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

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

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

4. Anomalies and Difficult Field Decisions – Stacie Carpenter

A discussion was also initiated regarding vernal pool mapping responsibilities and whether or not they should be included in Section 3 or 4 of the outline. It was agreed that mapping responsibilities would be included as 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.

## **New Business and Action Items**

Chairman Jordan indicated that Gary Emond volunteered to be co-chair of the VPTC – no vote was taken but the positioning was approved by the MAWS President (Dale Knapp).

**Action Item A:** Complete draft of Vernal Pool Regulatory Workshop (February 9, 2010) Meeting Minutes for review and comment by the VPTC.

***Responsible Parties:***  
-Kathleen Miller

***Schedule:*** Wednesday, March 10, 2010.

**Action Item B:** Data Form working group will have draft data form for review by VPTC by next meeting.

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

***Schedule:*** March 12, 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 12, 2010.

**Action Item D:** Standard Operating Procedures Draft Sections

***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 – Stacie Carpenter

***Schedule:*** March 12, 2010.

## **V. Game Plan Moving Forward**

The game plan is to have working documents ready for pilot testing during the 2010 field survey season.

It was agreed that once all documents are prepared to the satisfaction of the VPTC, agency review and comment would be requested and, if appropriate, working sessions would be requested.

It was agreed that Agendas for upcoming meetings would be distributed (by Chairman Jordan) by Wednesday of that week.

## **VI. Debrief**

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

It was suggested that the next meeting be organized in such a way that each sub-working group would have time to focus on their individual tasks during the next meeting and then the group would come back together to discuss progress.

## **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 12, 2010	Portland	Tetra Tech, Inc.
March 19, 2010	Pittsfield	Kleinschmidt Associates
March 26, 2010	Augusta	TBD- to be held after MAWS Annual Meeting
April 2, 2010	Topsham	Stantec