

**DRAFT Meeting Minutes:
Comprehensive Conservation Plans and
Environmental Documentation for the National Bison Range Complex
Kick-Off Meeting held (via conference call) Thursday, 5 October 2017**

Purpose: The intent of the kick-off meeting is to introduce key USFWS and contract personnel, initiate the project schedule, provide an opportunity to review areas of concern, and clarify any other project related items or concerns.

Participants:

U.S. Fish and Wildlife Service:

*Bernardo Garza, Planning Team Leader, Branch of Policy of Planning
Jeff King, Project Leader, National Bison Range Complex
Kevin Shinn, Refuge Manager, Lost Trail NWR
Linda Moeder, GIS and Cartography Specialist
Matt McCollister, Wildlife Biologist
Vanessa Fields*

Marstel-Day, LLC:

*Sean Donahoe, Project Manager, NEPA Leader
Erika Wettergreen, Deputy Project Manager, Facilitation Leader*

1. INTRODUCTIONS/ROLES:

The meeting was kicked-off by Bernardo Garza who introduced the project and provided some background on the effort. Bernardo then asked each participant to introduce themselves as well as describe their role related to this project. He then introduced the agenda for the meeting (See Attachment A). Bernardo provided some additional information on the status of the project within the CCP development process. Letters have been sent out to agencies to invite them into the process. Five agencies responded with interest in being cooperation agencies for this effort, including the Kootenai tribe; Lake County; Sander County; Montana Department of Fish, Wildlife and Parks; and the Bureau of Indian Affairs, Northwest Office. USFWS Region 6 staff and NBR Complex staff have met with the cooperating agencies to discuss the process for completing the CCP.

2. REVIEW CONTRACT / SCOPE OF WORK

Sean provided a description of the Project Management Plan as well as an overview of the tasks covered under Task 3.1 General Services (Kick-off, Meeting Summary Reports, Admin Record).

Noteworthy Discussion Points

- Sean will be the Marstel-Day Project Manager, and the POC / lead for the NEPA analysis tasks; while Erika Wettergreen will be the Deputy Project Manager, and the POC / lead for the facilitation tasks. Sean and Erika will coordinate directly with Bernardo.
- PMP will include a schedule that will reflect how the tasks/ deliverables associated with this project nests within the larger CCP development/ NEPA process.
- Service participants brought up the possible IT challenges with utilizing a contractor SharePoint site. Bernardo has subsequently coordinated with IT staff within USFWS and determined that alternative file sharing software will need to be used to comply with security requirements (FILESHARE is a viable option). Access also needs to be provided to the Cooperating Agencies identified.

- Marstel-Day will prepare meeting summary reports throughout the course of the project and manage the Administrative Record for both CCP/NEPA documents.

Erika provided an overview of the tasks covered under Task 3.2 Facilitation Services Internal: Additional Meetings, Vision/Goals Workshop, Alternatives Workshop, Objectives and Strategies Workshop, and Impact Analysis Workshop.

Noteworthy Discussion Points

- Service participants stated their preference for holding two separate Alternatives Workshops. The original USFWS SOW and the Marstel-Day Technical Approach describe a single three day workshop to cover both CCPs.
- It was decided to adjust the task to conduct two back to back Alternatives Workshops for a total of four consecutive days. One workshop would focus on the NBR CCP/ EIS. The other workshop will focus on the CCP/EA for the rest of the NBR Complex NWRs and WMDs. The two workshops will likely occur in two different locations.

Erika provided an overview of the tasks covered under Task 3.3 Facilitation Services External: Public Meetings

Noteworthy Discussion Points

- The meeting participants discussed the focus of the four public meetings. It was determined that there should be separate meetings for the NBR CCP/EIS and the CCP/EA for the rest of the NBR Complex NWRs and WMDs. This way comments/ questions could be focused on the particular CCP/ NEPA document.
- The EA process will be stretched so that it will mirror the timeline of the EIS. This will accommodate the conduct of the meetings at the same time.

Sean described the tasks associated with 3.4 NEPA Analysis: Cumulative Impacts, General Impacts, Comment Analysis

Noteworthy Discussion Points

- Marstel-Day will assist the Service with analyzing cumulative effects for both NEPA documents, while the Service will provide GIS and mapping support.
- Marstel-Day will compile and summarize the results of the Impact Analysis Workshop and prepare summary tables outlining the direct and indirect effects for both NEPA documents. Marstel-Day will assist the Service in summarizing the direct and indirect effects for the Draft NEPA documents.
- Marstel-Day will assist the Service in organizing and coding comments received on both NEPA documents. The Service will initially process the comments and prepare responses, while Marstel-Day will review the comment responses and recommend changes to the CCP/NEPA documents. The Service will revise the CCP/NEPA documents based on the organized comments. Marstel-Day will then compile the comments for inclusion as an appendix to the CCP/NEPA document and for the Administrative Record.

3. CCP UPDATES / NEXT STEPS

Bernardo mentioned that the Service held public scoping meetings for both CCPs over the summer. The scoping process ended on September 30th. He is waiting to see if any additional comments are submitted via postal mail and will provide the Scoping Report once prepared and ready for distribution.

Sean and Erika will work on developing the PMP, including the schedule, and will submit to Bernardo for Service review and comment.

4. NEAR-TERM NEEDS AND SCHEDULE / NEXT MEETING

Bernardo announced that the Vision and Goals workshop (which will cover both CCPs) is scheduled for November 7th. Since this meeting was not include in the final contract award, Marstel-Day will not be participating or supporting the meeting. Bernardo also announced that it is likely that the Alternatives Workshops will occur in the January timeframe.

Attachment A

Kick-Off Meeting Agenda Comprehensive Conservation Plans and Environmental Documentation for the National Bison Range Complex

Thursday, 5 October 2017

10:00 - 11:30 AM MT; Teleconference #: 866-644-1852; Passcode #: 8875993

1. Introductions / Roles - All

U.S. Fish and Wildlife Service:

Kelly Hogan, Acting Chief of the Branch of Policy and Planning
Bernardo Garza, Planning Team Leader, Branch of Policy of Planning
Jeff King, Project Leader, National Bison Range Complex
Kevin Shinn, Refuge Manager, Lost Trail NWR
Linda Moeder, GIS and Cartography Specialist
Matt McCollister, Wildlife Biologist

Marstel-Day, LLC:

Sean Donahoe, Project Manager, NEPA Leader
NEPA Technical Support Team: Jenn Allen, Tanya Perry, Elizabeth Powell, Elizabeth Pratt, Erika Wettergreen, Mary Young
Erika Wettergreen, Deputy Project Manager, Facilitation Leader
Facilitation/Meeting Technical Support Team: Jessica Aiello, Sandra Davis, Leandra Jacobson, Elizabeth Powell, Dave Sale

2. Review Contract / Scope of Work – Marstel-Day

- Project Management Plan
- 3.1 General Services: Kick-off, Meeting Summary Reports, Admin Record
- 3.2 Facilitation Services Internal: Additional Meetings, Vision/Goals Workshop, Alternatives Workshop, Objectives and Strategies Workshop, Impact Analysis Workshop
- 3.3 Facilitation Services External: Public Meetings
- 3.4 NEPA Analysis: Cumulative Impacts, General Impacts, Comment Analysis

3. CCP Updates / Next Steps – Service

4. Near-term Needs and Schedule / Next Meeting – Service

5. Q&A