

Boardman River Dams Committee Finance and Fund Development Team Meeting Minutes – 10/16/07

In Attendance: Rick Westerhof, Herb Lemcool, Brett Fessell, Amy Beyer, Jennifer Jay, Becky Ewing, Gabe Schneider, Dennis Aloia, Lew Coulter, Mark Breederland, Jim VanEenanaam, and via phone: Scott Parker and Michael Donahue.

Funding Matrix Review

The Grant Application Tracking Form was reviewed and updated. Particular focus was placed on upcoming proposal opportunities including: Joyce and Mott Foundations, 2% Tribal/County request, NOAA Open Rivers Initiative, Federal Fish & Wildlife Foundation, local funders, and various opportunities through the US Fish & Wildlife Service. Action steps for each are outlined in the Grant Application Tracking Sheet. It was requested that the focus, or purpose, for each grant be added to the tracking sheet when that is clearly known.

Rick Westerhof discussed the use of NOAA and FWS funding, which can be used on the same watershed, but not on the same project. It will be necessary to focus each proposal and provide specifics as to projects to avoid this issue. This was also discussed at the tour with Judy Beck, EPA.

Case for Support

Michael Donahue will provide an outline for our Case for Support for funding opportunities. This will be sent to the Finance Team for review before Mike completes this document. The Finance Team will review and provide guidance via email. This document will show progress made to date, show our evaluation system for alternatives, clearly reflect work that is done, and establish and support an end-date for the study. Appendices will likely include our progress tracking sheet, grant tracking sheet, some of the alternatives process sheets reflecting the opportunities for community input. This is not intended to be a “one-size-fits-all” document, but one that can be easily modified for each potential funder.

Action Steps/Other

In addition to the specific follow-up steps outlined above and in the Grant Application Tracking Sheet, the following action steps resulted from the meeting:

- All proposals will be sent in draft form to the full Finance Team for review and comment; a quick turn-around and full participation is needed.
- Jennifer Jay will work with Rick Westerhof to revise the current proposal; the deadline has been extended to 11/5.
- Jennifer Jay will request letters of support for proposals
- Becky Ewing will organize a local funders meeting, with the help of Marsha Smith, Rotary Charities, to take place prior to Thanksgiving.
- Lew Coulter will review the Habitat Restoration grant, (USFWS) to see if within this funding opportunity, there are specific restoration activities that could be accomplished by the District in support of the scope of work. The deadline for this proposal is 11/16.

- Also available through USFWS is a Flex-Fund program to support non-game bird projects; Scott Parker will review this opportunity and consult with Bob Hess and Bill Scharf to see if opportunities exist. The deadline for this proposal is 11/16.
- Lew Coulter will follow up on the AmeriCorps volunteer program to see if there is opportunity for a volunteer to support Jennifer Jay and the project.
- Lew Coulter will follow up with Andy Knott, Watershed Center, about the 319 funds, for which proposals are due the end of this month, to determine if there are possibilities to collaborate and possibly expand any proposal being submitted to accomplish some specific tasks from the scope of work.
- Dennis Aloia, Jennifer Jay and Brett Fessel will work to explore opportunities for the 2% fund for the County. Brett will put the Boardman Project update on the Natural Resources and Environmental Committee agenda for a November meeting in support of this request. Jennifer will work closely with Dennis Aloia in formulating the specific uses for this request.
- Jennifer Jay will provide Dennis Aloia with a comprehensive breakdown of where and how the County allocated funds were used, the balance available of those funds, what additional funding is needed to complete the study, what grants are in process, etc. This work is in support of a request for additional funding from the County, and needs to be completed in November. Work will also be done in preparation of a request to the City and Traverse City Light & Power. It is discussed that the City, County and Light & Power are beneficiaries of the study and should be asked to support its completion.
- Scott Parker will complete the project timeline in detail, as was requested at the September BRDC meeting, which will concisely reflect project work and project completion (December '08). Jennifer will add the anticipated funding needs for public process through December '08, and this compiled timeline for the scope of work and public process will be sent to the full Finance Team for their review and comment prior to the October 23rd BRDC meeting.
- Scott Parker will complete the suggested proposal for use of the already awarded FWS \$10k and will send to Jennifer Jay to be forwarded to the full Finance Team for review and comment prior to the October 23rd BRDC meeting so that this can be presented to the full BRDC for their approval at that meeting. It is noted that the minutes from today's meeting reflect that this action will satisfy the requirement for Finance Team support of this proposal.
- This team needs to begin to explore implementation money so that there is not a gap at the end of the study and implementation work can begin, regardless of recommendation for each dam, as soon as possible.

Next meeting: Tuesday November 20, 9:00 AM, Room 211, University Center.