

**Boardman River Dams Committee  
Meeting Minutes  
January 31, 2006; 6:00 – 8:30PM**

**Attendees:**

Sandra Sroonian, John Wyrwas, Dennis Benoit, Tom Wertz, Peter Neithercut, Dustin Ramoie, Tom Callison, Dan Stewart, Mark Lewis, Brett Fessell, Herb Lemcool, Brian Sousa, Steve Largent, Jack Murray, Dan Starkey, Sarah Johnston, Jeff Edwards, Anne Brasie, Wayne Swallow, Joe Kaltenbach, Matt Thomas, Kyle Axtell, Amy Beyer, Rob Beardsley, Larry Burns, Dana Schindler, David Kelly, Mark Johnson, James Reed, Tom Barker, Tim Dunlop, Nate Winkler, Dennis Aloia, Kyle Kruger, Ron Alpers, Charles Billadeau, Randy Smith, Carol Groves, Gil Bogley, Pete Zirnhelt, Troy Naperala, Beverly Cuthbert, Russ Knopp, Leslie Knopp, Todd Kalish, Jennifer Jay

**1. Projected Timeline and Major Benchmarks**

The timeline below was presented and discussed by the committee. Items in *italics* represent additions resulting from committee discussion.

2006

- January 30, 2006
  - RFQ Transmitted
- January 31, 2006
  - RFQ Sub-Committee/Team Members Identified
  - Property Ownership Issue Sub-Committee/Team Members Identified
  - Communication Sub-Committee/Team Members Identified
  - *Finance/Fundraising Sub-Committee/Team Members Identified*
- *February 28, 2006*
  - *Report to Boardman River Dams Committee (BRDC) on BRDC and Team operating procedures*
- March 15, 2006
  - RFQ Responses Due
- March 30, 2006
  - RFQ Team Progress Update to BRDC
  - Property Ownership Issue Team Report to BRDC
  - Communications Team Report to BRDC
  - *Finance/Fundraising Team Report to BRDC*
- April 30, 2006
  - RFQ Team Recommendation to Implementation Team on firm(s) and process to proceed
- June 30, 2006
  - Engineering and Feasibility Study Contract Awarded

- July 30, 2006
  - Identify BRDC Teams needed to assist with Engineering and Feasibility Study processes
- Ongoing
  - Formation of BRDC Teams as needed
  - Monthly Meetings of BRDC to receive project updates, provide input to Teams and IT as requested, and to participate in educational programs that build a foundation for informed discussion and decision making

2007-2008

- December 2007
  - Engineering and Feasibility Study Concluded
- February 2008
  - BRDC Summary Positions to IT
- March 2008
  - IT Recommendation to City and County
  - City/County Decisions of Fate of the Dams

The project facilitators will update the timeline quarterly. Operational planning on a quarter by quarter timeline allows for changes and adjustments as needed; accommodates participation of new members of the committee as they become involved; and allows for a flexible, rather than rigid timeline.

**Discussion:** *Bimonthly meetings may not be enough. Will they move the process along as quickly as it needs to on certain issues?*

**Action: Meetings will be monthly, the last Tuesday of every month. The committee is asking the Implementation Team for a schedule of their meeting attendance.**

Proposed Schedule of BRDC Meetings for 2006

Regular meetings of the BRDC will be on the last Tuesday of every month. Additional meetings will be scheduled as needed.

February 28, 2006

March 28, 2006

April 25, 2006

May 30, 2006

June 27, 2006

July 25, 2006

August 29, 2006

September 26, 2006

October 31, 2006

November 28, 2006

## 2. Proposed Operating Structure

The following chart show the roles and operating authority of the various organizations involved with the Boardman River Dams project. Items in *italics* represent clarifications requested by members of the committee.

# Boardman River Dams Project Roles and Responsibility

<b>City of Traverse City</b>		<b>Grand Traverse County</b>	
<b>Decision/Authority:</b> Fate of Brown Bridge and Union Dams		<b>Decision/Authority:</b> Fate of Boardman and Sabin Dams	
<b>Implementation Team</b>			
<b>Decision/Authority:</b> Coordination of surrender of FERC license by Traverse City Light and Power, decommissioning of dams, recommendation to City and County on fate of the dams.			
<b>Members:</b> Todd Kalish, (Chair) DNR; <i>Dennis Aloia (Vice-chair), Grand Traverse County</i> <i>Kyle Kruger, DNR-Alternate;</i> <i>David Hamilton, DEQ;</i> <i>Jim Pawloski, DEQ-Alternate;</i> <i>Brett Fessell, Grand Traverse Band of Ottawa and Chippewa Indians;</i> <i>Jim Schramm, MI Hydro Relicensing Coalition;</i>			
<b>Boardman River Dams Committee</b>			
<b>Decision/Authority:</b> Ensure public participation in process to develop recommendations, review reports and studies, raise issues, appoint and authorize decision-making sub-committees for specific purposes, provide input to the Implementation Team in process and summary.			
<b>Implementation Team Chair</b>		<b>Technical Coordination: URS</b>	
<b>Facilitation Team</b>			
<b>Traverse Management Resources, Inc.</b>	<b>Water Studies Institute</b>	<b>University Center</b>	
<b>Role:</b> Project Management, Facilitation	<b>Role:</b> Fiscal Management, Administration	<b>Role:</b> Physical Hub, Operational Support	

The committee discussed the following issues related to the operating structure.

**Discussion:** *BRDC should highlight the strengths of local, involved organizations, and better use this experience to increase involvement.*

**Discussion:** *Should sub-committees have 'rules of order' or operating structure perhaps via a Task force that would determine structure, procedures, standing committees, and committee hierarchy?*

**Discussion:** *The use of the consensus model is intentional and valid for this situation, but should be better communicated.*

**Discussion:** *One role of the facilitation team is to serve as a neutral party charged with making daily administrative decisions to keep the process of completing the Engineering and Feasibility Study moving forward in a timely manner.*

**Action:** **At the next meeting a map illustrating the decision making process, including the processes used to make past decisions, will be provided by the facilitation team. The project facilitators will initiate discussions with committee members who represent local nonprofit organizations to identify opportunities to leverage their strengths, resources and expertise on behalf of the BRDC.**

**Discussion:** *The process of pursuing, accepting and spending funds appears to be a missing factor.*

**Action:** **A Finance/Fundraising Team will be formed. Volunteers serving on this team will meet prior to the next meeting of the BRDC to develop the charge and expectations for this Team. The Team's recommendation will be presented to the BRDC at the February meeting.**

**Discussion:** *Could we have a meeting to address concerns about consensus process or any other concerns?*

**Action:** **Prior to each monthly meeting of the BRDC, starting at 5:30 p.m., there will be a pre-meeting open to the public for the purpose of orienting new members to the project and the operating model for committee work. Issues related to committee operation and decision-making will be addressed at this time. Each pre-meeting will have its own press release to be sure we are appropriately educating newly involved people.**

### **3. Proposed Sub-Committee/Team Descriptions**

- **General Expectations Related to Sub-Committee/Teams**
  - Teams will be formed based on need
  - Members of each team will be selected by the members of the Boardman River Dams Committee
  - Each team will have a clearly defined purpose and expected timetable
  - The expected time commitment of team members will be estimated to the best of the ability of the Facilitation Team
  - To the extent possible, it is recommended that individuals generally not serve on more than one team so that a cross-section of diverse participation is achieved

- Ideal Qualifications for Team Members
  - Be capable of representing designated interest
  - Be capable of making estimated time commitment
  - Be an active member of Boardman River Dams Committee, familiar with Boardman River Dams Project and process
  - Be willing to use consensus-based decision making as a management approach

The following sub-committee/teams and descriptions were proposed and discussed.

Request for Qualifications Review Team

Purposes:

1. To establish a process and system to evaluate responses to the Request for Qualifications from firms interested in completing the Engineering and Feasibility Study for the Boardman River Dams
2. To review and evaluate responses to the RFQ and recommend a firm(s) to the Implementation Team that should be invited to submit bids to perform the Engineering and Feasibility Study.

Ideal Composition should at least include, but is not limited to

1. Implementation Team Member
2. Boardman Pond riparian owner
3. Boardman River riparian owner
4. Conservation organization
5. Recreational user
6. BRDC member

RFQ Team Technical Support (ex-officio members of the team)

Purposes:

1. To provide Team with expert consultation and assistance with evaluating professional qualifications of applicants
2. Includes URS (global engineering firm not applying/bidding on project) and experts drawn from major universities

**Discussion:** *Will there be other sub committees once the RFQ process is complete?*

**Action:** **Yes, it is understood that additional teams will be formed as the Engineering and Feasibility Study moves forward, but it is unclear what they need to be. There will be ongoing formation of teams as needed.**

**Discussion:** *Is the purpose of the RFQ team to review applications and pass on to selection team? Is the implementation team the selection team?*

**Action:** **The RFQ Review Team will make a recommendation to the Implementation Team as to who is qualified to move on to the proposal/bidding process. The RFQ Review Team is expected to evaluate applicants for qualifications, with assistance from the Technical Support group. It has not yet been decided if the RFQ Review Team will follow through with the process of recommending a firm to be awarded the contract for the Engineering and Feasibility Study. The RFQ Review Team will assess options and make a recommendation to the BRDC prior to concluding the RFQ evaluation process. All Sub-committee/Teams of the BRDC will present their recommendations to the BRDC for feedback and input prior to taking to the Implementation Team for action.**

## Property Owner Issue Identification Team

### Purposes:

1. To concisely define the most significant questions that need to be addressed involving property ownership and property values that are relevant to full or partial dam removal
2. To identify a lead firm or institution (such as a law school within a university) to address and respond to ownership and property value questions.

Ideal Composition should at least include, but is not limited to

1. Implementation Team Member
2. Two Boardman Pond riparian owners
3. Boardman River riparian owner
4. Conservation organization
5. "At large" BRDC member
  - Technical support (ex-officio members of the team)

**Discussion:** *Will the recommendation of the sub committee go to whole committee or to the Implementation Team?*

**Discussion:** *Where are the decisions made; by the Implementation Team or by the BRDC? Need to clarify the structure – to whom do the subcommittees report?*

**Discussion:** *This committee needs to make the decision about which professional/legal firm or organization to go to with their questions or issues.*

**Discussion:** *This team and other concerned members are encouraged to consider that this is an opportunity to investigate all options. This process allows input; otherwise this could have ended up being a decision made for you by some power source. Perhaps this team should look to legal counsel to provide information on all options for resolving issues related to property ownership, to help them ask the right questions, etc., just as each team will need technical expertise.*

**Discussion:** *The question really seems to be "do we own it or not and if we don't what are you going to do about it?"*

**Discussion:** *Should the BRDC hire legal counsel to determine answers to those questions or to serve as advisors to the team, similar to the type of support provided by URS, for example. Is there funding for this that has already been received?*

**Discussion:** *Will the property ownership committee need to put together its own RFP/RFQ to hire a firm to study property ownership issues separately from the Engineering and Feasibility Study?*

**Action:** **The Property Ownership Issue Team will meet to clarify its purpose, expected outcomes and needed resources, including technical or legal expertise. The Team will present its proposed purpose and expectations at the next meeting of the BRDC. All Sub-committee/Teams of the BRDC will present their recommendations to the BRDC for feedback and input prior to taking to the Implementation Team for action.**

## Communications Team

### Purposes:

1. To identify all interests that should be involved with, and informed about the Boardman River Dams Committee and project
2. To design a strategy to address the communications needs of all interests
3. To identify communication methods and techniques that should be used to keep all interests informed and involved with the Boardman River Dams Committee
4. To identify the content of information, topics, materials, data and other information that should be communicated during all phases of the project
5. To establish a process for ongoing review and improvement of communications throughout the project

### Ideal Composition should at least include, *but is not limited to*:

1. Implementation Team Member
2. Boardman Pond riparian owner
3. Boardman River riparian owner
4. Conservation organization
5. Recreational Interest
6. "At large" BRDC member
  - Technical support (ex-officio members of the team)

**Discussion:** *The communication team will facilitate strong, ongoing, current updates on subcommittee progress, etc.*

**Discussion:** *This team needs to make a plan to provide frequent and detailed communication in order to expedite decision making.*

## New: Finance/Fundraising Team

**Discussion:** *Will there be committee or periodic budget reports? To date, the Water Studies Institute has managed the grants through the NMC foundation; moving forward managing the grants will become an issue.*

**Action:** **The Finance/Fundraising Team created at this meeting will bring a recommendation to the BRDC on financial reporting and grants management.**

## **4. Sub-Committee/Team Nominations**

The following people volunteered, or were nominated to serve on the four sub-committee/teams. A press release with a call for interested parties to serve on subcommittees will also be issued.

### RFQ Review Team

Peter Zirnheld  
Tom Wertz  
Steve Largent  
Jack Murray  
Sarah Johnston  
David Kelly  
Rob Beardsley  
Mark Johnson  
Brett Fessell  
Dave Hamilton

Property Ownership Issues Team

Dennis Aloia  
Gil Bogley  
John Wyrwas  
Jim MacIntyre  
Ron Alpers  
Sarah Johnston  
Tom Barker  
Steve Largent  
Dustin Ramoie

Communication Team

Kyle Axtell  
Carol Groves  
Anne Brasie  
Lou Coulter

Finance/Fundraising Team

Lou Coulter  
Herb Lemcool  
James Reed  
Tim Ervin  
Richard Lewis  
Jack Murray

**5. Requests for use of BRDC distribution list**

**Discussion:** *The facilitation team has received requests for the BRDC distribution list and addresses. How does the committee want these requests to be handled?*

**Action:** **All requests will be presented to the communications subcommittee who will present to BRDC as needed and appropriate.**

Submitted:  
February 11, 2006  
Jennifer Jay, Project Assistant