Conservation Resource Alliance
Coordinating Sensible Stewardship Of The Land

Location: Traverse City Governmental Center, Commission Chambers
400 Boardman Avenue
Traverse City, MI 49684

Boardman River Dams Implementation Team

Grand Traverse County
Traverse City Light and Power Department
Michigan Hydro Relicensing Coalition
Michigan Department of Natural Resources and Environment
Grand Traverse Conservation District (Ex officio)
Rotary Camps and Services (Ex officio)

City of Traverse City
Grand Traverse Band of Ottawa and Chippewa Indians
US Fish and Wildlife Service
Conservation Resource Alliance (Ex officio)
Watershed Center Grand Traverse Bay (Ex officio)

Grand Traverse County Road Commission (Ex officio)

Approved Meeting Minutes

Date: January 20, 2011

Facilitator: Todd Kalish, Michigan Department of Natural Resources and Environment

Notes: Tape recording and hand written notes by Amy Beyer and Nate Winkler, Conservation Resource Alliance

Present:
Brett Fessell, Frank Dituri (Grand Traverse Band of Ottawa and Chippewa Indians)
Steve Largent (Grand Traverse Conservation District)
Amy Beyer, Nate Winkler (Conservation Resource Alliance)
Rick Westerhof (US Fish and Wildlife Service)
Todd Kalish, Jim Pawloski (Michigan Department of Natural Resources and Environment)
Andy Knott (Watershed Center Grand Traverse Bay)
Dennis Aloia (Grand Traverse County)
Jim Schramm (Michigan Hydro Relicensing Coalition) via conference call
Ben Bifoss (City of Traverse City)
Mary Gillis (Grand Traverse County Road Commission)
Becky Ewing (Rotary Camps and Services)

Absent:
Mark Rollenhagen (Traverse City Light and Power Department)
1:00-1:10 Introduction
Introductions were made around the chambers by those in attendance.

1:10-1:15 Public Comment
Todd Kalish opened up the floor to public comment. There were no members of the public that wished to speak.

1:15-1:20 Additions/deletions to the agenda
Nate Winkler added the Qualifications Based Selection process presentation to the agenda just prior the RFQ decision/discussion item. The bottomlands work contract update by Brett Fessell was postponed until after the fundraising update.

1:20-1:30 Review and potential approval of the November 24, 2010 meeting minutes: decision item
Steve Largent indicated that the Grand Traverse County Natural Education Reserve Committee is misidentified as the Grand Traverse County Parks and Recreation Committee. Subsequently the minutes were considered approved.

1:30-1:35 Review action items from November 24 IT meeting: discussion (IT)
Nate Winkler reviewed the action items from the November IT meeting. These included the following

   **complete:**

   IT: a subset of the IT should approach both the Brown Bridge Quiet Area and Grand Traverse Nature Education Reserve advisory committees and find out how they would best plug into the project. Steve Largent reported that he had consulted with both committees and was informed that they would like to plug in at the working group level as opposed to joining the IT.

   **incomplete:**

   Todd Kalish, City, County, and CRA: develop a proposal and scope of work for a project management contract; meeting scheduled on February 9th with parties to discuss and negotiate a scope of work and cost.

   US Army Corps of Engineers update: (Carl Platz)
   Carl Platz indicated that the Baird/URS joint venture contract negotiations had been successfully completed and that the joint venture would be working on generation of the projects’ Feasibility Study. Platz also indicated that an entourage of Army Corps personnel including the Detroit Districts’ highest-ranking officer would be coming to Traverse City the following (January 24th) week, to among other things, tour the Boardman River and project locations.
1:35-1:40  2011 project management scope of work, cost, and contract approval: (IT)
Todd Kalish gave an update on the status of negotiations regarding project management in 2011. A meeting of the parties involved is scheduled for February 9th to finalize.

1:40-2:00 Qualifications Based Selection (QBS) Presentation: (Bruce Kuffer)
Bruce Kuffer from the QBS Coalition gave an overview of the QBS process and how it would apply to the selection of a firm to perform the work on the Boardman River dams project.

2:00-2:20 Presentation of Brown Bridge Dam removal RFQ: discussion/decision (Todd)
Todd Kalish reviewed the RFQ development and distribution process as well as discussing the schedule proposed for implementing the QBS process with regard to selecting a contractor.
Action item: Nate Winkler to post public notice for February 9th meeting of selection committee to discuss and determine short-listed firms.

2:20-2:25 Presentation of Project Managers Monthly Activity Report: discussion (Nate)
Nate Winkler referred to the project manager's monthly report included in the meeting packet. There were no questions by the IT regarding the content of the report.

2:25-2:30 Presentation of CRA 4th quarter 2010 invoice: discussion/decision (Nate)
The 4th quarter 2010 invoice for project management activities was reviewed and approved with no discussion.

2:30-2:45 Presentation of fundraising activity report and fundraising updates: discussion (Amy)
Amy Beyer gave a brief overview of the current fundraising activities which were summarized in documents included in the IT meeting packet. There were several updates provided by IT members.
Action item: Amy Beyer to check on companion House appropriations request. Beyer also to provide a copy of the appropriations request to the City and County prior to March 1st.

2:45-2:55 Bottomlands work contract update: discussion (Brett)
Brett Fessell provided a brief update on the work that MACTEC is performing under contract with the Grand Traverse Band including generation of a bottomlands management plan.
2:55-2:55  Communications update: discussion (Amy)
Amy Beyer provided a one page summary to the IT describing communications deliverables to date as well as costs associated with them.

2:55-3:05  Agenda items for the next meeting and meeting review-discussion/decision item
Suggestions for agenda items for the February IT meeting include establishment of a new date for the IT retreat, interviews of RFQ respondents, approval of project managers’ scope of work and cost, plan for development of scope of work and contracting for selected firm.

3:05-3:05  Public comment
There were no members of the public that indicated the desire to comment.

3:05  Meeting Adjourned