

**Boardman River Dams Implementation Team**  
**Grand Traverse County, the City of Traverse City, Traverse City Light and Power**  
**Department, the Grand Traverse Band of Ottawa and Chippewa Indians, the MI**  
**Hydro Relicensing Coalition, the US Fish and Wildlife Service, the MI Department**  
**of Environmental Quality, and the MI Department of Natural Resources**

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**400 Boardman Avenue**  
**Traverse City, MI 49684**

**Implementation Team Meeting Agenda**

**Location:** Traverse City Governmental Center, Committee Room

**Time:** 1:00-3:00 PM

**Date:** July 9, 2009

**Conference Call:** None

**Facilitator:** Todd Kalish

**Notes:** Audio tape/Todd Kalish

Implementation Team members present: Mark Rollenhagen (TCLP), Rick Westerhof (USFWS), Brett Fessell (GTB), Dennis Aloia (Grand Traverse County), Ben Bifoss (Traverse City), Jim Schramm (MI Hydro Relicensing Coalition) and Todd Kalish (DNR). Not present: Jim Pawloski (DEQ).

**1:00-1:05 Introduction; discussion item (Todd)**

Todd provided an overview of the agenda, reviewed the meeting process, and facilitated introductions of all the attendees.

**1:05-1:15 Public Comment**

Ed Martel: The permit application process for dam removal is not discussed in the Settlement Agreement or any other document relating to this project.

Ron Alpers: Stated that he asked Todd when the Boardman River Dams Committee reports were finalized at the June 9, 2009 IT meeting, and his response was that he wasn't sure what the exact day was, and this should be reflected in the June 9, 2009 IT meeting minutes.

**1:15-1:20 Review and potential approval of the June 9, 2009 meeting minutes; decision item (Todd)**

*IT decision-making process*

**DECISION ITEM:** The Implementation Team reached will-live-with agreement to approve the June 9, 2009 meeting minutes. There were no additions or changes to the current agenda.

**1:10-1:15 Grand Traverse County and Traverse City report; discussion item (Dennis Aloia and Ben Bifoss)**

Dennis and Ben provided a status report regarding County and City dam removal discussions and decisions, including funding status and their response to the Implementation Team's offer of assistance in the Boardman Dams removal project.

The County and City Commissions passed motions to turn over the implementation of the Boardman River Dams removal project to the Implementation Team, and recommended that the Grand Traverse Conservation District (GTCD), the Conservation Resource Alliance (CRA), and Rotary Camps and Services be added as ex-officio members to the IT. The IT should also contract with a Project Manager and the County and City provided recommended attributes of a Project Manager to implement a project of this scope. The County and City passed motions to provide \$25,000 each to support the Project Manager contract. The County also applied for a \$50,000 grant from the GTB 2% fund.

1:15-1:30

**Implementation Team member composition; decision item (Todd)**

The IT discussed a framework for assuring the team consists of members with pertinent expertise and experience to appropriately implement the dam removal project. The IT will add ex officio members if deemed appropriate.

Traverse City Rotary has a long history of confidence and credibility in the community and has expertise in soliciting funding. They have been the public convener for many large community-based projects. The GTCD manages the Education Reserve and the Brown Bridge Quite area, and have good relationships with property-owners on the Boardman River. The CRA has a history of working on dam removal projects, have good community relationships, and experience with fund raising. Other IT ex officio members could potentially be added in the future to assist in implementing the Settlement Agreement.

Questions raised by the IT: Can ex officio members apply for the Project Manager position? Answer by the IT: Ex officio members do not have voting rights, so there is no conflict of interest.

The Watershed Center Grand Traverse Bay also has technical expertise to assist in the removal project. They have expertise similar to CRA and the GTCD.

*IT decision-making process*

**DECISION ITEM:** The Implementation Team reached will-live-with agreement to offer IT ex officio member status to the CRA, the GTCD, Rotary Camps and Services, and the Watershed Center Grand Traverse Bay. Todd will send letters to all of these organizations to this effect. If they accept, their ex officio status will begin at the August 2009 IT meeting.

1:30-1:45

**Dam removal Project Manager; decision item (Dennis, Ben, and Todd)**

The IT determined, at the June 9, 2009 meeting, that a priority in implementing the dam removal project is to contract a with a Project Manager. The IT devised a framework and timeline for accomplishing this priority.

The IT reviewed a draft Project Manager request for applications. The IT will contract with a Project Manager to implement the dam removal project. We are looking at contracting a Project Manager versus a Project Coordinator. This is an implementation/construction project and therefore we need someone or some group responsible for meeting deadlines to implement the dam removal project, and report to the IT. Preferable Project Manager attributes include (but not limited to): 1) someone tied to community that could potentially sub-contract and

serve as a fiduciary. 2) Have direct control over all aspects of project. 3) It is important for an organization to designate a single person as the primary contact.

*IT decision-making process*

**DECISION ITEMS:** The Implementation Team reached will-live-with agreement to create and distribute a request for applications for a Project Manager by July 24 and develop screening criteria and finalize the contract language. The applicants will have two weeks to respond to the Request for Applications. The entire voting Implementation Team members are encouraged to participate in the applicant screening, interview, and hiring process. Rick and Todd will develop interview questions and an interview screening process. The entire IT will send edits and comments regarding the Project Manager Request for Applications to Todd.

Does any IT member disagree with any of the Project Manager attributes listed by the County and City? How do you define local presence? The Project Manager should have a local office with local presence. The ability to serve as a fiduciary is an important attribute to consider. However, no applicants will be precluded on the basis of a single attribute. A Project Manager will be hired based on a comprehensive review of all attributes. Another important attribute is local community credibility.

**DECISION ITEMS:** The Implementation Team reached will-live-with agreement to add the Project Manager attributes provided by the County and City to the Project Manager position description.

We need to talk as a team to determine how the IT is covered for liability insurance. Does the IT need to have professional liability coverage? This item will be added to next month's agenda item.

Todd will distribute the Project Manager contract language to the IT.

1:45-1:55

**IT meeting schedule; decision item (Todd)**

The IT discussed and determined a meeting schedule and location for the 2009 calendar year.

*IT decision-making process*

**DECISION ITEMS:** The Implementation Team reached will-live-with agreement to formalize their meeting time and location as the third Thursday of every month from 1:00-3:00 PM in the Commission Chambers in the Traverse City Governmental Center. The August 2009 meeting will be August 27 (fourth Thursday due to a timing conflict for that month only) from 1:00-3:00 (potentially longer depending on the number of Project Manager interviews).

1:55-2:00

**Agenda items for the next meeting and meeting review; discussion item (Todd)**

Agenda items for the August 2009 meeting

- 1) Ben and Dennis will give a report to the IT regarding insurance.
- 2) August 2009 will be the first meeting where IT ex officio members will

participate as members of the team.

- 3) Conduct interviews for the Project Manager contract.
- 4) US Army Corps of Engineers participation in the dam removal project.

Meeting review

- 1) Need to have copies of the agenda ahead of time for members of the public.
- 2) Should have documents in a packet ahead of time for IT members.

2:00-2:15

**Public comment**

Tom Wertz: Try to make sure that you get a Project Manager that has a definitive local presence. Keep in mind that this dam removal project should be thought of in the long-term, and need to think about Boardman watershed management after the IT has completed the dam removal project.

Ed Martel: When are you going to bring in the permit application process; Part 315, 303, and Natural Rivers. They all have the potential to stop this project. The only permit that has been applied for has been a temporary draw down of Boardman Pond. When are permits going to be applied for?

*Response from the IT: All appropriate permits will be applied for when the dam removal design is complete.*

We will be spending a lot of money on this project before permits are going to be applied for. I will be contesting all permits applied for, and would hate to see a lot of money being spent for nothing. Suggests that a special group of people be put together to deal with the permit issue.