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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	City of Traverse City
Traverse City Light and Power Department	Grand Traverse Band of Ottawa and Chippewa Indians
Michigan Hydro Relicensing Coalition	Michigan Department of Environmental Quality
Michigan Department of Natural Resources	US Fish and Wildlife Service
Grand Traverse Conservation District (Ex officio)	Conservation Resource Alliance (Ex officio)
Rotary Camps and Services (Ex officio)	Watershed Center Grand Traverse Bay (Ex officio)

Meeting Minutes

Date: November 25, 2009

Facilitator: Todd Kalish, Michigan Department of Natural Resources

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

Present:

Dennis Aloia (Grand Traverse County)
Ben Bifoss (City of Traverse City)
Steve Largent (Grand Traverse Conservation District)
Nate Winkler, Amy Beyer (Conservation Resource Alliance)
Jim Schramm (Michigan Hydro Relicensing Coalition)
Andy Knott (Watershed Center Grand Traverse Bay)
Jim Pawloski (Michigan Department of Environmental Quality)
Brett Fessell (Grand Traverse Band of Ottawa and Chippewa Indians)
Rick Westerhof (US Fish and Wildlife Service)
Todd Kalish (Michigan Department of Natural Resources)

Absent:

Mark Rollenhagen (Traverse City Light and Power Department)
Becky Ewing (Rotary Camps and Services)
Lew Coulter (Grand Traverse County Conservation District)

- 1:00-1:05 Introduction**
 Introductions were made around the chambers by those in attendance.
- 1:05-1:10 Public Comment**
 Public comment was offered by Mr. Robin Beardsley, Grand Traverse County resident, regarding project processes and history.
- 1:10-1:15 Additions to or deletions from the agenda**
 Addition to the agenda included the suggestion by Nate Winkler to discuss meeting schedule for 2010 and whether or not to have a meeting in December. This agenda item was placed in the 2:45-2:50 timeslot.
- 1:15-1:20 Review and potential approval of the October 15, 2009 meeting minutes**
 The meeting minutes were edited to reflect changes suggested via email correspondence and no changes were suggested during the meeting.

Decision

All voting members of the IT present were polled and indicated that they would accept the minutes (with revisions) and therefore were approved.

- 1:20-1:30 Presentation of project manager monthly report**
 Nate Winkler presented the first invoice and monthly report of activities performed by CRA for the time period between approximately October 1, 2009 and November 16, 2009. The report was in bullet form, incorporated within the invoice. Upon Dennis Aloia's suggestion, the report was read aloud so that members of the audience could hear it. In addition and also upon Mr. Aloia's suggestion, future reports will be in the form of a short narrative and read aloud so members of the audience will be kept apprised of the project.

Decision

The IT was polled as to their acceptance or not of the CRA invoice in the amount of \$3,333. All voting IT members present indicated that they would accept it and therefore was approved. It was also agreed that CRA will serve as fiduciary for the consultant agreement funds. CRA will send a request for funds to the City and the County.

- 1:30-1:35 Discussion of contact report**
 A contact report regarding a meeting with Army Corps personnel was reviewed with brief discussion following. Nate Winkler inquired of the IT if they would like to see only contact reports that contained the most relevant information or if they would like to see all contact reports (ie funding source discussions, etc). The IT indicated that they would like to see just those that are the most relevant.
- 1:35-1:45 Discussion/approval of letter to Army Corps requesting information in writing**
 A draft letter to the Army Corps-Detroit District which included several questions regarding project funding, schedules, and cost share and was included in the IT packet was reviewed and discussed.

Decision

The IT determined that the letter should be sent with additional language stating that the IT would be pursuing other funding sources in parallel with engaging the Army Corps in an effort to diversify funding opportunities. No other additions or changes were suggested. CRA will send a copy to the Army Corps as soon as possible.

1:45-2:00

Presentation and discussion of fundraising table

CRA presented a "Fundraising Update" that was sent out prior to the meeting as an addendum to the IT packet. Winkler proposed that this simple format be used to recap major fundraising activities each month. Beyer stated that proposal opportunities and funding amounts were truly at an all-time high, largely driven by the Great Lakes Restoration Initiative funding from the federal government, and that the number of proposal deadlines of the past 3 months and next 3 months was numerous. She stated that CRA is seeking volunteers from the IT to help lead various proposal efforts, similar to the recent effort by Andy Knott with a Nonpoint Source proposal to DEQ, and sharing of project descriptions from past proposals by Brett Fessell. Winkler circulated just two examples of proposals recently prepared by CRA.

Two open items were addressed. First the IT verified that the team intends to seek funding to complement, or fund early phases of work, in parallel with pursuing Army Corps of Engineers support. Second, Kalish indicated that the Great Lakes Fish Trust grant is still open, and that any discussion about their support of project implementation will need to include Rotary Charities and include the long-term Stewardship element. Schramm offered his help to initiate discussions with the Trust (added to workplan).

Also in the supplemental materials was the first draft of a "Project At-A-Glance" describing the overall timetable, major work elements, and funding needs for the project implementation. Beyer presented this piece as the simplest version of a fundraising case statement and basis for project budgeting. Kalish called out the need for boilerplate to be made available to all partners to support proposal writing. CRA will send out the recent NOAA Open Rivers Initiative proposal as an example. Beyer offered that any proposal elements can be shared with team members interested to help in proposal writing, and asked that any fundraising or proposal activity be coordinated through Nate Winkler so the IT can track it. **Action:** IT members are asked to review and comment on the Project At-A-Glance through Nate Winkler prior to the next meeting.

2:00-2:15

Presentation and discussion of CRA work plan

A draft version of the CRA work plan for the project was presented with discrete work items within the plan discussed. Amy Beyer asked for a review of the plan by all members of the IT and requested feedback and volunteers for work items, suggesting that the plan serve as a living road map as implementation moves ahead. Nate Winkler indicated that feedback should be directed to him and he would incorporate it into the plan and subsequently provide a revised work plan in each IT meeting packet going forward.

Aloia questioned the specific call-out of the two road crossings in the Project At-A-Glance and project workplan. Costs associated with evaluation and any modifications were specifically excluded from the URS/ECT/Mac-Tec initial estimates, and discrete funding sources may be well matched to address these issues. **Action:** At Aloia's suggestion, CRA will contact TC-TALUS to investigate whether implementation funds might be available through the Grand Vision project.

2:15-2:30 Final draft roles and responsibilities for Todd/Rotary/IT Chair and CRA

Todd Kalish presented a chart indicated the flow of responsibility for the project with regard to his role as IT chair and CRA's role as project manager. Jim Schramm, Dennis Aloia and Ben Bifoss recommended changes which were noted. The flow of responsibility represented in Kalish's chart was accepted by the IT with the suggested changes.

2:30-2:45 Discussion of communications plan

Nate Winkler provided background on CRA's effort regarding the generation of a communications plan. Winkler indicated that an effort was made to construct one in collaboration with the efforts of the Boardman River Valley Stewardship Team and the Grand Vision but did not bear fruit. Instead, CRA will draft in the next month that will specifically address the Boardman Dams Removal and Modification. In addition, media outreach was discussed with a suggestion for a delegation from the IT to approach the local media outlets in an effort to establish lines of communication. This task will be added to the CRA workplan.

2:40-2:45 Dissemination of information regarding IT meeting/agenda/meeting minutes

Nate Winkler asked the IT for feedback on responding to requests for meeting materials by the public. Dennis Aloia indicated that those requesting information be directed to the City of Traverse City website and (eventually) to the Boardman River Dams website where such information will be posted. Specific procedures for information dissemination will be incorporated into the communications plan.

2:45-2:50 Agenda items for the next meeting and meeting review

Agenda items for the next meeting were discussed and included revised work plan review, and draft communication plan review in addition to the normally recurring agenda items. Jim Pawloski indicated that had recently completed an inspection of Sabin Dam and in that light, discussion ensued regarding how best to prepare the issues related to drawdown for the IT meeting agenda. Schramm and Pawloski supported the idea of beginning with briefings to help the IT understand key steps and issues. CRA and Kalish will follow up to develop appropriate agenda items.

In addition, it was determined that due to a full agenda, a meeting would be held in December on the third Thursday.

Action: It was determined through discussion that the 2010 meeting schedule would remain as that of 2009 (third Thursday of the month, 1-3 pm). CRA will generate a schedule for posting on the City's website.

2:50-3:10

Public Comment

Mr. Robin Beardsley provided comment related specifically to the project while Mr. Ted Okerstrom provided comment regarding the South Airport Road /TART trail crossing specifically, and the overall project generally. A work task coordinating the TART trail crossing and the dam removal was added to the workplan.

3:10

Meeting Adjourned