

# Boardman River Dams Project Workplan

Revision Date: first draft 10/2009

## **Dam Removal/Modification**

### High Priority Goals:

Submit letter of intent to ACOE from project sponsors (Nate)

Request additional detail from ACOE in letter form (Nate) (helping: Gabe, Kathy Ryan, Todd)

Evaluate various scenarios for ACOE involvement and recommend a course of action (Nate)  
(helping: Todd, Jim Galloway, Terry Heatlie)

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### Other Goals:

Address Cass Road planning – incorporate into engineers’ estimate

?? Should we initiate the assessment of options for this crossing, and secure funding for preliminary alternatives design??

?? Do we need a mini-bottomlands plan for invasives, access, other (Steve)

?? Is a River Assessment or Management Plan still priority for Fish Division? (Todd)

?? Nate/Todd – were there any other requirements from the original drawdowns??

### Existing Commitments

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## **Implementation Team Management and Operations**

### High Priority Goals:

Develop project workplan and budget format and system for updating (Nate)

- Lead responsibility
- Timeframe, potentially use PERT or Gantt charts in future
- Including communications and fundraising plan elements

### Other Goals:

Maintain updated IT roster and distribute at each update (Nate)

Develop administrative rules and confirm operating guidelines for the IT meetings (Nate)

And process/logic for adding ex officio members to the IT (Nate)

Provide final versions of key project documents to CRA (Todd) – and Nate may request access to City and County Boardman files to retrieve copies?

### Existing Commitments:

Develop monthly agenda with input from IT (Nate) (helping: IT Chair, City, County)

Publish meeting agendas and minutes for IT in compliance with Open Meetings Act (Nate)

Monthly activity report and invoice for project management services to IT (Nate)

Quarterly reporting and administration of current grants: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Maintain project documents (Amy)

## **Fund Development**

### High Priority Goals:

Develop best estimate of ACOE total cost and local project share for various scenarios (Nate)

Develop alternative case statements and costs for different scenarios involving ACOE in EIS, design and specifications, and construction phases (Amy)

Exploratory discussions with funding programs to assess best-matched sources for various scenarios (Amy) (helping: Becky, Marsha)

Raise funds for independent EIS; try to build in flexibility to use funds for design/spec phase if ACOE completes EIS (Amy)

?? example: Explore joint proposal for dam removal and 10-year watershed management with Great Lakes Fisheries Trust (Becky)

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### Other Goals:

Establish brief guidelines or statement of intent for IT to address how fund raising for the dam removals will be coordinated and communicated with other fundraising efforts related to the watershed, local or regional area (Amy or ??)

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### Existing Commitments:

Maintain current fund development plan for IT (Amy) (Definitely need help with proposal work, particularly from Brett Fessell, Todd Kalish, others; to be recruited per assignment)

## **Communications (external)**

### High Priority Goals:

Convene discussion with media leaders to hear their needs and desires for notification and involvement ( ) (helping: \_\_\_\_\_)

Develop Communications Plan (Nate) (helping: \_\_\_\_\_) – **Draft by 12/15/09**

Plan will include:

- Key messages
- Including face or ownership of project (e.g., this is a project of the IT; spokesperson(s) assigned, etc.)
- What, who, how
- Specific activities, schedules, resources needed & available
- Including a procedure to provide public and partner access to agendas, minutes, etc.
- Costs to implement and decisions on which elements can be accomplished in budget

Potentially request \$5-7K near term funding support for professional services to produce the plan ( )

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Other Goals:

Arrange for near-term posting of agendas and minutes on website (Nate)

Interim guidelines and messages for IT re: media contact (Nate) (helping: \_\_\_\_\_) **by 12/15/09**

Discuss link between this project and Grand Vision – guidelines (Amy) (helping: Becky, Jennifer Hutchinson?, others?)

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Existing Commitments:

Accept inquiries from media