



Mirror Pond Siltation Project, Phase 1A  
Bend, Oregon

Steering Committee Meeting

SC Meeting: 003  
Meeting Date: 03.02.11 @ 2:00 PM

**MEETING MINUTES**

Subject: Project Status Meeting  
Location: City of Bend  
Awbrey Butte Conference Room, 2<sup>nd</sup> floor

Attendees: [x] denotes present-

| Name/initials                                | Representing  | Phone                            | Email  |
|--|---|----------------------------------|--|
| [X] Mel Oberst /MO                           | City of Bend  | (541) 330-4017                   | <a href="mailto:moberst@ci.bend.or.us">moberst@ci.bend.or.us</a>   |
| [X] Angela Jacobson /AJ                      | Pacific Power   | (541) 633-2462                   | <a href="mailto:angela.jacobson@pacificcorp.com">angela.jacobson@pacificcorp.com</a>   |
| [X] Don Horton /DH                           | Bend Park & Rec   | (541) 280-0475                   | <a href="mailto:don@bendparksandrec.org">don@bendparksandrec.org</a>   |
| [X] Bruce Ronning                            | Bend Park and Rec   | (541) 706-6113                   | <a href="mailto:bruce@bendparksandrec.org">bruce@bendparksandrec.org</a>   |
| [ ] Bill Smith /BS                           | William Smith Properties                                  | (541) 382-6691                   | <a href="mailto:bill@wspi.net">bill@wspi.net</a>   |
| [X] Matt Shinderman /MS                      | Bend 2030   | (541) 693-2154                   | <a href="mailto:matt.shinderman@osucascades.edu">matt.shinderman@osucascades.edu</a>   |
| [X] Michael McLandress<br>(visitor) Pat Egan | Brightwater Collaborative LLC<br>VP Cust. & Comm. Affairs | (541) 788-7591<br>(503) 813-6165 | <a href="mailto:michael@brightwatercollaborative.com">michael@brightwatercollaborative.com</a><br><a href="mailto:pat.egan@pacificcorp.com">pat.egan@pacificcorp.com</a> |

GENERAL NOTES: none

MEETINGS: **Scheduling & coordination:**  
Steering Committee meetings were established for next three months, typically on the 3<sup>rd</sup> Monday of each month at 2:00 PM, Awbrey Conference Room:

- March 21<sup>st</sup>
- April 18<sup>th</sup>
- May 16<sup>th</sup>

Management Board meeting have been established as follows, @ 3:30 PM, BP&R Conference Room:

➤ \*3/28/11;(shifted from 3/17 due to Spring Break schedules)



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| <u>Date/No.</u> | <u>Resp/Due</u> | <u>Issue/Discussion/Required Action</u>  |
|-----------------|-----------------|--|
| 03.02.01        | on-going        | <p><b><u>BUDGET:</u></b><br/> <b>Mike Riley issued to the Financial Report on 2/28. Requested comments, and no comments noted. (General note: B2030 asks for SC feedback on Financial Report every month. No comments means SC is OK with spending and financial snapshot, and is aware of projected job cost).</b></p>  |
| 01.24.13        |                 | <p><u>PM Scope of Services</u><br/>           MM noted with the understanding to extend Phase 1A Project Management Scope and Services through the consultant selection process, PM contract would need modification. (See proposed PM Planning budget, Phase 1A-rev-distributed).</p>   |
| 03.02.02        |                 | <p><b>MM presented “Proposed Revision” to Project Management Services Agreement, dated 3/1/11, reflecting added scope to include the issuance of the RFP through selection of consultant, as agreed by SC. See attached. This more accurately shows requested tasks to be performed by the PM, as agreed by the SC. B2030 to process PSA modification.</b></p> <p><b>(Post meeting note: Revision was modified slightly to show more accurately the scope of the added tasks, and re-issued to B2030 on 3/10.)</b></p> |
| 12.17.02        | MM/on-going     | <p><b><u>SCHEDULE:</u></b><br/>           MM provided 3-month overview showing intermittent TAC “work sessions” for refining the Alternative Analysis scope of work, and subsequent MPMB meetings for “final draft” presentation, discussions at key decision-making points in the process. Schedule anticipates possible early-March final draft submittal to MB.</p>   |
| 01.24.03        | on-going        | <p>MM added two weeks to schedule to refine Draft. This depends on progress of peer review and iterative process to complete Draft RFP. This will push the final draft submittal of RFP to MB into late-March, early-April with RFP advertisement to follow.</p>   |



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03.02.03      pending      **On-track for RFP issuance early-April**

12.17.04      **PHASE 1A TASKS:**  
2. Task #3A&B - Review and Refine Scope of Services and Budget for SubK:  
MM noted first “working session” to begin refining scope and budget is set for Dec 22<sup>nd</sup>, with TAC members John Runyan of ICF, Ryan Houston of UDWC. DH felt using Runyon and Houston poses possible bias issues and suggested an outside consultant be selected to render a second review and opinion. MS agreed with DH. MM will provide second consultant to SC for approval. Schedule anticipates an approx. 7-week duration for the scope and budget refinement process.

01.24.05      MM/pending      MM reviewed Budget and Scope with TAC members Runyan and Houston on 12/22. Summary of meeting:

Scope: Cannot formatively shift feasibility study’s scope since we need to follow an Alternative Analysis process that provides a foundation for Federal and State agency regulatory requirements (permitting). This will also set us up to qualify for Federal funding. The number of alternatives studied will determine costs of study. It is generally understood that four alternatives are necessary to offer the broadest set of options, yet this cannot be fully determined until the community’s values and voice are heard through the public outreach process.

Of importance is the visual aids and rendering developed out of the alternatives process. MS stated the need to do the best we can afford and negotiate that level of service with the selected consultant. “Cutting corners” on public presentations and outreach would put us at risk and lessen the effectiveness of the AA process. A thorough and well presented AA process, including quality visual aids increases the public’s perception of the project. Therefore, not recommended we lessen the scope of visual presentations.

Budget:

- Hydrology/Hydraulics study: Could ask BoR to perform, save +/- \$50K  
Pros: no cost-



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Cons: slower, and not “local knowledge”

- Modeling: Current budget/scope based on 1D modeling; 2D is probably better for this project and provides better known outcomes for alternative design and implementation. Add 50%, or +/- \$25K

Conclusions: Keep scope “as-is”; have BoR perform Hydrology/Hydraulics study for a savings; but increase the modeling level for a better outcome, though this would increase costs. Net possible savings of approx. <\$25K> and revised budget of \$475K

- |                 |                   |   |
|-----------------|-------------------|---|
| 01.24.06        | MM/pending        | Third party peer review will be performed by Karen Swirsky of the Oregon Dept. of Land Conservation and Development (ODLCD). She comes highly recommended as a former consultant for many years with David Evans and Assoc. SC approved of Karen’s involvement. Report expected by mid-Feb.   |
| <b>03.02.04</b> |                   | <b>SC reviewed Swirsky’s Peer Review with general agreement to move to a two-phase project: Phase 1 – “Baseline Conditions and Community Engagement”; Phase 2 – “Evaluating Alternatives”. This approach would allow us to move ahead with Phase 1 with limited funding if necessary.</b>   |
| 12.17.05        |                   | 3. <u>Task #4A - Write RFP for SubK for Alternatives Analysis:</u><br>It is anticipated that the RFP will resemble in style and format much like the recent RFP issued for the Colorado Street/Whitewater Park. Similarly, the MP RFP will not be prescriptive in context or format, and will be written based on desired outcomes necessary for an Alternatives Analysis process required of NEPA. |
| 01.24.07        | MM/pending        | Draft RFP process will begin once Swirsky has completed her peer review, anticipated to being third week of February. Final Working Draft will be issued to SC for comment. Final Draft presented to MB prior to advertisement.   |
| <b>03.02.05</b> | <b>MM/Pending</b> | <b>Draft RFP writing in progress, using TAC members K. Swirsky, J. Runyon and R. Houston; along with assist from Dave Crowther, BP&amp;R Business Manager (Contract Specialist).</b>  |



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|          |            | <b>MM will re-issue DRAFT RFP to SC members for comments and RFP refinement. Comments due back by Tues. 3/8.</b>   |
| 01.24.08 | MM/pending | <p><b>4. Task#5 – Funding Research and Planning:</b><br/>Draft Scope of Work defines funding sources fairly concisely. Restoration component is required for most State and Federal Agencies.</p> <ul style="list-style-type: none"> <li>○ State (NEPA-level AA required to keep these doors open)           <ul style="list-style-type: none"> <li>➤ OWEB, Ken Bierly- “strong” restoration component; Measure 76 changes opens it up a bit; \$50K Planning; grant-based 2x/yr May&amp;Oct, 6 mo. Waiting period</li> <li>➤ ODEQ, “strong” restoration component; \$150K planning and construction; grant-based- 1x/yr, 9-mo waiting period</li> <li>➤ ODF&amp;W, “strong” restoration component; construction \$, not planning</li> <li>➤ ODSL, Wetland Mitigation Funding – (other source?); Restoration only</li> </ul> </li> <li>○ Federal- (NEPA-level AA required to keep these doors open)           <ul style="list-style-type: none"> <li>➤ Bureau of Reclamation, Delegation letter; begin process now; long-range planning: David Blair/Wyden; Walden, Merkley;</li> <li>➤ Starting engaging – “best” source of bigger funding; years...?</li> </ul> </li> <li>○ Local foundations           <ul style="list-style-type: none"> <li>➤ Meeting with Julie Gregory of OCF</li> </ul> </li> </ul> |
| 03.02.06 | MM/Pending | <b>Delegation letter from City of Bend jointly signed by SC currently being drafted; pending review and SC comment. Letter will request Delegation to support SC’s efforts with MP and desired engagement by the Bureau for technical study and funding assistance. This will pre-empt DH visit to D.C. on March 14<sup>th</sup> (BP&amp;R business), and scheduled meeting with Delegation representatives on 3/17 to request Bureau involvement.</b>   |
| 03.02.07 | MM/Pending | <b>MM to contact Scott Boelman, new Bureau of Rec. Manager, Central Oregon Field Office- to meet and discuss MP project, and Bureau’s involvement.</b>   |



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**OTHER BUSINESS:**

- Local Stakeholders:
- 12.17.07 MM suggested pulling together a “local” Public Stakeholder meeting comprised of just the landowners adjacent to MP. It is felt this meeting is important to partner with and provide a voice to these key public stakeholders during the refinement process. SC agreed, and MM will arrange and inform SC of that meeting.
- 01.24.10 MM/ pending MM met with Mike Hollern. He suggested not meeting with local/adjacent property owners now; rather keep them informed through a simple mailing. Only meet once alternatives are being vetted, and outreach process is underway. This will strengthen our position with those more protective of the Mirror Pond.
- 03.02.08 DH/Pending **DH to contact M.Hollern about further ideas on best approach. SC recognizes the importance of the adjacent property-owner Stakeholder Group. The context of the engagement, and timing is such, is important to consider. Pat Egan suggested we be sure to have a fully developed project prior to issuing a letter or meeting with them. Otherwise, this would be a challenge to manage the public opinion.**
- Media/Outreach
- 01.24.11 Recent Bulletin Articles and Editorials prompt questions of media and outreach at this early stage. MM has discussed with Jan Taylor of BP&R the importance of getting out our message and beginning to craft the community’s perception and understanding of our project. Domain name is secured: [www.mirropondbend.org](http://www.mirropondbend.org). MS states outreach begins in next phase of the project and will need the proper funding, as it will be relatively costly and take more time than budgeted in Phase 1A. Until then, SC agrees use City of Bend’s MP Link for meeting minutes and general information until consultant is on-board and outreach is necessary, at which time the website will be developed.
- 01.24.12 MO/ pending MO will inquire with City’s PR Director Justin Finestone to assist in updating website. MM would manage updates



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| 03.02.09 | MM/pending | <b>Post-meeting note: Apparently City decided prior to Phase 1A to use the B2030 website to manage information for MP, rather than continuing with City's website. MM to follow up with B2030's website manager, Donna Jacobsen. There may be a fee involved for Donna's assistance.</b>  |
| 01.24.13 |            | <p><u>Roll of Management Board vs. Steering Committee</u><br/>Need to define roll of the Management Board. Which group makes final decision, SC or MB?</p> <p>It's understood that the MB is a "Citizen Advisory Committee, and delegates to the SC for final decision. MB votes by simple majority; SC will take into account MB comments. MB reports to the City council on progress".</p> <p>BS requests a flow chart showing graphically the relationship between the two bodies. MS and MM to get together for this.</p> |
| 03.02.10 | MM/Pending | <b>This definition to be clearly stated in the RFP, including that the SC has all decision-making authority with consultant.</b>  |

END OF MEETING

These Meeting Notes shall be considered an accurate account of the issues discussed and decisions reached unless written notification is received within three (3) days of issuance. Modifications to the project record are shown in italics.

Submitted by:  
**Brightwater Collaborative, LLC**  
Michael McLandress  
Project Manager  
Mirror Pond Siltation Project