



Mirror Pond Siltation Project, Phase 1A  
Bend, Oregon

Steering Committee Meeting

SC Meeting: 005  
Meeting Date: 04.19.11 @ 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>
[ ] 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>
[X] 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	Brightwater Collaborative LLC	(541) 788-7591	<a href="mailto:michael@brightwatercollaborative.com">michael@brightwatercollaborative.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:  
➤ May 17<sup>th</sup>  
➤ June 21<sup>st</sup>  
➤ July 19<sup>th</sup>

Management Board meeting has been established as follows, @ 3:30 PM, BP&R Conference Room:  
➤ Some time in mid-July to coincide with RFP issuance (was 6/28 but has been shifted due to RFP legal review and resulting delay.)

Date/No. Resp/Due Issue/Discussion/Required Action

**A. BUDGET:**



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- Mike Riley issued this month's Financial Report to SC. 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).
- 04.19.01 on-going no comments**
- B. SCHEDULE:**
- 03.02.03 On-track for RFP issuance early-April
- 03.21.03 Schedule will be revised once RFP is issued. On track for early April, and may push for March 31, but MM suggested an individual legal review of RFP by all SC members' legal counsel. SC agreed but not to hold up issuance.  
*(See meeting note 03.21.05 below for Post Meeting Note).*
- 04.19.02 pending RFP issuance adjusted to later April or early May to accommodate legal review by MPSC**
- C. PHASE 1A TASKS:**
- 12.17.05 **C.2 - Task #4A - Write RFP for SubK for Alternatives Analysis:**  
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 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.



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|----------|---|
| 03.02.05 | Draft RFP writing in progress, using TAC members K. Swirsky, J. Runyon and R. Houston; along with assist from Dave Crowther, BP&R Business Manager (Contract Specialist).<br><br>MM will re-issue DRAFT RFP to SC members for comments and RFP refinement. Comments due back by Tues. 3/8.  |
| 03.21.05 | Draft comments taking longer to get back from SC and TAC; DH away in DC. Suggestion to take our time to 'get it right' is better than operating on a self-imposed deadline, and issuing unnecessary addenda. MM's still shooting for issuance 3/31.<br><br>BR suggested limiting hard copies of proposals to only two (2), and request 8 digital copies<br><br>MM recommended SC members provide their own legal review; this would push the RFP issuance further out. BS believes we could issue RFP by 31 <sup>st</sup> and if necessary respond via addenda with any legal concerns to consultants.<br><br>(Post meeting note: After further consult with MPMB at the 3/28 MPMB meeting, it was recommended we wait for all legal reviews to be complete before final issuance of RFP for advertisement) |
| 04.19.03 | <b>pending</b><br><br><b>RFP Draft #3 in legal review. Legal approvals from City, Parks and WSPI. Bend 2030's legal review currently with Peter Hicks of Ball Janik. PPL has minor comments to be addressed under Hick's review pertaining got Bend2030's legal role relative to MPSC and describing that more clearly in RFP. Mike Riley will send over MOU to Peter that describes the roles. Once legal reviews are complete, and final approval received, MM will issue RFP.</b>  |
| 04.19.04 | <b>A mandatory pre-bid will be required for all interested proposers, to be held at BP&amp;R building (date pending). Site visit to follow.</b>   |
| 04.19.05 | <b>MM/pending</b><br><b>Proposal Evaluations:</b>   |



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**Evaluation Committee (EC):** 7 scoring members total- Matt, Don, Mel, Mike are confirmed; MM will inquire with Karen Swirsky, Ryan Houston and Steve Johnson to join the committee. Bill and Angela will not score, but would act as ex-officio and sit in meetings and interviews to provide a “non-voting” opinion in the evaluation process.

**Point distribution:** through email correspondence with SC it was determined Price would weigh less than the Technical proposal by the following amounts: Technical proposal = 100pts; Price Proposal = 50 pts. This ensures that pricing does not overly influence the importance of selecting a consultant that can deliver the Outreach and Technical studies necessary to reach a selected alternative. However, SC asked for some amount of points attributed to a “wobble room” criteria giving each evaluator an ability to score based on “best fit” for the overall project. MM will review and submit revised point distributions.

**Evaluation process:** as described in RFP. Further details of process to unfold; however, it’s understood once proposals are received proposals would be reviewed for conformance by MM, then distributed to the EC for scoring based on criteria set forth in RFP. Allow two to three weeks for this process, and then convene in joint SC/EC meeting for discussion and point tally. Once points are tallied, Price Proposals would be opened. Interviews would be scheduled thereafter, pending Price evaluations and overall EC scoring. More than one SC/EC meeting may be required. MS suggested a “tie-breaker” rule in case scores are tied.

**Interviews:** SC/EC Committee will develop a set of pertinent questions to ask, with scoring values, only after proposals are fully evaluated and scored. Interviews to take place over two-week period.

C.3 - Task#5 – Funding Research and Planning:

a. FUNDING OPPORTUNITIES-



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(see previous record for funding reviews)

03.02.07                      b. BUREAU OF RECLAMATION-  
 Local Bureau Contact: MM to contact Scott Boelman, new Bureau of Rec. Manager, Central Oregon Field Office- to meet and discuss MP project, and Bureau's involvement.

03.21.07                      Nothing to report. Scott Boelman has not returned calls. MM to follow up and arrange for meeting.

**04.19.05      pending              Meeting with Scott arranged for Tuesday May 3. DH, MS and MM attending from SC. Bureau to bring a geologist. Two-item agenda: Introduction of the MP project, and "ask how Bureau can help and work with us."**

03.21.08                      c. ARMY CORP OF ENGINEERS-  
 MM working on WRDA (Water Resource Development Act) for 2011. This allows the Mirror Pond Project to be considered as an Army Corp authorized project for the Corp's workload. If accepted (and it has been suggested by ACE staff and delegation reps it would qualify), we would be in line for ACE technical and financial support. MM requested 6 letters of support due 3/24 (ODFW, COID, WSPI, BP&R, PPL, City of Bend). WRDA app. due April 4<sup>th</sup>.

**04.19.06      CLOSED              WRDA submitted April 1 to Delegation for authorization consideration of the MP project; complete.**

**D.      OTHER BUSINESS:**

**D.1 - COMMUNITY OUTREACH:**

(Not part of the Phase 1A scope of work, but SC finds Community Outreach is being considered more as we progress in this phase.)

12.17.07                      a. Local Stakeholders  
 MM suggested pulling together a "local" Public Stakeholder meeting comprised of just the landowners adjacent to MP. It is felt this meeting is



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- 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 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 to contact 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.
- 03.21.09 DH/pending DH not present to report.**  
**04.19.07 DH/pending DH not present to report.**
- 01.24.11 **b. Media/Outreach**  
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 will inquire with City's PR Director Justin Finestone to assist in updating website. MM would manage updates
- 03.02.09 Post-meeting note: Apparently City decided prior to Phase 1A to use the B2030 website to manage information for MP, rather than continuing with



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- City's website. MM to follow up with B2030's website manager, Donna Jacobsen. There may be a fee involved for Donna's assistance.
- 03.21.10 MM meet with Donna and arranged for Bend2030 website to be new link to the Mirror Pond Project. She will add to B2030 website to allow for a direct link to a new blog website ("Blogspot") to be created (with Donna's assistance) and managed (by MM) for all current and new (Phase 1A) updates. The B2030 site will direct to the City of Bend's website for all historical MP info. City's site would refer to B2030 site for the new info.
- 04.19.08 **MM/pending** **Upon further review of idea to create *another* web-link, MM asked MO if city would reconsider using the City's website to house the MP documents and updates. MO thought if it did not take a lot of time from Gina, who has been given access to website to modify, then this would be workable.**
- 04.19.10 **MM reports he has been invited, and is scheduled this Thursday, April 21<sup>st</sup>, to be a guest of COTV's "Good Morning Central Oregon" program to report on MP project and status.**
- 04.19.09 c. Bend 2030 Board  
**MM reports he provided an update and status report to Bend 2030 Board at their April 1<sup>st</sup> Board meeting.**

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 date of issuance noted below. Modifications to the project record are shown in italics.

**Date of issuance: 5/07/11**  
Submitted by:  
**Brightwater Collaborative, LLC**  
Michael McLandress  
Project Manager  
Mirror Pond Siltation Project