

August 25, 2017 12:00pm - 1:00pm

Coordinating Team Conference Call/meeting

Attending: Tamsen Binggeli, Mike Homza (phone), Liz Paul, Kathy Peter (representing the Board), Whitney Byrd (phone), Christy Meyer

Absent: Megan Dixon, Kati Carberry, Julie Scanlin, Erin Brooks, Mke Dimmick, Willis Carr, Phil Bandy

Attachment: **Cottonwood Creek Daylighting Project, Proposed Scopes of Work**

Liz disclosed that she had a personal interest in outcome of this meeting's discussion because the company she owns, Community LLC, would like to contract with BREN.

Tamsen disclosed that she had a personal interest in outcome of this meeting's discussion because the company she works for, Ecosystem Sciences Foundation, would like to contract with BREN.

Discussion: What process should BREN use to Hire Contractors?

How should we solicit the position? How many candidates will we accept? How will the selection be made? It needs to be transparent and honest. For the Cottonwood Ck project it needs to meet the Bureau of Reclamation requirements. BREN Inc Board member Will Whelan is reviewing those requirements carefully, but a first-read doesn't indicate any big issues for BREN using a simple process.

Kathy – According to the IRS, it may not be a conflict of interest if you can follow the IRS-acceptable process in paying for services by Board members or contracting. Kathy is working on a contracting and services flow chart as part of the 501(c)3 application for use in the future.

Can talk to the program officer at BoR about this if we have any specific questions.

Discussion: Scope of Work Grant Administrator –

- Trout Unlimited will be the project manager and handle the bulk of the grant administration, in particular meeting the reporting requirements. This contractor would need to work closely and coordinate with TU. There will be an MOU or similar agreement with TU. The contractor would also request or write the checks.
- Is 85 hours sufficient? It's hard to predict, but a sentence should be added within the contract to provide flexibility to expand hours.
- Require updates at the CT Meetings
- Ecosystem Sciences Foundation (ESF) has offered to perform this contract work. Tamsen would be the employee doing the work. ESF is a non-profit.
- All in favor of the scope of work with changes notes above.

Discussion: Scope of Work Outreach Contractor

- Include specific deliverables in the contract.
- Deliverables should be provided to BREN with enough time for review before they need to be provided to the BoR.
- Provide updates at the CT Meetings
- Include sentence within contract that provides flexibility to expand hours.
- Community LLC, owned by Liz Paul, has offered to perform this contract work.

Discussion Next steps to finalize Scope of Work and contracts:

- Need more info from BoR on timing and requirements.
- SOWs need to be amended with input from this meeting.
- Next step is to draft contracts – Tamsen will provide ESF template for consideration.

Contracting Discussion without Liz and Tamsen present: (Mike, Kathy, Christy, Whitney)

Outcome/summary: Everyone agrees that Liz and Tamsen are best for the positions because of their experience with the grant proposals, their familiarity with the stakeholders, their knowledge of relevant BREN activities, and their demonstrated skill to meet BREN goals with high quality products. Also, BREN's limited resources would be spent most efficiently contracting with Community LLC and Ecosystem Sciences Foundation, ..

Liz and Tamsen returned to the meeting.

Liz and Tamsen should draft the contracts, with minor changes discussed.

Whitney will send notes to everyone in the meeting to review. Mike will compile and distribute to the Board and CT.

Cottonwood Creek Daylighting Project

Proposed Scopes of Work

Below are scopes of work for two separate contracts to facilitate the proposed Cottonwood Creek Daylighting Project. These scopes are herein presented for review and comment by the Boise River Enhancement Network (BREN) Coordinating Team (CT).

The final scopes of work; after review, edit and approval by the BREN CT; will require approval by the Board of Directors of BREN, Inc.

1) Grant Administrator

Oversee management of all BREN Inc funding for the Cottonwood Creek Project, including, but not limited to, funding from the US Bureau of Reclamation. This will include working closely with the Project Manager, with the BREN Inc Finance Committee and the BREN Inc Coordinating Team to ensure income and expenses are tracked and that funds are distributed per contracts and in compliance with agreements with the US Bureau of Reclamation and all other funding sources. The administrator will also be responsible for ensuring that all required reports are submitted to all funders in a timely and accurate manner.

Payment: \$2,975

85 hours @ \$35.00

Start Date: October 1, 2017

End Date: September 30, 2019

2) Community Engagement, Communication and Education

The contractor will help the partners write and implement plans for community engagement, public relations, and knowledge transfer, create required databases and tracking systems, evaluate results and write annual reports.

By the end of 2017:

- 1) Create a Community Engagement Workplan that describes the kinds of community engagement and volunteers (professional, manual labor, skilled, etc.) needed, when needed, and who is responsible for recruitment including a calendar of planned**

community engagement opportunities (open house, willow planting, etc.). The plan will also establish quantifiable goals for engagement.

- 2) Create a Community Engagement database and use it to track community engagement and volunteer activity.
- 3) Create a Public Relations Workplan that includes dates for press releases, media tours, public events, blogs, presentations, videos, project updates, describes the social media strategy, and assigns responsibilities. Goals for number of people reached will be established.
- 4) Create a Knowledge Transfer workplan that includes tasks and a timeline to ensure that knowledge of the project, including design, permitting, partnership creation, construction, community engagement and monitoring, is transferred to other stakeholders in the watershed to support Boise River enhancement. Goals for the number of stakeholders reached in Ada and in Canyon counties will be established.

In September 2018, the contractor will prepare the Community Engagement Report that tracks numbers of volunteers, jobs accomplished, hours volunteered and basic demographic data and the Communication/Education Annual Report that describes public relations and knowledge transfer activities and results.

In September 2019, the contractor will prepare the final Community Engagement Report that tracks numbers of volunteers, jobs accomplished, hours volunteered and basic demographic data and the final Communication/Education Report that describes public relations and knowledge transfer activities and results.

Payment: \$17,850

510 hours @ \$35.00

Start Date: October 1, 2017

End Date: September 30, 2019

****Note to Coordinating Team and Board: Only some of this money is provided by the Bureau of Reclamation. As part of the commitment to match the BOR money, BREN will need to raise the following amounts to pay these contractors (or the contractors will need to donate the work):**

Administrator: BREN \$1,050 (out of the \$2,975)

Community Engagement: BREN \$5,950 (out of the \$17,850)