

SUMMARY NOTES
Yahara CLEAN Compact Executive Committee
Friday, July 10, 2020
10:10-11:10 A.M.
Zoom

Attendance

Present: Adam Sodersten (note-taker), Alison Lebwohl (facilitator), Paul Dearlove, James Tye, Greg Fries, Mark Riedel, Martye Griffin (observer), Rory Rhinesmith (guest), Sarah Dance (UW fellow), Missy Nergard, Kyle Minks, Coreen Fallat, Matt Diebel

Anticipated Outcomes

1. Information shared: financial statement
2. Decision: next steps in resourcing the work
3. Decision (closed session): updated facilitation contract

Welcome (Mark Riedel)

- Rory Rhinesmith, consultant with SRF and former Wisconsin DOT Deputy Administrator of Statewide Bureaus, was introduced. Rory is volunteering his time as an advisor to the Executive Committee as it seeks to procure the necessary contracted resources following the Qualifications-Based Selection model.
- *Acceptance of summary notes from the June 12, 2020 Executive Committee meeting as presented. No corrections or changes were requested. (All in favor)*
- An overview of the agenda was provided.
- An updated “Decisions Tracker” document was shared.

Financial Statement (Paul Dearlove)

An income-expense report, updated through 6/30/20, was shared and discussed. Total budgeted income of \$320,000 is what should be available to fund our work assuming the receipt of all committed partner and collaborator contributions within the project period. Budgeted expenses are considered “placeholder” amounts to give rough approximations of how funds would be allocated. Included is \$25,000 in “unallocated” that can go to an unanticipated expense category or moved into an existing category. “Received or expended” are amounts that have come in from our partners and collaborators, or that have been spent on approved expenses. “Projected” income and expense amounts for 2020 and 2021 are estimated to help anticipate cash flow surpluses or deficits each year. As of 6/30/20, there was \$41,751 in cash on hand, \$212,000 in receivables, and \$66,249 in expenditures to date.

Discussion highlights:

- Preference is for future reports to break out in-kind from actual expenses, such as by including a notation on in-kind amounts as a footnote. That way it will be easier to track actual cash expenditures. This applied to facilitator expenses where some of Lebwohl’s time was being donated.
- A separate footnote would be helpful to explain that the “project management” line item is being incurred by Clean Lakes Alliance and covered by a DNR grant it received.

Decision: *Approval to share the income-expense report, updated through 6/30/20 and with the above adjustments, with the Steering Team. (All in favor)*

Getting the Work Done – Request for Qualifications Packet (Mark Riedel & Paul Dearlove)

The RFQ packet (previously shared) was reviewed and discussed. The packet include a preliminary scope of services, project description, schedule of activities, weighted evaluation criteria, short list of recommended firms to receive an invitation, and pre-drafted consultant communications.

Discussion points:

- The project-orientation meeting with consultants will be moved to within a week prior to the due date for Statements of Qualification (SOQs).
- A rough budget of \$167,000 will be added. It is important for partner and collaborator contributions to be “in the bank” before contracts are signed.
- Once a firm is selected, it is well understood that contract negotiations may be canceled at any time and for any reason. Therefore, it was decided that including such language in the RFQ was unnecessary and should be removed.
- Some additional detail was added to what is required in the SOQ submissions. Those added details include the proposed approach and timeline for meeting key deliverables, and more information pertaining to the lead personnel (billing rates, percentage of overall time working on the project, etc.).
- It is understood that it is unlikely to find one firm will be best qualified to fulfill all the different project needs. Hope is to find a firm that can act as the project lead, much like a general contractor. The lead firm would do most of the work, but also bring in outside resources or subcontractors when needed or appropriate. This should all be addressed in the SOQ that gets submitted.
- UW-Madison Division of Extension could be asked to play a contract role with public engagement. These expectations will need to be spelled out during contract negotiations once a lead firm is selected.

Decision: *Paul Dearlove to serve as the Executive Committee’s authorized agent and communication liaison with prospective consultants. (All in favor)*

Decision: *Approval of the Preliminary Scope of Services with agreed upon edits. (All in favor)*

Decision: *Approval of the Schedule of Activities with agreed upon edits. (All in favor)*

Decision: *Approval of the short list of firms, but with agreement that additional firms will be added if recommended prior to the amended 7/14/20 RFQ dissemination date. (All in favor)*

Decision: *Approval of the weighted Evaluation Criteria as presented, and with the addition of explicit language regarding Diversity, Equity & Inclusion when it comes to public outreach. (All in favor)*

NOTE: Selection committee members to include James Tye, Missy Nergard, Mark Riedel, Greg Fries and Kyle Minks. Members will set aside time to review and score consultant SOQs and conduct interviews according to the Schedule of Activities.

Facilitator Contract (Paul Dearlove)

A proposed contract addendum was reviewed that adjusts for the increased amount of Alison Lebwohl's time being spent on the project. In recent months, a significant amount of this additional time has been donated as in-kind. The addendum also extends the contract period through December 2021 to better reflect the updated project timeline. Furthermore, it allows for a tiered and more flexible billing structure, and one that includes a deeply discounted retainer rate. While recent months have been very time intensive due to COVID-19 impacts and extra/longer meetings, future months could be more variable, especially once a consulting group is hired to help Dearlove and Lebwohl with overall project management.

Referring back to the financial report, it was noted that the budget amount for professional facilitation was a best-guess estimate, reflecting an average of about 24 hours per month going forward. The original contract's estimate of 14 hours per month was found to be less than adequate, with 25-35 hours being more typical over the past few months.

Decision: *Approval of the facilitator contract addendum. (All in favor)*

Adjourn

It was agreed that the August 14th Executive Committee meeting will be held from 8:30-10:30 a.m.

Meeting adjourned at 11:20 a.m.