



**EXECUTIVE SUMMARY
COMMERCIAL FISHERIES REVITALIZATION PLAN
CORE COMMITTEE MEETING
January 10, 2008 10:00 a.m. Port Administration Building**

Meeting attendees:

Deborah Ruddock, Peter Flournoy, Scott Breidenthal, Peter Halmay, Mitch Hobron, Scott Hawkins, Steve Foltz, Jonathan Hardy, Cathy Driscoll, Lewis Michaelson, August Felando, Kelly Falk, Maryanne Kind, Matthew Earle, Adam Krohn, Matthew Valerio, Bruce Cummings

1. Introduction

Kelly Falk (Port Real Estate Dept.) recapped the project status. Following the Information Exchange Meeting on December 6, 2007, only one proposal was submitted - by Lisa Wise Consulting (LWC). Port staff will bring the consultant selection and agreement to the Board of Port Commissioners in March 2008.

Although the RFQ was widely distributed and advertised, the focused and specific aspects of the scope of work and the lack of availability of expertise in the field of commercial fisheries may have prevented a broader response.

2. Comments and Discussion Regarding Proposal/Committee Direction:

After discussion on the necessity of the interview process, the items needing negotiation and the need for documentation of due diligence, Committee members were asked to submit questions and/or comments to Kelly Falk in preparation for the interview. Matthew Earle gave a brief overview of the interview process.

The Committee discussed various firms to whom the RFQ was distributed, and the reasons they may not have responded. The Committee then discussed LWC's proposal and qualifications.

3. Next Steps

Committee members agreed to schedule the interview, with all members invited to serve on the Interview Selection Panel and subsequent Decision Analysis. Committee members were encouraged to do further research regarding the firms who received the RFQ but did not respond, the fishery process and related items, other commercial fisheries, and references for LWC and Henry Pontarelli, Principal and Project Manager. A Decision Analysis will be conducted following the interview, and will result in a final recommendation by the Core Committee either to proceed with LWC or to reissue the RFQ.

The Board of Port Commissioners will be offered individual briefings prior to the March Board meeting.

4. Action Items

- (a) Matthew Earle will give Kelly Falk draft LWC letter inviting them to interview.
- (b) Committee members will send interview questions to Kelly Falk by January 15.
- (c) Kelly Falk will contact LWC regarding date/time of interview.
- (d) Pre-Interview Meeting, Interview and Decision Analysis will be conducted on January 22.

5. Public Comments

There were no public comments.