



Working together, restoring the river

EXECUTIVE COMMITTEE MEETING SUMMARY

Wednesday, April 22, 2009, 1:30 p.m.

City of Livonia

James W. Ridgway, P.E.
Executive Director

Allen Park
Auburn Hills
Beverly Hills
Bingham Farms
Birmingham
Bloomfield Hills
Bloomfield Twp.
Canton Twp.
Commerce Twp.
Dearborn
Dearborn Heights
Farmington
Farmington Hills
Franklin
Garden City
Inkster
Lathrup Village
Livonia
Melvindale
Northville
Northville Twp.
Novi
Oak Park
Oakland County
Orchard Lake
Plymouth
Plymouth Twp.
Pontiac
Redford Twp.
Rochester Hills
Romulus
Southfield
Superior Twp.
Troy
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport
Authority
West Bloomfield Twp.
Westland
Wixom
Ypsilanti Twp.

1. Welcome – Tim Faas, Chair

2. Roll Call of Members

ECT took roll call of members and others present. A quorum was present.

ARC Executive Committee			Attended Meeting
Officers			
Chair	Tim Faas	Canton	Y
Vice-Chair	Gary Mekjian	Southfield	Y
Treasurer	Jennifer Lawson	Troy	Y
Past Vice-Chair	Wayne Domine	Bloomfield Township	Y
Counties			
Oakland Co. – Rep.	John McCulloch	OCWRC	N
NOakland Co. – Alt.	Phil Sanzica	OCWRC	N
Oakland Co. – Alt.	Joseph Colaianne	OCWRC	N
Washtenaw Co. - Rep.	Janis Bobrin	WCDC	N
Washtenaw Co. - Alt.	Michelle Bononi	WCDC	N
Wayne Co. - Rep.	Kurt Heise	WCDOE	Y
Wayne Co. - Alt.	Kelly Cave	WCDOE	N
SWAGs			
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield	Y
Main 1 & 2 - Alt.	Meghan Bonfiglio	Bloomfield Township	Y
Main 3 & 4 - Rep.	Jim Murray	Dearborn	N
Main 3 & 4 - Alt.	Eric Witte	Melvindale	N
Upper - Rep.	Tom Biasell	Farmington Hills	N
Upper - Alt.	Jim Zoumbaris	Livonia	Y
Middle 1 - Rep.	Jill Rickard	Northville Township	N
Middle 1 - Alt.	Aaron Staup	Novi	N
Middle 3 - Rep.	Jack Barnes	Garden City	Y
Middle 3 - Alt.	Kevin Buford	Westland	N
Lower 1 - Rep.	Bob Belair	Canton Township	Y
Lower 1 - Alt.	Dan Swallow	Van Buren Township	Y
Lower 2 - Rep.	Ramzi El-Gharib	Wayne	N
Lower 2 - Alt.	Tom Wilson	Romulus	N

Others Present: Gary Zorza, Vice-Chair – Technical Committee; Amy Mangus, SEMCOG; Chuck Hersey, SEMCOG; Tracy Rivard, Detroit Public TV, Zachare Ball, ECT Staff and Chris O’Meara, ECT Staff

c/o ECT, 719 Griswold, Suite 1040, Detroit, MI 48226 -- Ph: 313-963-6600 Fax: 313-963-1707

3. Summary of March 18, 2008 Executive Committee Meeting

A motion was made by Jim Zoumbaris to accept the March 18, 2009 meeting summary. The motion was seconded by Wayne Domine. Motion passed.

4. Additions or Changes to Draft Agenda

There were no additions or changes to the draft agenda.

5. Executive Director Report

a. National Oceanic and Atmospheric Administration (NOAA) Grant

Jim Ridgway summarized the NOAA grant that was submitted in early April on behalf of the ARC who partnered with the Great Lakes Commission (GLC). Jennifer Lawson coordinated the grant effort on behalf of the ARC and it was decided that there was a better chance of success if the ARC partnered with the GLC. Priority is being given to delisting projects from the Rouge AOC report. The grant consisted of three projects:

- Evans Creek Wetlands Treatment (Lawrence Technological University)
- Green Corridors (Wayne County Parks and Oakland County Planning and Econ. Devel)
- Danvers Pond (Dam removal in Farmington Hills, non-AOC project, but shovel ready)

A copy of the final submittal will be forwarded to the Executive Committee by ARC staff.

b. WMP Comments

J. Ridgway said that ARC staff expects the MDEQ review comments on the Watershed Management Plan in May. There was a discussion at the Finance Committee meeting regarding the need for a future budget amendment when we see the MDEQ's comments and know what effort will be required of the ARC staff to respond to those comments.

c. 2008 Executive Director Annual Report

J. Ridgway stated that a copy of the 2008 Executive Director Annual Report was distributed to the Executive Committee.

d. Report from SEMCOG on regional watershed efforts

Tim Faas stated that at the full ARC meeting in December, 2008, he reviewed the future strategies to move the ARC forward. He talked about building and enhancing our relationships with partners like SEMCOG. ARC officers met with Chuck Hersey to discuss future partnership opportunities with the ARC. A summary sheet was distributed which outlined issues regarding the Phase II Permit, LID/innovative storm water management, financing and state/federal initiatives. SEMCOG offered to assist communities with their possible MDEQ audits and to develop PE materials and seminars.

T. Faas stated that SEMCOG could help influence the state on alternative approaches. The permit has been very vague. The ARC may be able to convince the state that there could be one set of alternative approaches by working with SEMCOG and other groups.

C. Hersey gave an update on the storm water utility legislation. He stated that it has been introduced and they are trying to work out the differences. He is expecting a hearing or vote soon. C. Hersey stated that there are three tests to the Bolt Bill: 1.) regulatory, 2.) voluntary, and 3.) cost has to reflect the fees of service. The bill would give people credit if they use the system. They are also asking the Supreme Court to certify the bill. W. Domine asked if use is determined by flow in the storm system. C. Hersey stated that there are four to five commonly used engineering methods to make the calculation. Basically, he said, if you use it you need to pay into the system. W. Domine asked how it would impact townships, which don't own the roads. And if the Bill allows the county to charge the communities. C. Hersey replied yes. He stated that you can't form a utility unless you own and operate a system. You can't use a system unless you have people to use it and allocate a cost to it. Gary Mekjian made the motion

to have SEMCOG make a similar presentation at the Full ARC meeting in May. The motion was seconded by J. Zoumbaris, motion passed.

SEMCOG invited the ARC to participate in the following events:

- May 6 – Partners for Clean Water meeting discussing alternative approaches to clean housekeeping
- LID outreach workshops
- SEMCOG University events

6. Standing Committee Reports

a. Finance Committee

i. Friends of the Rouge (FOTR) Presentation/Proposal

J. Lawson informed the committee that FOTR officers attended the Finance Committee meeting on April 21, 2009 and presented the attached letter requesting funding support from the ARC in the amount of \$38,600 for fiscal year 2008-2009 and \$38,600 for 2009/2010. The officers reviewed with the Finance Committee the steps they have taken to reduce their costs. They have eliminated a full-time position, are doing more fundraising events and are streamlining the programs. The economy downturn and the loss of contributions from longstanding contributors, such as the auto companies, has prompted the need for assistance from the ARC. Dan Swallow asked what was the balance of the ARC's unallocated budget. The ARC budget for 2009 has \$71,099 available in unallocated funds. The motion was made by Bob Belair to bring the request to the Full ARC for discussion. The motion was seconded by G. Mekjian, motion passed. Kurt Heise stated that the Rouge grant will require a contract and scope of services be prepared by the ARC if the funding is approved. T. Faas asked that J. Lawson invite the FOTR to attend the full ARC meeting to field any questions.

ii. 2009 Budget Status Report

Chris O'Meara reviewed the Quickbooks budget status report, accounts payable, accounts receivable and the member communities balance detail and the checkbook information with the committee. C. O'Meara said committee members should let her know if they would like to see other budget detail. C. O'Meara stated that the next round of dues invoices will be going out within the next week.

iii. 501 (c)(3) designation

C. O'Meara informed the committee of the progress of the 501(c)(3) application. The lawyer has finalized the application and has made suggested changes to the bylaws. Any changes to the bylaws are minimal and are required to receive the non-profit designation. The lawyer has suggested the ARC Executive Committee adopt and sign a Conflict of Interest Policy as a requirement of the 501(c)(3) application. The ARC was also required to apply for a new tax ID number before applying for the non-profit designation. The application has been sent to the ARC Officers for review and should be ready to submit after the Full ARC meeting in May. The designation approval process may take three to six months, but the designation can be back-dated to the date of submittal. C. O'Meara also said that the lawyer will be drafting a new resolution for the communities to adopt at a later date for membership in the ARC nonprofit organization.

iv. MiEARTH - PIE Budget Amendment Request #1

Tracy Rivard from Detroit Public Television (DPT) gave a brief presentation about the multi-media platform www.MiEARTH.org which is similar to the very popular MiVOTE that was utilized during the recent presidential election. DPT is requesting that the ARC sponsor the Green Community section of the website. Sponsorship would help publicize the ARC's activities through the MiEARTH website, targeted radio and television coverage and through Signal magazine, a public television quarterly publication that goes to 60,000 subscribers. DPT is requesting funding for three years of programming in the amount of \$25,000 annually. T. Faas

asked what the total budget is for the program. T. Rivard said it is \$380,000 per year. W. Domine asked what half the amount, \$12,500, would include. T. Rivard replied that the ARC would be featured on the website and in the Signal magazine. G. Mekjian asked if the content of the videos on the website are screened prior to going up. T. Rivard said yes they are vetted prior to being uploaded. The committee asked to review the final report of the MiVOTE program. J. Lawson stated that the PIE Committee has prepared a budget amendment that would include \$12,500 for the MiEARTH programming. The Executive Committee discussed the ARC funding \$12,500 for DPT's fiscal year ending June 30, 2009, \$25,000 for fiscal year ending June 30, 2010 and fiscal year ending 2011 and then \$12,500 for fiscal year ending June 30, 2012. K. Heise stated that the Rouge grant will require a contract and scope of services be prepared by the ARC if the funding is approved. The motion was made by G. Mekjian to approve the PIE Budget Amendment #1 for PIE tasks 3 and 4 and recommend it to the Full ARC. The motion was seconded by J. Zoumbaris, motion passed.

v. PIE Budget Amendment Request #2

J. Lawson reviewed the PIE Budget Amendment Request #2 which is reallocating Wayne County budget from PIE3 (Public Education Materials) to PIE 1 (Green Infrastructure Campaign) to support the addition effort involved in the Green Infrastructure Campaign project selection, site visits and meetings than originally anticipated. The motion was made by J. Zoumbaris to approve the PIE Budget Amendment #2 for PIE tasks 1 and 3 and recommend it to the Full ARC. The motion was seconded by G. Mekjian, motion passed.

vi. Technical Committee Budget Amendment Request #1

Gary Zorza reviewed the budget amendment request #1 for the Technical Committee's TC3 – Green Infrastructure and Impervious Cover Mapping. The Technical Committee is requesting budget for the Executive Director for staff time needed to 1) interview the two highest ranked bidders, 2) solicit and secure funding from about 20-25 border communities (those not entirely in the Rouge River Watershed), if they chose to have their entire community included in the survey and 3) provide administrative oversight during execution of the work. Although procurement the land cover contractor was included in the Executive Director's contract, staff costs for coordinating and participating in the bidder interviews and staff costs associated with the expansion of the survey outside the Rouge River Watershed was not anticipated. In addition, cost for administrative oversight of the selected contractor was not included the Executive Director's contract. The committee is requesting \$4,150 be transferred to the Executive Director budget which is available in the Technical Committee's current budget for this line item. The motion was made by T. Faas to approve the TC Budget Amendment #1 for TC Task 3 and recommend it to the Full ARC. The motion was seconded by J. Zoumbaris, motion passed.

vii. Technical Committee Budget Amendment Request #2

G. Zorza reviewed the budget amendment request #2 for the Technical Committee's TC4 – Pursuing Grant Opportunities. During 2009, the Executive Director staff has submitted two grant applications: the first was a CMI grant for water quality monitoring to support IDEP efforts, and the second was a NOAA grant for habitat improvements at Evans Creek Wetlands Treatment, Danvers Pond, and Green Corridors (Wayne County Parks and Beechwood Park in Southfield). The budget for the CMI grant request was \$37,180 (grant) plus \$12,500 in matching funds. The budget for the NOAA grant was \$2,526,812 with no matching funds. The grant preparations have expended the budget for this line item. The Executive Director requests an additional \$8,350 in funding to cover the cost of preparing two to four additional grant applications in 2009. Specific grant applications will follow the ARC Grant procedures through the Grants Committee. The motion was made by G. Mekjian to approve the TC Budget Amendment #2 for TC task 4 and recommend it to the Full ARC. The motion was seconded by J. Zoumbaris, motion passed.

b. Organizational Committee

K. Heise stated that the Organizational Committee reviewed the Conflict of Interest Policy prepared by the lawyer for the 501(c)(3) via email. The committee had no changes and thought it was very thorough. The committee would ask that the policy be forwarded to the Full ARC for adoption at the next full ARC meeting in May. The motion was made by K. Heise to approve the Conflict of Interest Policy and recommend it to the Full ARC for adoption. The motion was seconded by J. Zoumbaris, motion passed.

c. PIE (Public Involvement and Education) Committee

Brandy Siedlaczek reported that the PIE Committee is planning various septic system workshops. They are moving forward on the design of the green infrastructure projects and on updating the Detention Pond Maintenance Manual. There was some discussion about incorporating video workshop on the MiEARTH website.

d. Technical Committee

i. Contract Approval Procedure

G. Zorza stated that during the contract preparation with the Land Cover RFP the Technical Committee saw a need for a Contract Approval Procedure for contract over \$20,000. The proposed procedure requires the chair of the committee overseeing the contract to recommend the contract to the Executive Committee. The Executive Committee will then authorize the Executive Director staff to prepare the contract. The contract will go to a review committee. After the contract is reviewed it will then go back to the Executive Director staff and ARC chair. The motion was made by Jack Barnes to approve the Contract Approval Procedure and recommend it to the Full ARC for adoption. The motion was seconded by G. Mekjian, motion passed.

ii. Land Cover RFP/Michigan Tech Research Institute

G. Zorza reported that two firms, Sanborn and Michigan Tech Research Institute were invited to an interview and the committee chose Michigan Tech Research Institute. The review committee agreed to just acquire the level 1 land cover classifications (i.e. impervious, woody, non-woody vegetation, barren, water) and forego the level 2 classifications (i.e. further classification of the woody and non-woody vegetation classifications) at this time. This decision was based on cost and the determination that there would be limited benefits gained from the level 2 classifications.

The interviews took place on April 3, 2009 at Farmington Hills. The interviews gave the review committee a better understanding of each candidate's project understanding, capabilities, deliverables and communication strategy. There was unanimous consensus from the review committee members participating in the interview that both contractors have the capability to provide a comparable land cover inventory. The review committee recognized that Sanborn has extensive knowledge in land cover inventory, specifically in Southeast Michigan; however, it was the opinion of the review committee that they had minimal value added services for the price difference (\$72,121 vs. MTRI's \$34,260).

The Technical Committee is recommending that Michigan Tech Research Institute be awarded the ARC Land Cover Inventory Contract in the amount of \$34,260. This price includes acquisition of the land cover inventory classes for non-ARC member communities (88 SQ. MI.) in the Rouge Watershed at a cost of \$2,008. ARC member communities with area beyond the Rouge will be given the option in advance of the work to acquire the land cover inventory classes at a price of \$15 per SQ. MI. which is recommended to be paid to the ARC by a date to be established by the Executive Director. Due to the \$38,000 cost differential between MTRI and the second highest ranked bidder (Sanborn), the Technical Committee is also recommending that a contract payment schedule be set up to ensure that MTRI provides the level of detail specified in the RFP.

The motion was made by J. Zoumbaris to award the contract for land cover services to Michigan Tech Research Institute. The motion was seconded by W. Domine, motion passed.

7. Report from WCDOE

K. Heise stated that cooperation continues to be an issue with the MDEQ. Charlie Dunn will be at the Full ARC meeting in May to give an update to all at the beginning or end of the meeting. K. Heise stated that the OMI drainage district and director's council continues moving forward. There are active discussions regarding federal funding for the OMI drainage district.

8. Report from SWAGS

There was nothing to report.

9. Summary of Executive Committee Actions

- The Committee approved the 3/18/09 Executive Committee Meeting Summary.
- ARC staff will forward the final NOAA grant to the Executive Committee.
- The Committee approved the presentation of the FOTR funding request at the next Full ARC meeting for discussion.
- ARC staff will invite FOTR to attend the Full ARC meeting.
- ARC staff will draft budget amendment for FOTR funding.
- The Committee voted to approve PIE Budget Amendment #1 for PIE3 and PIE4 and recommend it to the Full ARC.
- The Committee voted to approve PIE Budget Amendment #2 for PIE1 and PIE3 and recommend it to the Full ARC.
- The Committee voted to approve Technical Committee Budget Amendment #1 for TC3 and recommend it to the Full ARC.
- The Committee voted to approve Technical Committee budget Amendment #2 for TC4 and recommend it to the Full ARC.
- The Committee requested SEMCOG present at the next Full ARC meeting.
- The Committee requested DPTV to present the MiEarth funding request at the next Full ARC meeting.
- ARC staff will forward the final report of MiVOTE to the Executive Committee for review.
- The Committee voted to approve the Conflict of Interest Policy and recommend it to the Full ARC for adoption.
- The Committee voted to approve the Contract Approval Procedure and recommend it to the Full ARC.
- The Committee voted to award the Land Cover Services Contract to Michigan Tech Research Institute.

10. Upcoming Meeting(s)

- Huron River Watershed Council Annual Meeting is April 30, 2009 at 5:30 p.m.
- Full ARC, 1:30 p.m., May 5, 2009, Lloyd A. Stage Environmental Interpretive Center, Troy
- Lower 1/Middle 1 SWAG, May 19, 2009 9:30 a.m., Northville Twp. Hall Training Room, 44405 Six Mile Rd.
- Middle 3/Lower 2 and Main 3-4 SWAG, May 19, 2009, 1:30 p.m., Livonia DPW office, 12973 Farmington Rd.
- Main 1-2/Upper SWAG, May 20, 2009, 1:30 p.m., Longacre House, Farmington Hills
- Finance Committee, 1:30 p.m. June 4, 2009, Location to be determined
- PIE Committee Meeting, noon, July 9, 2009, Beverly Hills (Howard Knorr's house)

11. Adjourn

The motion to adjourn the meeting was made by K. Heise. The motion was seconded by J. Lawson, motion passed.

ARC Executive Committee Attendance List

Meeting Date: 4/22/09

Name	Community	Attended	Initials	
Alsaigh	Razik	WCDOE	<input type="checkbox"/>	—
Ball	Zachare	ECT	<input checked="" type="checkbox"/>	ZB
Barnes	Jack	Garden City	<input checked="" type="checkbox"/>	JIA
Belair	Bob	Canton Township	<input checked="" type="checkbox"/>	BB
Biasell	Thomas	Farmington Hills	<input type="checkbox"/>	—
Bobrin	Janis	Washtenaw County	<input type="checkbox"/>	—
Bonfiglio	Meghan	Bloomfield Township	<input checked="" type="checkbox"/>	MB
Bononi	Michelle	Washtenaw County	<input type="checkbox"/>	—
Buford	Kevin	Westland	<input type="checkbox"/>	—
Buiten	Mike	Wayne	<input type="checkbox"/>	—
Cave	Kelly	Wayne County	<input type="checkbox"/>	—
Colanne	Joe	Oakland County	<input type="checkbox"/>	—
Domine	Wayne	Bloomfield Township	<input checked="" type="checkbox"/>	WD
El-Gharib	Ramzi	Wayne	<input type="checkbox"/>	—
Faas	Tim	Canton Township	<input checked="" type="checkbox"/>	TF
Heise	Kurt	Wayne County	<input checked="" type="checkbox"/>	KH
Janus	Demetria	ECT	<input type="checkbox"/>	—

Meeting Date: 4/22/09

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Lawson	Jennifer	Troy	<input checked="" type="checkbox"/>	<i>JL</i>
McCulloch	John	Oakland County	<input type="checkbox"/>	
Mekjian	Gary	Southfield	<input checked="" type="checkbox"/>	<i>GM</i>
Mullett	Noel	WCDOE	<input type="checkbox"/>	
Murray	Jim	Dearborn	<input type="checkbox"/>	
Payne	Dave	Bloomfield Township	<input type="checkbox"/>	
Rickard	Jill	Northville Township	<input type="checkbox"/>	
Ridgway	Jim	ECT	<input type="checkbox"/>	
Sanzica	Phil	Oakland County	<input type="checkbox"/>	
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	<i>BS</i>
Staup	Aaron	Novi	<input type="checkbox"/>	
Swallow	Dan	Van Buren Township	<input checked="" type="checkbox"/>	<i>DS</i>
Wilson	Tom	Romulus	<input type="checkbox"/>	
Witte	Eric	Melvindale	<input type="checkbox"/>	
Zorza	Gary	Farmington Hills	<input checked="" type="checkbox"/>	<i>GRZ</i>
Zoumbaris	Jim	Livonia	<input checked="" type="checkbox"/>	<i>JMZ</i>