



Working together, restoring the river

James W. Ridgway, P.E.  
Executive Director

## DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

Thursday, August 26, 2010, 1:30 p.m.  
Canton Twp. Administrative Bldg., Lower Level Room A  
1150 Canton Center Rd.

**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
<b>Officers</b>			
<b>Chair</b>	Tim Faas	Canton	Y
<b>Vice-Chair</b>	Gary Mekjian	Southfield	Y
<b>Interim Treasurer/Past Vice-Chair</b>	Wayne Domine	Bloomfield Township	Y
<b>Counties</b>			
<b>Oakland Co. – Rep.</b>	John McCulloch	OCWRC	N
<b>Oakland Co. – Alt.</b>	Jim Wineka	OCWRC	Y
<b>Oakland Co. – Alt.</b>	Joseph Colaianne	OCWRC	N
<b>Washtenaw Co. - Rep.</b>	Janis Bobrin	WCWRC	N
<b>Washtenaw Co. - Alt.</b>	Meghan Bonfiglio	WCWRC	Y
<b>Wayne Co. - Rep.</b>	Kelly Cave	WCDPS	Y
<b>Wayne Co. - Alt.</b>	Noel Mullett	WCDPS	N
<b>SWAGs</b>			
<b>Main 1 &amp; 2 - Rep.</b>	Brandy Siedlaczek	Southfield	N
<b>Main 1 &amp; 2 - Alt.</b>	Noah Mehalski	Bloomfield Township	N
<b>Main 3 &amp; 4 - Rep.</b>	Jim Murray	Dearborn	Y
<b>Main 3 &amp; 4 - Alt.</b>	Eric Witte	Melvindale	N
<b>Upper - Rep.</b>	Tom Biasell	Farmington Hills	N
<b>Upper - Alt.</b>	Kevin Maillard	Livonia	N
<b>Middle 1 - Rep.</b>	Jill Rickard	Northville Township	N
<b>Middle 1 - Alt.</b>	Aaron Staup	Novi	N
<b>Middle 3 - Rep.</b>	Jack Barnes	Garden City	N
<b>Middle 3 - Alt.</b>	Kevin Buford	Westland	N
<b>Lower 1 - Rep.</b>	Bob Belair	Canton Township	Y
<b>Lower 1 - Alt.</b>	Dan Swallow	Van Buren Township	N
<b>Lower 2 - Rep.</b>	Ramzi El-Gharib	Wayne	Y
<b>Lower 2 - Alt.</b>	Tom Wilson	Romulus	N

**Others Present:** Gary Zorza, Vice-Chair – Technical Committee; Lisa Appel, Cranbrook Institute of Science; Jim Ridgway, Executive Director; Zachare Ball, ECT Staff, and Chris O’Meara, ECT Staff

- 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
- Troy
- Van Buren Twp.
- Walled Lake
- Washtenaw County
- Wayne
- Wayne County
- Wayne County Airport Authority
- Westland
- Wixom

Cooperating Partners:  
Friends of the Rouge  
Southeastern Oakland  
County Water Authority  
Wayne State University

### **3. Additions or Changes to Draft Agenda**

Two additions were made to Agenda Item 9 regarding: 1) a status update on the contested case, and 2) a presentation by SEMCOG on the SRF reform at the 9/9 Full ARC meeting.

### **4. Summary of June 29, 2010 Executive Committee Meeting**

A motion was made by Jim Wineka to accept the June 29, 2010, meeting summary. The motion was seconded by Meghan Bonfiglio. Motion passed.

### **5. Executive Director Report**

#### **a. Grant Status Report**

Jim Ridgway reviewed the handout showing the required match for the GLRI and Rouge Round X grants.

There was some discussion regarding the Wayne Road Dam project and why it was chosen. J. Ridgway explained that the Wayne Road Dam project was a priority project within the Rouge Watershed as a whole and is not to benefit just the City of Wayne. These are the types of projects that are getting funded. In order for the river to be restored we need to do these types of projects. Jim Murray asked whether we should be entering into an inter-agency agreement with Wayne County. Kelly Cave stated that she will look at what is needed in the agreement as she works with other similar projects. There was discussion on whether the work will need to be bid out or if it can be considered as a special project under the Executive Director Services contract. Razik Alsaigh and Tim Faas discussed the issue of special projects and the scope of services under the Executive Director Services and Tim stated that this fall under the special projects. Gary Zorza asked how other communities can get funding for their projects. J. Ridgway stated that communities need to keep letting us know what they would like in the future. There was discussion regarding a process/procedure to rank projects. J. Ridgway stated that a lot of the available grants are targeted for certain projects for example ones that are shovel ready, etc. The Wayne Road Dam project was funded because it was on the AOC delisting program. The motion was made by G. Mekjian to recommend to the Full ARC to accept the GLRI and Round X grants and to approve the match required. The motion was seconded by Bob Belair, motion passed.

Zachare Ball reviewed the memo regarding the Public Advisory Council Support Grants for Michigan AOCs. The ARC, RRAC, Wayne County and Friends of the Rouge are applying for a \$25,000 Public Advisory Council Grant from the Great Lakes Commission that would better position the ARC for federal funds to complete watershed projects in 2011-12 and beyond. Z. Ball stated that this is included in the 2010 budget amendments.

Z. Ball stated that the Executive Director Staff along with the ARC offices have been working on various outstanding items required by the EPA in regards to the GLRI grants. The policies and other items being approved today are among the items required by the EPA.

### **6. Standing Committee Reports**

#### **a. Organizational Committee**

##### ARC Policies

K. Cave reviewed the draft policies that are going to be required by the EPA to receive the GLRI grant funds. The motion was made by J. Murray to recommend to the Full ARC to adopt the following policies: Record Retention Policy, Property Management Policy, Travel Reimbursement Policy, and the Revised Purchasing Policy to include Sole Source. The motion was seconded by Ramzi El-Gharib, motion passed.

### Membership

K. Cave reviewed the request from Henry Ford Community College to become an Associate Member in the ARC. After reviewing the ARC Bylaws regarding how dues are calculated, it was determined that the college has students coming from various communities and could not be calculated the same way as the community members. It was determined that Henry Ford Community College should pay the rate of \$750 as an Associate Member. The motion was made by R. El-Gharib to recommend to the Full ARC the acceptance of Henry Ford Community College as an Associate Member in the ARC. The motion was seconded by J. Murray, motion passed.

K. Cave stated that it is still not totally clear that Cranbrook does not need a permit but would like to become a Cooperating Partner in the ARC. The motion was made by J. Murray to recommend to the Full ARC the acceptance of Cranbrook Educational Community as a Cooperating Partner in the ARC. The motion was seconded by R. El-Gharib, motion passed. Lisa Appel of Cranbrook expressed her thanks for allowing Cranbrook to partner with the ARC. She mentioned several programs that will educate the public regarding the Rouge River including the upcoming Rouge River Water Festival, Water on the Go and various public education events and programs with various schools at the Cranbrook Institute of Science. She invited ARC members to get involved by volunteering or presenting at the upcoming water festival in September.

K. Cave welcomed Meghan Bonfiglio to the Organization Committee as Washtenaw County's representative. K. Cave also informed the committee that Joan Seymour has been appointed as the Organization Committee Co-Chair.

### **b. Finance Committee**

#### 2010 Budget Status Report

Wayne Domine reviewed the balance sheet, receivables and payables.

#### 2010 Budget Amendments

W. Domine reviewed the amendments and informed the committee that the Finance Committee has reviewed them and requests that they be forwarded to the Full ARC for adoption. The motion was made by J. Murray to forward the 2010 budget amendments as presented to the Full ARC for adoption. The motion was seconded by Bob Belair, motion passed.

#### ARC Audit Year Ending 12/31/09

W. Domine reviewed the ARC Audit as presented by Tina L. Cusac, CPA. The motion was made by J. Murray to accept the F/Y 09 ARC audit and forward it to the Full ARC as information. The motion was seconded by M. Bonfiglio, motion passed.

#### Timekeeping Policy

W. Domine reviewed the ARC Timekeeping Policy that was prepared as part of the requirements for the GLRI grant. The motion was made by R. El-Gharib to recommend the Full ARC adopt the Timekeeping Policy as presented. The motion was seconded by Jim Wineka, motion passed.

#### ARC Accounting Procedures Manual

W. Domine reviewed the ARC Accounting Procedures Manual that was prepared by the ARC Staff along with the ARC's accountant as part of the requirements of the GLRI grant. The motion was made by J. Murray to recommend the Full ARC adopt the ARC Accounting Procedures Manual as presented. The motion was seconded by J. Wineka, motion passed.

### **c. PIE (Public Involvement and Education) Committee**

Zachare Ball reported on behalf of Brandy Siedlaczek that the PIE Committee held the first rain barrel sale in Redford Township which sold 619 rain barrel to 382 people and raised \$918 for the ARC Foundation. The PIE is planning another rain barrel sale in Troy for September 18. Z. Ball informed the committee that they will be giving away 1,000 Norway Spruce tree seedlings at the household hazardous waste event being held August 31 at Westland Mall. 75 of the trees will be going to the Green Schools program as well. The PIE is planning a Green Infrastructure workshop for January 2011 at Lawrence Tech.

### **e. Technical Committee**

Gary Zorza reported that all activities are progressing on budget. The eco-system brochure was eliminated under the budget amendment discussed earlier in the meeting. The storm water reporting system is in the beta testing stage and is expected to be out for the ARC members to use at the end of the year. The committee is hoping to get MDNRE to review the reporting system and get their thoughts on it. The next Technical Committee meeting is scheduled for October 5 and the collaborative action plan will be discussed. Tim Faas asked that a brief summary be given to the Full ARC on September 9. The Technical Committee is also looking for volunteer communities to test the system and that they will be hosting workshops to educate the communities on how to use the system.

### **8. Report from WCDPS**

Kelly Cave reported that the Wayne County Commission has approved the Rouge Round X grants and that they will be moving forward with IAAs. She reported that Wayne County is almost done with the 2009 Rouge Progress report and it will be available on both the Rouge and ARC websites. K. Cave informed the committee that the Rouge earmark did not make it out of committee in Washington. She informed the committee that as of now their offices are still located downtown.

### **9. Report from SWAGS**

There was nothing new to report.

### **10. Other Business**

There was no new business

### **11. Summary of Executive Committee Actions**

- The motion was made to recommend the Full ARC accept the GLRI and Round X grants and to approve the match required.
- The motion was made to recommend the Full ARC adopt the following policies: Record Retention Policy, Property Management Policy, Travel Reimbursement Policy, and the Revised Purchasing Policy to include Sole Source.
- The motion was made to recommend to the Full ARC that Henry Ford Community College be accepted as an Associate Member in the ARC.
- The motion was made to recommend to the Full ARC that Cranbrook Educational Community be accepted as a Cooperating Partner in the ARC.
- The motion was made to forward the 2010 budget amendments as presented to the Full ARC for adoption.
- The motion was made to accept the F/Y 09 ARC audit and forward it to the Full ARC as information.
- The motion was made to recommend the Full ARC adopt the Timekeeping Policy as presented.
- The motion was made to recommend the Full ARC adopt the ARC Accounting Procedures Manual as presented.

**9. Upcoming Meeting(s)**

- Finance Committee Meeting, September 21, 2010, 1:30 p.m., Bloomfield Twp. Offices
- Technical Committee meeting, October 5, 2010, 1:30 p.m., location TBD
- Finance Committee Meeting, October 7, 2010, 2:30 p.m., location TBD
- Executive Committee meeting, October 14, 2010, 1:30 p.m., location TBD
- Full ARC Meeting, October 26, 2010 at 1:30 p.m.
- PIE Committee Meeting, October 28, 2010 at 1:30 p.m., Wayne County Commerce Court Offices

**11. Adjourn**

The motion to adjourn the meeting was made by G. Zorza and seconded by J. Wineka. The motion passed.

# ARC Executive Committee Attendance List

Meeting Date: \_\_\_\_\_

Name		Community	Attended	Initials
Alsaigh	Razik	WCDOE	<input type="checkbox"/>	_____
Ball	Zachare	ECT	<input checked="" type="checkbox"/>	<i>ZB</i>
Barnes	Jack	Garden City	<input type="checkbox"/>	_____
Belair	Bob	Canton Township	<input checked="" type="checkbox"/>	<i>RB</i>
Biasell	Thomas	Farmington Hills	<input type="checkbox"/>	_____
Bobrin	Janis	Washtenaw County	<input type="checkbox"/>	_____
Bonfiglio	Meghan	Washtenaw County Water Resour	<input checked="" type="checkbox"/>	<i>MB</i>
Buford	Kevin	Westland	<input type="checkbox"/>	_____
Buiten	Mike	Wayne	<input type="checkbox"/>	_____
Cave	Kelly	WCDPS	<input checked="" type="checkbox"/>	<i>KAC</i>
Colaianne	Joe	Oakland County	<input type="checkbox"/>	_____
Domine	Wayne	Bloomfield Township	<input checked="" type="checkbox"/>	<i>WD</i>
El-Gharib	Ramzi	Wayne	<input checked="" type="checkbox"/>	<i>RE</i>
Faas	Tim	Canton Township	<input checked="" type="checkbox"/>	<i>TF</i>
Lawson	Jennifer	ECT	<input type="checkbox"/>	_____
Maillard	Kevin	Livonia	<input type="checkbox"/>	_____
McCulloch	John	Oakland County	<input type="checkbox"/>	_____

Meeting Date: \_\_\_\_\_

Name		Community	Attended	Initials
Mehalski	Noah	Bloomfield Township	<input type="checkbox"/>	_____
Mekjian	Gary	Southfield	<input type="checkbox"/>	_____
Mullett	Noel	WCDPS	<input type="checkbox"/>	_____
Murray	Jim	Dearborn	<input checked="" type="checkbox"/>	
Rickard	Jill	Northville Township	<input type="checkbox"/>	_____
Ridgway	Jim	ECT	<input type="checkbox"/>	_____
Siedlaczek	Brandy	Southfield	<input type="checkbox"/>	_____
St. Henry	Paul	Livonia	<input type="checkbox"/>	_____
Staup	Aaron	Novi	<input type="checkbox"/>	_____
Swallow	Dan	Van Buren Township	<input type="checkbox"/>	_____
Wilson	Tom	Romulus	<input type="checkbox"/>	_____
Wineka	Jim	Oakland County	<input checked="" type="checkbox"/>	
Witte	Eric	Melvindale	<input type="checkbox"/>	_____
Zorza	Gary	Farmington Hills	<input checked="" type="checkbox"/>	MRZ
Appel	Lisa	Cranbrook Institute of Science	<input checked="" type="checkbox"/>	
_____	_____	_____	<input type="checkbox"/>	_____
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