



Working together, restoring the river

James W. Ridgway, P.E.  
Executive Director

Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Canton Twp.  
Commerce Twp.  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Henry Ford College  
Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oak Park  
Oakland County  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Troy  
University of  
Michigan-Dearborn  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport  
Authority  
Westland  
Wixom

## DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

October 12, 2016, 1:00 p.m.  
Southfield Parks & Recreation, Room 223/224  
26000 Evergreen Rd.

1. **Welcome** – Brandy Siedlaczek, Chair
2. **Roll Call of Members** (ECT) and record of others present

<i>Alliance of Rouge Communities Executive Committee</i>		
<b>Officers</b>		
<b>Chair</b>	Brandy Siedlaczek	Southfield
<b>Vice-Chair</b>	Jill Rickard	Northville Twp.
<b>Treasurer</b>	Bob Belair	Canton
<b>Past Chair</b>	Gary Mekjian	Farmington Hills
<b>Counties</b>		
<b>Oakland Co. – Rep.</b>	Jim Nash	OCWRC
<b>Oakland Co. – Alt.</b>	Jim Wineka, Jacy Garrison	OCWRC
<b>Washtenaw Co.- Rep.</b>	Evan Pratt	WCWRC
<b>Washtenaw Co.- Alt.</b>	Heather Rice	WCWRC
<b>Wayne Co. - Rep.</b>	Kelly Cave	WCDPS
<b>Wayne Co. - Alt.</b>	Noel Mullett, Razik Alsaigh	WCDPS
<b>SWAGs</b>		
<b>Main 1 &amp; 2 - Rep.</b>	Charles Markus	Bloomfield Township
<b>Main 1 &amp; 2 - Alt.</b>	Olivia Olsztyn-Budry	Bloomfield Township
<b>Main 3 &amp; 4 - Rep.</b>	Vacant	
<b>Main 3 &amp; 4 - Alt.</b>	Vacant	
<b>Upper - Rep.</b>	Karen Mondora	Farmington Hills
<b>Upper - Alt.</b>	Doug Moore	Livonia
<b>Middle 1 - Rep.</b>	Tom Casari	Northville Twp.
<b>Middle 1 - Alt.</b>	Adam Wayne	Novi
<b>Middle 3 - Rep.</b>	Kevin Roney	Garden City
<b>Middle 3 - Alt.</b>	Vacant	
<b>Lower 1 - Rep.</b>	Tim Faas	Canton Township
<b>Lower 1 – Alt.</b>	Vacant	
<b>Lower 2 - Rep.</b>	Ramzi El-Gharib, Mike Buiten	Wayne
<b>Lower 2 - Alt.</b>	Roberto Scappaticci	Romulus

Cooperating Partners:

Cranbrook Institute of Science  
Friends of the Rouge  
Rouge River Advisory Council  
Southeastern Oakland  
County Water Authority  
The Henry Ford  
Wayne State University

	Page
<b>3. Additions or Changes to Draft Agenda</b>	
<b>4. Summary of June 22, 2016, Executive Committee Meeting</b>	Action 1
<b>5. Executive Director Report (ARC Staff)</b>	
a. Grant Status Report	Information 6
b. MS4 Permit Update	Discussion
c. Great Lakes Restoration event	Information
<b>6. Standing Committee Reports</b>	
a. <u>Finance Committee</u> (Belair, Treasurer/O'Meara)	
1. A/R Report - 2016 Membership Dues	Information 7
2. 2015 Audit	Information 8
3. 2016 Budget Amendment	
i. FC2 – HFE Dam Fishway Implementation Project	Action 21
ii. FC3 – Rouge Oxbow Restoration Phase 3 Project	Action 24
4. 2013 ECT Contract Amendment	
i. Revision 1 to ECT-ARC 2013 Contract, Appendix J	Action 27
ii. Appendix M – WCEPA1 – HFE Dam Fishway Implementation	Action 28
iii. Appendix N – WCEPA2 – Rouge Oxbow Restoration Phase 3 Restoration	Action 30
iv. ECT 2013 contract extension	Action 32
5. 2017 Budget Recommendations	Action 33
b. <u>Organization Committee</u> (Cave, Co-Chair)	
1. Status Report	Information
c. <u>PIE (Public Involvement and Education) Committee</u> (Markus, Chair)	
1. Status Report	Information
d. <u>Technical Committee</u> (Mondora, Chair)	
1. Status Report	Information
e. <u>Nomination Committee</u> (Faas, Chair)	Action
<b>7. Report from Counties</b>	
a. Status Report	Information
<b>8. Other Business</b>	
<b>9. Summary of Executive Committee Actions (O'Meara)</b>	
<b>10. Upcoming Meetings</b>	
a. Full ARC Meeting, November 15, 2016, from 1:00-3:00 p.m. at Wixom City Hall 49045 Pontiac Trail in Wixom	
<b>11. Adjourn</b>	



James W. Ridgway, P.E.  
Executive Director

Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Canton Twp.  
Commerce Twp.  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Henry Ford College  
Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oak Park  
Oakland County  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Troy  
University of  
Michigan-Dearborn  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County  
Airport Authority  
Westland  
Wixom

Cooperating Partners:

Cranbrook Institute of Science  
Friends of the Rouge  
Rouge River Advisory Council  
Southeastern Oakland  
County Water Authority  
The Henry Ford  
Wayne State University

## DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

June 22, 2016, 1:30 p.m.

Southfield Parks & Recreation, Room 223/224

**1. Welcome** – Brandy Siedlaczek, Chair

**2. Roll Call of Members**

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

ARC Executive Committee			Attended Meeting
<b>Officers</b>			
<b>Chair</b>	Brandy Siedlaczek	Southfield	Y
<b>Vice-Chair</b>	Jill Rickard	Northville Twp.	Y
<b>Treasurer</b>	Bob Belair	Canton	Y
<b>Past Chair</b>	Gary Mekjian	Farmington Hills	N
<b>Counties</b>			
<b>Oakland Co. – Rep.</b>	Jim Nash	OCWRC	N
<b>Oakland Co. – Alt.</b>	Jim Wineka, Jacy Garrison	OCWRC	Y
<b>Washtenaw Co.- Rep.</b>	Evan Pratt	WCWRC	N
<b>Washtenaw Co.- Alt.</b>	Heather Rice	WCWRC	Y
<b>Wayne Co. - Rep.</b>	Kelly Cave	WCDPS	N
<b>Wayne Co. - Alt.</b>	Noel Mullett/Razik Alsaigh	WCDPS	Y
<b>SWAGs</b>			
<b>Main 1 &amp; 2 - Rep.</b>	Wayne Domine	Bloomfield Township	N
<b>Main 1 &amp; 2 - Alt.</b>	Charles Markus	Bloomfield Township	Y
<b>Main 3 &amp; 4 - Rep.</b>	VACANT		
<b>Main 3 &amp; 4 - Alt.</b>	VACANT		
<b>Upper - Rep.</b>	Karen Mondora	Farmington Hills	N
<b>Upper - Alt.</b>	Doug Moore	Livonia	Y
<b>Middle 1 - Rep.</b>	Tom Casari	Northville Township	N
<b>Middle 1 - Alt.</b>	Adam Wayne	Novi	Y
<b>Middle 3 - Rep.</b>	Kevin Roney	Garden City	N
<b>Middle 3 - Alt.</b>	VACANT		
<b>Lower 1 - Rep.</b>	Tim Faas	Canton Township	N
<b>Lower 1 - Alt.</b>	VACANT		
<b>Lower 2 - Rep.</b>	Ramzi El-Gharib/Mike Buiten	Wayne	Y - MB
<b>Lower 2 - Alt.</b>	Roberto Scappaticci	Romulus	N

**Others Present:** Troy Nuccio, Garden City, Annette DeMaria, Jim Ridgway, John O'Meara, and Chris O'Meara, ECT Staff

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

There were no additions to the agenda.

### **4. Summary of March 8, 2016 Executive Committee Meeting**

The motion was made by Mike Buiten, Wayne, to accept the March 8, 2016 meeting summary. The motion was seconded by Heather Rice, Washtenaw County. Motion passed.

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

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

John O'Meara, ARC Staff, gave the grant project status report.

#### **ONGOING GRANTS:**

##### 2015 Rouge River Public Advisory Council (RRAC) Support

Project Complete. ARC Staff will distribute the project list, which was one of the deliverables for this project, at the Full ARC meeting.

##### FOTR-ARC Merger Investigation

The ARC awaits FOTR's initiation of the transitioning process. This may be delayed by the absence of an Executive Director at FOTR.

##### Collaborative Invasive Species Control in Rouge and Detroit River AOC

The ARC has been attending the work group meetings and working on handouts for some of the trainings. The project is being led by Wayne County DPS. N. Mullett reported that Wayne County continues to negotiate the phragmites contracts with plans to treat Newburgh and Wilcox Lakes in late August or September. There are around 41 sites with most in the Rouge watershed and some downriver. Wayne County continues to coordinate with FOTR and Friends of the Detroit River with a July work day planned for invasive removal.

##### US Forestry Service 2014 Tree Grant

Communities are providing their project summaries by June 2016. The ARC will finalize the grant reporting this summer for grant closure in August 2016.

##### SAW Grant: Monitoring and Stormwater Management Planning

All applications were completed, along with Collaborative Plans for IDEP, PPP, PEP and the TMDL requirements. ARC is beginning to plan of the monitoring work to be conducted under the grant. Communities include:

Beverly Hills	Garden City	Plymouth Township
Bingham Farms	Inkster	Redford Township
Birmingham	Lathrup Village	Southfield
Bloomfield Hills	Livonia	Troy
Bloomfield Township	Melvindale	Walled Lake
Canton Township	Northville	Wayne
Dearborn Heights	Northville Township	Westland
Farmington	Novi	Wayne County
Farmington Hills	Oak Park	Henry Ford Community
Franklin	Plymouth	College

##### NOAA GLRI Habitat Restoration: Henry Ford Estate Dam Fish Passage (Design)

50% design plans are being completed. Plans will be shared with project partners at a mid-July meeting. T&E, wetland, soil characterization and other field investigations have been completed this spring for permit and design considerations.

**PENDING GRANT APPLICATIONS:**2016 Rouge River Public Advisory Council (RRAC) Support

The grant would fund activities to continue general business activities of the RRAC, finalize the list of habitat project descriptions, and conduct fish sampling in the Rouge River Area of Concern (AOC). The grant request is \$30,000 with work ending in June 2017. The ARC has been notified by the State that it did receive the award. MDEQ is sending contract for the ARC to sign.

NOAA Regional Partnership

The ARC joined a partnership with Friends of Detroit River (FDR) and the Friends of the Rouge (FOTR) to submit a NOAA Regional partnership grant in February 2016. FDR is listed as the fiduciary with the ARC as the supporting member for the Rouge AOC activities. The grant is for conducting listed habitat projects within the two AOCs. NOAA has asked for some updates to the application be made by the end of June 2016 with the anticipation of announcing award of the partnership to FDR in July. Initial work on potential Rouge projects would possibly begin in 2017.

USFS Green Infrastructure Implementation

The ARC has applied for a grant from the Forest Service to conduct maintenance and enhancement for green infrastructure sites within member communities. The grant will be for \$150,000. Current ARC communities interested in participating include Livonia, Canton Twp., Village of Franklin, Farmington Hills, Walled Lake, Southfield and Wayne County.

Rouge River AOC Wayne County Habitat Restoration

EPA is going to “direct fund” the following three Rouge River AOC projects in one grant to Wayne County, with the ARC as a partner in the grant. The potential grant award could be \$6.5 million. Contracting details are currently being negotiated with the EPA with anticipated funding arriving later fall 2016. The grant is anticipated to be completed in late 2019.

- Henry Ford Estate Fishway (Construction) - This grant activity will construct the fishway that is currently be completed by the ARC under the NOAA grant. This activity will reconnect approximately 50 miles of the main river and 108 tributary miles to the Great Lakes. This project supports the removal of the Habitat Beneficial Use Impairments for the Rouge River.
- Oxbow Phase III (Construction) -This grant activity will construct the previous ARC designed Oxbow Phase 3 Restoration that was completed under a grant from NOAA. This will involve removal of a portion of the concrete channel, restoration with native vegetation and habitat structures and construction of a bridge. This project supports the removal of the Habitat Beneficial Use Impairments for the Rouge River.
- Nankin Lake Restoration (Design/Construction)- Nankin Lake Restoration will restore the ecosystem services the lake provides; valuable spawning, nursery, and forage habitat for fishes and other aquatic species of all life stages.

**GRANTS NOT AWARDED:**

None.

**b. Status of ARC/FOTR Reorganization Investigation**

There have been no additional meetings at this point with the Executive Director position still open at FOTR. The ARC representatives will meet later this fall to discuss steps forward.

**c. MS4 Permit Application Preparations and Collaborative Plans**

Annette DeMaria reported that she had some general conversations with MDEQ regarding the collaborative IDEP plan. MDEQ is preparing their comments but no date has been given of when the ARC staff will receive them.

There was some discussion regarding Johnson Creek and Annette DeMaria said there may be an option to include monitoring under the SAW grant.

## **6. Standing Committee Reports**

### **a. Finance Committee (B. Belair, Treasurer)**

#### **2016 Membership Dues**

Chris O'Meara stated that the second and final round of 2016 invoices for ARC membership have been sent out.

#### **2015 Audit**

Chris O'Meara reported that coordination with the accountants for the 2015 audit continues.

#### **2016 Budget Amendment**

##### **FC1-2016 SPAC8 RRAC Facilitation**

The ARC has received a grant from the MDEQ Office of the Great Lakes, AOC Program, 2016 Public Advisory Council (PAC) to facilitate the "Rouge River AOC PAC Support – Facilitation, Habitat & Fish" project. The ARC grant agreement have been received and will be sent back to MDEQ so that activities can begin. The total budget is \$29,945 and broken down as \$16,373 – ARC staff, \$10,002 – FOTR and \$3,570 – Wayne County. This amendment adds the SPAC8 grant budget line to the 2016 ARC Budget with funding estimated for 2016 activities in the amount of \$14,970. No match is required. The remainder of the grant funds (\$14,975) will be booked in the 2017 budget. The motion was made by Jill Rickard, Northville Twp., to forward to the Full ARC FC1 adding the SPAC8 RRAC Facilitation to the 2016 budget. The motion was seconded by Charles Markus, Bloomfield Twp., and passed unanimously.

#### **2013 ECT Contract Amendment**

##### **Appendix L – SPAC8 RRAC Facilitation**

John O'Meara reviewed this contract amendment which adds \$16,373 for the SPAC grant that the ARC received for the Rouge River AOC PAC Support – Facilitation, Habitat & Fish project. The motion was made by Jill Rickard, Northville Twp., to forward to the Full ARC the amendment adding Appendix L to the 2013 ECT Contract. The motion was seconded by Charles Markus, Bloomfield Twp., and passed unanimously.

### **b. Organization Committee**

The Organization Committee had nothing to report at this time.

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

Charles Markus reported that the PIE continues to work on the seasonal poster with the spring and summer poster being distributed now. Workshops are being planned on topics to include turf maintenance and septic system maintenance. The PIE committee has tree seedlings and native plants available for member communities to use at public events. Requests can go to ARC staff 3 weeks prior to the event.

### **d. Technical Committee**

Annette DeMaria reported that FOTR continues the macroinvertebrate monitoring. IDEP investigations are starting with Wayne County doing work in Plymouth. The IAA with Oakland County is being drafted.

**e. Nominations Committee**

If anyone is interested in serving as the Chair, Vice Chair or Treasurer please let any officer or ARC staff know. The officer position is a 2-year term.

**7. Report from Counties**

Jacy Garrison, Oakland County, reported that they continue to update their stormwater standards. They also anticipate having stakeholder workshops with communities and developers. Oakland County and DEQ are preparing the Pebble Creek Watershed Plan using 319 money. Jacy reported that Oakland County will be hosting the IDEP training this year and is planning it for mid-October. Jacy stated the Oakland County continues to work with MDEQ on their stormwater permit.

Heather Rice reported that Washtenaw County has not received their draft storm water permit yet. They have issued rules of the Water Resource Commissioners office with a new version in October.

Noel Mullett reported that Wayne County continues to modifying their stormwater program. The permit workshop was well attended with over 100 participants. The County expects to have another workshop. Noel reported that a bug hunt was done at Wayne Rd. Dam and received the best score ever. Noel reported that the County received an insecticide monitoring grant from CMI to see if how much of an impact insecticides have on the river. Sampling will begin next month with dry and wet weather and sediment events.

**8. Other Business**

None.

**9. Summary of Executive Committee Actions**

- The motion was approved to accept the March 8, 2016 meeting summary.
- The motion was approved to forward to the Full ARC FC1 adding the SPAC8 RRAC Facilitation to the 2016 budget.
- The motion was approved to forward to the Full ARC the amendment adding Appendix L to the 2013 ECT Contract.
- The Nominations Committee asked for names of members that have interest in serving as Chair, Vice-Chair or Treasurer.

**10. Upcoming Meeting(s)**

- Full ARC Meeting, July 13, 1:30 p.m. – 3:30 p.m., at Cranbrook Institute of Science in Bloomfield Hills

**11. Adjourn**

The motion to adjourn the meeting was made by Mike Buiten, Wayne, and seconded by Jill Rickard, Northville Twp. The motion passed.

## **ONGOING ARC GRANT PROJECTS STATUS – 10/10/16**

### **FOTR-ARC Merger Investigation**

The ARC awaits FOTR's initiation of the transitioning process. This may be delayed by the absence of an Executive Director at FOTR.

### **Collaborative Invasive Species Control in Rouge and Detroit River AOC**

The ARC has been attending the work group meetings and working on handouts for some of the trainings. The project is being led by Wayne County DPS.

### **US Forestry Service 2014 Tree Grant**

Communities finished tree installation and have provided their summaries. The ARC ran I-tree analysis for the project and completed the final report. Report will be submitted to USFS.

### **SAW Grant: Monitoring and Stormwater Management Planning**

Communication with MDEQ regarding applications. Monitoring planning began with discussions: on USGS stations correlation to planned monitoring areas and of MDEQs idea towards watershed approach with communities. Stormwater financing also began with request sent to ARC communities to seek out volunteers for pilots for data analysis and review of legislation under HB 5272 for potential to impact stormwater funding issues.

### **NOAA GLRI Habitat Restoration: Henry Ford Estate Dam Fish Passage (Design)**

95% design plans are being completed. ARC hosted a project partners in mid-July meeting. T&E, wetland, soil characterization, herps, and fish monitoring have all been completed. Grant has been extended to April 2017 to allow for geotech and design for long term maintenance access.

### **2016 Rouge River Public Advisory Council (RRAC) Support**

Grant has been awarded and initiated. Held RRAC meeting in September.

### **NOAA Regional Partnership**

The ARC joined a partnership with Friends of Detroit River (FDR) NOAA Regional partnership grant in February 2016. FDR has been notified that we have received a NOAA partnership. The ARC is the supporting member for the Rouge AOC activities. The grant is for conducting listed habitat projects within the two AOCs as determined by EPA and NOAA. Work on potential Rouge projects would not possibly begin until late 2017.

### **EPA Wayne County Rouge AOC Habitat Projects**

Wayne County has received a grant from EPA to complete three Rouge AOC habitat List projects, for which they are the majority landowner. The three are the Henry Ford Estate Dam Fishway, Rouge Oxbow Phase 3, and Nankin Lake Restoration. The ARC completed the design and permitting for both the Henry Ford Estate Dam Fishway and Rouge Oxbow Phase 3 and will continue its involvement by bid documents and construction oversight for the projects. Work is expected to begin at the end of this year.

## **GRANTS NOT AWARDED**

### **USFS Green Infrastructure Implementation**

The ARC applied for a grant from the Forest Service to conduct maintenance and enhancement for green infrastructure sites within member communities. The grant for \$150,000 was not awarded to the ARC.



9:28 AM

09/30/16

**Alliance of Rouge Communities**  
**A/R Aging Summary**  
**As of September 30, 2016**

---

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Great Lakes Commission - PAC grant	0.00	0.00	0.00	0.00	0.00	0.00
Melvindale	0.00	0.00	0.00	0.00	2,628.00	2,628.00
Pontiac	0.00	0.00	0.00	0.00	0.00	0.00
Redford Township	0.00	0.00	0.00	0.00	11,610.00	11,610.00
Southfield	0.00	0.00	0.00	17,943.00	0.00	17,943.00
Wayne County Airport Authority	0.00	0.00	0.00	0.00	0.00	0.00
Wayne County DOE	2,029.70	0.00	0.00	0.00	0.00	2,029.70
<b>TOTAL</b>	<b><u>2,029.70</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>17,943.00</u></b>	<b><u>14,238.00</u></b>	<b><u>34,210.70</u></b>

**ALLIANCE OF ROUGE COMMUNITIES**

**INDEPENDENT AUDITOR'S REPORT**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

# TINA L. CUSAC

10317 DURHAM RD. CLARKSTON, MI 48348  
C: 248.895.3164 F: 248.575.4224 E: TLCUSAC@AOL.COM

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
**ALLIANCE OF ROUGE COMMUNITIES**  
Canton, Michigan

I have audited the accompanying financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statements of financial position as of December 31, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Alliance of Rouge Communities as of December 31, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Tina L. Cusac, CPA*  
Tina L. Cusac, CPA  
Clarkston, Michigan  
July 26, 2016

## **INDEPENDENT AUDITOR'S REPORT**

### **FINANCIAL STATEMENTS -**

Statements of Financial Position  
Statements of Activities  
Statements of Cash Flows  
Notes to the Financial Statements

**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2015 AND 2014**

**ASSETS**

	2015	2014
CURRENT ASSETS:		
Cash and cash equivalents	\$ 154,460	\$ 124,910
Accounts receivable	350,944	50,991
Inventory	450	450
	\$ 505,854	\$ 176,351
TOTAL ASSETS	\$ 505,854	\$ 176,351

**LIABILITIES AND NET ASSETS**

CURRENT LIABILITIES:		
Accounts payable	\$ 249,978	\$ 102,177
	249,978	102,177
TOTAL LIABILITIES	249,978	102,177
NET ASSETS - unrestricted	255,876	74,174
TOTAL LIABILITIES AND NET ASSETS	\$ 505,854	\$ 176,351

See accompanying notes to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

	2015	2014
<b>REVENUE:</b>		
Membership Dues	\$ 246,900	\$ 251,449
Grants	403,377	354,396
Contributions	55,831	-
Rain Barrel Sales, net of costs of \$0 and \$50	-	(25)
Total Revenue	706,108	605,820
<b>EXPENSES:</b>		
Organization Committee		
Executive director services	70,725	103,592
Public Involvement and Education Committee		
Green Infrastructure Campaign	30,889	19,875
Public Education Materials	9,659	12,756
Website Maintenance	6,877	4,819
Watershed Steward. & Reporting/Septic System	1,799	14,013
Public Education Campaigns	12,886	-
Total Public Involvement and Education Committee	62,110	51,463
Technical Committee		
Rouge River Watershed Monitoring Activities	30,243	25,827
ARC Collaborative IDEP and E. coli TMDL Plan	41,230	71,984
Pursuing Grant Opportunities	7,048	35,721
Total Technical Committee	78,521	133,532
GLRI Projects		
Restoring Community Trees in an Urban Watershed	-	28,124
Restoring Tree Canopy in the Rouge River	10,354	-
Total GLRI Projects	10,354	28,124
MDEQ/Great Lakes Commission Projects		
RRAC Facilitation 2013	-	23,724
RRAC Facilitation 2014	23,188	16,677
RRAC Facilitation 2015	540	-
Stormwater, Asset Management and Wastewater	194,401	-
Total Great Lakes Commission Projects	218,129	40,401
NOAA Projects		
Oxbow Phase III Design	16,534	217,373
Henry Ford Estate Dam Fish Passage	35,819	-
Total NOAA Projects	52,353	217,373
Erb Family Foundation		

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

	<u>2015</u>	<u>2014</u>
Reorganization Investigation with Friends of the Rouge	22,218	-
General		
Legal and Accounting	9,074	16,077
Registration Fees	20	20
Insurance	902	885
Other	-	599
Total General	<u>9,996</u>	<u>17,581</u>
Total Expenses	<u>524,406</u>	<u>592,066</u>
<b>CHANGE IN NET ASSETS</b>	181,702	13,754
<b>NET ASSETS - beginning of year</b>	<u>74,174</u>	<u>60,420</u>
<b>NET ASSETS - end of year</b>	<u><u>\$ 255,876</u></u>	<u><u>\$ 74,174</u></u>

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

	2015	2014
<b>REVENUE:</b>		
Membership Dues	\$ 246,900	\$ 251,449
Grants	403,377	354,396
Contributions	55,831	-
Rain Barrel Sales, net of costs of \$0 and \$50	-	(25)
Total Revenue	706,108	605,820
<b>EXPENSES:</b>		
Organization Committee		
Executive director services	70,725	103,592
Public Involvement and Education Committee		
Green Infrastructure Campaign	30,889	19,875
Public Education Materials	9,659	12,756
Website Maintenance	6,877	4,819
Watershed Steward. & Reporting/Septic System	1,799	14,013
Public Education Campaigns	12,886	-
Total Public Involvement and Education Committee	62,110	51,463
Technical Committee		
Rouge River Watershed Monitoring Activities	30,243	25,827
ARC Collaborative IDEP and E. coli TMDL Plan	41,230	71,984
Pursuing Grant Opportunities	7,048	35,721
Total Technical Committee	78,521	133,532
GLRI Projects		
Restoring Community Trees in an Urban Watershed	-	28,124
Restoring Tree Canopy in the Rouge River	10,354	-
Total GLRI Projects	10,354	28,124
MDEQ/Great Lakes Commission Projects		
RRAC Facilitation 2013	-	23,724
RRAC Facilitation 2014	23,188	16,677
RRAC Facilitation 2015	540	-
Stormwater, Asset Management and Wastewater	194,401	-
Total Great Lakes Commission Projects	218,129	40,401
NOAA Projects		
Oxbow Phase III Design	16,534	217,373
Henry Ford Estate Dam Fish Passage	35,819	-
Total NOAA Projects	52,353	217,373
Erb Family Foundation		

See accompanying to the financial statements.



**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

	<u>2015</u>	<u>2014</u>
Reorganization Investigation with Friends of the Rouge	22,218	-
General		
Legal and Accounting	9,074	16,077
Registration Fees	20	20
Insurance	902	885
Other	-	599
Total General	<u>9,996</u>	<u>17,581</u>
Total Expenses	<u>524,406</u>	<u>592,066</u>
<b>CHANGE IN NET ASSETS</b>	181,702	13,754
<b>NET ASSETS - beginning of year</b>	<u>74,174</u>	<u>60,420</u>
<b>NET ASSETS - end of year</b>	<u><u>\$ 255,876</u></u>	<u><u>\$ 74,174</u></u>

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

	2015	2014
<b>CASH FLOW TO OPERATING ACTIVITIES:</b>		
CHANGE IN NET ASSETS	\$ 181,702	\$ 13,754
Changes in operating assets and liabilities which increase (decrease) cash flow -		
Accounts receivable	(299,953)	206,083
Inventory	-	50
Accounts payable	147,801	(105,592)
Other payable	-	(88,748)
	<u>\$ 29,550</u>	<u>\$ 25,547</u>
<b>NET CASH TO OPERATING ACTIVITIES</b>	<u>\$ 29,550</u>	<u>\$ 25,547</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	\$ 29,550	\$ 25,547
<b>CASH AND CASH EQUIVALENTS BALANCE - beginning of year</b>	<u>124,910</u>	<u>99,363</u>
<b>BALANCE - end of year</b>	<u>\$ 154,460</u>	<u>\$ 124,910</u>
<b>Supplemental disclosures of cash flow information:</b>		
Cash paid during the year for:		
Interest	\$ -	\$ -
Income taxes	-	-

See accompanying notes to the financial statements.

## ALLIANCE OF ROUGE COMMUNITIES NOTES TO THE FINANCIAL STATEMENTS

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

#### Nature of Organization

Alliance of Rouge Communities (ARC) was formed in 2005 as an unincorporated association operating under and authorized by Part 312 of the Michigan Natural Resources and Environmental Protection Act. ARC is a voluntary public watershed entity. Its members consist primarily of municipal governments located in Wayne, Oakland and Washtenaw counties. ARC's purpose is to encourage watershed-wide cooperation and mutual support to meet water quality permit requirements and to restore beneficial uses of the Rouge River to the area residents.

#### Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

#### Financial Statement Presentation

Financial statement presentation follows requirements of the Not-for-Profit Entities Topic of the Accounting Standards Codification. Net assets of ARC are classified as unrestricted, temporarily restricted, or permanently restricted. Contributions and income received by ARC are held in various funds which are classified as follows:

Unrestricted net assets consist of resources that are neither permanently restricted nor temporarily restricted by donor-imposed stipulations.

Temporarily restricted net assets consist of resources of which the use by ARC is limited by donor-imposed stipulations that either expire by the passage of time or can be fulfilled and removed by actions of ARC pursuant to those stipulations. As of December 31, 2015 and 2014, ARC had no temporarily restricted funds.

Permanently restricted net assets would consist of beneficial interest in perpetual trusts and funds created by donors. There are no permanently restricted funds.

#### Cash and Cash Equivalents

The organization considers all cash and amounts due from depository institutions to be cash equivalents for purposes of the statement of cash flows.

#### Revenue and Expenses

Membership dues are recognized in the period for which they cover. Dues cover the calendar year in which they are billed. Grant reimbursements are recognized in

**ALLIANCE OF ROUGE COMMUNITIES  
NOTES TO THE FINANCIAL STATEMENTS**

the period in which the reimbursable expenses are recognized.

Use of Estimates

The preparation of financial statements in conformity with general accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Tax Status

Alliance of Rouge Communities is exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service may examine the form 990 of the organization for a period of three years after the return is filed or the due date, whichever is later. Therefore, the organization is no longer subject to U.S. federal tax examinations by authorities for years before 2012.

**NOTE 2 - RELATED PARTY TRANSACTIONS:**

The Organization has a contract with ECT, Inc. for Executive Director services. The Executive Director is a shareholder and employee of ECT, Inc. The amount billed from ECT, Inc. for services and reimbursable expenses were \$336,923 for 2015 and \$447,034 for 2014.

**NOTE 3 - CONCENTRATION OF CREDIT RISK:**

The Organization maintains its cash account in a commercial bank located in Michigan. The account is guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of December 31, 2015 and 2014, the balance was fully insured.

**NOTE 4 - RECEIVABLES:**

Accounts receivable consists of membership dues that have not been paid at the end of each year and unsubmitted requests for reimbursement from local and federal agencies under the various grant agreements.

The Organization believes all receivables are collectible and therefore no allowance for doubtful accounts has been recorded.

**NOTE 5 - DONATED SERVICES:**

**ALLIANCE OF ROUGE COMMUNITIES**  
**NOTES TO THE FINANCIAL STATEMENTS**

The Organization received donated services from a non-profit organization and a local local government agency for assistance with tasks related to the public involvement and education committee and technical committee. For the years ended December 31, 2015 and 2014, the total fair value of all donated services received was \$55,831 and \$1,250, respectively.

**NOTE 7 - SUBSEQUENT EVENTS:**

Subsequent events have been evaluated through July 26, 2016, the date which the financial statements were available to be issued.

**Alliance of Rouge Communities  
DRAFT 2016 Budget**

**Anticipated Revenues Available for 2016**

2016 Anticipated Dues from Communities	\$251,435
SPAC Grant	\$23,073
GLRI Grant	\$305,000
Wayne County grants	\$38,000
SAW Grant	\$1,258,739
Erb Foundation	\$2,457
Corporate Support	\$0
Rollover Dues from 2015 Budget (per audit)	\$154,460
	\$2,033,164

Approved by Full ARC on 11/18/15

**Budget Amendments:**

FC1 - 6/13/16  
FC2 - draft  
FC3 - draft

Proposed ARC Budget Items	Committee Budget	Funding Source(3)							"Provider" Using Budget (2)
		ARC Dues	SPAC Grant	GLRI/NOAA Grant		SAW Grant	Wayne County	Other Source/Match	
<b>Organization Committee</b>									
(1)OC1 Executive Director Services	\$ 80,160	\$ 80,160							EDS
Pursuing Grant Opportunities	\$ 15,770	\$ 15,770							EDS
<b>Organization Committee Total</b>	<b>\$ 95,930</b>	<b>\$ 95,930</b>							
<b>Finance Committee</b>									
FC1 Accounting/Legal Services	\$ 17,000	\$ 17,000							outside purchase
FC2 ARC Insurance	\$ 2,500	\$ 2,500							outside purchase
<b>Finance Committee Total</b>	<b>\$ 19,500</b>	<b>\$ 19,500</b>							
<b>Public Education and Involvement Committee</b>									
PIE1 Green Infrastructure Campaign	\$ 23,500	\$ 23,500							EDS/WC/FOTR
PIE2 Public Ed Materials	\$ 15,000	\$ 15,000							EDS/WC/ARC
PIE3 Website Maintenance	\$ 5,500	\$ 5,500							EDS/ARC
PIE4 Implement Public Education Campaign	\$ 13,000	\$ 13,000							EDS/FOTR
PIE5 Watershed Stewardship and Reporting	\$ 1,500	\$ 1,500							FOTR
<b>PIE Committee Total</b>	<b>\$ 58,500</b>	<b>\$ 58,500</b>						\$ -	
<b>Technical Committee</b>									
TC1 Rouge River Macroinvertebrate Monitoring	\$ 58,500	\$ 58,500							FOTR/WC/EDS
TC2 IDEP Activities	\$ 105,000	\$ 82,500						\$ 22,500	EDS/WC/OC
<b>Technical Committee Total</b>	<b>\$ 163,500</b>	<b>\$ 141,000</b>						\$ 22,500	
<b>Total Amount Requested by All Committees</b>	<b>\$ 337,430</b>	<b>\$ 314,930</b>						<b>\$ 22,500</b>	
		ARC Dues	SPAC Grant	GLRI/NOAA Grant	FOTR/Erb Found.	SAW Grant	Wayne County	Other Source/Match	
<b>Other Grants (3)</b>									
FS2 FS2 2014 USFS EAB Grant 10/1/14-9/30/16	\$30,000			\$30,000					
SAW1 SAW grant 5/1/15-12/31/18	\$1,258,739					\$1,258,739			EDS/WC/FOTR/OC
WCGL1 Wayne County Inv. Species Col. 6/1/15-12/31/16	\$5,000						\$5,000		EDS
NOAA3 NOAA HFE Dam Fish Passage Design 9/1/15-12/31/16	\$275,000			\$275,000					EDS/WC
FOTR1 ERB Found. Reorg. Inv. 1/1/15 - 3/31/16	\$2,457				\$2,457				
SPAC7 SPAC7 RRAC Facilitation 9/25/15-3/31/16	\$8,100		\$8,100						EDS/WC
SPAC8 SPAC8 RRAC Facilitation 6/16 - 6/30/17	\$14,973		\$14,973						
WCEPA1 HFE Dam Fishway Implementation 12/1/16-6/30/18	\$16,000						\$16,000		
WCEPA2 Oxbow restoration Phase 3 12/1/16-6/30/18	\$17,000						\$17,000		
<b>Total Other Grants:</b>	<b>\$1,627,269</b>								
<b>TOTAL BUDGET</b>	<b>\$1,964,699</b>	<b>\$314,930</b>	<b>\$23,073</b>	<b>\$305,000</b>	<b>\$2,457</b>	<b>\$1,258,739</b>	<b>\$38,000</b>	<b>\$22,500</b>	
<b>TOTAL INCOME</b>	<b>\$2,033,164</b>								
<b>Available Unallocated ARC Budget (total income minus total budget)</b>	<b>\$ 68,465</b>								

**Notes**

- (1) Includes fiduciary services, advocacy and administration
- (2) EDS - Executive Director Services, WC - Wayne County, OC - Oakland County Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- (3) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.

**Amendments 6/13/16**

FC1 Adds SPAC8 MDEQ OGL AOC PAC grant total of \$29,945, with \$14,973 spent in 2016 and the remaining \$14,972 planned for the 2017 budget year.

**Draft amendments 10/4/16**

- FC2 Adds WCEPA1 Henry Ford Estate Dam Fishway Implementation Restoration Project, grant total of \$296,000 will be added to ARC budget upon grant award with \$16,000 budgeted in 2016
- FC3 Adds WCEPA2 Rouge Oxbow Restoration Phase 3 Restoration Project, grant total of \$247,000 will be added to ARC budget upon grant award with \$17,000 budgeted in 2016



## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2016 BUDGET AMENDMENT: Finance Committee Amendment FC2

**REQUEST DATE:** October 4, 2016

**LINE ITEM:** WCEPA1 Henry Ford Estate Dam Fishway Implementation Restoration Project  
**Upon IAA Award**

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** Wayne County has received a single grant from EPA to provide work for three of the Rouge River AOC listed habitat projects. Two of these projects are continuation of ARC NOAA grant projects: Rouge Oxbow Phase 3 – Design and Henry Ford Estate Dam Fish Passage Design. Wayne County has written the ARC in as a grant partner for these two grant projects. Wayne County has all of the grant documentation ready to send to the ARC for finalization once the Commission formally accepts the grant. This budget request is for one of the projects - Henry Ford Estate Dam Fishway Implementation Restoration Project. **The total compensation for this scope of services is \$296,000. The ARC will be reimbursed by Wayne County for 100% of this cost with no match requirement.** The construction, once implemented, would positively impact 50 main and 108 tributary river miles for fish migration to the Great Lakes system for the first time in over a century.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** A natural channel fishway will be constructed to design specifications and permit conditions to allow fish to bypass the Henry Ford Estate Dam. The project activities strives to not only pass a diversity of fish species at varying life stages in the most efficient manner possible over the widest range of flow conditions possible, but also to provide suitable aquatic habitat for many of the organisms that live in the river. The construction of this fish passage is simple and ecologically minded. It will achieve a good fit with the natural riverine floodplain aesthetics. Additionally, for the fishway's long-term sustainability maintenance access will be constructed. Task summaries below provide the activities required in order to achieve the project objectives.

#### **Task 1. Grant Reporting/Administration/Public Outreach**

This task includes the following elements associated with the overall grant and projects that will be completed by primarily Wayne County with assistance from the ARC staff:

- Perform Grant Management Activities - Grant management services and assure compliance with terms and conditions of the grant will be provided.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Public Outreach - The ARC will be posting information related to the all projects under this grant on the ARC web site and informational flyers will be distributed to interested organizations and the public at large.

#### **Task 2. Contract Documents**

The design plans and technical specifications developed under the previous NOAA Grant for the HFE Fishway to the ARC will be finalized in the contract bid documents. QAPPs for HFE Dam Fishway will be completed.

The ARC, as Engineer of Record, for the continuing HFE Fishway Project will assist the bidding processes by attending the pre-bid meetings, answering questions/providing clarifications to bidders, drafting addendum as needed, evaluating bids submitted and providing a recommendation to Wayne County for contractor selection. This task will include the following subtasks to aid the in the procurement of a qualified contractor.

- Prepare for a Pre-Bid Meeting, to include a site field trip;
- Respond to questions for clarification on the contract documents;
- Prepare, as needed, Addendum for the bid process;
- Review/analysis of Contractor's bids;
- Provide Engineer's Recommendation for contractor selection; and
- Budget vs. Bid analysis and site recommendations;

### **Task 3. Construction Oversight**

The contractor selected will complete the construction in accordance with the construction documents under Wayne County's administration. The ARC, as Engineer of Record, for the continuation of the HFE Dam Fishway will provide construction oversight with assistance from Wayne County during construction for those projects. Quantitative and qualitative measures will be employed to track progress in both project implementation and to assess project results.

#### Field Engineering Oversight Services

This will include all functions and activities necessary to provide the oversight necessary so that all materials provided and work performed is in conformance with the project plans and specifications. The functions and activities of this task include those typically associated with a project of this nature, including:

- Prepare for and conduct a Pre-Construction site inspection and meeting;
- Respond to inquiries and /or requests for information;
- Attend bi-weekly construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide daily on-site oversight at intervals appropriate to the various stages of construction in order to observe the contractor's activities to verify that the progress and quality of the project is being constructed in conformance with the project plans and specifications;
- Verify that the contractor uses equipment and methods approved in or specified by the contract;
- Inspect materials to be used in the work, verifying they meet the project specifications;
- Verify that the contractor complies with all contract requirements related to the protection of utilities, property, and the environment;
- Verify that the contractor complies with all permit requirements as they pertain;
- Conduct review of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed;
- Coordinate project testing services with the Contractor and the testing company;
- Provide design engineering, specification and design drawing development when changes or modifications to the project plans are necessary;
- Conduct site walks with the Contractor to develop the project "punch list" and for updating of those items;
- Conduct an inspection to determine if the work is substantially complete for acceptance as it relates to the contract documents and time; and

#### Construction Administration

Contract administration tasks typically associated with a project of this nature, included:

- Review proposals/claims and make recommendations related to contract modifications, extra work, extra compensation, and/or extensions of contract time;



- Process and maintain records for contract modifications and/or work order;
- Review and make recommendations on Contractor construction estimates;
- Generate Monthly Construction Progress Summaries;
- Track and maintain status of miscellaneous submittals and Requests for information;
- Review Contractor's final submission of "as-builts" plans for compliance with the specifications and the work complete.

**RATIONALE:** The 2016 budget must be adjusted to reflect this additional funding.

**BUDGET:** This amendment adds the Wayne County EPA Rouge River AOC - Henry Ford Estate Dam Fishway Implementation (total award is \$296,000) budget line to the 2016 ARC Budget with funding anticipated for 2016 activities in the amount of \$16,000. The remaining amount of \$280,000 will be budgeted in the 2017 and 2018 budgets. No match is required.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** Work will be completed by the ARC Executive Director Staff.



## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2016 BUDGET AMENDMENT: Finance Committee Amendment FC3

**REQUEST DATE:** October 4, 2016

**LINE ITEM:** WCEPA2 Rouge Oxbow Restoration Phase 3 Restoration Project  
**Upon IAA Award**

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** Wayne County has received a single grant from EPA to provide work for three of the Rouge River AOC listed habitat projects. Two of these projects are continuations of ARC NOAA grant projects: Rouge Oxbow Restoration Phase 3 – Design and Henry Ford Estate Dam Fish Passage Design. Wayne County has written the ARC in as a grant partner for these two grant projects. Wayne County has all of the grant documentation ready to send to the ARC for finalization once the Commission formally accepts the grant. This budget request is for one of the projects – Rouge Oxbow Phase 3 Restoration Project. **The total compensation for this scope of services is \$247,000. The ARC will be reimbursed by Wayne County for 100% of this cost with no match requirement.**

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The Oxbow Restoration Phase 3 project has been identified as a priority project within the Rouge River Area of Concern (AOC) to address the habitat and population-related beneficial use impairments (BUIs) by the Rouge River Advisory Council (RRAC). The Oxbow Phase 3 restoration which will result in: 1) the reconnection of the historic river channel through and to the existing concrete-lined and channelized segment of the Rouge River, 2) the restoration of adjacent forested floodplain that complements the existing oxbow restoration, and 3) passive recreation and interpretive education opportunities at the facility. Modifications to the riverbank include bioengineering techniques, riparian habitat creation, and slope stabilization. Of equal importance is construction of appropriate hydraulic structures at the oxbow channel inlet/outlet to withstand the high velocities associated with flood flows and will contain the 100-year storm while providing an open connection to the Rouge River. This includes breaching the existing earthen berm (behind the concrete-lined channel). The implementation of this project will restore a connection for benthic macro-invertebrates, amphibians, birds, fish and small mammals. Benefits to bass, channel catfish and bowfin will be provided by the development of the created lacustrine habitat.

#### **Task 1. Grant Reporting/Administration/Public Outreach**

This task includes the following elements associated with the overall grant and projects that will be completed by primarily Wayne County with assistance from the ARC staff:

- Perform Grant Management Activities - Grant management services and assure compliance with terms and conditions of the grant will be provided.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Public Outreach - The ARC will be posting information related to the all projects under this grant on the ARC web site and informational flyers will be distributed to interested organizations and the public at large.

## **Task 2. Contract Documents**

The design plans and technical specifications developed under the previous NOAA Grant for the Rouge Oxbow Phase 3 Design to the ARC will be finalized in the contract bid documents. QAPPs for Rouge Oxbow Phase 3 Restoration Project will be completed.

The ARC, as Engineer of Record, for the continuing Rouge Oxbow Phase 3 Restoration Project will assist the bidding processes by attending the pre-bid meetings, answering questions/providing clarifications to bidders, drafting addendum as needed, evaluating bids submitted and providing a recommendation to Wayne County for contractor selection. This task will include the following subtasks to aid the in the procurement of a qualified contractor.

- Prepare for a Pre-Bid Meeting, to include a site field trip;
- Respond to questions for clarification on the contract documents;
- Prepare, as needed, Addendum for the bid process;
- Review/analysis of Contractor's bids;
- Provide Engineer's Recommendation for contractor selection; and
- Budget vs. Bid analysis and site recommendations;

## **Task 3. Construction Oversight**

The contractor selected will complete the construction in accordance with the construction documents under Wayne County's administration. The ARC, as Engineer of Record, for the continuation of the Rouge Oxbow Phase 3 Restoration Project will provide construction oversight with assistance from Wayne County during construction for those projects. Quantitative and qualitative measures will be employed to track progress in both project implementation and to assess project results.

### Field Engineering Oversight Services

This will include all functions and activities necessary to provide the oversight necessary so that all materials provided and work performed is in conformance with the project plans and specifications. The functions and activities of this task include those typically associated with a project of this nature, including:

- Prepare for and conduct a Pre-Construction site inspection and meeting;
- Respond to inquiries and /or requests for information;
- Attend bi-weekly construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide daily on-site oversight at intervals appropriate to the various stages of construction in order to observe the contractor's activities to verify that the progress and quality of the project is being constructed in conformance with the project plans and specifications;
- Verify that the contractor uses equipment and methods approved in or specified by the contract;
- Inspect materials to be used in the work, verifying they meet the project specifications;
- Verify that the contractor complies with all contract requirements related to the protection of utilities, property, and the environment;
- Verify that the contractor complies with all permit requirements as they pertain;
- Conduct review of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed;
- Coordinate project testing services with the Contractor and the testing company;
- Provide design engineering, specification and design drawing development when changes or modifications to the project plans are necessary;
- Conduct site walks with the Contractor to develop the project "punch list" and for updating of those items;
- Conduct an inspection to determine if the work is substantially complete for acceptance as it relates to the contract documents and time; and

### Construction Administration

Contract administration tasks typically associated with a project of this nature, included:

- Review proposals/claims and make recommendations related to contract modifications, extra work, extra compensation, and/or extensions of contract time;
- Process and maintain records for contract modifications and/or work order;
- Review and make recommendations on Contractor construction estimates;
- Generate Monthly Construction Progress Summaries;
- Track and maintain status of miscellaneous submittals and Requests for information;
- Review Contractor's final submission of "as-builts" plans for compliance with the specifications and the work complete.

**RATIONALE:** The 2016 budget must be adjusted to reflect this additional funding.

**BUDGET:** This amendment adds the Wayne County EPA Rouge River AOC - Rouge Oxbow Phase 3 Restoration Project (total award is \$247,000) budget line to the 2016 ARC Budget with funding anticipated for 2016 activities in the amount of \$17,000. The remaining amount of \$230,000 will be budgeted in the 2017 and 2018 budgets. No match is required.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** Work will be completed by the ARC Executive Director Staff.

Alliance of Rouge Communities  
Revision 1 to ECT-ARC 2013 Contract, Appendix J  
Scope of Services for NOAA Rouge River AOC - Henry Ford Estate Dam  
Fish Passage and Habitat Restoration Design  
Environmental Consulting & Technology, Inc.

The Alliance of Rouge Communities (ARC) received a \$350,000 grant from NOAA to design a fish passageway around the Henry Ford Estate Dam on the Rouge River in Dearborn, Michigan. The design, once implemented, would positively impact 50 main and 108 tributary river miles for fish migration to the Great Lakes system for the first time in over a century.

**Time Extension:**

The Alliance of Rouge Communities (ARC) has received a time extension on its NOAA grant which is explained in detail below. The extended completion date of the grant is now April, 30, 2017. Therefore, ECT's completion time has also been extended to April 30, 2017.

**Budget:**

**The total compensation for this scope of services is \$325,000.** This contract revision also increases ECT's budget by \$40,000 from \$285,000 to \$325,000. The dollars associated with this increase are provided for within the NOAA grant dollars. This is accomplished by a budget reduction Amendment to the ARC's IAA with Wayne County. **The ARC will be reimbursed by NOAA for 100% of this cost with no match requirement.**

**Rational:**

During the conceptualization of the project and therefore the grant, it was not anticipated that structures would be needed for long-term maintenance access. Through the course of design it became apparent that access structures will be needed. In order to design these structures, geotechnical information is required from an area that has a tree canopy that could possibly provide habitat for Indiana Bats. As such, trees will need to be cleared to obtain the field information and this cannot be conducted until after October 15, 2016. Restrictions on tree clearing in areas of potential Indiana Bat habitat allow for clearing during the October 15-March 31 timeframe. This will push back the design documents and therefore the submittal of the MDEQ permit application. Allowing for the 90-120 day potential for the permit period the extension date was chosen. The funds will be used for the design of the long-term access bridge.

Alliance of Rouge Communities  
ECT-ARC 2013 Contract Appendix M  
Scope of Services for WCEPA1  
Henry Ford Estate Dam Fishway Implementation Restoration Project

Environmental Consulting & Technology, Inc.  
December 1, 2016 to June 30, 2018

**The total compensation for this scope of services is \$296,000.00 (of which \$16,000 is anticipated to be spent during the 2016 budget year). The ARC will be reimbursed by Wayne County for 100% of this cost.**

Project

A natural channel fishway will be constructed to design specifications and permit conditions to allow fish to bypass the Henry Ford Estate Dam. The project activities strives to not only pass a diversity of fish species at varying life stages in the most efficient manner possible over the widest range of flow conditions possible, but also to provide suitable aquatic habitat for many of the organisms that live in the river. The construction of this fish passage is simple and ecologically minded. It will achieve a good fit with the natural riverine floodplain aesthetics. Additionally, for the fishway's long-term sustainability maintenance access will be constructed. Task summaries below provide the activities required in order to achieve the project objectives.

Project Tasks

**Task 1. Grant Reporting/Administration/Public Outreach**

This task includes the following elements associated with the overall grant and projects that will be completed by primarily Wayne County with assistance from the ARC staff:

- Perform Grant Management Activities - Grant management services and assure compliance with terms and conditions of the grant will be provided.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Public Outreach - The ARC will be posting information related to the all projects under this grant on the ARC web site and informational flyers will be distributed to interested organizations and the public at large.

**Task 2. Contract Documents**

The design plans and technical specifications developed under the previous NOAA Grant for the HFE Fishway to the ARC will be finalized into contract bid documents. As Engineer of Record, for the continuing HFE Fishway Project ECT will assist the bidding processes by attending the pre-bid meetings, answering questions/providing clarifications to bidders, drafting addendum as needed, evaluating bids submitted and providing a recommendation to Wayne County for contractor selection. This task will include the following subtasks to aid the in the procurement of a qualified contractor.

- Prepare for a Pre-Bid Meeting, to include a site field trip;
- Respond to questions for clarification on the contract documents;
- Prepare, as needed, Addendum for the bid process;
- Review/analysis of Contractor's bids;
- Provide Engineer's Recommendation for contractor selection; and
- Budget vs. Bid analysis and site recommendations;

### **Task 3. Construction Oversight**

The contractor selected will complete the construction in accordance with the construction documents under Wayne County's administration. As Engineer of Record, for the continuation of the HFE Dam Fishway ECT will provide construction oversight with assistance from Wayne County during construction for those projects. Quantitative and qualitative measures will be employed to track progress in both project implementation and to assess project results.

#### Field Engineering Oversight Services

This will include all functions and activities necessary to provide the oversight necessary so that all materials provided and work performed is in conformance with the project plans and specifications. The functions and activities of this task include those typically associated with a project of this nature, including:

- Prepare for and conduct a Pre-Construction site inspection and meeting;
- Respond to inquiries and /or requests for information;
- Attend bi-weekly construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide daily on-site oversight at intervals appropriate to the various stages of construction in order to observe the contractor's activities to verify that the progress and quality of the project is being constructed in conformance with the project plans and specifications;
- Verify that the contractor uses equipment and methods approved in or specified by the contract;
- Inspect materials to be used in the work, verifying they meet the project specifications;
- Verify that the contractor complies with all contract requirements related to the protection of utilities, property, and the environment;
- Verify that the contractor complies with all permit requirements as they pertain;
- Conduct review of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed;
- Coordinate project testing services with the Contractor and the testing company;
- Provide design engineering, specification and design drawing development when changes or modifications to the project plans are necessary;
- Conduct site walks with the Contractor to develop the project "punch list" and for updating of those items;
- Conduct an inspection to determine if the work is substantially complete for acceptance as it relates to the contract documents and time; and

#### Construction Administration

Contract administration tasks typically associated with a project of this nature, included:

- Review proposals/claims and make recommendations related to contract modifications, extra work, extra compensation, and/or extensions of contract time;
- Process and maintain records for contract modifications and/or work order;
- Review and make recommendations on Contractor construction estimates;
- Generate Monthly Construction Progress Summaries;
- Track and maintain status of miscellaneous submittals and Requests for information;
- Review Contractor's final submission of "as-builts" plans for compliance with the specifications and the work complete.

Alliance of Rouge Communities  
ECT-ARC 2013 Contract Appendix N  
Scope of Services for WCEPA2  
Rouge Oxbow Restoration Phase 3 Restoration Project

Environmental Consulting & Technology, Inc.  
December 1, 2016 to June 30, 2018

**The total compensation for this scope of services is \$247,000.00 (of which \$17,000 is anticipated to be spent during the 2016 budget year). The ARC will be reimbursed by Wayne County for 100% of this cost.**

Project

The Oxbow Phase 3 restoration which will result in: 1) the reconnection of the historic river channel through and to the existing concrete-lined and channelized segment of the Rouge River, 2) the restoration of adjacent forested floodplain that complements the existing oxbow restoration, and 3) passive recreation and interpretive education opportunities at the facility. Modifications to the riverbank include bioengineering techniques, riparian habitat creation, and slope stabilization. Of equal importance is construction of appropriate hydraulic structures at the oxbow channel inlet/outlet to withstand the high velocities associated with flood flows and will contain the 100-year storm while providing an open connection to the Rouge River. This includes breaching the existing earthen berm (behind the concrete-lined channel).

Project Tasks

**Task 1. Grant Reporting/Administration/Public Outreach**

This task includes the following elements associated with the overall grant and projects that will be completed by primarily Wayne County with assistance from the ARC staff:

- Perform Grant Management Activities - Grant management services and assure compliance with terms and conditions of the grant will be provided.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Public Outreach - The ARC will be posting information related to the all projects under this grant on the ARC web site and informational flyers will be distributed to interested organizations and the public at large.

**Task 2. Contract Documents**

The design plans and technical specifications developed, under the previous NOAA Grant for the Oxbow Phase 3 Restoration Project to the ARC, will be finalized into contract bid documents. As Engineer of Record, for the continuing Oxbow Phase 3 Restoration Project, ECT will assist the bidding processes by attending the pre-bid meetings, answering questions/providing clarifications to bidders, drafting addendum as needed, evaluating bids submitted and providing a recommendation to Wayne County for contractor selection. This task will include the following subtasks to aid the in the procurement of a qualified contractor.

- Prepare for a Pre-Bid Meeting, to include a site field trip;
- Respond to questions for clarification on the contract documents;
- Prepare, as needed, Addendum for the bid process;
- Review/analysis of Contractor's bids;



- Provide Engineer's Recommendation for contractor selection; and
- Budget vs. Bid analysis and site recommendations;

### **Task 3. Construction Oversight**

The contractor selected will complete the construction in accordance with the construction documents under Wayne County's administration. As Engineer of Record, for the continuation of the Oxbow Phase 3 Restoration Project, ECT will provide construction oversight with assistance from Wayne County during construction for those projects. Quantitative and qualitative measures will be employed to track progress in both project implementation and to assess project results.

#### Field Engineering Oversight Services

This will include all functions and activities necessary to provide the oversight necessary so that all materials provided and work performed is in conformance with the project plans and specifications. The functions and activities of this task include those typically associated with a project of this nature, including:

- Prepare for and conduct a Pre-Construction site inspection and meeting;
- Respond to inquiries and /or requests for information;
- Attend bi-weekly construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide daily on-site oversight at intervals appropriate to the various stages of construction in order to observe the contractor's activities to verify that the progress and quality of the project is being constructed in conformance with the project plans and specifications;
- Verify that the contractor uses equipment and methods approved in or specified by the contract;
- Inspect materials to be used in the work, verifying they meet the project specifications;
- Verify that the contractor complies with all contract requirements related to the protection of utilities, property, and the environment;
- Verify that the contractor complies with all permit requirements as they pertain;
- Conduct review of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed;
- Coordinate project testing services with the Contractor and the testing company;
- Provide design engineering, specification and design drawing development when changes or modifications to the project plans are necessary;
- Conduct site walks with the Contractor to develop the project "punch list" and for updating of those items;
- Conduct an inspection to determine if the work is substantially complete for acceptance as it relates to the contract documents and time; and

#### Construction Administration

Contract administration tasks typically associated with a project of this nature, included:

- Review proposals/claims and make recommendations related to contract modifications, extra work, extra compensation, and/or extensions of contract time;
- Process and maintain records for contract modifications and/or work order;
- Review and make recommendations on Contractor construction estimates;
- Generate Monthly Construction Progress Summaries;
- Track and maintain status of miscellaneous submittals and Requests for information;
- Review Contractor's final submission of "as-builts" plans for compliance with the specifications and the work complete.



September 26, 2016

Ms. Brandy Siedlaczek, Chair  
Alliance of Rouge Communities  
46036 Michigan Ave, Suite 126  
Canton, MI 48188

**RE: Environmental Consulting & Technology, Inc. Contract Extension 2017**

Dear Ms. Siedlaczek:

Environmental Consulting & Technology, Inc. (ECT) is writing to inform you that ECT's current contract with the Alliance of Rouge Communities (ARC) is scheduled to end at the end of this year, December 31, 2016. Per Section III. Term of Contract:

*"The Contract Period ("Contract Period") shall be from January 1, 2013, through December 31, 2015. At its discretion, the ARC may negotiate with the CONTRACTOR for continuing services on an annual basis for similar services up to three (3) subsequent fiscal years. The Contract Period may be extended at the sole discretion of the ARC under the terms agreed to in writing by the CONTRACTOR and the ARC unit it authority as authorized by its bylaws."*

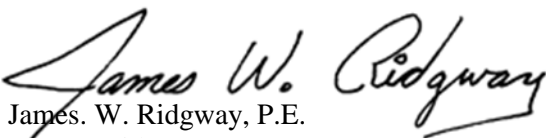
Therefore, ECT is requesting an annual extension of our contract, under its current terms, be considered and granted. This would extend the current contract end date to December 31, 2017, and allow for the potential of one additional one year extension.

ECT truly appreciates the opportunity to serve as ARC staff and believes the extension will provide continuity of current services as the ARC moves forward. ECT also believes its institutional knowledge will be a great asset to the ARC as it works through any potential structural changes that it may choose to investigate.

Should you have any questions please do not hesitate to contact myself or any of the other ECT "ARC Staff".

Respectfully submitted,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**



James. W. Ridgway, P.E.  
Vice President

2200 Commonwealth  
Blvd, Suite 300  
Ann Arbor, MI  
48105

(734) 769-3004

FAX  
(734) 769-3164

**Anticipated Revenues Available for 2017**

2017 Anticipated Dues from Communities	\$263,730
SPAC Grant	\$14,972
GLRI Grant	\$200,000
Wayne County Grants	\$324,323
SAW Grant	\$940,153
Corporate Support	\$0
Rollover Dues from 2016 Budget (estimate)	\$68,000
	\$1,811,178

**Budget Amendments:**

Proposed ARC Budget Items	Committee Budget	Funding Source(3)							"Provider" Using Budget (2)	
		ARC Dues	SPAC Grant	GLRI/NOAA Grant		SAW Grant	Wayne County	Other Source/Match		
<b>Organization Committee</b>										
(1)OC1 Executive Director Services	\$ 90,000	\$ 90,000								EDS
Pursuing Grant Opportunities		\$ -								EDS
<b>Organization Committee Total</b>	\$ 90,000	\$ 90,000								
<b>Finance Committee</b>										
FC1 Accounting/Legal Services	\$ 20,000	\$ 20,000								outside purchase
FC2 ARC Insurance	\$ 1,500	\$ 1,500								outside purchase
<b>Finance Committee Total</b>	\$ 21,500	\$ 21,500								
<b>Public Education and Involvement Committee</b>										
PIE1 Development and Implementation	\$ 65,000	\$ 65,000								EDS/WC/FOTR
		\$ -								
<b>PIE Committee Total</b>	\$ 65,000	\$ 65,000						\$ -		
<b>Technical Committee</b>										
TC1 Rouge River Macroinvertebrate Monitoring	\$ 58,500	\$ 58,500								FOTR/WC/EDS
TC2 IDEP Activities	\$ 81,000	\$ 66,000						\$ 15,000		EDS/WC/OC
<b>Technical Committee Total</b>	\$ 139,500	\$ 124,500						\$ 15,000		
<b>Total Amount Requested by All Committees</b>	\$ 316,000	\$ 301,000	\$ -						\$ 15,000	
		ARC Dues	SPAC Grant	GLRI/NOAA Grant	FOTR/Erb Found.	SAW Grant	Wayne County	Other Source/Match		
<b>Other Grants (3)</b>										
SAW1 SAW grant 5/1/15-12/31/18	\$940,153					\$940,153				EDS/WC/FOTR/OC
WCGL1 Wayne County Inv. Species Col. 6/1/15-2/1/17	\$14,323						\$14,323			EDS
NOAA3 NOAA HFE Dam Fish Passage Design 9/1/15-4/30/17	\$200,000			\$200,000						EDS/WC
SPAC8 SPAC8 RRAC Facilitation 6/16 - 6/30/17	\$14,972		\$14,972							EDS/WC
WCEPA1 HFE Dam Fishway Implementation 12/1/16-6/30/18	\$180,000						\$180,000			
WCEPA2 Oxbow Restoration Phase 3 12/1/16-6/30/18	\$130,000						\$130,000			
<b>Total Other Grants:</b>	\$1,479,448	\$0								
<b>TOTAL BUDGET</b>	\$1,795,448	\$301,000	\$14,972	\$200,000	\$0	\$940,153	\$324,323	\$15,000		
<b>TOTAL INCOME</b>	\$1,811,178									
<b>Available Unallocated ARC Budget (total income minus total budget)</b>	\$ 30,730									

**Notes**

- (1) Includes fiduciary services, advocacy and administration
- (2) EDS - Executive Director Services, WC - Wayne County, OC - Oakland County Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- (3) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.

## SUMMARY OF ARC ACTIVITIES FOR 2017

### Activities under ARC budget:

- Executive Director Services
  - Support ARC meetings (Full, Executive, Finance, Technical and PIE)
  - Provide financial services
  - Provide administration and communication
  - Pursue grant opportunities
  - Provide FOIA and Open Meetings Act requirements
- Accounting A133 Audit
- Insurance requirements
- Development of Public Education Materials (PIE)
  - Create homeowner brochure
  - Create 2 new community articles for websites and newsletters
  - Selection and distribution of public education graphics
  - Website maintenance
  - Printing of materials for distribution to communities
- Public Education Outreach (PIE)
  - 2 septic workshops
  - 2 river work days organized by FOTR
  - Provide support and materials to the Green Schools Program
  - Tree and native plant seedlings and for events
  - FOTR activities report for use by communities
- Rouge River Macroinvertebrate Monitoring (TC1) – used as SAW Match
- IDEP Activities
  - IDEP field investigation activities
  - Two IDEP Trainings

### Activities under SAW budget:

- Follow up with MDEQ on permits
- Follow up/Discussions with MDEQ on collaborative IDEP plan
- Follow up/Discussions with MDEQ on collaborative PEP
- Discussions with MDEQ on collaborative TMDL plan
- Create a public attitudes survey
- Conduct two workshops on public education attitudes with FOTR
- Ecosystem Monitoring
  - Develop a sustainable monitoring plan to include flow, dissolved oxygen, macroinvertebrate monitoring and grab samples for E. coli, total suspended solids and phosphorus
  - Conduct initial monitoring, analyze data and prepare reports
- Stormwater Funding Pilot

### Activities under other grants:

- GLRI Wayne County Invasive Species
  - Provided support on training materials
- NOAA HFE Dam Fish Passage Design
  - MDEQ permit application
- Wayne County EPA GLRI - HFE Dam Fishway
  - Development of Contract Bid Documents
  - Construction Oversight – Begin
- Wayne County EPA GLRI - Oxbow Phase 3 Restoration
  - Development of Contract Bid Documents
  - Construction Oversight – Begin
- SPAC RRAC facilitation
  - Staff RRAC meetings and update website
  - Habitat Restoration Project List project descriptions



*Working together, restoring the river*

## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2017 BUDGET RECOMMENDATION

**REQUEST DATE:** October 4, 2016

**LINE ITEM:** OC1 Executive Director Services

**COMMITTEE MAKING REQUEST:** **Organization Committee**

**BACKGROUND:** The ARC hired Environmental Consulting & Technology (ECT) in early 2007 to provide Executive Director Services to the ARC. In 2012, the ARC put out an RFP for Executive Director Services, and on October 4, 2012, the Executive Committee recommended that ECT be selected to provide those services. In October, 2016, the Full ARC will be asked to extend the ECT contract to provide services through December 31, 2017.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services. Additional duties for 2017 include:

- **ARC Meetings, Administration and Communication** (\$63,210) - Staffing and facilitation of the full ARC (3 meetings); the Executive Committee (3 meetings); the Finance Committee (3 meetings); the Technical Committee (up to 2 meetings and budget support); and the PIE Committee (up to 2 meetings and budget support). This task will also include FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, administration of subcontractors and preparing the 2016 ARC Annual Report. This task also includes the Executive Director serving as the primary liaison and advocate for the Rouge River Watershed
- **Financial Services and Reporting** (\$16,770) – The Executive Director Staff will use Quickbooks for the financial tracking for the ARC including payables and receivables activities.
- **Pursuing Grant Opportunities** (\$10,020) – Executive Director Staff will research and prepare up to 3 grant applications.

**RATIONALE:** The ARC needs an executive director to manage its day-to-day activities and finances.

**BUDGET:** ECT has submitted an estimated 2017 budget of \$90,000 for basic executive director services.

**RECOMMENDATION:** Executive Director Services: \$90,000.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Director will report to the ARC Chair.

**Alliance of Rouge Communities  
Executive Director Services  
Appendix A- Scope of Services for Basic Services for 2017  
Environmental Consulting & Technology, Inc.  
January 1, 2017 to December 31, 2017**

The total compensation for the scope of services included in Appendix A is **\$130,000**. The scope of services is described below.

**EXECUTIVE DIRECTOR SERVICES - \$90,000**

**ARC MEETINGS, ADMINISTRATION AND COMMUNICATION**

**Full Alliance Meeting**

Staff support will be provided for each meeting, including preparation of the agenda (under the direction of the Chair), distribution of the materials prior to the three (3) full ARC meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.

**Deliverables:**

- **Meeting agenda and handouts**
- **Meeting summary**

**Executive Committee Meeting**

Staff support will be provided for three (3) Executive Committee meetings. Staff support for each meeting will include (under the direction of the ARC Officers), preparation of the agenda, distribution of the materials prior to the meetings, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken), and meeting summary preparation and distribution.

**Deliverables:**

- **Meeting agenda and handouts**
- **Meeting summary**

**Finance Committee Meeting**

ECT will work with the Finance Committee to develop and administer the annual budget and work plan. ECT will prepare monthly financial reports and coordinate the annual audit in accordance with ARC bylaws. ECT will attend up to three (3) Finance Committee meetings, including preparation of the agenda, distribution of materials prior to the meetings, and preparation/distribution of meeting summaries to appropriate parties. Ongoing support services for the committee outside of the regular meetings will also be provided.

**Deliverables:**

- **Meeting agenda and handouts**
- **Final 2016 budget and amendments (as necessary) for all committees along with supporting documentation**
- **Final 2017 budget recommendations for all committees along with supporting documentation**
- **Final 2017 annual budget**

**Technical Committee Meeting**

Staff support will be provided for up to two (2) meetings, including preparation of the agenda (under the direction of the Technical Committee Chair), distribution of the materials prior to the meeting, facilitation of the meeting (including note-taking and record of actions taken), and preparation/distribution of the meeting summary to members and other interested parties. Staff support will be provided for developing the 2017 Technical Committee budget.

**Deliverables:**

- Meeting agenda, handouts and summary
- 2017 Technical Committee Budget

**Public Involvement & Education Committee Meeting**

Staff support will be provided for up to two (2) meetings, including preparation of the agenda (under the direction of the PIE Committee Chair), distribution of the materials prior to the meeting, facilitation of the meeting (including note-taking and record of actions taken), and preparation/distribution of the meeting summary to members and other interested parties. Staff support will be provided for developing the 2017 PIE Committee budget.

**Deliverables:**

- Meeting agenda, handouts and summary
- 2017 PIE Committee Budget

In addition to staffing the above meetings, ECT will respond to FOIA requests and meet the Open Meetings Act requirements consistent with the policies developed and adopted by the ARC.

**Administration & Advocate**

ECT will provide administrative oversight of the ARC day-to-day activities of staff, consultants and contractors, and will foster external relationships with other agencies, organizations, and individuals to meet the goals of the ARC. ECT will also prepare and distribute the 2015 ARC Annual Report reflecting ARC accomplishments. ECT will draft inter-agency agreements (as needed) for ARC activities undertaken by members.

ECT will promote the ARC as the advocate for the Rouge River Watershed, serve as the primary spokesperson for the ARC, respond to requests for information and seek opportunities to promote ARC awareness. ECT will serve as the ARC primary liaison to all members, including both formal and informal interaction with government officials, legislators and staff on a regular basis.

**Deliverables:**

- 2016 ARC Annual Report
- Letter responses to requests along with supporting documentation (*as necessary*)
- Final vendor, grant contracts, and IAAs as necessary
- Copies of letters and presentations advocating the ARC
- Summary of meetings with members, government officials, legislators and/or staff

**FINANCIAL SERVICES**

ECT will provide financial services in accordance with the ARC's Accounting Procedures Manual. ECT will provide necessary staff to meet the separation of financial duties and responsibilities documented in the ARC's Accounting Procedures Manual so that no Executive Director staff member has sole control over cash receipts, bank reconciliations, accounts payable, mail or other accounting functions. ECT will maintain financial records and files as required by the ARC Accounting Procedures Manual including grants and

vendor contracts. ECT will coordinate the ARC's taxes, financial statement and A133 audit with the ARC's Accountant and Auditor. In accordance with the ARC's Accounting Procedures Manual ECT will provide and maintain the following:

- Security and access
- Data backup
- Funds received
- Receipt book
- Fund disbursements
- Purchasing
- Consultant/contract services
- Bank accounts
- Travel reimbursement (if necessary)
- Allocation of costs
- Property and inventory control (if necessary)
- Audits
- Taxes and reporting
- Grants and contracts
- Budgets
- Internal and external reporting
- Record retention
- Insurance

***Deliverables:***

- **Completed A133 Audit, taxes and Financial Statements**

**PURSUING GRANT OPPORTUNITIES**

ECT will research and develop up to three (3) grant applications to support ARC activities and initiatives.

***Deliverables:***

- **Final submitted grant applications and budgets**

**TECHNICAL COMMITTEE SERVICES - \$10,500**

**TC1 – Rouge River Macroinvertebrate Monitoring**

ECT staff will oversee the Macroinvertebrate Monitoring being completed by the FOTR and Wayne County.

ECT staff will assist the technical committee in reviewing the final report, providing oversight and technical input and reporting to the ARC.

**TC2 – IDEP FIELD INVESTIGATIONS**

ECT will oversee and coordinate Wayne and Oakland County's field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. ECT staff will ensure field efforts in each county are occurring in a manner that is most beneficial to the ARC.

ECT staff will assist the Technical Committee in reviewing the scope of work and budget prior to Oakland and Wayne counties expending budget for this task. ECT will draft two inter-agency agreements (one for each county).

ECT staff will occasionally solicit progress reports from both counties for reporting to the Technical Committee. ECT will also provide an update at a full ARC meeting, as deemed appropriate.

ECT will provide staff for two IDEP Investigator Training workshops

***Deliverables:***

- **IAAs**
- **Workshop attendance sheets and surveys**



## **PIE COMMITTEE SERVICES -\$29,500**

### **Task A – Development of Public Education Materials**

- ECT will create an educational brochure for homeowners which will include topics regarding the connection of the MS4 to area waterbodies and the potential impacts discharges could have. These topics are all outlined in the Collaborative PEP and as such will go towards fulfilling permit requirements.
- Utilize the information contained in the Homeowner brochure and expand on 2 of the topics and create 2 new community articles and ad graphics on pollution prevention and watershed restoration and stewardship for the public and businesses. Articles and ad graphics will also be posted on the ARC's website and through social media.
- ECT will make the educational materials available to ARC members and the public through the ARC website.
- ECT will maintain the ARC website including adding graphics, editing and review, and the monthly website fee. The ARC website will be reformatted, as needed, to refresh the look and make it easier to navigate.

### **Task B- Outreach Activities**

- ECT will promote and manage 2 Septic System Maintenance workshops. Postcards will be mailed to some septic system owners within IDEP Priority Areas identified by the Technical Committee.
- Assist in planning 2 FOTR Rouge River workdays.
- ECT will prep for the events and coordinate distribution of materials at various member events.

#### ***Deliverables:***

- **Homeowners brochure**
- **Articles and ad graphics**
- **Workshop attendance sheets and surveys**
- **Documentation of member events and distributed materials**

<b>OC 1 - ARC Executive Director Services Budget January - December 2017 - DRAFT</b>	<b>Jim Ridgway</b>	<b>John O'Meara</b>	<b>Annette DeMaria</b>	<b>Chris O'Meara</b>	<b>Mid-level Staff</b>	<b>Admin</b>	<b>Total Hours</b>	<b>Total Cost</b>
	\$200	\$170	\$140	\$95	\$100	\$65		
<b>ARC Meetings, Administration and Communication</b>								
Full Alliance Meetings (3)	8	10	10	40			68	\$8,500
Executive Committee (3)	8	10	10	40			68	\$8,500
Finance Committee (3)		6	3	40			49	\$5,240
Technical Committee (up to 2)			10	4			14	\$1,780
PIE Committee (up to 2)				4	16		20	\$1,980
Administration and Communication	30	36	36	64		16	182	\$24,280
Advocate for ARC	50			12			62	\$11,140
Expenses								\$1,790
	96	62	69	204	16	16	463	<b>\$63,210</b>
<b>Financial Services &amp; Reporting</b>				156		30	186	<b>\$16,770</b>
<b>Pursuing Grant Opportunities</b>		22	34	16			72	<b>\$10,020</b>
<b>Totals</b>	96	84	103	376	16	46	721	<b>\$90,000</b>



**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2017 BUDGET REQUEST  
DRAFT**

**REQUEST DATE:** September 25, 2016

**LINE ITEM:** FC1 – Accounting and Legal Services

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** The Alliance of Rouge Communities began budgeting for legal and accounting fees in 2010. In 2011 the ARC was designated by the IRS as a 501(c)(3) organization. Because of the federal grants received the ARC is required to provide an A133 audit if the ARC receives more than \$500,000 in federal funds. The ARC is also responsible for preparing taxes. This line item also provides budget for legal advice regarding contracts or other legal issues that may arise during the year.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** These funds will be used for the preparation of the 2016 taxes, preparation of the financial report and the A133 audit if required. These funds would also cover any legal issues that may arise related to the ARC.

**RATIONALE:** The budget allocation would cover the costs incurred by a law firm and accounting firm.

**BUDGET:** \$20,000 (legal - \$2,000, accounting - \$18,000). This budget item will be paid with 100% ARC dues.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Finance Committee will oversee this task on behalf of the Finance Committee. The ARC Executive Director staff will work with the law firm and accounting firm.



*Working together, restoring the river*

## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2017 BUDGET REQUEST DRAFT

**REQUEST DATE:** September 25, 2016

**LINE ITEM:** FC2 - ARC Insurance and Mailbox Fees

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** In previous years, the ARC approved an insurance contract for liability insurance coverage for its directors and officers. This request is a continuation of the same policy coverage as in previous years. In addition to the insurance, the ARC has been leasing a mailbox through the UPS store, this line item will include the cost of the mailbox.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The insurance is needed to protect the directors and officers (and any other ARC member) against claims filed against them as executives of the organization. The mailbox is used to receive dues payments, grant information and other communications.

**RATIONALE (including why needed):** The ARC Bylaws require that the ARC have insurance. The mailbox is leased to minimize transfer issues if the Executive Director Services go to a different consultant.

**BUDGET (including how the amount requested was established):** \$1,500, based on an estimated budget. The ARC's insurance agent has consistently been able to get a substantial decrease every year for the ARC and the actual 2016 cost for insurance was \$902. It is anticipated that this line item will again be similar, but ARC staff is recommending the \$1,500 budget in case there is an increase. The insurance cost will be confirmed prior to the November, 2016 Full ARC meeting. The yearly cost for the mailbox is \$420.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Director will ensure the insurance coverage does not lapse in 2016.



## ALLIANCE OF ROUGE COMMUNITIES

### FINANCE COMMITTEE

#### 2017 BUDGET RECOMMENDATION

**DRAFT**

**REQUEST DATE:** September 27, 2016

**LINE ITEM:** PIE1

**COMMITTEE MAKING REQUEST:** PIE Committee

**BACKGROUND:** The activities outlined below continue the efforts of the PIE committee and have increased focus on maintaining consistent messaging. By building upon materials created over the past few years, we will continue our efforts of raising the public awareness of the Rouge River Watershed and the impact they can have on water quality during every day activities. The billboard campaign conducted over the past 2 years was a great way to capture the attention of those living and working in the Watershed. The PIE Committee will now focus our efforts on activities that will build upon that messaging. In 2016, we've created seasonal posters that have been made available to all members. The artwork and messaging used on the posters is consistent with that which was used on the billboards. Utilizing the same images in the new materials being created in 2017, we hope to capture a new audience and provide reminders to those that were already paying attention.

**RATIONALE:** These activities are in line with and fulfill those activities identified in the ARC Collaborative PEP, submitted to the State with the permit applications submitted in April of 2016.

**TOTAL BUDGET:** \$65,000

#### **DESCRIPTION OF ANTICIPATED ACTIVITIES:**

##### **Task A – Development of Public Education Materials**

- The PIE Committee will create an educational brochure for homeowners which will include topics regarding the connection of the MS4 to area waterbodies and the potential impacts discharges could have. These topics are all outlined in the Collaborative PEP and as such will go towards fulfilling permit requirements. Some items that may be highlighted include:
  - Watershed and storm sewer awareness
    - The connection of the MS4 to area waterbodies
    - Potential impacts discharges could have.
  - The importance of pollution prevention and watershed restoration and stewardship.
  - Disposal practices;
    - Reporting illicit discharges and improper disposal of materials,
    - Promoting proper disposal practices,

- Identify and promote facilities for collection or disposal of household hazardous wastes (including travel trailer sanitary wastes, chemicals and motor vehicle fluids).
  - Septic system maintenance and how to recognize system failure,
  - Preferred cleaning materials and procedures for car, pavement, and power washing.
  - Property maintenance;
    - Proper application and disposal of pesticides, herbicides, and fertilizers,
    - Proper disposal practices for grass clippings, leaf litter and animal waste that may enter the Rouge River.
    - Benefits of green infrastructure and Low Impact Development and methods for managing riparian lands to protect water quality.
- Utilize the information contained in the Homeowner brochure and expand on 2 of the topics. This will create 2 new community articles and ad graphics on pollution prevention and watershed restoration and stewardship for the public and businesses. The intent is for these articles to be incorporated into existing newsletters and/or on websites. The PIE Committee will decide on the article and ad graphic topics from the brochure. This will allow for the messaging to remain consistent. The PIE Committee may also include topics that will target educating commercial, industrial, educational, and institutional entities likely to contribute pollutants to stormwater runoff.
- With ARC PIE oversight, County and ARC staff will facilitate the selection and distribution of various articles and/or ad graphics that support watershed restoration and pollution prevention public education themes. Other existing articles or ad graphics will be made available upon request by ARC members. Articles and ad graphics will also be posted on the ARC's website and through social media. ARC members will be able to repost using their social media.
- The educational materials will be available to ARC members and the public through the ARC website. It will be made available to ARC members to use as part of their welcome to the community packets.
- Maintenance of the ARC website including adding graphics, editing and review, and the monthly website fee. The ARC website will be reformatted, as needed, to refresh the look and make it easier to navigate.
- Reprinting of current items including but not limited to FOG brochures, posters, general public ARC brochure, animal waste bags, or other PIE materials. Printing and related graphics support for the seedling/plant packaging. Printing of new homeowner's brochure and purchase of one other PIE item to promote stewardship of the Rouge River which may include jar opener, seed packets or garden kneeling pads. Messages could include tips for homeowners to help protect the Rouge River at home.

**Person/Agency Responsible for Implementation:**

The Chair of the Public Involvement and Education Committee and ARC staff will oversee this task on behalf of the PIE Committee. ARC Staff will design and produce the brochure.

**Task B- Outreach Activities**

- 2 Septic System Maintenance workshops will be held, 1 in Wayne County and one in Oakland County on septic system maintenance and how to recognize system failure and the importance of illicit discharges and improper disposal of materials into the Rouge River Watershed.

Postcards will be mailed to some septic system owners within IDEP Priority Areas identified by the Technical Committee.

- FOTR and ARC staff will plan 2 Rouge River workdays, 1 in Wayne County and 1 in Oakland County. Workdays will be organized and conducted by FOTR to implement watershed restoration stewardship activities at new or existing green infrastructure project sites. ARC members will host and promote the workdays that are held.
- Green Infrastructure /Green Schools Program is based on similar work conducted by Wayne County in 2009-16 to conduct the Green Schools program in Wayne County and Oakland County. Wayne County staff will purchase trees for newly designated Green Schools in Wayne and Oakland County. This budget is expected to purchase up to 16 trees.
- Wayne County staff will purchase tree seedlings and native plants to distribute at public events; for ARC staff to plan and prep for the events; and to coordinate distribution of materials at various events.
- Friends of the Rouge will develop and generate an annual report of the activities it conducts in 2016 that help ARC members fulfill the requirements of the storm water permit. This will include all FOTR programs relating to public education programming (ie: Rouge Rescue, Rouge Education Project, River Restoration) and Local and Regional Outreach. Information will include event dates and locations; number of volunteers; residency of volunteers, etc.

**Person/Agency Responsible for Implementation:**

The Chair of the Public Involvement and Education Committee and ARC staff will oversee this task on behalf of the PIE Committee. Wayne County will coordinate trees purchases and FOTR will coordinate workday events and generate an annual report on its activities.

**BUDGET:**

Task	Responsible Party	Estimated ARC Budget	Rationale
Task A – Development of PIE materials.	ED/ARC	ED: \$15,000 ARC: \$14,000	ED: drafting new document covering several topics and articles with direction from PIE Committee. Maintenance of website. ARC: Purchasing and/or printing of materials. Web site fee.
Task B - Outreach Activities	ED/FOTR/WC	ED: \$14,500 FOTR: \$10,000 Wayne County: \$11,500	ED: Plan, promote, manage, and moderate 2 workshops, assist planning work days. Preparation of seedlings/plants for public events and distribution to members FOTR: Plan, promote, manage, and conduct 2 workdays highlighting topics identified in Collaborative PEP, as determined by PIE Committee. Annual report highlighting Public Ed activities. This report can be used by ARC Members in Stormwater Permit reporting. Wayne County: Trees for Green Schools Program, Native plants for Public events, and management and distribution of items.
<b>Total:</b>		<b>\$65,000</b>	



*Working together, restoring the river*

## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2017 Budget Recommendation

DRAFT

**REQUEST DATE:** September 26, 2016

**LINE ITEM:** TC1 - Rouge River Macroinvertebrate Monitoring

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** Macroinvertebrate Monitoring density and diversity data are used as indicators for stream habitat and water quality. Data collection efforts have historically occurred three times a year (spring and fall for macroinvertebrates and winter for stoneflies) by volunteers and Wayne County staff, who are organized by Friends of the Rouge (FOTR). This sampling occurs at more than 20 sites by FOTR volunteers and 15 sites that are not safe for volunteer monitoring by Wayne County staff. Although much of the data is collected by volunteers, data is collected under a quality assurance plan approved by the MDEQ. This data collection not only provides historical water and habitat quality conditions based on the presence of certain aquatic organisms, but also provides opportunities for public involvement. It is recommended that macroinvertebrate sampling continue in the watershed to provide stakeholders an overall assessment of conditions at multiple locations within each subwatershed (more than can be assessed by the continuous water quality monitoring) and to promote stewardship within the watershed.

#### DESCRIPTION OF ANTICIPATED ACTIVITIES

Macroinvertebrate Monitoring will be completed by the Friends of the Rouge (FOTR) and Wayne County and will include the following components:

- Recruit volunteers;
- Facilitate team leader training twice a year (spring and fall);
- Hold spring and fall bug hunts at 20-24 locations (for FOTR);
- Hold winter stonefly search;
- Hold bug identification workshop for leaders;
- Input, analyze and report on data findings and volunteer participation;
- Submit data to MiCorps website;
- Maintain quality control through re-evaluation and specimen collections;
- Continually evaluate current sampling sites and add new sites, as needed;
- Provide maps of sampling sites; and
- Provide event reports which describe the results of the data collection effort.



The Executive Director will oversee and administer FOTR's contract.

Wayne County will perform winter stonefly data collection and analysis at 4 sites and spring macroinvertebrate data collection at 15 sites that are not safely accessible by volunteers. Monitoring data will be provided to FOTR for incorporation into the final report for each event. Wayne County staff will assist FOTR with data analysis and reporting including preparation of maps and graphics illustrating seasonal results and data trends. Note that fall macroinvertebrate data collection and the analysis of spring data is outside the scope of this budget and likely will be conducted under SAW funding.

**RATIONALE (including why needed):** Measuring the condition of the Rouge River ecosystem is an ongoing activity that helps determine if the ARC's storm water management efforts are effective and if they are appropriately directed. The monitoring program is detailed in the approved Watershed Management Plan (WMP) as a way of measuring progress toward watershed restoration.

**BUDGET (including how the amount requested was established):** The estimated monitoring cost is \$58,500.00. This cost is divided by agency as shown below.

### Budget Estimate

Task	Responsible Party	Estimated ARC Budget	Rationale
Macroinvertebrate monitoring	FOTR, WC and ED	FOTR: \$40,000 WC: \$15,000 ED: \$3,500	FOTR: data collect and analysis WC: data collect and analysis at sites not safe for volunteers ED: final report review, oversight, technical input and reporting to ARC
<b>Total:</b>		<b>\$58,500</b>	

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The various agencies identified above will carry out the work. The Chair of the Technical Committee will oversee the task on behalf of the ARC.



*Working together, restoring the river*

**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2017 Budget Recommendation  
Technical Committee  
DRAFT**

**REQUEST DATE:** October 5, 2016

**LINE ITEM:** TC2 - IDEP Activities

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** This request supports the implementation of the Collaborative IDEP Plan that was submitted to the MDEQ on April 1, 2016 as part of the stormwater permit applications for the ARC members listed in Table 1.

**Table 1. ARC Members Participating in the Collaborative IDEP Plan**

COMMUNITIES		
Beverly Hills, Village of	Franklin, Village of	Oak Park, City of
Bingham Farms, Village of	Garden City, City of	Plymouth, City of
Birmingham, City of	Inkster, City of	Plymouth Township
Bloomfield Hills, City of	Lathrup Village, City of	Redford Township
Bloomfield Township	Livonia, City of	Southfield, City of
Canton Township	Melvindale, City of	Troy, City of
Dearborn Heights, City of	Northville, City of	Walled Lake, City of
Farmington, City of	Northville Township	Wayne, City of
Farmington Hills, City of	Novi, City of	Westland, City of
COUNTIES	SCHOOLS	
Oakland County*	Henry Ford College	
Wayne County		

As part of development of the plan, priority areas were selected based on the following criteria:

- Water quality data (in order of priority)
  - Dry weather instream and outfall *E. coli* data collected by OC and WC within the past 5 years where results were  $\geq 1,000$  cfu/100 mL.
  - Dry weather instream *E. coli* and DNA data collected by MDEQ as part of the 2005 and 2006 bacterial source tracking studies.
- Pollution complaints.
- Local knowledge/history.

Based on this criteria, the following areas were identified for additional investigations:

- Wayne County Priority areas:
  - A. North Branch Tonquish Creek and the Middle Rouge in Plymouth/Plymouth Township from the north side of Joy Road just west of Lilley Road.
  - B. Tributary to the Bell Branch at the north end of Bicentennial Park which north of 7 Mile Road and west of Gill Road in Livonia.
  - C. Lower Rouge in Canton Township from Proctor and Denton roads west including Superior Township.
  - D. Sines and Arnold Drain in Canton Township at Sheldon Road 0.5 miles north of Michigan Ave and the McKinstry Drain in Canton Township south of Michigan Ave between Lilley and Beck roads including Van Buren and possibly Ypsilanti townships.
- Oakland County Priority areas:
  - E. US 16, Austin, Claude Stevens No. 3, 4 and 10, and Devonshire drainage areas.
  - F. Fracassi, Eight Mile Road, and Minnow Pond drainage areas.
  - G. Caddell, Coy, Kollar, Jamian, Randolph Street, and Sump drainage areas.

In addition, the Southeast Michigan IDEP Regional Training Plan (attached) calls for illicit discharge investigator training in 2017. This training will fulfill the IDEP training requirements for the Phase II permit.

#### **DESCRIPTION OF ANTICIPATED ACTIVITIES:**

**A. Field Investigations.** Conduct concentrated field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. This work would be overseen and coordinated by ED staff to ensure field efforts in each county are occurring in a manner that is most beneficial to the ARC. The field work will be undertaken by Wayne and Oakland County's IDEP staff with cooperation of the local communities. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary.

Prior to Oakland and Wayne counties expending budget for this task, they will each present a scope of work and budget for review by the Technical Committee and approval by the ED. Two inter-agency agreements (one for each county) will be drafted by the ED staff for approval by each county and the ED.

**B. IDEP Training.** ED and Wayne County staff will provide staff for two IDEP Investigator Training workshops. We anticipate that Macomb County will host the workshop and handle the advertisement, scheduling, registration, and meeting room arrangements per the Training Plan.

**RATIONALE (including why needed):** These tasks are consistent with the Phase II permit and the draft Collaborative IDEP Plan.

**BUDGET (including how the amount requested was established):** The estimated total budget for this initiative is \$81,000 as summarized in the table below. A portion of this funding (\$66,000) will be provided by ARC dues. The remaining funding (\$15,000) will be provided by Oakland and Wayne counties as matching effort.

### Budget Estimate

Task	Responsible Party	Estimated ARC Budget	Match Budget	Rationale
A. IDEP Field Investigations	ED, WC and OC	OC: \$27,500 WC: \$27,500 ED: \$5,000	OC: \$7,500 WC: \$7,500	OC: \$35,000* WC: \$35,000* ED: scope of work preparation, final report review, oversight, technical input and reporting to ARC
B. IDEP Training	WC and ED	WC: \$4,000 ED: \$2,000		WC: \$4,000 ED: trainer participation, plus expenses
<b>Total:</b>		<b>\$66,000</b>	<b>\$15,000</b>	

\*Scopes of work to be defined and approved prior to budget expenditures.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The responsible parties are outlined in the table above. The Chair of the Technical Committee will oversee the task on behalf of the ARC.