



Working together, restoring the river

James W. Ridgway, P.E.  
Executive Director

## DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

Thursday, October 14, 2010, 1:30 p.m.  
Room 221, Southfield Parks and Recreation Building  
26000 Evergreen Rd., Southfield

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

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

Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Canton Twp.  
Commerce Twp.  
Dearborn  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Henry Ford Community  
College

Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oak Park  
Oakland County  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Pontiac  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Troy  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport  
Authority  
Westland  
Wixom

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

3. **Additions or Changes to Draft Agenda**
4. **Summary of August 26, 2010, Executive Committee Meeting** Action
5. **Executive Director Report** (Ridgway)
  - a. SPAC Grant award Information
6. **Standing Committee Reports** (Mekjian)
  - a. Finance Committee (Swallow, Treasurer/O'Meara)
    - i. 2010 Budget Status Report Information
    - ii. 2010 Budget Amendments Action
    - iii. 2011 Budget Requests Action
  - b. Organization Committee (Cave, Co-Chair)
    - i. ARC Purchasing Policy Revision Action
    - ii. ARC Conflict of Interest Policy Renewal Action
  - c. PIE (Public Involvement and Education) Committee (Siedlaczek, Chair)
    - i. Status Report Information
  - d. Technical Committee (Zorza, Vice Chair)
    - Status Report Information
7. **Report from WCDPS** (Cave)
  - a. Status Report Information
8. **Report from SWAGS**
  - b. Status Report Information
9. **Other Business**
10. **Summary of Executive Committee Actions** (O'Meara)
11. **Upcoming Meetings**
  - Full ARC Meeting, October 26, 2010 at 1:30 p.m., Redford Township District Library (second floor) located at 25320 Six Mile Rd. in Redford
  - PIE Committee Meeting, October 28, 2010 at 1:30 p.m., Wayne County Commerce Court Offices
  - Technical Committee Meeting, October 25, 2010 at 10:00 a.m., Southfield
  - Organization Committee Meeting, November 3, 2010 at 1:30 p.m. in Southfield
12. **Adjourn**



Working together, restoring the river

James W. Ridgway, P.E.  
Executive Director

## DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

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

**1. Welcome** – Tim Faas, Chair

**2. Roll Call of Members**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

##### ARC Policies

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

### Membership

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

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

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

### **b. Finance Committee**

#### 2010 Budget Status Report

Wayne Domine reviewed the balance sheet, receivables and payables.

#### 2010 Budget Amendments

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

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

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

#### Timekeeping Policy

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

#### ARC Accounting Procedures Manual

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

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

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

### **e. Technical Committee**

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

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

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

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

There was nothing new to report.

### **10. Other Business**

There was no new business

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

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

**9. Upcoming Meeting(s)**

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

**11. Adjourn**

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

# ARC Executive Committee Attendance List

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

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



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

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

**Alliance of Rouge Communities**  
**DRAFT Amended 2010 Budget - 10/7/10**

**Expected Revenues Available for 2010**

* 2010 Dues from Communities	\$	274,868
2010 Rouge Project Grant	\$	313,121
Future other Grants (estimated)	\$	45,000
<b>SPAC Grant</b>	<b>\$</b>	<b>8,882</b>
Rollover Dues from 2009 Budget	\$	127,973
	\$	769,843

Amended by Full ARC on 9/9/2010

Proposed 2010 Budget Items	Committee Proposal	Funding Source				"Provider" using Budget (3)
		ARC Dues	Rouge Grant	SPAC Grant	Other Source	
<b>Organization Committee</b>						
(1)OC1 Executive Director Services	\$ 159,771	\$ 79,886	\$ 79,886			Exe.Dir. Serv.
(2)(4) OC2 ARC Insurance	\$ 3,978	\$ 3,978	\$ -			outside purchase
(2)OC3 Accounting/Legal Services	\$ 10,100	\$ 10,100	\$ -			outside purchase
<i>Organization Committee Total</i>	\$ 173,849	\$ 93,964	\$ 79,886		\$ -	
<b>Public Education and Involvement Committee</b>						
PIE1 Green Infrastructure Campaign	\$ 94,000	\$ 47,000	\$ 47,000			Exe.Dir. Serv./Wayne County
(5)PIE2 Riparian Corridor Management Booklet	\$ 6,500	\$ 3,250	\$ 3,250			Exe.Dir. Serv.
PIE3 Pub Ed Materials	\$ 32,000	\$ 16,000	\$ 16,000			Exe.Dir. Serv./Wayne County
PIE4 ARC Website Maintenance	\$ 7,000	\$ 3,500	\$ 3,500			Exe.Dir. Serv.
(6)PIE5 Friends of the Rouge	\$ 20,886	\$ 10,443	\$ 10,443			Friends of the Rouge
PIE6 WMP Revisions (edit/format only)	\$ 7,600	\$ 3,800	\$ 3,800			Exe.Dir. Serv.
<i>PIE Committee Total</i>	\$ 167,986	\$ 83,993	\$ 83,993		\$ -	
<b>Technical Committee</b>						
TC1 Rouge River Watershed Monitoring Activities	\$ 127,917	\$ 63,959	\$ 63,959			Friends of the Rouge- RPO
Collaborative Storm Water Action Plan Implementation	\$ 138,000	\$ 69,000	\$ 69,000			Exe. Dir. Serv./Wayne & Oakland Co.
(2)(5)TC3 Pursuing Grant Opportunities	\$ 21,000	\$ 21,000	\$ -			Exe. Dir. Serv.
Potential Project & Available Match	\$ 90,000	\$ 45,000	\$ -	\$ 45,000		ARC and outside grant
TC4 Land Cover Inventory	\$ 20,000	\$ 10,000	\$ 10,000			Exe. Dir. Serv./Wayne Co.
<i>Technical Committee Total</i>	\$ 396,917	\$ 208,959	\$ 142,959		\$ 45,000	
Total Amount Requested by All Committees	\$ 738,752	\$ 386,915	\$ 306,837		\$ 45,000	
(7)Strategy to Delist BUIs in the Rouge River AOC	\$8,882			\$8,882		Exe. Dir. Serv.
Available Unallocated Budget	\$ 67,209	\$ 60,926	\$ 6,284			

**Notes**

- (1) Includes fiduciary services, advocacy and administration
- (2) Not a Rouge grant eligible item; funded 100% from ARC dues
- (3) Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- \* Based on 2009 dues amounts minus Superior Township (\$7,359), Ypsilanti (\$1,054) W. Bloomfield Twp. (\$12,851) and Allen Park (\$759) plus \$187.50 for 4th quarter HFCC Associate Membership
- (4) BUDGET CORRECTION: Estimate was \$4,100. Actual insurance cost shows a reduction of \$122 to bring to current \$3,978
- (5) 9-9-10 BUDGET AMENDMENT to PIE2 and TC3: transfer \$2,500 from PIE2, \$7,500 from TC1 and \$1,000 from TC2 to bring the TC3 budget from \$10,000 to \$21,000. Transfers only affect the Executive Director Services budget, it does not affect services provided by FOTR, WC or OCVRC
- (6) WC IAA shows a budget of \$22,453, the ARC received an adjusted budget from FOTR of \$20,886
- (7) 10-14-10 DRAFT BUDGET AMENDMENT ARC received SPAC Grant - %40 (\$8,882) of \$22,205 in 2010, remaining 60% (\$13,323) in 2011 budget and OC3 Accounting/Legal services increase from \$5,000 to \$10,100



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## DEVELOPING A STRATEGY TO DELIST BUIs IN THE ROUGE RIVER AOC

<b>SPAC Grant:</b>	<b>\$22,205.43</b>	<b>Start Date: October, 2010</b>
<b>Required Match:</b>	<b>\$0</b>	<b>Completion Date: March, 2011</b>
<b>Total Project Cost:</b>	<b>\$22,205.43</b>	

The proposed project will 1) refine and prioritize the list of activities recommended in 2008 to remove the loss of fish and wildlife habitat Beneficial Use Impairment (BU I) in the Rouge AOC, 2) use the Rouge River Watershed Management Plan and other sources to categorize projects that should be in the Rouge AOC delisting strategy, and 3) inform and educate the public on restoration criteria and AOC delisting goals. This funding request will allow the ARC, Friends of the Rouge and Wayne County to assist the Rouge RAP Advisory Council in identifying projects to address the Rouge BUIs leading to the delisting of the Rouge AOC.

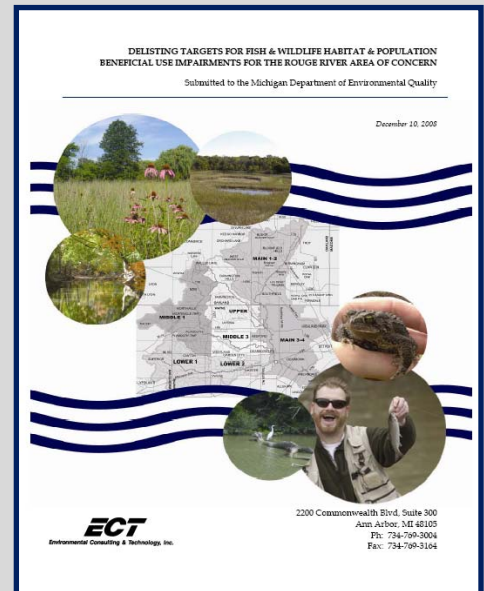
The projects listed in this delisting strategy will be eligible for federal grant funding through the GLRI and other federal initiatives in the coming years. The grant contains the following general elements:

**Determine Activities Required to Delist BUIs** - Project partners will review required BUI restoration criteria outlined in the *Guidance for Delisting Michigan's Great Lakes Areas of Concern* and the *2004 Rouge River RAP* to develop a delisting strategy and projected delisting schedule specific to each BUI in the Rouge AOC. Additionally, project partners will refine and prioritize the Sites for Habitat and Population BUI Delisting contained in the *Delisting Targets for Fish & Wildlife Habitat & Population Beneficial Use Impairments for the Rouge River Area of Concern*.

**Review and Categorize Projects in the Rouge River Watershed Management Plan Update:** - Project partners will review the action plan including the project concepts developed by Rouge River Watershed communities in the Rouge River WMP Update and identify the BUI(s) each activity/project addresses leading to the delisting of Rouge AOC. It is anticipated that this effort will also help RRAC, ARC and MDNRE strategically prioritize and coordinate projects for possible grant funding opportunities in 2011 and beyond.

**Technical Review Committee:** - The project partners will enlist the ARC Technical Committee to review products from Task 1 and Task 2 and to provide oversight on the project final report. Project partners will develop a draft document outlining the criteria to delist each BUI and the restoration activities being proposed by the Rouge AOC communities that will contribute to delisting each BUI.

The deliverable for this project will be a final report that includes all documentation and recommendations from Tasks 1-3. This report will serve as the foundation for a Stage II RAP for the Rouge AOC. It is anticipated that this final report will also be submitted to the Great Lakes National Program Office.





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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2010 BUDGET AMENDMENT: SPAC 1

**REQUEST DATE:** October 6, 2010

**LINE ITEM:** SPAC 1 Strategy to Delist BUIs in the Rouge River AOC

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** The Great Lakes Commission through the Statewide Public Advisory Committee put out a RFP asking for projects to support Remedial Action Plans. The ARC, MDNRE, Wayne County, RRAC and Friends of the Rouge submitted a grant application on September 1, 2010 that would allow the ARC and the Rouge River AOC to work with the state Rouge RAP coordinator to develop a delisting strategy for the Rouge River AOC. Additionally, the grant project will allow the ARC to incorporate community projects in the draft Watershed Management Plan update into the strategy to delist Beneficial Use Impairments in the Rouge River. This strategy will make the community projects eligible for future funding through federal grant programs.

The ARC application was approved on October 1, 2010. The total grant amount is \$22,205.43. No match is required. Forty percent of the grant (\$8,882) will be sent to the ARC in October, 2010. The remaining grant funds will be sent in 2011. This amendment provides for the 2010 grant payment and represents an increase to the overall ARC budget of \$8,882. The total grant budget is as follows:

ARC staff:	\$16,976.43
Wayne County staff:	\$ 2,700.00
FOTR staff:	<u>\$ 2,529.00</u>
Total:	\$22,205.43

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This project will 1) refine and prioritize the list of activities recommended in 2008 to remove the loss of fish and wildlife habitat BUI in the Rouge AOC, 2) use the Rouge River Watershed Management Plan and other sources to categorize projects that should be in the Rouge AOC delisting strategy, and 3) inform and educate the public on restoration criteria and AOC delisting goals. This funding request will enable the Alliance of Rouge Communities (ARC) Executive Director Services contractor (Environmental Consulting & Technology, Inc.), Friends of the Rouge and Wayne County to assist the Rouge RAP Advisory Council and the ARC in identifying projects to address the Rouge BUIs leading to the delisting of the Rouge AOC. Ultimately this project will provide MDNRE with the basis for a Stage II Remedial Action Plan for the Rouge AOC.

**RATIONALE:** This project will better align the ARC to successfully apply for federal grant funding for projects in 2011 and beyond.

**BUDGET:** This budget amendment covers the increase in ARC budget. It requires no match.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The ARC Executive Director Staff, in partnership with Wayne County and Friends of the Rouge will be responsible for the work.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### REQUEST FOR AMENDMENT Year 2010 BUDGET

**REQUEST DATE:** October 5, 2010

**LINE ITEM:** OC3 – Accounting and Legal Services

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** The Alliance of Rouge Communities voted in September 2008 to budget for lawyer and accountant fees starting in 2010. The ARC will be required to provide an audit as part of future grant requests. This line item is also budgeting for any potential lawyer services that the ARC may require.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This amendment will cover unanticipated accounting services that were not budgeted for in 2010. These include assistance from the accountant in preparing the required policies, procedures, accounting manual and the Office of Management and Budget questionnaire as requirements of the EPA GLRI grant. The accountant also met with the Executive Committee and ARC staff on the GLRI requirements. This amendment also covers the additional research and time spent on the ARCs initial audit for fiscal year 2009. Finally, this amendment covers additional research and communications with Wayne County in preparation of Form 990 for the ARC taxes.

**RATIONALE (including why needed):** The budget amendment would cover the additional costs incurred by the accounting firm.

**BUDGET (including how the requested amount was established):** Increase budget from \$5,000 to \$10,100. This budget item will be paid with 100% ARC dues.

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

**Alliance of Rouge Communities  
DRAFT 2011 Budget - 9/28/10**

**Expected Revenues Available for 2011**

2011 Dues from Communities*	\$ 275,431
2011 Rouge Project Grant (estimated)	\$ 252,356
GLRI Grants	\$ 1,148,005
GLRI Match	\$ 166,250
RPO Round X Grant	\$ 64,899
RPO Round X Match	\$ 17,552
SPAC Grant	\$ 13,323
Rollover Dues from 2010 Budget (estimated)	\$ 129,800
	\$ 2,067,616

Proposed ARC 2011 Budget Items	Committee Proposal	Funding Source						"Provider" Using Budget (3)
		ARC Dues	Rouge Grant	Rouge Round X Grant	GLRI Grant	SPAC Grant	Other Source/Match	
<b>Rouge Grant</b>								
<b>Organization Committee</b>								
(1)OC1 Executive Director Services	\$ 159,771	\$ 79,886	\$ 79,886					EDS
Pursuing Grant Opportunities	\$ 10,000	\$ 10,000	-					EDS
<b>Organization Committee Total</b>	<b>\$ 169,771</b>	<b>\$ 89,886</b>	<b>\$ 79,886</b>				\$ -	
<b>Finance Committee</b>								
(2)FC1 Accounting/Legal Services	\$ 7,500	\$ 7,500	\$ -					outside purchase
(2)FC2 ARC Insurance	\$ 4,000	\$ 4,000	\$ -					outside purchase
<b>Finance Committee Total</b>	<b>\$ 11,500</b>	<b>\$ 11,500</b>	<b>\$ -</b>					
<b>Public Education and Involvement Committee</b>								
PIE1 Green Infrastructure Campaign	\$ 94,000	\$ 47,000	\$ 47,000					EDS/WC
PIE2 Public Ed Materials	\$ 17,500	\$ 8,750	\$ 8,750					EDS/WC
PIE3 Website Maintenance	\$ 7,750	\$ 3,875	\$ 3,875					EDS/WC
PIE4 Watershed Stewardship and Reporting	\$ 18,590	\$ 9,295	\$ 9,295					FOTR
<b>PIE Committee Total</b>	<b>\$ 137,840</b>	<b>\$ 68,920</b>	<b>\$ 68,920</b>				\$ -	
<b>Technical Committee</b>								
TC1 Rouge River Watershed Monitoring Activities	\$ 77,100	\$ 38,550	\$ 38,550					WC/USGS/CDM
TC2 Storm Water Reporting	\$ 23,000	\$ 11,500	\$ 11,500					EDS
TC3 IDEP	\$ 85,000	\$ 42,500	\$ 42,500					EDS/WC/OC
TC4 Compliance Initiatives	\$ 22,000	\$ 11,000	\$ 11,000					EDS/WC
<b>Technical Committee Total</b>	<b>\$ 207,100</b>	<b>\$ 103,550</b>	<b>\$ 103,550</b>				\$ -	
<b>Total Amount Requested by All Committees</b>	<b>\$ 526,211</b>	<b>\$ 273,856</b>	<b>\$ 252,356</b>				\$ -	
<b>GLRI Grant</b>								
<b>GLRI 1 Transforming the Rouge AOC from Mowed Down to Grown Up</b>								
Task 1 - Grow Zone Design and Construction Oversight	\$270,000				\$213,750		\$56,250	
Task 2 - Construct Grow Zones	\$20,000				\$20,000			
Task 3 - Final design, permitting and construction oversight at Valley Woods Wetland Preserve	\$310,000				\$280,000		\$30,000	
Task 4 - Construct Valley Woods Wetland Preserve Improvements	\$30,000				\$30,000			
Task 5 - Monitoring	\$160,000				\$80,000		\$80,000	
Task 6 - Public Education	\$15,000	\$15,000						
Task 7 - Grant Administration and Reporting	\$25,000				\$25,000			
Sub-total GLRI 1	\$830,000	\$15,000			\$648,750		\$166,250	
<b>GLRI 2 Danvers Pond Dam Removal and Stream Restoration</b>								
Task 1 - Permit Submittal	\$9,499				\$9,499			
Task 2 - Bidding and Contractor Selection	\$9,558				\$9,558			
Task 3 - Construction	\$404,200				\$404,200			
Task 4 - Construction Oversight	\$59,947				\$59,947			
Task 5 - Grant Administration and Closeout	\$16,051				\$16,051			
Subtotal GLRI 2	\$499,255	\$0			\$499,255		\$0	
<b>TOTAL GLRI</b>	<b>\$1,329,255</b>	<b>\$15,000</b>			<b>\$1,148,005</b>		<b>\$166,250</b>	
<b>Rouge Round X</b>								
<b>RPO 1 RGC Urban Habitat Improvement</b>								
Task 1 - Demonstration Riparian Buffer Planning and Installation	\$7,146			\$4,943			\$2,203	
Task 2 - Wetland Conservation and Mitigation Plan	\$2,867			\$30			\$2,837	
Task 3 - Interpretive Signage	\$3,946			\$2,030			\$1,916	
Task 4 - Public Workshop	\$1,910			\$346			\$1,564	
Subtotal RPO 1	\$15,869			\$7,349			\$8,520	
Task 5 - Grant Management	\$2,339						\$2,339 (4)	
<b>RPO 2 Wayne Road Dam Removal Design</b>								
Task 1 - Preliminary Engineering and Field Investigation	\$31,659	\$17,879		\$13,780				
Task 2 - Design and Permitting	\$76,748	\$32,978		\$43,770				
Task 3 - Grant Management	\$6,693						\$6,693 (4)	
Subtotal RPO 2	\$115,100	\$50,857		\$57,550			\$6,693	
<b>TOTAL RPO ROUND X</b>	<b>\$133,308</b>	<b>\$50,857</b>		<b>\$64,899</b>			<b>\$17,552</b>	
<b>SPAC</b>								
(5)SPAC Strategy to Delist BUIs in the Rouge River AOC	\$13,323						\$13,323	
<b>TOTAL SPAC</b>	<b>\$13,323</b>	<b>\$0</b>					<b>\$13,323</b>	
Total Match requirements from ARC dues		\$65,857						
<b>Available Unallocated ARC Budget</b>	<b>\$65,519</b>	<b>\$65,519</b>						

**Notes**

- (1) Includes fiduciary services, advocacy and administration
- (2) Not a Rouge grant eligible item; funded 100% from ARC dues
- (3) 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.
- (4) The Organization Committee asked that the EDS 2011 budget of \$168,803 be reduced to it's 2010 level of \$159,771 with no change to the hours proposed in the 2011 budget. The overage of \$9,032 in 2011 will be used as match for the Round X Grants.
- \* Based on 2010 dues amount plus HFCC \$750
- (5) ARC received SPAC Grant - %40 (\$8,882) of \$22,205 in 2010, remaining 60% (\$13,323) in 2011 budget



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  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Henry Ford Community College  
Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oak Park  
Oakland County  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Pontiac  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Troy  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport Authority  
Westland  
Wixom

## 2011 TECHNICAL COMMITTEE BUDGET HIGHLIGHTS

The 2011 Technical Committee budget represents nearly a 20% reduction<sup>1</sup> from the 2010 budget. The primary activities are:

- (TC1) The Rouge River Watershed Monitoring Activities task budget continues work performed last year to address the 5-year monitoring plan for the Rouge River. Activities include continuous stream flow, DO and temperature monitoring; continued work on a geomorphological assessment for the watershed and a summary report of the monitoring data from the previous year. The annual macroinvertebrate monitoring will also be completed by FOTR, but it will be funded by another grant.
- (TC2) The Storm Water Reporting System: Operation and Maintenance task completes a stream-lined, easy web-based mechanism for Phase II permit reporting to the Michigan Department of Natural Resources and Environment (MDNRE). The 2011 effort will include the following: member assistance in system use, maintenance, system modifications and administration of the system.
- (TC3) The IDEP Investigations and Training task continues field investigations in priority areas, IDEP training for municipal staff and allows for collaboration with MDNRE with the hope of obtaining *E. coli* monitoring assistance to narrow down the priority areas. TC3 allows the ARC to address illicit discharges on a watershed-wide basis, which is far more productive than working on a community by community basis.
- (TC4) The Compliance Initiatives task provides ARC members with resources to aid them in permit compliance. Activities will include continued development and refinement of a Collaborative Action Plan/SWPPI, assistance for ARC members that will be audited by the DNRE (including gathering information from project partners and collaboration with SEMCOG), and assistance in developing the SWMP and SWPPP required by ARC members holding a jurisdictional permit (including collaboration with SEMCOG).

<sup>1</sup> This reduction does not include budget for the Pursuing Grants task and Macroinvertebrate Monitoring which are still being carried out, but are funded outside of the TC budget.

### Cooperating Partners:

Cranbrook Institute of Science  
Friends of the Rouge  
Southeastern Oakland  
County Water Authority  
Wayne State University



ARC 2011 Technical Committee Budget Summary - DRAFT  
24-Sep-10

Item #	Description	Budget	Responsible Party				
			Wayne County	Executive Director	USGS	CDM	Oakland County
<b>TC1</b>	<b>Rouge River Watershed Monitoring Activities</b>						
	A. DO/Flow Monitoring				\$55,100		
	B. Water Quality Summary					\$20,000	
	C. Geomorphology Assessment		\$2,000				
	D. Macroinvertebrate Monitoring (funded by others)						
	<b>Subtotal:</b>	<b>\$77,100</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$55,100</b>	<b>\$20,000</b>	<b>\$0</b>
<b>TC2</b>	<b>Storm Water Reporting</b>						
	A. Operation and Maintenance of the web-based Reporting System			\$23,000			
	<b>Subtotal:</b>	<b>\$23,000</b>	<b>\$0</b>	<b>\$23,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TC3</b>	<b>IDEP</b>						
	A. IDEP Field Investigations		\$37,500	\$2,500			\$37,500
	B. IDEP Coordination			\$2,500			
	C. IDEP Training		\$4,000	\$1,000			
	<b>Subtotal:</b>	<b>\$85,000</b>	<b>\$41,500</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,500</b>
<b>TC4</b>	<b>Pollution Prevention Training</b>						
	A. Conduct P2 Training Workshops						
	<b>Subtotal:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TC4</b>	<b>Compliance Initiatives</b>						
	A. MS4 Permit compliance assistance		\$4,000	\$18,000			
	<b>Subtotal:</b>	<b>\$22,000</b>	<b>\$4,000</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total</b>		<b>\$207,100</b>	<b>\$47,500</b>	<b>\$47,000</b>	<b>\$55,100</b>	<b>\$20,000</b>	<b>\$37,500</b>

Goal: \$ 207,100





**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2011 Budget Recommendation  
Technical Committee  
Monitoring Services**

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**REQUEST DATE:** September 24, 2010

**LINE ITEM TC1:** Rouge River Watershed Monitoring Activities

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** During 2007, the Technical Committee drafted a new set of goals for the new 5-year monitoring plan that were based on the assumption that grant funding would not be available to continue the extensive monitoring program previously undertaken in the watershed. In 2008, the Technical Committee drafted a 5-Year Monitoring Plan for the watershed, which reduced the amount and type of monitoring occurring throughout the watershed (See Table 1). The 5-Year Plan summarizes the manner in which restoration progress will be measured in the watershed and is included in the draft Watershed Management Plan. The 2011 activities specified in the 5-Year Plan include biological, physical and hydrologic monitoring at the locations specified in Table 1. Some of these activities are funded by the ARC, while others are funded by other agencies. Activities for 2011 are itemized below.

- Continuous stream flow monitoring at D06 and US10.
- Continuous DO and temperature monitoring at D06.
- Geomorphology assessment.
- Macroinvertebrate monitoring.

**Table 1. Rouge River 5-Year Monitoring Plan**

Element	Monitoring Locations	O = Non-ARC services (as of 9/2010) X = ARC funded services (as of 9/2010)				
		2009	2010	2011	2012	2013
<b>Planning &amp; Reporting</b>						
Monitoring Plan Annual Review	Not Applicable	X	X	X	X	X
Data Handling, Data Management & Analysis	Not Applicable	X	X	X	X	X
Report/Brochure/Press Release	Not Applicable		X		X	
<b>Physical Monitoring</b>						
Geomorphology/stream classification	10 Sites (WC/FOTR)	O	O	O	O	O
Precipitation	Apr-Nov at 21 sites (15 min totals)	O	O	O	O	O

Element	Monitoring Locations	O = Non-ARC services (as of 9/2010) X = ARC funded services (as of 9/2010)				
		2009	2010	2011	2012	2013
Continuous Stream Flow (15 min data)*	Year round					
Main 1/2	3 sites ( <i>US4, US5, US6</i> )	O	O	O	O	O
Upper	<i>US3</i> each year + U05 one year	O	OX	O	O	O
Middle 1	1 site at outlet (US10)			X		
Middle 3	<i>US2</i> each year + D06 one year	O	O	OX	O	O
Lower 1	1 site at outlet (US9)				X	
Lower 2	<i>US1</i> each year + L05D one year	O	O	O	XO	O
Main 3/4	1 site ( <i>US7</i> )	O	O	O	O	O
<b>Water Quality</b>						
Continuous DO and Temp (15 min)	May-Oct					
Main 1/2						
Upper	1 site at outlet (U05)		X			
Middle 1						
Middle 3	1 site at outlet (D06)			X		
Lower 1						
Lower 2	1 site at outlet (L05D)				X	
Main 3/4	1 site (US7)					X
<i>E. coli</i> **	As selected by MDNRE		O			
Total Phosphorus (TP)**	As selected by MDNRE		O			
Total Suspended Solids (TSS)**	As selected by MDNRE		O			
<b>Biological Health</b>						
Fish, Macroinvertebrates, Habitat**	As selected by MDNRE		O			
Macroinvertebrates	20-24 sites by FOTR	X	X	O	O	X
Macroinvertebrates	20 sites by WC	O	O	O	O	O
Green Infrastructure (Land Cover) Monitoring	Across ARC	X	O	O	O	O
<b>Public Education/Involvement</b>						
Public Survey	Not Applicable					
Summary of Volunteer Restoration Efforts	Not Applicable	O	O	O	O	O
<b>Pollution Prevention</b>						
Illicit Discharges Identified & Eliminated	Not Applicable	O	O	O	O	O

\*Stream gages operated by USGS are italicized and underlined.

\*\*Based on the availability of funding per the MDNRE (not completed in 2010).

### Precipitation

Twenty-one rain gages are operated continuously by the local communities and counties in the watershed. The gages are located throughout the watershed, but there is sparse coverage in Wayne County. The operation and maintenance of these gages is done at no direct cost to the ARC. Precipitation data helps direct community specific efforts including: retention basin operation, combined sewer overflow reporting, illicit discharge elimination investigations, water quality monitoring, etc. Therefore, precipitation monitoring should continue at its current level of effort.

### Stream Discharge/Flow

Stream discharge data coupled with water quality data (measured or historical) is used in pollutant modeling and pollutant loading calculations to determine areas where storm water pollution remediation efforts need to be undertaken. Discharge also impacts stream habitat for aquatic

organisms. Therefore, discharge monitoring should continue in each subwatershed until the established targets are met and until stable aquatic life communities are established and maintained.

Seven stream gages (US1 - US7) are operated continuously in the watershed. These gages are currently operated and maintained by the United States Geological Survey (USGS) each year. The operation and maintenance of the USGS gages is done at no direct cost to the ARC. Five additional stream gages should be operated for one year each. The purpose of two of the additional gages (US9 and US10) is to provide discharge data in two unmonitored subwatersheds (Lower 1 and Middle 1). The purpose of the other three gages (U05, D06 and L05D) is to provide discharge data during periods of continuous water quality monitoring as described below. As indicated in the proposed monitoring schedule, stream gage US10 (Middle 1) at the outlet is scheduled to be funded this year.

#### **Continuous Water Quality Monitoring**

Dissolved oxygen (DO) and temperature data are used as indicators of the overall health of the river at various locations. Since this data is collected continuously, it is very useful in determining spatial and temporal water quality trends. In general, DO and temperature water quality standards are met on a routine basis throughout the watershed. In addition, DO and temperature levels have remained fairly stable or improving at most locations. Therefore, continuous DO and temperature monitoring should be limited to the downstream terminus of each subwatershed for a total of 4 locations (US7, U05, D06 and L05D).

#### **Macroinvertebrate Monitoring**

Macroinvertebrate 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, who are organized by Friends of the Rouge (FOTR). This sampling occurs at more than 20 sites by FOTR volunteers and at 20 additional 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 MDNRE. 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. Therefore, it is suggested 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.

#### **MDNRE Fishery, Habitat, Macroinvertebrate and Water Quality Monitoring**

The MDNRE did not conduct a fisheries assessment in the watershed in 2010, due to budget constraints. The MDNRE did not conduct a fish community assessment in 2010, as they did in 2000 and 2005. A more detailed assessment is desired by the Technical Committee, but it is prohibited by budget constraints. The Executive Director will pursue grant funding opportunities for this type of work.

#### **Geomorphology/Stream Classification**

Stream bank erosion has long been identified as a major problem within the Rouge River watershed but until recently there has not been a science based (quantitative) approach for assessing if the problem is getting better or if it is worsening. Using stream channel geomorphology field measurement techniques (per Harrelson, et.al. 1994), the Reference Reach Spreadsheet© (developed

by Mecklenberg, Ohio EPA) as adapted by the MDNRE, Wayne County will monitor and assess stream channel stability across the watershed. This will be done to both geospatially assess channel stability across the watershed, as well as, assess stabilizing or destabilizing trends over time. Wayne County will work with FOTR and others to encourage the participation and involvement of students and other volunteers in these efforts to further promote awareness and stewardship in the watershed.

## **DESCRIPTION OF ANTICIPATED ACTIVITIES:**

The anticipated activities for 2011 include the following:

### **No Cost Items:**

1. Continuous stream flow monitoring at all seven of the USGS sponsored sites (US1 - US7); and
2. Macroinvertebrate monitoring at 40-44 locations in the spring and fall, plus stonefly monitoring in the winter beginning in January of 2011. FOTR/WC are expected to obtain grant funding to carry out this item.

### **2010 Budget Items:**

1. Conduct continuous flow and dissolved oxygen (DO) monitoring at one site (D06);
2. Conduct continuous stream flow (15 min data) monitoring at two sites (D06 and US10);
3. Conduct geomorphology assessment at 10 sites; and
4. Summarizing the 2010 water quality monitoring effort in a brief report for the Technical Committee and communities.

#### **Task A. Flow/DO Monitoring**

Flow monitoring will be completed by the USGS and includes continuous flow and dissolved monitoring at site D06 on the Middle 3 Branch as well as continuous stream flow monitoring at site US10 on the Middle 1 branch. USGS will provide CDM 15 minute data that has been QA/QC'd in a format acceptable to CDM. CDM will oversee USGS's work as part of their agreement with Wayne County. Wayne County will administer USGS's contract.

#### **Task B. Water Quality Summary**

A water quality summary will be completed by CDM and includes the following components:

- Acquiring the rainfall, flow and continuous temperature and dissolved oxygen data,
- Reviewing the data for anomalies,
- Loading the data into the ARC web-based water quality database and maintaining the database,
- Analyzing the data for temporal trends,
- Assigning the data to wet and dry weather conditions,
- Graphing of the data, and
- A brief report describing the results of the 2010 flow and DO data collection effort and an assessment of historic data trends.

Wayne County will oversee and administer CDM's contract.

#### **Task C. Geomorphology Survey**

A geomorphology survey will be completed by Wayne County to provide baseline data regarding channel stability at 10 sites throughout the watershed. The survey will use field techniques developed by the Ohio EPA and adapted by the MDNRE. The effort will consist of data collection and development of a brief report and maps that describe the results.

**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 draft Watershed Management Plan (WMP) as a way of measuring progress toward watershed restoration. The MDNRE provided no comments on the 5-Year Monitoring Plan in their review of the WMP indicating that it is sufficient for meeting the Phase II permit and Section 319 funding requirements.

**BUDGET (including how the amount requested was established):** The total monitoring cost for 2011 is \$77,100.00 as summarized below.

Activity	Responsible Party	Estimate	Rational
A. Flow/DO Monitoring	USGS	\$55,100	Estimate given by USGS in 2008.
B. Data Management and Water Quality Summary	CDM	\$20,000	Based on previous estimates from CDM.
C. Geomorphology Assessment	WC	\$2,000	Partially funded by ARC with remaining funding coming from WC
<b>Total:</b>		<b>\$77,100.00</b>	

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The various agencies identified above will carry out the work. The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee.



*Working together, restoring the river*

**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2011 Budget Recommendation  
Technical Committee  
Storm Water Reporting System**

**REQUEST DATE:** September 24, 2010

**LINE ITEM TC2:** Storm Water Reporting System: Operation and Maintenance

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** With the introduction of the new and rigorous permit requirements, there has been a consensus that supports a single permit under which all ARC members can collaborate and share services. In the 2010 ARC work plan, a web-based Rouge River Storm Water Reporting System (Reporting System) for permit activities was developed for use by all ARC members. The Reporting System offers ARC members a stream-lined, easy web-based mechanism for Phase II permit reporting to the Michigan Department of Natural Resources and Environment (MDNRE). ARC staff will assist all members in a collaborative approach to permit reporting which will be applicable to both the 2003 watershed-based and the 2008 jurisdictional MS4 Permit. Once the contested case is resolved, the Reporting System will need to be tweaked to be consistent with the resulting new permit.

The Reporting System is based on a watershed-wide Storm Water Pollution Prevention Initiative (SWPPI) which was developed in 2009. The watershed-wide SWPPI was developed based on select member SWPPIs guided by the Executive Director's (ED) interpretation of the minimum reporting requirements required for the 2003 permit.

The Reporting System will eventually allow for individual member, county-wide and watershed-wide storm water reports. The focus of the system will be the individual member reports until a watershed-wide report is acceptable to the MDNRE.

Currently the Reporting System is undergoing minor modifications based on feedback from beta testers. By the end of 2010, the Reporting System will be used to complete one community's Storm Water Annual Report which will allow the ED staff to further refine it, so it is ready for member use in early 2011.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The main purpose of this initiative is to assist ARC members in the permit required storm water reporting by focusing on efforts that can be completed on a watershed-wide basis, thereby reducing workload and costs to individual ARC members.

In 2011, ED staff will further refine the Reporting System developed in 2010. By the beginning of 2011, the Reporting System will be ready for individual member reporting. The 2011 effort will include the following:

- a. Assistance to ARC members on system use including an orientation document;
- b. Maintenance of the reporting system including code refining, modifications to web interface and minor content modifications as found to be necessary; and
- c. Administration of the reporting system including setting up user names, passwords, and troubleshooting any problems.

Individual ARC members will be relied upon to 1) input their community's information into and printing their community's report from the reporting system, and 2) submitting their report to DNRE.

**RATIONALE (including why needed):** These activities are needed to ease the MS4 reporting burden on community staff and to lay the ground work for a watershed-wide report.

**BUDGET (including how the amount requested was established):** The estimated total budget for this initiative is \$23,000 and is detailed in the table below.

Task	Responsible Party	Estimate	Rational
a. System use assistance to ARC members	ED	\$6,000	60 hrs
b. Maintenance of the system	ED	\$15,000	200 hrs
c. Administration	ED	\$2,000	24 hrs
<b>Total:</b>		<b>\$23,000.00</b>	

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** ED staff will implement these activities. The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee.



**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2010 Budget Recommendation  
Technical Committee  
IDEP**

*Working together, restoring the river*

**REQUEST DATE:** September 24, 2010

**LINE ITEM TC3:** IDEP Investigations and Training

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** There is evidence of contamination from sewage throughout the Rouge River during both wet and dry weather conditions based on the State of Michigan's 2007 Total Maximum Daily Load (TMDL) report for *E. coli*. As such, the draft 2008 Rouge River Watershed Management Plan (RRWMP) identifies *E. coli* as a priority pollutant, along with sediment, nutrients and hydrology as requiring reduction. In 2008, Executive Director (ED) staff identified several areas as highest priority for further illicit discharge investigations. These areas were selected based on the presence of elevated *E. coli* concentrations and human *E. coli* biomarkers in dry weather conditions (See Table 1).

In 2010, some progress was made in further defining the sources in these problem areas, but more effort is required.

**Table 1. High Priority Areas needing further IDEP Investigations**

<b>Location</b>	<b>Community</b>
U01-Upper Branch u/s of Powers Rd.	Farmington Hills (mostly), Farmington, West Bloomfield Twp*, Walled Lake
U15-Bell Branch u/s of 6 Mile Rd.	Livonia, Farmington Hills
D62-Tonquish Creek u/s of Joy Rd.	Plymouth, Plymouth Twp
G97-Lower Branch u/s of Henry Ruff Rd.	Wayne, Westland, Romulus and all of the Lower 1 communities
G39-Franklin Branch u/s of Middlebelt Rd.	West Bloomfield*
G61-Pebble Creek u/s of Franklin Rd.	Southfield, Franklin

\*Not an ARC member, so no ARC funding will be expended in this community.



**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The three tasks addressed under this initiative are 1) illicit discharge elimination 2) IDEP Coordination and 3) IDEP training. Each task is described below.

**Task A. IDEP 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 will involve a combination of sampling, dye testing, and CCTV inspections, as necessary.

Prior to the ARC entering an agreement with Oakland County, the ED will determine the status of any current IDEP work being conducted in the Rouge and where additional efforts are needed to address the priority areas in Oakland County. The ED will then draft a scope of work for review by the Technical Committee. Agreements and funding needed between participating entities will be identified in the scope of work.

Prior to Wayne County expending budget for this task, they will present a scope of work for review by the Technical Committee. Agreements and funding needed between participating entities will be identified in the scope of work.

ED staff will occasionally solicit progress reports from both counties for reporting to the Technical Committee. The ED will also provide an update at Rouge 2010 or at a full ARC meeting, as deemed appropriate.

Responsibility: ED (oversight), Wayne & Oakland counties (implementation)

**Task B. IDEP Coordination**

The MDNRE did not conduct a fishery, habitat, macroinvertebrate and water quality monitoring program in the Rouge River Watershed as anticipated (the Rouge was part of the 2010 monitoring cycle). However, the MDNRE will consider a request from the ARC to monitor the Rouge Watershed in 2011. The request has a greater chance of approval if the ARC provides a detailed monitoring plan. Although it may not be prioritized as high as the watersheds that are part of the 2011 Basin Year monitoring cycle in 2011.

In early 2011, the ED staff will develop a monitoring plan that focuses on monitoring assistance needed to better delineate the priority areas. ED staff will 1) receive input from the Oakland and Wayne counties on selecting the priority area of focus; 2) work with the local community to understand the local conditions; 3) develop and submit the monitoring request; 4) collaborate with DNRE monitoring staff to increase our chances of success; and 5) follow-up with MDNRE after the submission.

Responsibility: ED

**Task C. IDEP Training**

Conduct IDEP training for ARC members. Wayne County and ED staff will hold one IDEP training for the ARC using the training module that was updated in 2010. The training will fulfill the IDEP training requirements for the new Phase II permit. The task will include training preparation and meeting room coordination. Non-ARC members will be able to attend for a fee. Responsibility: Wayne County and ED

**RATIONALE (including why needed):** The new Phase II permit allows for a collaborative approaches. This watershed-wide approach to IDEP implementation is proposed in lieu of completing these more prescriptive permit sampling and monitoring requirements. The watershed-wide outfall map and the Storm Water Reporting System are two steps toward having one storm water report for the DNRE, which will ease the burden on community staff.

**BUDGET (including how the amount requested was established):** The estimated total budget for this initiative is \$85,000 and summarized in the table below.

Task	Responsible Party	Estimate	Rational
A. IDEP Field Investigations	ED, WC and OC	\$77,500	OC: \$37,500 WC: \$37,500 ED: \$2,500, 25 hrs for IAA preparation, collaboration, technical input and reporting to ARC
B. IDEP Coordination	ED	\$2,500	25 hrs
C. IDEP Training	WC, ED	\$5,000	WC: \$4,000 for training instruction and training coordination ED: \$1,000, 8 hours for training instruction
<b>Total:</b>		<b>\$85,000.00</b>	

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The responsible parties are outlined in the table above. The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee.



**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2011 Budget Recommendation  
Technical Committee  
Compliance Initiatives**

*Working together, restoring the river*

**REQUEST DATE:** September 30, 2010

**LINE ITEM TC4:** Compliance Initiatives

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** With the lawsuit/contested case remaining unresolved, ARC members are now operating under two different storm water permits: the (old) 2003 watershed-based permit and the 2008 jurisdictional permit. Under the 2008 permit, permittees are required to develop a Storm Water Management Program Plan (SWMP) and Storm Water Pollution Prevention Plan (SWPPP). The SWMP for the jurisdictional permit is equivalent to the SWPPI for the watershed-based permit. Bloomfield Twp. currently has their SWMP complete. Other community's SWMPs are due in June 2011. Like the SWPPIs, for which the ARC developed a watershed-wide template, the SWMPs should be developed to be consistent with the Rouge Storm Water Reporting System.

The SWPPP is an element of the SWMP. SEMCOG has offered to develop the SWPPPs for ARC members at no additional cost to the community.

Through the ARC Technical Committee, Wayne County has been developing the Collaborative Action Plan to address TMDL requirements and serve as the "Collaborative SWPPI" identified in the ARC's Alternative Permit or as the Alternative Approach for the TMDL/PEP/IDEP/SWPPI sections of the Watershed Based 2008 permit (i.e. a new SWPPI Template). With the lawsuit/contested case unresolved and the Rouge Watershed Management Plan being updated this plan will need to be refined.

In addition in 2010, the DNRE began performing storm water program compliance audits of the Phase II communities. First in line for these audits are those communities operating under the 2003 permit, which are the same communities contesting the permit. Many permit-required items in the Rouge are being accomplished on a watershed-wide basis. Therefore, a watershed-wide approach to the audit would benefit ARC members by reducing the amount of time needed to complete the audit.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** Work associated with this request may include the following:

- A. Collaborative Action Plan Development. WC and ED staff will collaborate on the Collaborative Action Plan to determine how it can be further amended, as necessary, to serve ARC members. If accepted by ARC members, the Plan may be used as a timely revision of the existing watershed based SWPPI template.
- B. Phase II DNRE Audit Assistance. ED staff will assist ARC members with the Phase II DNRE audits. SEMCOG has offered to provide ARC members support during the audit process at no additional cost to the community. This could include conducting a pre-audit and attending the audit. However, ED staff may need to provide SEMCOG or the community with certain items in preparation of the audit. ED staff and SEMCOG will meet with DNRE to identify audit items that the ARC and cooperating partners handle for all members. This information could then be provided to the DNRE prior to the audit. This would streamline the audit (both for ARC members and the DNRE) and relieve ARC members from certain responsibilities.
- C. SWMP and SWPPP Coordination. For jurisdictional permittees to be included in the Rouge River Storm Water Reporting System, each member's SWMP should be similar to the watershed-wide SWPPI (to the extent possible). Using an existing SWMP as a starting point, ED staff will provide ARC members a SWMP template to ensure they are as consistent as possible with the Reporting System.

ED staff will also collaborate with SEMCOG as the SWPPP are developed to ensure that they are consistent across the watershed.

**RATIONALE (including why needed):** These activities are needed to aid members in compliance with the MS4 permits. Each of the activities is being done to reduce the workload for individual members by approaching them on a watershed-wide basis. ARC staff's involvement with the audits and SWMP development will be beneficial in developing the Rouge Storm Water Reporting System.

**BUDGET (including how the amount requested was established):** The estimated budget for these Technical Committee initiatives is \$22,000 as summarized in the table below.

Task	Responsible Party	TC Budget	Rational
A. Action Plan	ED, WC	\$8,000	\$4,000 for WC and 40 hrs for ED
B. Compliance Audits	ED	\$6,000	60 hrs
C. SWMP/SWPPP Assistance	ED	\$8,000	80 hrs
<b>Total:</b>		<b>\$22,000.00</b>	

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** ED staff will complete the items listed in this Budget Request. The Chair of the Technical Committee (currently, Mr. Gary Zorza, Vice-Chair) will oversee the task on behalf of the Technical Committee.



Working together, restoring the river

James W. Ridgway, P.E.  
Executive Director

## 2011 PUBLIC INVOLVEMENT AND EDUCATION (PIE) COMMITTEE BUDGET HIGHLIGHTS

The 2011 PIE budget represents nearly a 20% reduction in cost from the 2010 budget. Primary activities are:

- (PIE 1) The *Green Infrastructure Activities* task budget remains the same and will provide for the design and plant materials for 8-10 grow zones in the watershed; four workshops; rain barrel sales and education and buying trees for new participating Green Schools.
- (PIE 2) The *Public Education Materials* task has a minor budget for printed materials, but will primarily support the purchase and distribution of seedlings at local events, such as HHW collection days and water festivals.
- (PIE 3) The *Website Maintenance* task budget increased slightly and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) *Watershed Stewardship and Reporting* supports Friends of the Rouge conducting grow zone maintenance workshops, native plant workshops for homeowners, promoting an Adopt a Grow Zone program and participation in community events to promote watershed stewardship.

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

### Cooperating Partners:

*Cranbrook Institute of Science*  
*Friends of the Rouge*  
*Southeastern Oakland*  
*County Water Authority*  
*Wayne State University*

ARC 2011 Budget  
 PIE Committee Budget Summary  
 8-Sep-10

Item #	Description	2011 Budget	Responsible Party					
			Wayne County	Executive Director	FOTR			
<b>PIE 1</b>	<b>Green Infrastructure Campaign</b>							
	1. Grow zone program/ Admin		\$ 15,000	\$ 49,000				
	2. Workshops (2 Septic System; 1 Golf Course; Green Infrastructure)		\$ 2,500	\$ 15,000				
	3. Rain Barrel Education/Sales			\$ 5,000				
	4. Green Schools - Trees		\$ 7,500					
	<b>Subtotal:</b>	<b>\$ 94,000</b>	<b>\$ 25,000</b>	<b>\$ 69,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PIE 2</b>	<b>Public Ed Materials</b>							
	1. Seedlings for events		\$ 2,500					
	2. Printing		\$ 2,500	\$2,500				
	3. Management and Distribution		\$ 5,000	\$5,000				
	<b>Subtotal:</b>	<b>\$ 17,500</b>	<b>\$ 10,000</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PIE 3</b>	<b>Website Maintenance</b>							
	1. Update and Edit			\$7,000				
	2. Fees			\$750				
	<b>Subtotal:</b>	<b>\$7,750</b>	<b>\$0</b>	<b>\$7,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PIE 4</b>	<b>Watershed Stewardship and Reporting</b>							
	<b>Subtotal:</b>	<b>\$ 18,590</b>			<b>\$ 18,590</b>			
<b>Grand Total</b>		<b>\$ 137,840</b>	<b>\$ 35,000</b>	<b>\$ 84,250</b>	<b>\$ 18,590</b>	<b>\$ -</b>	<b>\$ -</b>	



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2011 BUDGET RECOMMENDATION

**REQUEST DATE:** September 7, 2010

**LINE ITEM:** Green Infrastructure Campaign (PIE 1)

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** This task continues the work begun in 2009 to educate the public about the benefits of green infrastructure. Since 2005, the ARC PIE Committee has conducted such activities as septic system maintenance workshops, green infrastructure workshops and bus tours across the watershed and sales of rain barrels to interested citizens. Additionally, a successful green infrastructure grant program was conducted by the PIE Committee in 2009 and 2010 that has provided funding for 21 small green infrastructure projects across the Rouge River Watershed.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** Proposed budget for the Green Infrastructure Campaign is \$94,000 and remains unchanged from 2010. This task will include the following activities and budgets:

- *Grow Zone Program:* Total Task Budget: \$64,000

The PIE Committee will publicize and oversee a program that will provide funding to facilitate communities, schools and non-profits to establish schoolyard habitats, native plant grow zones, buffers and plant trees. This task reflects the ARC's continuing efforts to promote green infrastructure. The projects being targeted with this budget are simple grow zones and buffers that can be easily installed and then used to educate the public and promote similar activities in schools, communities and neighborhoods. The PIE Committee will also conduct up to two meetings with ARC staff, communities and PIE members to develop review and revise criteria, accept and screen applications. The \$64,000 total for this task will allow for the following tasks: Wayne County will make site visits to successful applicants, provide trouble-shooting, assist with plant/seed delivery and sorting and ordering signage. Wayne County will also plan and conduct several volunteer workday events at existing GI sites within the Rouge River watershed. ARC staff will make site visits, design the grow zones and provide trouble-shooting assistance. Additionally, ARC staff will perform administration tasks, including developing criteria, publicizing the program and accepting and ranking projects.

- *Workshops:* Total Task Budget: \$17,500

The PIE Committee proposes to conduct the following workshops in 2011:

-- *Septic System Maintenance Workshops:* Every two years, the PIE Committee presents Septic System Maintenance Workshops for watershed homeowners in two

watershed communities – one in Wayne County and one in Oakland County. To date, more than 400 people have attended these workshops. These workshops will be presented in Spring, 2011.

-- *Golf Course Green Practices Workshop*: This workshop will be presented at a golf course in the Rouge River Watershed in conjunction with the Turf Grass Association at Michigan State University to educate golf course owners in the Rouge River Watershed about green infrastructure and practices. This workshop will be presented in the Fall, 2011.

-- *Green Infrastructure Conference*: ARC PIE staff, Wayne County, SEMCOG, Lawrence Technological University, the Alliance of Downriver Watersheds and others are planning a green infrastructure conference at Lawrence Technological University to educate local government, businesses and others about green infrastructure. This workshop will be presented in the first quarter of 2011.

- *Rain Barrel Education/Sales*: Total Task Budget: \$5,000

The PIE Committee and staff planned two rain barrel sales in 2010. One event held in Redford Township drew 382 people in July, 2010; another planned in Troy on September 18, 2010 will draw at least that many people if not more. The PIE Committee plans to conduct two rain barrel sales in 2011. One is tentatively planned in the spring in Southfield.

- *Green Schools*: Total Task Budget: \$7,500

Wayne County, on behalf of the PIE Committee, will continue to oversee the Green Schools program in Wayne County and coordinate with Oakland County. The Green Schools Program educates students about waste reduction and pollution prevention. Each new Green School will get a tree to plant to promote green infrastructure. In 2010, 75 Rouge River Watershed schools joined the Green Schools program and received trees.

**RATIONALE (including why needed):** Green Infrastructure is a catch-all term for many of the post-construction storm water BMPs that need to be implemented to maintain storm water permit compliance and should be implemented on an increasing basis to realize the restoration of the Rouge River. This task is repeated from the 2010 ARC budget, because so far, the 21 grow zone and buffer projects are successful. This activity directly impacts reducing storm water runoff and sewer overflows. Green Infrastructure has a variety of environmental and economic benefit. These benefits include: cleaner water, enhanced water supplies, cleaner air, reduced urban temperatures, moderates the impacts of climate change, increased energy efficiency, source water protection, community aesthetics and cost savings. Additionally, these sites are a good way to publicize ARC activities, as they are marked with Grow Zone signs featuring the ARC logo.

**BUDGET (including how the requested amount was established):** \$94,000

*Grow Zone Program*: \$64,000 (projects range from \$1,000-\$5,000) Budget cost is based on similar projects conducted by Wayne County Department of Environment and the ARC. This budget will include coordination of the overall project and site visits and design work for 8-12 green infrastructure projects; plants and seed for the projects, and signage for the projects. This budget will also cover staff time for up to two (2) subcommittee meetings to prepare the program RFP and to interact with the Grow Zone Subcommittee to review the grant applications, rank the grant applications and manage the program. Additionally, volunteer days will be organized to help maintain the projects planted in since 2009. The \$64,000 Budget is earmarked in the following way:



-- \$15,000 for Wayne County to make site visits to successful applicants, provide trouble-shooting, assist with plant/seed delivery and sorting and ordering signage. Wayne County will also plan and conduct several volunteer workday events at existing GI sites within the Rouge River watershed.

-- \$49,000 for ARC staff (\$15,000 for plant material; \$20,525 for site visits, design, trouble-shooting, etc (264 hours at \$77.47 an hour), and \$13,475 for administration, including developing the RFP, review and ranking of submitted projects (118 hours at \$114 an hour).

*Workshops:* The \$17,500 budget was based on presenting similar workshops in previous years. The budget for this task will be earmarked in the following way:

-- \$2,500 for Wayne County to assist with the Septic System Maintenance Workshop in Wayne County.

-- \$15,000 for ARC staff to plan and facilitate the Septic System Maintenance Workshops, the Golf Course Green Practices Workshop and the Green Infrastructure Conference (This represents 150 hours at \$77.46 an hour and 30 hours at \$114 an hour)

*Rain Barrel Education and Sales:* The \$5,000 budget earmarked for this task was based on similar tasks performed in 2010 and will pay for ARC staff to make arrangements for the rain barrel sales. Subtasks include choosing locations, interacting with ARC communities and sales reps, facilitating publicity and staffing two rain barrel events in 2011. (This represents 39 hours at \$77.46 and 18 hours at \$114 an hour)

*Green Schools Program:* The \$7,500 budget cost is based on similar work conducted by Wayne County in 2009-10 to conduct the Green Schools program in Wayne County and Oakland County. This budget would pay for Wayne County staff to purchase trees for newly designated Green Schools in Wayne and Oakland County.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Brandy Siedlaczek) will oversee the task on behalf of the PIE Committee. ARC Executive Director staff will perform the work with assistance from Wayne County on the Grow Zone Program, the Septic System Maintenance workshop and the Green Schools Program.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2011 BUDGET RECOMMENDATION

**REQUEST DATE:** September 7, 2010

**LINE ITEM:** Public Outreach Materials (PIE 2)

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** In the past, the PIE Committee has printed and distributed a variety of public education materials to ARC communities to help them fulfill requirements of their storm water permits. However, in 2010 the PIE Committee staff piloted distributing native seedlings at community events, rather than printing materials that may or may not be distributed by communities. The seedling outreach was piloted at the Wayne County Household Hazardous Waste event at Westland Mall on August 28, 2010. Some 1,000 seedlings were distributed to participants in the HHW event. This event enabled ARC staff to do the following:

- Make direct contact with the public to promote the Alliance of Rouge Communities.
- Directly distribute focused public education materials with the seedlings. These materials included *The Value of Trees* brochure and illicit connection hotline brochures.
- Promote the ARC website. Recipients of seedlings were asked to register their trees on the ARC website.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This task would cover the cost of purchasing tree seedlings to distribute at up to three public events, the time to plan and prep for the events and printing and related graphics support for the seedling packaging. Finally, this task will pay for ARC staff and Wayne County staff to plan the events, staff the events and provide support.

**RATIONALE (including why needed):** This activity would help ARC communities fulfill the public education program (PEP) requirements as it relates to stewardship and watershed awareness. It will also promote the ARC to residents of ARC communities.

**BUDGET (including how the requested amount was established):** \$17,500

- *2,000 Seedlings:* \$2,500 for seedlings is based on the fact that 1,000 Norway Spruce seedlings cost \$1,100 in 2010. The cost for 2,000 seedlings would be approximately \$2,200. The \$2,500 figure anticipates any increases in the cost of seedlings or shipping. (*Wayne County task*)

- *Printing:* \$5,000 for any printed materials included with the trees, packaging, labels and other incidentals. This cost also provides for small printings of other materials as requested by ARC communities. (*\$2,500 for Wayne County and \$2,500 for ARC staff*)
- *Management and Distribution:* \$10,000 in labor for ordering, packaging and distributing the trees. (\$5,000 for Wayne County and \$5,000 for ARC staff, which represents approximately 44 hours of staff time for the year)

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Brandy Siedlaczek) will oversee the task on behalf of the PIE Committee. ARC Executive Director staff and Wayne County staff will track and manage inventory and orders, distribute seedlings, and perform other activities required by this task.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2011 BUDGET RECOMMENDATION

**REQUEST DATE:** September 7, 2010

**LINE ITEM:** ARC Website Update and Maintenance (PIE 3)

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** Monthly maintenance and regular updates are required for the ARC website ([www.allianceofrougecommunities.com](http://www.allianceofrougecommunities.com)) This task would provide budget to pay the monthly website fee and staff time to provide regular updates to the site.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This budget would cover the cost of monthly maintenance, including adding graphics, editing and review and the monthly website fee.

**RATIONALE:** This activity would provide for technical support to the website as well as production of a website that is useful to ARC members and the general public.

**BUDGET:** \$7,750. The budget is based on hours per month to perform updates and maintenance and the monthly website fee. Annual website fee: \$540; Graphics, editing and review: \$5,640 (86 hours)

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Brandy Siedlaczek) will oversee the task on behalf of the PIE Committee. The ARC Executive Director staff will perform the work.



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2011 BUDGET RECOMMENDATION

**REQUEST DATE:** September 8, 2010

**LINE ITEM:** Watershed Stewardship and Reporting (PIE 4)

**COMMITTEE MAKING REQUEST:** PIE

**BACKGROUND:** Partnerships are critical for Friends of the Rouge in meeting its mission to promote restoration and stewardship of the Rouge River ecosystem. To sustain and grow these partnerships and to promote the organization, FOTR must attend local and regional meetings and events. This year, FOTR will partner with the ARC to produce two River Restoration Workshops: one focused on grow zone maintenance and the second focused on green landscaping for homeowners. Both workshops will build off a roundtable meeting FOTR is partnering with the ARC to put on in late 2010. Additionally, FOTR will attend various community and regional events to promote stewardship of the Rouge River and to promote the ARC. Finally, the FOTR will provide the ARC a detailed report on various activities sponsored around the watershed, including the Frog and Toad Survey, Benthic Macroinvertebrate Surveys, and Rouge Rescue to assist ARC members in reporting these activities for as part of their annual reports.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This budget would cover the cost of two workshops, participation in community events and the 2011 annual summary of participation in FOTR activities. Specific activities are as follows:

**Task 1: Local & Regional Outreach**

March/April 2011: A Grow Zone Maintenance Workshop, in partnership with the ARC, will be held for approximately 50 participants to kick off the Adopt a Grow Zone program. The focus of the workshop will be to train volunteers on the protocol of the program as well as grow zone maintenance techniques in an effort to engage volunteers in maintaining grow zones on public land.

Late February/Early March 2011: Friends of the Rouge and the ARC will coordinate a Grow Zone workshop for approximately 100 watershed homeowners. The workshop will be broadly based and cover a number of topics to teach residents what they can do in their own yards to improve water quality. Specific topics will include gardening with native plants and the benefits of rain gardens and stream-side buffers. Information on river friendly lawn care and invasive plants will be briefly covered and handouts will be provided. The Grow Zone Maintenance workshop will be promoted at this workshop and attendees will be encouraged to participate in the Adopt a Grow Zone program.

Examples of the types of community events to be attended by FOTR staff include:

RRAC/AOC, Detroit River Days, Cranbrook Water Festival, University of Michigan-Dearborn Water Festival, State of the Strait Conference, Earth Day Events, Stewardship Network Cluster Planning Meetings and various community events.

*Budget: \$16,445*

**Task 2: Annual Report**

Friends of the Rouge will develop and generate an annual report of the activities it conducts that help ARC members fulfill the requirements of the storm water permit. This will include all FOTR programs (Rouge Rescue, Rouge Education Project, Benthic Monitoring, Frog and Toad Survey, River Restoration) and Local and Regional Outreach. Information will include event dates and locations; number of volunteers; residency of volunteers, etc.

*Budget: \$2,145*

**RATIONALE:** These activities support the ARC mission of providing public education and supporting river stewardship, as well as providing a tool for ARC members' annual reporting.

**TOTAL BUDGET:** \$18,590. This budget is based on the following:

*Task 1:*

Grow Zone Maintenance Workshop: \$2,361 (labor for two FOTR staff and expenses)

Grow Zone Workshop for homeowners: \$2,516 (labor for two FOTR staff and expenses)

Community Events: \$12,155 (for attendance at 15-20 meetings/events)

Total: \$16,445

*Task 2:*

Annual Report: \$2,145 for FOTR staff (five staff members) to generate the annual report.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Chair of the Public Involvement and Education Committee (currently, Ms. Brandy Siedlaczek) and ARC staff will oversee this task on behalf of the PIE Committee. FOTR will perform the work.



Alliance  
of Rouge  
Communities

*Working together, restoring the river*

*James W. Ridgway, P.E.  
Executive Director*

## **2011 EXECUTIVE DIRECTOR SERVICES BUDGET HIGHLIGHTS**

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

The proposed 2011 Executive Director Services included an increase of about 6% because of overhead adjustments and slight salary increases.

However, the Organization Committee recommended that the 2011 ED Services budget remain at the 2010 amount, but that the ED staff provide the level of service represented by the original proposed 2011 budget.

- The 2011 increase is \$9,032 over the 2010 ED Services Budget.
- The ED staff proposes to use the \$9,032 to provide some match for ARC grant funded projects, specifically:
  - \$6,693 to provide grant management for the RPO Round X Wayne Road Dam Design project.
  - \$2,339 to provide grant management for the RPO Round X Rouge Green Corridor Urban Habitat Improvement project.

This funding will reduce the amount of ARC dues needed to match the Round X projects, and falls within services typically provided by ED staff.

### Cooperating Partners:

*Cranbrook Institute of Science  
Friends of the Rouge  
Southeastern Oakland  
County Water Authority  
Wayne State University*



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2011 BUDGET RECOMMENDATION

**REQUEST DATE:** September 28, 2010

**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. Based on ECT's performance to date, the ARC Officers requested an updated cost proposal from ECT. Attached is the breakdown of hours and costs. The service level is similar to what the ARC has received from ECT since 2007.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary services and budget. Additional duties for 2011 include:

- Staffing and facilitation of the full ARC (3 meetings); the Executive Committee (6 meetings); the Organization Committee (4 meetings) and the Subwatershed Advisory Groups (SWAGs) (1 meeting for three combined SWAGs).
- Distribution of meeting materials and FOIA services
- Serving as the Primary Liaison and Advocate for the Rouge River Watershed
- Quick Books Monthly Tracking and Reporting
- Facilitation of the Finance Committee meetings (4 meetings)
- Administrative Oversight/Contractor Management/Ongoing Support
- ARC Marketing & Communications
- Annual Report

This request includes the budget for facilitation and oversight of the Technical Committee (4 meetings) and the Public Involvement and Education Committee (4 meetings) as well as preparation of the 2012 committee budgets.

*Added Task:* The Technical Committee has requested that the *Pursuing Grant Opportunities* task be removed from the Technical Committee's responsibility and transferred to the Executive Director Services contract. This represents \$10,000 in non-federal ARC monies to pursue grants in 2011.



**RATIONALE:** The Alliance of Rouge Communities needs an executive director to manage its day to day activities and finances.

**BUDGET:** ECT submitted an estimated 2011 budget of \$168,803 for the above services (not including the grant writing task) which reflects the same hours, but includes a 6% increase in budget based on overhead and salary. However, the Organization Committee is requesting ECT's compensation for Executive Director Services remain at the 2010 level of \$159,771 for the same hours reflected in the budget.

<b>RECOMMENDATION:</b> Executive Director Services:	\$159,771
Pursuing Grant Opportunities:	<u>\$ 10,000</u>
 TOTAL:	 \$169,771

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Committee must approve any extension of contract with the Executive Director in 2011. The Executive Director will report to the ARC Chair.

## 2011 ARC EXECUTIVE DIRECTOR PROPOSED BUDGET

August 17, 2010

2011 ARC EXECUTIVE DIRECTOR PROPOSED BUDGET									
August 17, 2010									
ECT Staff      Jim      Annette      Zachare      Chris      Total Labor      Overhead @      Fixed Fee @									
Hourly Rate      Ridgway      Demaria      Ball      Omeara      Costs by Task      1.8452      15%      Total Cost by Task									
Task No.      Task Description									
<b>1 EXECUTIVE DIRECTOR ARC MEMBERSHIP MEETING SUPPORT</b>									
1a	Full Alliance Meetings (3) [2nd, 3rd & 4th Q]	18	6	18	30	\$2,844	\$5,248	\$1,214	\$9,306
1b	Executive Committee (6)	27		20	51	\$3,808	\$7,027	\$1,625	\$12,460
1c	Organizational Committee (4)	24		24	8	\$2,576	\$4,753	\$1,099	\$8,429
1d	SWAGs (1 each =3 mtgs))	10	5	10		\$1,180	\$2,177	\$504	\$3,861
<b>Total Hours Task 1 Meetings</b>		<b>79</b>	<b>11</b>	<b>72</b>	<b>89</b>	<b>Total Cost Task 1 Meetings</b>			<b>\$34,055</b>
<b>2 EXECUTIVE DIRECTOR SERVICES &amp; OPERATIONS</b>									
2a	Routine Distribution of Materials/FOIA & Open Meetings Act				100	\$2,800	\$5,167	\$1,195	\$9,162
2b	Advocate for RR Watershed & Primary Liaison	180			75	\$12,900	\$23,803	\$5,505	\$42,209
2c	Quick Books Monthly Tracking & Reporting (8 hours/mo)				120	\$3,360	\$6,200	\$1,434	\$10,994
2d	Finance Committee (4)	8		8	36	\$1,792	\$3,307	\$765	\$5,863
2e	Administrative Oversight/ Contractor Management/Ongoing Support	20		80	20	\$4,800	\$8,857	\$2,049	\$15,706
2f	ARC Marketing & Communications Strategy	8		24	12	\$1,728	\$3,189	\$737	\$5,654
2g	Annual Report	2	2	12	8	\$880	\$1,624	\$376	\$2,879
<b>Total Hours Task 2 Support for the ARC</b>		<b>218</b>	<b>2</b>	<b>124</b>	<b>371</b>	<b>Total Cost Task 2 Support for the ARC</b>			<b>\$92,466</b>
<b>3 TECHNICAL COMMITTEE SUPPORT</b>									
3a	Technical Committee (4) + Budget Requests Preparation		150			\$6,000	\$11,071	\$2,561	\$19,632
See Technical Committee Budget Request Packet for other Executive Director assigned tasks.									
<b>Total Hours Task 3 Technical Committee Support</b>		<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>Total Cost Task 3 Technical Committee Support</b>			<b>\$19,632</b>
<b>4 PUBLIC INVOLVEMENT &amp; EDUCATION</b>									
4a	Public Involvement & Education Committee (4) + Budget Requests Preparation			150		\$5,700	\$10,518	\$2,433	\$18,650
See PIE Committee Budget Request Packet for other Executive Director assigned tasks.									
<b>Total Hours Task 4 Public Involvement &amp; Education</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Total Cost Task 5 Grant Support</b>			<b>\$18,650</b>
<b>5 PURSUING GRANT OPPORTUNITIES</b>									
5a	Grant Preparation (up to 6 grant applications)					\$0	\$0	\$0	\$20,000
<b>Total Hours Task 5 Pursuing Grant Opportunities</b>		<b>0</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>Total Cost Task 5 Grant Support</b>			<b>\$20,000</b>
<b>Total Estimated Hours by ECT Staff</b>		<b>297</b>	<b>163</b>	<b>346</b>	<b>460</b>	<b>EXPENSES</b>			<b>\$4,000</b>
<b>TOTAL ARC EXECUTIVE DIRECTOR</b>									<b>\$188,803</b>
<b>RECOMMENDED ARC ED SERVICES</b>									<b>\$179,771</b>



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2011 BUDGET REQUEST

**REQUEST DATE:** September 13, 2010

**LINE ITEM:** FC1 – Accounting/Lawyer Services

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** The Alliance of Rouge Communities voted in September 2008 to budget for lawyer and accountant fees starting in 2010. The ARC will be required to provide an audit as part of future grant requests. This line item is also budgeting for any potential lawyer services that the ARC may require.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This line item would cover the accountant services to do the annual audit for 2010 for the ARC along with the annual tax return. These funds will also be used for any potential legal tasks related to the ARC in 2011.

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

**BUDGET:** \$7,500. This budget item will be paid with 100% ARC dues.

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



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2011 BUDGET REQUEST

**REQUEST DATE:** September 13, 2010

**LINE ITEM:** FC2 ARC Insurance

**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.

**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.

**RATIONALE (including why needed):** The ARC Bylaws require that the ARC have insurance.

**BUDGET (including how the amount requested was established):** \$4,000 based on an estimated budget. \$4,000 was budgeted in 2010. It is anticipated that this line item will be confirmed prior to the October 26, 2010 Full ARC meeting.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Director will ensure the insurance coverage does not lapse in 2011.

**Proposed Amendment to ARC Purchasing Policy**  
**Draft: September 22, 2010**

*Insert as a titled subsection under “EXPENDITURE CONTROL”  
Insert at end of Expenditure Control immediately prior to “PURCHASE ORDERS” Section*

**DETERMINATION OF DEBARMENT OR SUSPENSION STATUS BEFORE  
AWARDING OF CONTRACTS**

For award of contracts where federal funds will be utilized (e.g., contract funded by a grant award to the ARC by a federal agency), the ARC will require that the selected contractor, consultant, subgrantee, or individual confirm that:

1. They are not excluded or disqualified sub-grantees or contractors in any federal program,
2. They are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
3. They are not included on the “Excluded Parties List” system maintained by the federal government,
4. They have not, within the three year period preceding the proposal, had one or more public transactions (federal, state or local) terminated for cause or default, and
5. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it as follows:
  - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
  - (b) For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging, or
  - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
6. The contractor, consultant, subgrantee, or individual agrees that it shall not knowingly enter into any subcontract with a contractor, consultant, or person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

An authorized representative of the prospective ARC contractor or subgrantee is required to sign a statement verifying that they are not suspended or debarred from doing business with the federal government as described by items 1-6 above. After contract execution, the contractor shall provide immediate written notice to the ARC if, at any time, contractor or subgrantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. If the ARC determines that the consultant, subgrantee, or individual knowingly rendered an erroneous certification, in addition to other remedies available to the ARC, the ARC County may terminate this Contract for cause or default.

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “Grantee”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meaning set out in the Code of Federal Regulations (45 CFR Part 76).

**EXAMPLE CERTIFICATION FORM**  
**\*\*WILL NOT BE INCLUDED IN ARC PURCHASING POLICY\*\***

**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters**

The undersigned prospective contractor to the ARC certifies, to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
- (2) Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
  - (b) For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. §1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

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Name and Title of Authorized Representative

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Name of Participant Agency or Firm

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Signature of Authorized Representative

Date

I am unable to certify to the above statement. Attached is my explanation.

## ALLIANCE OF ROUGE COMMUNITIES

### Conflict of Interest Policy

#### ARTICLE I

##### PURPOSE

The purpose of this Conflicts of Interest Policy (the “*Policy*”) is to protect the interests of the Alliance of Rouge Communities (the “*Corporation*”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, member of the Executive Committee or other Committee or member of the Corporation. This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

#### ARTICLE II

##### DEFINITIONS

1. Interested Person.

Any officer, member or member of a committee with powers delegated by the members or the Executive Committee (the “*Executive Committee*”) who has a direct or indirect financial interest, as defined below, is an interested person

2. Financial Interest.

A person has a financial interest (“*financial interest*”) if the person has, directly or indirectly, through business, investment or family:

- a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest (“*conflict of interest*”). Under Article III, Section 2 of this Policy, a person who has a financial interest shall have a conflict of interest only if the Executive Committee or other appropriate committee decides that a conflict of interest exists.

ARTICLE III  
PROCEDURES

1. Duty to Disclose.

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the Executive Committee and the members of committees with Executive Committee-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Committee or other committee meeting while the determination of whether a conflict of interest exists is discussed and voted upon. The remaining Executive Committee or other committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

a. An interested person may make a presentation at the Executive Committee meeting or other committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that may result in a conflict of interest.

b. If the Executive Committee or other committee determines that a conflict of interest does exist, then:

(i) The Chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(ii) After exercising due diligence, the Executive Committee or other committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

(iii) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Executive Committee or other committee shall determine by a majority vote whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.



4. Violations of the Policy.

a. If the Executive Committee or other committee has reasonable cause to believe that a member, officer, member of the Executive Committee or member of another committee has failed to disclose actual or possible conflicts of interest, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the response of such person and making such further investigation as may be warranted in the circumstances, the Executive Committee or other committee determines that such person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

RECORDS OF PROCEEDINGS

1. The minutes of the Executive Committee and all committees with Executive Committee-delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Committee's or other committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

ARTICLE V

COMPENSATION COMMITTEES

A voting member of the Executive Committee or any other committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

ARTICLE VI

ANNUAL STATEMENTS

Each officer, member, member of the Executive Committee, and member of a committee with Executive Committee-delegated powers shall annually sign a statement which affirms that such person:

a. has received a copy of the Policy,

- b. has read and understands the Policy,
- c. has agreed to comply with the Policy, and
- d. understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

PERIODIC REVIEWS

To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether partnership and joint venture arrangements and arrangements with other organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.
- c. Whether agreements to provide services and agreements with other organizations further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.

ARTICLE VIII

USE OF OUTSIDE EXPERTS

In conducting the periodic reviews provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Committee of its responsibility for ensuring that periodic reviews are conducted.

This Policy was adopted by the Alliance of Rouge Communities on the 5th day of May, 2009.

\_\_\_\_\_  
Executive Committee Member

\_\_\_\_\_  
Member Community

\_\_\_\_\_  
October 14, 2010