



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

Tuesday, October 25, 2011, 1:30 p.m.
Farmington Hills City Hall Community Room
31555 W. Eleven Mile Rd., Farmington Hills

1. Welcome – Gary Mekjian, Chair

2. Roll Call of Members

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

ARC Executive Committee			Attended Meeting
Officers			
Chair	Gary Mekjian	Farmington Hills	Y
Vice-Chair	Kevin Buford	Westland	Y
Treasurer	Don Rohraff	Livonia	Y
Past Chair	Tim Faas	Canton Twp.	Y
Counties			
Oakland Co. – Rep.	John McCulloch	OCWRC	N
Oakland Co. – Alt.	Jim Wineka	OCWRC	Y
Oakland Co. – Alt.	Joseph Colaianne	OCWRC	N
Washtenaw Co.- Rep.	Janis Bobrin	WCWRC	N
Washtenaw Co.- Alt.	Meghan Bonfiglio	WCWRC	Y
Wayne Co. - Rep.	Kelly Cave	WCDPS	Y
Wayne Co. - Alt.	Noel Mullett	WCDPS	N
SWAGs			
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield	Y
Main 1 & 2 - Alt.	Wayne Domine	Bloomfield Township	Y
Main 3 & 4 - Rep.	Jim Murray	Dearborn	Y
Main 3 & 4 - Alt.	VACANT		
Upper - Rep.	VACANT		
Upper - Alt.	Kevin Maillard	Livonia	N
Middle 1 - Rep.	VACANT	Northville Township	N
Middle 1 - Alt.	Aaron Staup	Novi	N
Middle 3 - Rep.	Jack Barnes	Garden City	Y
Middle 3 - Alt.	VACANT		
Lower 1 - Rep.	Bob Belair	Canton Township	Y
Lower 1 - Alt.	VACANT		
Lower 2 - Rep.	Ramzi El-Gharib	Wayne	Y
Lower 2 - Alt.	Tom Wilson	Romulus	N

Others Present: Jim Ridgway, Executive Director; Annette DeMaria; Zachare Ball, 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
- Henry Ford Community College
- 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
- University of Michigan – Dearborn
- Van Buren Twp.
- Walled Lake
- Washtenaw County
- Wayne
- Wayne County
- 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

There were no additions or changes to the draft agenda.

4. Summary of July 12, 2011 Executive Committee Meeting

The motion was made by Tim Faas to accept the July 12, 2011 meeting summary. The motion was seconded by Jim Wineka. Motion passed.

5. Executive Director Report

a. Grant Status Report

Jim Ridgway informed the committee that the additional \$1 million in funding from National Oceanic and Atmospheric Administration (NOAA) for the Wayne Road Dam will allow construction to continue during the dry season. T. Faas also informed the committee that he just received a phone call from the U. S. Forestry for the award of \$374,000 for several communities to replace 2,000 trees due to the emerald ash borer.

b. EPA GLNPO Legacy Project

Gary Mekjian took a few minutes to discuss a conversation he had with Sanjiv Sinha, ECT, and Tim O'Brien, Blue Water Economy Group, regarding the ARC possibly providing fiduciary services to an EPA-GLNPO funded project. The project has been put together to remove and remediate sediment along the Rouge River. Phase 1 consisted of bringing the responsible parties together to support this project and provide match. Phase 2 will create a feasibility study of the areas of concern and Phase 3 will develop an action plan to remove the sediments. It is anticipated that the project will cost between \$3 – 5 million with 1/3 match provided by the private sector. The ARC would not have to put any funds toward the project and would not be liable for any actions related to the project. The project would provide funds for the fiduciary services provided by the ARC. It was decided that a subcommittee should meet to discuss this opportunity further. The first meeting has been scheduled for December 9 at 1:00 p.m. at the Farmington Hills City Hall Community Room. Jim Murray and Tim Faas volunteered to serve on this subcommittee. G. Mekjian stated that he would invite Tim O'Brien to give a summary of the proposed project at the Full ARC meeting.

6. Standing Committee Reports

a. Finance Committee

A/R and A/P Reports

D. Rohraff reviewed the accounts receivable and accounts payable reports. At this point the only member dues outstanding are Melvindale, G. Mekjian will follow up with them.

2011 Budget Amendment

D. Rohraff reviewed the 2011 budget amendments as follows:

Finance Committee Amendment 3: Increase line item FC1 – Accounting and Legal Services budget from \$7,500 to \$9,200 due to the unanticipated accounting services that were not budgeted in 2011. These included assistance from the accountant in coordinating the required policies and procedures as required for the ARC A133 audit and follow-up assistance with the IRS on the approval of the ARC's 501(c)(3) status.

Technical Committee Amendment 1: Add a line item for CMI1: Monitoring to Support *E. coli* TMDL Implementation to the 2011 budget in the amount of \$5,042 for the grant from CMI that will be spent in 2011. The remainder of the grant will be spent in 2012 and 2013.

Finance Committee Amendment 4: Adds NOAA1 Grant “Wayne Road Dam Removal” in the amount of \$50,000 to be spent during the remainder of 2011. The rest of the \$1 million grant will be spent in 2012 and 2013.

The motion was made by Ramzi El-Gharib to recommend to the Full ARC the approval of the 2011 Proposed Budget Amendments as presented by the Finance Committee. The motion was seconded by Kevin Buford and passed unanimously.

D. Rohraff reviewed the two contract amendments to ECT’s contract with the ARC as follows:

Appendix G – The total compensation for this scope of services is \$49,895.00. The ARC will be reimbursed by the Michigan Department of Environmental Quality (MDEQ) for 75% of this cost (\$37,421.00). The remaining 25% (\$12,474.00) will be split 50/50 between ARC dues and Rouge Grant federal funding. The total budget includes a fixed fee of: \$4,278.00. The goal of this project is to locate the sources of E. coli of human origin, whose presence is indicated by past monitoring efforts conducted by the MDEQ in completion of the Rouge River TMDL. This will be accomplished by 1) Conducting investigative water quality sampling at strategic locations within the target areas during dry weather conditions to screen for the presence of sanitary sewage; and 2) Adjusting sampling locations, as necessary, to narrow down source areas to find illicit discharge sources.

Appendix H – The total compensation for this scope of services is \$215,536 (of which \$50,000 is anticipated to be spent during the 2011 budget). The ARC will be reimbursed by the Fisheries Habitat Conservation Program Office for 100% of this cost (\$215,536). The total budget includes a fixed fee of: \$27,560. The Alliance of Rouge Communities (ARC) has received a \$1 million federal grant to remove the Wayne Road Dam in the City of Wayne and restore the fishery in the Lower Rouge River. The two-year grant was awarded to the ARC by NOAA, which provides financial and technical assistance to remove dams and barriers, construct fish passage, clean up marine debris, restore coastal wetlands, and remove invasive species in the region.

The motion was made by J. Murray to approve the ECT contract amendments as presented by the Finance Committee. The motion was seconded by K. Buford and passed unanimously.

2012 Budget Requests

D. Rohraff reviewed the 2012 budget requests as follows:

Executive Director Services:

The proposed 2012 Executive Director Services includes an increase of \$7,700 because of the work required to maintain the ARC’s financial activities and the anticipated increased work load necessary for the required federal audit in 2012. Additionally, we are requesting a \$10,000 increase for grant writing in 2012. Explanations for both budget items are as follows:

Grant writing: This is being increased by \$10,000 and will cover the cost of writing five grants. This year the ARC budgeted \$10,000 and wrote five grants at a cost of \$21,000. Of the five grants, the ARC has been awarded four : \$1 Million from NOAA for Wayne Road Dam removal; \$50,000 for E. coli monitoring in the Main 1-2 and the Upper; \$24,000 for creating a strategy for the Upper Rouge Subwatershed to address beneficial use impairments and \$300,000+ from the U.S. Forest Service GLRI to buy 2,000 trees for ARC communities.

Monthly Tracking, Reporting and Financials is being increased by \$7,700 based on the actual cost of doing the ARC bookkeeping, the reporting and the audit -- which will require more staff time for the required federal audit in 2012.

Finance Committee:

- (FC1) Accounting and Legal Services - \$15,000. These funds will be used for the preparation of the 2011 taxes, preparation of the financial report and the required A133 audit. These funds would also cover any legal issues that may arise related to the ARC. This line item has increased from previous years due to the cost involved with the A133 audit.
- (FC2) ARC Insurance - \$4,000. 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.

PIE Committee:

The 2011 PIE budget reflects a slight increase (\$2,590) in cost from the 2012 budget due to the slight increase in cost of seedlings and packaging in PIE 2. Because of ARC budget constraints, \$10,000 worth of activities and materials will be put under the PIE Initiatives Task for funding later in the year, budget permitting. 2012 PIE Committee highlights are:

- (PIE 1) The Green Infrastructure Activities task budget is about \$12,000 lower because budget was transferred to PIE 2 to pay for increased printing costs in 2012. The activities for this task are nearly the same and will provide for the planning, design and plant materials for up to three planting projects in public golf courses in the Rouge River Watershed; analysis and project profiles for the 29 ARC grow zones installed in the watershed from 2009-11; partnering with Friends of the Rouge to present three workshops; ARC rain barrel sales and education for up to four events and the purchase of trees for new participating Green Schools.
- (PIE 2) The Public Education Materials task has increased budget for printed materials and giveaways and supports the purchase and distribution of seedlings at local events, such as community events, rain barrel sales and HHW collection days. The printing budget will pay for printing the riparian homeowners' brochure, seedling packaging, bookmarks, magnetic clips and design software.
- (PIE 3) The Website Maintenance task budget remains the same 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, the golf course workshop, a hands-on native planting workshop for homeowners, participation in community events to promote watershed stewardship, and creating an annual report of FOTR events and volunteer participation.
- (PIE 5) PIE Initiatives: The activities that will be conducted, budget permitting are:
 - Design of a riparian homeowner's brochure with related material on the ARC website. (\$5,000)
 - Printing/Wayne County (\$2,500)
 - Green Schools Trees/Wayne County (\$2,500)

Technical Committee:

The 2012 Technical Committee budget is about 22% lower than the 2011 budget due to postponement of monitoring on the Lower Rouge until 2013. The 2012 TC activities are as follows:

- (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 for 2012 include a geomorphology 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 supports the stream-lined, easy web-based reporting mechanism for Phase II permit reporting to the MDEQ which was completed in the 2011. The 2012 effort will include: system administration, operation

and maintenance, member assistance on system use, minor programming modifications and creation of a trial watershed-wide report.

- (TC3) The IDEP Investigations and Training task continues field investigations in priority areas and provides IDEP training for ARC municipal staff. 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: assisting SEMCOG and other regional partners in developing a training session for municipal staff, assistance to ARC members that will be audited by the MDEQ (including gathering information from project partners and collaboration with SEMCOG), provide comments on the draft MS4 permit template that is due to be released in 2012, and work with the MDEQ to develop a Rouge-specific permit that can be adopted by the membership.
- (CMI1/TC5) The Monitoring to Support TMDL Implementation task covers match funding for a recently awarded CMI grant to narrow down human sources of E. coli in Pebble Creek and potentially Seeley Drain and Minnow Pond Drain. Dry weather monitoring will be conducted in-stream first and then at storm sewer outlets to determine which potentially are impacted by sewage. Suspect sewers will be referred to the local community for source investigation and identification. This project begins in late 2011 and ends in early 2013. The requested budget represents 100% of the entire match requirement for the project.

The motion was made by R. El-Gharib to recommend to the full ARC approval of the 2012 Proposed Budget Requests as presented by the Finance Committee. The motion was seconded by K. Buford and passed unanimously.

Fundraising Subcommittee

D. Rohraff informed the committee that the Finance Committee has requested a Fundraising Subcommittee be formed to research potential fundraising opportunities as the ARC continues forward with the Rouge Grant funds declining. If anyone is interested and has ideas please forward them to Don Rohraff or Chris O'Meara. The first meeting is scheduled for December 6 at 2:30 p.m. at the Livonia DPW.

b. Organization Committee

Kelly Cave stated that the Organization Committee has not meet to date but will be scheduling a meeting to review the draft revision of the ARC Bylaws that Meghan Bonfiglio and ARC staff have drafted. She expects to have a draft for the Executive Committee's review in early 2012. K. Cave stated that the ARC received a letter from the University of Michigan-Dearborn requesting Associate Membership status with the ARC. K. Cave recommended that the Executive Committee add this item to the agenda for the Full ARC's approval. UM-D would be invoiced in the amount of \$187.50 for the fourth quarter of 2011 and then would be invoiced \$750 for the calendar year of 2012 in February, 2012.

The motion was made by J. Murray to recommend to the Full ARC the approval of the Associate Membership request by the University of Michigan-Dearborn. The motion was seconded by K. Buford and passed unanimously.

c. PIE (Public Involvement and Education) Committee

Brandy Siedlaczek reported that the 2011 ARC grow zones are all installed and the Green Schools project is moving forward.

B. Siedlaczek reported that most recent ARC rain barrel sales were:

- Westland, July 30, 2011 (778 barrels sold)
- Westland, September 17, 2011 (322 barrels sold)
- Novi, September 24, 2011 (56 barrels sold)

The PIE Committee sponsored five rain barrel sales and sold 1,668 rain barrels

Bookmarks: 9,000 bookmarks were distributed to the following members/organizations:

- 100 bookmarks to each of 26 ARC member libraries (approximately 2,600 bookmarks)
- 100 bookmarks to each ARC member community.
- 1,500 bookmarks and seedlings to participating Green Schools
- 2,300 bookmarks to the Cranbrook Water Festival

Seedlings: 2,600 seedlings total were distributed this year at the following events:

- Southfield Rain Barrel sale: 500
- Westland Rain Barrel sale: 300
- Southfield community event: 200
- Novi Rain Barrel Sale: 100
- Green Schools: 1,500

d. Technical Committee

Annette DeMaria reported for Gary Zorza that the Middle Branch monitoring being conducted by USGS is on track.

A. DeMaria reported that the Oakland County smoke testing in Farmington Hills confirmed 3 additional illicit connections over 1 ½ blocks in an older residential area. Another block is going to be tested as well. The County and City will be looking for funding to do the construction for the illicit connections as this is a Chapter 4 drainage area.

A. DeMaria reported on the MDEQ Permit Workgroup saying that the MDEQ appreciated all comments and hopes to have something after the first of the year and that it would be a permit concept, not permit language. MDEQ is still considering individual permits versus a general permit. She stated that the MDEQ said they are not waiting for the EPA storm water guidance to come out. A. DeMaria informed the committee that the MDEQ was unsure as to how they would measure the collaborated approaches.

A. DeMaria informed the committee that she attended a meeting with the City of Detroit's Green Task Force Water Subcommittee regarding a watershed management plan for the City of Detroit. Annette explained the process of developing the Rouge River watershed management plan. Since the City lies within two watersheds (Rouge and Detroit River Direct Drainage), she expressed to them the option of providing input into the Rouge management plan first, in order to get their feet wet, then they could tackle a plan for the Direct Drainage area. Annette will continue to monitor the City's progress on this initiative.

Kelly Cave informed the committee about the IDEP presentation that A. DeMaria prepared for the Healing Our Waters conference that was held in Detroit last month regarding the IDEP work that has been done in Southeast Michigan. G. Mekjian asked if A. DeMaria could give a summary of the presentation at the Full ARC meeting.

7. Report from WCDPS

Kelly Cave reported that they have requested the final drawdown of the RPO funds for 2012.

K. Cave reported that she is continuing discussions with DEQ/EPA on the potential for Green Infrastructure funding for riparian corridor planning in parts of the Rouge and other Wayne County locations.

K. Cave reminded the committee that the USACE public notice period has begun for the channel restoration in the Upper Rouge and that an email has gone out requesting comments from ARC members on the Upper Rouge River Section 1135 Draft Detailed Project Report (DPR) & Environmental Analysis (EA). G. Mekjian and J. Ridgway will draft a letter of support for the project on behalf of the ARC.

K. Cave talked about the continued efforts with the fish passage project at the Henry Ford Estate. She informed the committee that the process of transferring the property to the Edsel and Eleanor Ford House in Grosse Pointe continues to move forward.

K. Cave stated that they are beginning to prepare the 2011 Rouge Grant progress report and asked that communities forward their photos and success stories to Wayne County for inclusion in the report.

8. Report from SWAGS

There was nothing new to report.

9. Other Business

J. Ridgway suggested that Oakland County Water Resources Commissioner John McCulloch speak at the Full ARC meeting on the Environmental Advisory Rules Committee that he chairs.

10. Summary of Executive Committee Actions

- The motion was made to accept the July 12, 2011, meeting summary.
- The motion was made to recommend to the Full ARC the approval of the 2011 budget amendments as presented by the Finance Committee.
- The motion was made to approve the ECT contract amendments as presented by the Finance Committee.
- The motion was made to recommend to the Full ARC the approval of the 2012 budget requests as presented by the Finance Committee.
- Anyone interested in participating in the Fundraising Subcommittee or the Legacy Act Exploratory Subcommittee please let Gary Mekjian or Chris O'Meara know.

11. Upcoming Meeting(s)

- Full ARC Meeting, November 1, 1:30-3:30 p.m. at Henry Ford Community College, Rosenau ABC Conference Room in the ASCC building
- Fundraising Subcommittee meeting, December 6, 2:30 p.m., Livonia DPW
- Legacy Project Exploratory Subcommittee meeting, December 9 at 1:00 p.m. at the Farmington Hills City Hall Community Room

11. Adjourn

The motion to adjourn the meeting was made by K. Buford and seconded by R. El-Gharib. The motion passed.

ARC Executive Committee Attendance List

Meeting Date: 10/25/11

Name		Community	Attended	Initials
Alsaigh	Razik	WCDOE	<input type="checkbox"/>	—
Ball	Zachare	ECT	<input type="checkbox"/>	ZB
Barnes	Jack	Garden City	<input checked="" type="checkbox"/>	JAB
Belair	Bob	Canton Township	<input checked="" type="checkbox"/>	FAB
Bobrin	Janis	Washtenaw County Water Resour	<input type="checkbox"/>	—
Bonfiglio	Meghan	Washtenaw County Water Resour	<input type="checkbox"/>	MB
Buford	Kevin	Westland	<input checked="" type="checkbox"/>	K.L.B
Buiten	Mike	Wayne	<input type="checkbox"/>	—
Casari	Tom	Northville Township	<input type="checkbox"/>	—
Cave	Kelly	WCDPS	<input checked="" type="checkbox"/>	VAC
Colaianne	Joe	Oakland County	<input type="checkbox"/>	—
Domine	Wayne	Bloomfield Township	<input checked="" type="checkbox"/>	WD
El-Gharib	Ramzi	Wayne	<input checked="" type="checkbox"/>	RGE
Faas	Tim	Canton Township	<input checked="" type="checkbox"/>	TF
Fellrath	Patrick	Plymouth Township	<input type="checkbox"/>	—
LaManes	Paul	Melvindale	<input type="checkbox"/>	—
Maillard	Kevin	Livonia	<input type="checkbox"/>	—

Meeting Date: 10/25/11

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
McCulloch	John	Oakland County	<input type="checkbox"/>	
Mekjian	Gary	Farmington Hills	<input checked="" type="checkbox"/>	<i>GM</i>
Mullett	Noel	WCDPS	<input type="checkbox"/>	
Murray	Jim	Dearborn	<input checked="" type="checkbox"/>	<i>JM</i>
Ridgway	Jim	ECT	<input checked="" type="checkbox"/>	<i>JR</i>
Rohraff	Don	Livonia	<input type="checkbox"/>	<i>DR</i>
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	<i>BS</i>
St. Henry	Paul	Livonia	<input type="checkbox"/>	
Staup	Aaron	Novi	<input type="checkbox"/>	
Weaver	Don	Northville Township	<input type="checkbox"/>	
Wilson	Tom	Romulus	<input type="checkbox"/>	
Wineka	Jim	Oakland County	<input checked="" type="checkbox"/>	<i>JW</i>
Zorza	Gary	Farmington Hills	<input type="checkbox"/>	
<i>Aida Maria</i>		<i>ECT</i>	<input checked="" type="checkbox"/>	<i>AM</i>
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