



James W. Ridgway, P.E.  
Executive Director

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

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

**DRAFT AGENDA**  
**EXECUTIVE COMMITTEE MEETING**  
November 13, 2018, 2:00 p.m.  
Southfield Parks & Rec. Bldg., Room 221  
26000 Evergreen Rd.

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

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

- 3. Additions or Changes to Draft Agenda**
- 4. Summary of June 20, 2018 Executive Committee Meeting** Action 3
- 5. Executive Director Report (ARC Staff)**
- A. Grant Status Report Information
- 6. Standing Committee Reports**
- A. Finance Committee (Rickard, Treasurer/C. O'Meara)
1. A/P, A/R & Profit/Loss Report Information 9
2. 2018 ARC Budget Amendment Ratifications Action 13
- SAW Amendment to ECT Contract Appendix I
  - EPA3 Added to ARC Budget
  - Award of ED Services contract to ECT
3. 2017 Audit Action 23
4. 2019 Budget Recommendations Action 32
- B. PIE (Public Involvement and Education) Committee (Markus, Chair)
1. Status Report Information
- C. Technical Committee (Mondora, Chair)
1. Status Report Information
- D. Nomination Committee (Bob Belair, Chair) Action
- 7. Report from Counties**
- A. Status Report Information
- 8. Other Business**
- 9. Summary of Executive Committee Actions (O'Meara)**
- 10. Upcoming Meetings**
- A. Full ARC Meeting 11/19/18, 1:00 p.m., Cranbrook Institute of Science, Library
- 11. Adjourn**



James W. Ridgway, P.E.  
Executive Director

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

Cooperating Partners:

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

## DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

June 20, 2018, 11:30 a.m.  
Community Room, Lathrup Village

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

**2. Roll Call of Members**

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

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

**Others Present:** Annette DeMaria, John O’Meara, and Chris O’Meara, ECT Staff

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

There were no additions or changes to the agenda.

### **4. Summary of April 19, 2018 Executive Committee Meeting**

The motion was made by Jacy Garrison, Oakland County, to accept the April 19, 2018 meeting summary. The motion was seconded by Doug Moore, Livonia, and passed unanimously.

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

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

Annette DeMaria, ARC Staff, requested that the grant status report be skipped and given at the Full ARC meeting which is scheduled to immediately follow the Executive Committee meeting.

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

#### **a. Finance Committee**

#### **A/P, A/R Report - 2018 Membership Dues**

Chris O'Meara reported that all dues invoices have been mailed with the second set sent out in early June. She reported that all payables have been paid to date and receivables are coming in which include dues payments and grant reimbursements.

#### **SAW Funding**

John O'Meara reviewed the Friends of the Rouge volunteer time that was not eligible for reimbursement through the SAW grant and needs to be paid back to the State. ARC staff have prepared a list of these costs that have been submitted to MDEQ for their approval of the amount. Once this is confirmed ARC Staff will withhold the amount from the next reimbursement request to pay back the money to the SAW. J. O'Meara reported that the SAW contract was not very clear in the wording on what could be used as matching funds, as volunteer time is eligible on other grants. ARC staff is recommending that ARC communities submit their time spent on SAW activities to go towards the ARC's portion of the match moving forward. The SAW match can include expended costs by member communities. It is important to know that this issue, in addition to the past Wayne County overhead charges, is recognized by the State as an error and not an issue of non-compliance. This is important for the ARC accountants to document as the ARC moves forward with new grant applications.

#### **2018 ARC Budget Adjustment**

J. O'Meara reviewed the adjustment to the budget to move the remaining required SAW match and the amount needed to pay back the costs associated with the volunteer time. This adjustment transfers budget from OC1, FC1 & 2, PIE 1 & 2 and TC2, 3 & 4 to a new line item. The PIE2 and TC activities in this adjustment are the permit cycle activities and can be completed in future years of the 5-year permit cycle. The PIE1 and OC reduction includes Executive Director staff time that ECT has committed to providing the same service at the reduced budget.

The motion was made by Doug Moore, Livonia, to recommend to the Full ARC the approval of the 2018 Budget Adjustment reducing or freezing activities under OC1, FC1, FC2, PIE1, PIE2 ad TC2-4 to accommodate the required SAW match. The motion was seconded by Jacy Garrison and passed unanimously.

#### **County Contributions**

ARC staff was asked by the officers to review the in-kind services being provided by the counties to determine if these obligations were being fulfilled. Annette DeMaria reviewed the ARC policy for Measuring In-kind Contributions of Counties. The policy does give a formula for the ARC to assess a

monetary amount for dues if in-kind services cannot be provided. Both Oakland and Washtenaw County representatives stated that the monetary dues would be difficult, and they felt that their existing efforts (such as holding the Water Festival and hosting IDEP training) were satisfying the in-kind services requirement. In the early years during the Rouge grant in-kind services by the County's was common as they were more involved in the operations of the ARC. ARC Staff will work with the County's to look at what current or additional activities can be used toward meeting the Collaborative PEP (or other aspects of the ARC's scope of work).

### **RFP for 2019 ED Services**

John O'Meara reviewed the draft of the RFQ for the 2019 ED Services along with the costing sheets that will be used. The RFQ will include operational activities along with the estimated hours, and PIE/Technical activities on both an annual and 5-year cycle. The review committee will consist of the ARC Chair (Brandy Siedlaczek), Vice Chair (Doug Moore), Past Chair (Karen Mondora serving for Gary Mekjian), Treasurer (Jill Rickard) and one each from Wayne County (Bob Belair), Oakland County (Charles Markus) and Washtenaw County (Heather Rice).

### **2019 Dues Increase**

There was a discussion on whether the Executive Committee still felt that there should be a 2% dues increase beginning in 2019 and the committee agreed that this motion should still go to the Full ARC.

#### **b. Organization Committee**

There was nothing new to report.

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

Charles Markus reported that we have restocked the pet waste containers, clips, several public ed printed materials, and posters. There were also black eyed susan seeds left from last year so those are being offered for spring/summer with no additional cost to members. The ARC banners have started making the rounds of the watershed with an email going out to reserve it for the 2-week period.

#### **d. Technical Committee**

Karen Mondora reported that updates were reviewed for the IDEP Plan and an IDEP training was held April 12 with 58 attendees (40 were ARC members). IDEP screening is going on. Training in October 2018 is being hosted by SEMCOG and will include pollution prevention and good housekeeping best practices and IDEP investigation.

Annette DeMaria discussed the permit comments that communities received from the MDEQ. An extension was received by all communities with a new date of a response by July 13. ARC Staff will be meeting with all permit communities over the next several weeks to review the response to the MDEQ comments.

#### **e. Nomination Committee**

Chris O'Meara informed the Committee that Bob Belair volunteered to chair the Nomination Committee for the 2019-2020 officer positions.

### **7. Report from Counties**

The county reports were not given due to time constraints, but they will be given at the Full ARC meeting (held immediately after the EC meeting).

**8. Summary of Executive Committee Actions**

- The motion was approved to accept the April 19, 2018 meeting summary.
- The motion was approved to forward to the Full ARC the 2018 budget adjustment reducing or freezing activities under OC1, FC1 & 2, PIE1 & 2, and TC 2-4 to accommodate the required SAW match and repayment.

**10. Upcoming Meeting(s)**

- Full ARC Meeting, June 20, 1:30 p.m. – 3:30 p.m., in Lathrup Village.

**11. Adjourn**

The motion to adjourn the meeting was made by Charles Markus, Bloomfield Twp., and seconded by Doug Moore, Livonia. The motion passed.

# *ARC Executive Committee Attendance List*

*Meeting Date:* 6/20/18

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Akers	Joseph	Novi	<input checked="" type="checkbox"/>	JAA
Belair	Bob	Canton Township	<input type="checkbox"/>	—
Buiten	Mike	Wayne	<input type="checkbox"/>	—
Casari	Tom	Northville Township	<input type="checkbox"/>	—
DeMaria	Annette	ECT	<input checked="" type="checkbox"/>	AD
Dotson	Trisha	Livonia	<input type="checkbox"/>	—
Fellrath	Patrick	Plymouth Township	<input type="checkbox"/>	—
Garrison	Jacy	Oakland County	<input checked="" type="checkbox"/>	JG
Hysinger	Angela	Bloomfield Township	<input type="checkbox"/>	—
Markus	Charles	Bloomfield Township	<input checked="" type="checkbox"/>	CJM
Mekjian	Gary	Farmington Hills	<input type="checkbox"/>	—
Melistas	George	Novi	<input type="checkbox"/>	—
Mondora	Karen	Farmington Hills	<input checked="" type="checkbox"/>	KM
Moore	Doug	Livonia	<input checked="" type="checkbox"/>	D
Mullett	Noel	WCDPS	<input type="checkbox"/>	—
Nash	Jim	Oakland County	<input type="checkbox"/>	—
O'Meara	John	ECT	<input checked="" type="checkbox"/>	JO

Meeting Date: 6/20/18

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Pratt	Evan	Washtenaw County Water Resour	<input type="checkbox"/>	_____
Price	Meghan	ECT	<input checked="" type="checkbox"/>	<u>MP</u>
Rice	Heather	Washtenaw County Water Resour	<input checked="" type="checkbox"/>	<u>HR</u>
Rickard	Jill	Northville Township	<input type="checkbox"/>	_____
Ridgway	Jim	ECT	<input type="checkbox"/>	_____
Rohraff	Don	Livonia	<input type="checkbox"/>	_____
Roney	Kevin	Garden City	<input type="checkbox"/>	_____
Scappaticci	Roberto	Romulus	<input type="checkbox"/>	_____
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	<u>BS</u>
Smrtka	Barb	Farmington Hills	<input type="checkbox"/>	_____
Wilson	Tom	Livonia	<input type="checkbox"/>	_____
Wineka	Jim	Oakland County	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____



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11/09/18

Accrual Basis

**Alliance of Rouge Communities**  
**Profit & Loss Budget vs. Actual**  
**December 2017 through December 2018**

	Dec '17 - Dec 18	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
47200 · Program Income		
4788 · 2018 ARC Membership Dues	316,477.00	316,476.00
<b>Total 47200 · Program Income</b>	<b>316,477.00</b>	<b>316,476.00</b>
48000 · Grants		
48811 · FS1 US Forestry EAB Restoration	0.00	0.00
48905 · WCGL1 Inv Spec Col 2014	0.00	1,000.00
48907 · SAW1 Stormwater Permit app 2015		
4890701 · SAW Repayment to State	40,707.52	
48907 · SAW1 Stormwater Permit app 2015 - Ot...	356,419.15	750,000.00
<b>Total 48907 · SAW1 Stormwater Permit app 2015</b>	<b>397,126.67</b>	<b>750,000.00</b>
48911 · GLC PAC Support 9 RRAC Fac17-18	20,186.79	20,186.79
48912 · GLC PAC Supt 10 RRAC Fac18-19	0.00	28,690.00
48914 · SAW Grant Match-contrib recvd	13,579.55	
60665 · WC EPA1 HFE Fishway	118,085.52	225,000.00
60666 · WC EPA2 Oxbow Phase 3	24,506.78	200,000.00
60667 · EPA3 Tamarack/Johnson Creek	15,710.00	583,220.00
60668 · FS3 2017 USDA Forest Service	2,342.50	100,000.00
<b>Total 48000 · Grants</b>	<b>591,537.81</b>	<b>1,908,096.79</b>
<b>Total Income</b>	<b>908,014.81</b>	<b>2,224,572.79</b>
<b>Expense</b>		
60400 · ARC Awards and Grants		
60410 · Executive Director Services		
60410.1 · OC1-Exec. Dir. Services	48,461.33	90,000.00
<b>Total 60410 · Executive Director Services</b>	<b>48,461.33</b>	<b>90,000.00</b>
60420 · Public Involv. & Education Com.		
60420.1 · PIE1-Col PEP/PPP Annual act.	26,432.83	45,560.00
60420.2 · PIE2-Col PEP/PPP 5yr activities	0.00	25,016.00
60420 · Public Involv. & Education Com. - Other	15.00	
<b>Total 60420 · Public Involv. &amp; Education Com.</b>	<b>26,447.83</b>	<b>70,576.00</b>
60430 · Technical Committee		
60432.1 · TC1-Col IDEP/TMDL annual	25,888.09	79,600.00
60432.2 · TC2-Col IDEP/TMDL 5yr	0.00	11,384.00
60432.3 · TC3-5 yr large scale outfall	0.00	25,755.00
60432.4 · TC4-5 yr large scale monitoring	0.00	34,650.00
<b>Total 60430 · Technical Committee</b>	<b>25,888.09</b>	<b>151,389.00</b>
604606 · SPAC9-RRAC Facilitation 2017	20,186.81	12,000.00
604607 · SPAC10 RRAC Facilitation 2018	1,226.35	20,690.00
60602 · FS3 - US Forestry EAB2017	4,376.12	100,000.00
60662 · SAW1 - SW permits		
6066201 · SAW Grant PEP Plan	5,708.33	
6066202 · SAW Grant IDEP Plan	130,080.15	
6066203 · SAW Grant GH/P2	831.25	
6066204 · SAW Grant Admin	19,543.82	
6066207 · SAW Grant TMDL	134,752.51	
6066208 · SAW Grant SW Fund Frm	53,317.03	
6066209 · SAW Ecosystem monitoring	134,101.18	
999995 · SAW Grant Match-contrib submit	-10,184.66	
999996 · SAW Grant match-contrib recvd	13,579.55	
60662 · SAW1 - SW permits - Other	0.00	750,000.00
<b>Total 60662 · SAW1 - SW permits</b>	<b>481,729.16</b>	<b>750,000.00</b>

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11/09/18

Accrual Basis

**Alliance of Rouge Communities**  
**Profit & Loss Budget vs. Actual**  
**December 2017 through December 2018**

	<u>Dec '17 - Dec 18</u>	<u>Budget</u>
60663 · WCGL1 - WC Inv Species Collab.	0.00	1,000.00
<b>Total 60400 · ARC Awards and Grants</b>	<b>608,315.69</b>	<b>1,195,655.00</b>
606651 · WC EPA1 HFE Fishway	110,711.94	225,000.00
606652 · WC EPA2 Oxbow Phase 3	21,965.50	200,000.00
606653 · EPA3 Tamarack/Johnson Creek	15,710.00	150,000.00
60900 · Business Expenses	49.00	
<b>62100 · Contract Services</b>		
62110 · FC1-Accounting Fees	17,394.00	18,000.00
62140 · FC1-Legal Fees	0.00	2,000.00
65120 · FC2-Insurance - D&O	936.00	1,500.00
65121 · Mailbox and web hosting fee	378.55	1,250.00
<b>Total 62100 · Contract Services</b>	<b>18,708.55</b>	<b>22,750.00</b>
<b>65100 · Other Types of Expenses</b>		
65160 · Other Costs	25.00	
<b>Total 65100 · Other Types of Expenses</b>	<b>25.00</b>	
<b>Total Expense</b>	<b>775,485.68</b>	<b>1,793,405.00</b>
<b>Net Ordinary Income</b>	<b>132,529.13</b>	<b>431,167.79</b>
<b>Net Income</b>	<b>132,529.13</b>	<b>431,167.79</b>

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11/09/18

**Alliance of Rouge Communities**  
**A/P Aging Summary**  
 As of November 9, 2018

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
David Chapman Agency	961.00	0.00	0.00	0.00	0.00	961.00
Environmental Consulting & Technolo...	27,515.10	0.00	0.00	0.00	0.00	27,515.10
Friends of the Rouge	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Wayne County - DOE	0.00	5,034.00	0.00	0.00	0.00	5,034.00
<b>TOTAL</b>	<b><u>30,476.10</u></b>	<b><u>5,034.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>35,510.10</u></b>

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11/09/18

**Alliance of Rouge Communities**  
**A/R Aging Summary**  
 As of November 9, 2018

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
MDEQ SAW Grant	24,901.25	0.00	0.00	0.01	-0.01	24,901.25
Oak Park	0.00	0.00	0.00	0.00	182.00	182.00
Pontiac	0.00	0.00	0.00	0.00	0.00	0.00
Wayne County Airport Auth...	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>24,901.25</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.01</u></b>	<b><u>181.99</u></b>	<b><u>25,083.25</u></b>

Alliance of Rouge Communities  
ECT-ARC 2013 Contract, Appendix I  
Scope of Services for  
SAW Grant - Stormwater Management Plans, Monitoring & Funding  
2<sup>nd</sup> Amended  
Environmental Consulting & Technology, Inc.  
May 1, 2015 – October 1, 2018

**The total compensation for this scope of services is increased by \$72,749 to \$1,520,812. The ARC will be reimbursed by SAW for this cost minus the grant match requirement. All additional scope is presented in bold italics within the document and scope items removed are crossed out.**

On April 4, 2018, the MDEQ sent the letters requesting additional information, clarification, and in some cases changes to the stormwater permit applications for 29 ARC members. ECT will prepare the application updates and response letters and submitted them to MDEQ by the due date (July 13, 2018).

Based on interactions with MDEQ grant staff, an executive summary of the grant funded activities will be developed to describe the deliverables completed under the grant. This is needed because MDEQ grant staff are not accustomed to a grant associated with multiple stormwater management plans and monitoring efforts (when they communicate with the ARC, they refer to one stormwater management plan instead of multiple plans).

Based on input from the Technical Committee, the following changes in activities will be carried out by ECT:

- Develop a SAW Grant Close Out Executive Summary (1 – 2 pages);
- Update the permit applications for 29 communities, develop responsiveness summaries and upload updated documents to MiWaters; and
- Remove field activities associated with monitoring dissolved oxygen at 5 sites.

The ARC will be 100% reimbursed by the SAW grant for all work associated with the current and amended scope less the required match that has already been set aside in the 2018 budget.

**The Project:**

The ARC is received a SAW grant in late 2015 to support development of member stormwater permit applications, as well as conduct ecosystem monitoring and develop a framework to finance stormwater projects at the local level.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The SAW scope of work is composed of 6 tasks:

- Task 1. Public Education Planning

- Task 2. IDEP Planning
- Task 3. Municipal Facility Pollution Prevention/Good Housekeeping Planning
- Task 4. TMDL Planning
- Task 5. Ecosystem Monitoring
- Task 6. Stormwater Funding Framework

### **SAW Grant Executive Summary**

***Staff will develop an executive summary outlining all the SAW Grant deliverables for MDEQ. This will be used to tie the different grant task deliverables into one “grant summary” for reporting purposes.***

#### **Task 1. Public Education Planning**

- 1a. Public Participation Plan
  - Develop a procedure for public input on the member stormwater management plans.
- 1b. Collaborative Public Education Plan
  - Complete the plan with an estimate of cost to implement.
  - Negotiate as needed with MDEQ to come to consensus on plan content.
- 1c. Public Attitudes Survey
  - Develop and implement a stormwater attitudes and awareness public survey. Results from the survey will be compared to previous surveys to determine the change in the public’s attitudes. These results will be summarized in a report and provided to the MDEQ.

#### **Task 2. IDEP Planning**

- 2a. Collaborative IDEP Plan
  - Complete the plan with an estimate of cost to implement.
  - Negotiate as needed with MDEQ to come to consensus on plan content.
- 2b. Ordinance Review
  - Review each community’s existing ordinances to identify compliance with MDEQ’s IDEP Ordinance requirements.
  - Suggest modifications to existing ordinances as needed and provide to each community.

#### **IDEP Methods Review**

*ARC staff will FOIA the MDEQ to obtain the last two stormwater progress reports submitted by Macomb County communities. The progress reports will be reviewed; and the number of identified illicit connections will be tallied and compared to the number found by the ARC during the same timeframe. The resulting data will be summarized in a written memo which may be used in permit negotiations with the MDEQ.*

#### **Outfall Screening**

*ED staff will review available information and develop a list of priority outfalls that require sampling. This will include review of the 2017 monitoring data, outfall characteristics, proximity to recreation areas, history of the area, and the previous IDEP report for each community (see*

*IDEP Plan, page 9). A list of priority outfalls will be developed for each community with the rationale for selection.*

*Each priority outfall will be inspected and sampled for E. coli according to the procedures outlined in Attachment C of the IDEP Plan. The resulting data will be analyzed, and suspicious discharges will be identified (see IDEP Plan, pages 9-10). A summary report will be developed for each community which identifies the outfalls screened, screening data, sampling results and suspicious discharges. In addition, a watershed-wide summary report will be prepared that identifies the suspicious outfalls across the watershed. For budgeting purposes, it is assumed that 450 outfalls will be screened and half of them will be discharging and subject to E. coli sampling.*

*Deliverables:*

- *Priority outfall spreadsheet (by community)*
- *Outfall screening reports (by community)*
- *Suspicious discharge report (watershed wide)*

**Task 3. Municipal Facility Pollution Prevention/Good Housekeeping Planning**

**3a. Municipal Facilities**

- Inventory Municipal facilities prioritize for their potential impact on stormwater, and map stormwater controls on an aerial.
- Identify high priority facilities and develop a facility pollution prevention plan for each.

**3b., 3c., and 3d. Storm Sewer System Maintenance**

- Develop common and individual community SOPs for system maintenance.
- Prioritize street sweeping and catch basins and other controls for maintenance on a community basis.
- Review and update the Greater Lansing Area BMP manual to ensure applicability to ARC members.

**3e. Assessment**

- Develop consensus measurable goals and methods to assess effectiveness of the GH/P2 efforts.

**3f. GH/P2 Training**

- Develop a procedure for training municipal employees on GH/P2 and IDEP topics. The procedure will include a schedule and available training mechanisms.

**3g. Contractor Requirements**

- Identify what communities are currently using.
- Develop a one or more procedures for notifying contactors of the municipality's GH/P2 procedures and providing oversight to ensure these procedures are followed.

**3h. Construction Runoff SOPs**

- Develop permittee-specific standard operating procedures (SOPs) for managing stormwater from construction sites.

*SWPPP Inspections*

*As requested by municipalities, high priority facilities will be inspected as required in stormwater pollution prevention plans. Inspections will be conducted by ARC staff or a subcontractor (i.e.: the community's MS4 consultant). In areas that are found to be inconsistent with the SWPPPs, recommendations for improvement will be provided. The inspection results will be documented for each facility and provided to the owner. For budget purposes, 20 facility inspections are assumed.*

#### **Task 4. TMDL Implementation Plan**

- Develop a collaborative TMDL plan.
- Negotiate as needed with MDEQ to come to consensus on plan content.

##### **Task 4.1 Stormwater Management Plan Compilation**

The permittee-specific and collaborative items from Tasks 1 – 4 above, along with the permittees' approach to the post-construction stormwater management ordinance requirements, make up their stormwater permit application and Stormwater Management Plan. The ED will compile all documents into a Stormwater Management Plan for each member in preparation for submission to the MDEQ by April 1, 2016. The scope of work also includes meetings with the Technical and PIE committees, the individual member communities, MDEQ, and other stakeholders as deemed necessary to complete the tasks. Project and grant administration is also included in this scope of work.

#### **MDEQ Application Responses and Update**

***Staff and subconsultants (HRC, OHM, JA) will provide updates to all community stormwater permit applications and supporting documentation based on the MDEQ letters. Additionally, staff and subconsultants will draft MDEQ letter responses for communities to send to the MDEQ. This work will be completed working with the communities and submitted by July 13, 2018.***

#### **Task 5. Ecosystem Monitoring**

- Develop a sustainable monitoring plan that is expected to include Flow Monitoring, Dissolved Oxygen Monitoring, Macroinvertebrate Monitoring, and grab samples for E. coli, total suspended solids, and phosphorus. Grab sample collection may be completed with volunteers to minimize costs and support public education efforts.
  - Draft and enter into agreements with subcontractors (laboratory) and partners (USGS, FOTR).
  - Conduct monitoring.
  - Analyze data.
  - Prepare multiple technical reports and one summary report.

##### ***A. Additional monitoring activities being performed***

*ARC staff have been and are conducting the following additional activities associated with the SAW monitoring task:*

- *Wayne County Construction Permit for stream gage installation. One of the locations required permitting by Wayne County. Therefore, staff collaborated*



*with Wayne County and USGS to develop the permit application package and permit fee.*

- *Supply flow monitoring equipment to USGS. Flow monitoring equipment was rented for USGS in order to meet monitoring needs and deadlines.*
- *Communication with MDEQ regarding the DO impairments and potential delisting. Staff worked with MDEQ to review existing data to assist in the potential delisting of segments of the Rouge River*
- *Staff have added flow monitoring at 10 sites over the 20 weeks to help with flow duration curve development.*
- *Staff will be sampling at 90 sites instead of 70 sites originally proposed in order to refine and provide better rationale to MDEQ on the Collaborative IDEP Plan.*

#### *B. Dissolved oxygen monitoring*

*ARC staff has discussed with MDEQ Surface Water Assessment staff the data needed to remove portions of the Rouge River from the impaired waters list for low dissolved oxygen conditions. ARC staff will develop a sampling plan for MDEQ review and approval. ARC staff will secure a permit/permission to install dissolved oxygen probes at six road crossings. Currently, the following sites are anticipated:*

- 1. ~~Main Branch at 7 Mile Road (M15)~~*
- 2. ~~Ingersol Creek at Meadowbrook Road (MD18)~~*
- 3. ~~Bell Branch at Inkster Road (U03)~~*
- 4. ~~Upper Branch at Graham Road (U05)~~*
- 5. ~~Tonquish Creek at Wayne Road (MD03)~~*
- 6. ~~Johnson Creek at Napier Road (MD13)~~*

*Each of these locations is upstream of uncontrolled combined sewer outfalls as required by MDEQ.*

*Hourly dissolved oxygen readings will be recorded on a continuous basis at each location for a minimum of 2 months. Monitoring will include a variety of weather conditions (dry and wet) as required by MDEQ. Following the collection period, the probes will be removed and the site restored to previous conditions. The data will be summarized in a report and submitted to MDEQ to determine if the streams can be removed from the impaired waters list for due to low dissolved oxygen levels.*

#### *C. Bacterial source tracking analysis*

*ARC staff will*

- *Secure a laboratory to provide bacterial source tracking analysis to determine the presence of human DNA in water samples;*
- *Provide a standard operation procedure for sample collection; and*
- *Analyze up to 60 samples, and*
- *Assist in interpreting the results.*

*Samples will be collected and shipped to the lab by Wayne and Oakland county staff. Sample collection will be conducted during dry weather conditions. The results will be*

*summarized by each county. The sample collection and written report will be conducted using other funding sources.*

#### **Task 6. Stormwater Funding Framework**

In lieu of working with the Alliance of Downriver Watersheds (who were not awarded a SAW grant), the ARC will build upon efforts being led by the Oakland County Water Resources Commissioners Office who is seeking legislative relief for communities to implement stormwater utilities. Based on their progress, the ED will

- (6a) Identify members who are interested in pursuing a stormwater utility. For two or three of these members, we will
- (6b) Analyze land cover data sets.
- (6c) Identify revenue potential and top rate payers for the communities.
- (6d) Develop a public outreach framework.
- (6e) Obtain legal advice.
- (6f) Prepare funding recommendations.

#### Deliverables:

- Collaborative PPP
- Collaborative PEP
- Public Attitude Survey Report
- Collaborative IDEP
- Permittee-specific Assessment of IDEP-related Codes/Ordinances
- Suggested language to modify existing ordinances (permittee-specific)
- Stormwater Outfall Map
- Permittee-Specific Municipal Facility Pollution Prevention Plans
- Permittee-Specific Catch Basin Prioritization Maps
- Permittee-Specific Street Sweeping Prioritization Maps
- GH/P2 SOPs
- Employee Training Plan
- Contractor GH/P2 Awareness and Oversight Procedures (permittee-specific)
- Collaborative TMDL Implementation Plan
- Monitoring Reports (technical reports and one summary report)
- Stormwater funding framework for two or three communities including a public outreach plan.
- Quarterly status reports
- ***MDEQ MS4 Community Permit Application Updates (and Response Letters)***
- ***Grant Close Out Executive Summary***



**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2018 BUDGET AMENDMENT: Executive Committee  
Amendment 3**

*Working together, restoring the river*

**REQUEST DATE:** September 6, 2018

**LINE ITEM:** EPA3

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:**

The EPA awarded a GLRI grant in the amount of \$583,220 to the ARC on 6/01/18. The project period is from 6/01/18 until 11/30/19. This grant is for the Rouge River AOC Habitat Design Projects at Tamarack Creek in Southfield and Johnson Creek Fish Hatchery Park in Northville. The ARC will develop project designs for future implementation.

The Tamarack Creek Stream and Wetland Restoration project, when implemented, will produce the following outputs:

- 2 acres of restored wetland
- 2 acres of created wetland
- 3,600 feet of restored stream
- 20 constructed habitat structures

The Johnson Creek Fish Hatchery Restoration project, when implemented, will produce the following outputs:

- Naturalize 400 feet of streambank
- Plant 30 native riparian trees
- Connect 0.5 acres of backwater habitat (the pond) to Johnson Creek
- Restore 0.2 acres of riparian habitat

**DESCRIPTION:**

**Task 1. Grant Reporting/Administration/Public Outreach – Overall Grant/Projects**

- Grant management and outreach
- HASP and QAPP
- Presentation with fact sheet for a public workshop in Northville on Fish Hatchery and Southfield on Tamarack.
- Preparation of a final report summarizing all completed activities and achieved outcomes.

**Task 2. Preliminary Engineering & Field Investigation**

- Topographical & Bathymetric Survey
- Hydrologic and Hydraulic Wetland Delineation & Vegetative Mapping
- Geotechnical Investigation
- Sediment Sampling
- T/E Species Survey
- Herpetological Assessment
- Biological Monitoring

### **Task 3. Design/Permitting**

Complete the planning, engineering, and design collaboration to produce 30 percent design drawings. Following review and feedback, the design will be advanced to 50 percent. This will be repeated for a 95 percent design. Final plans and specifications will be developed following the last review. Work to obtain the joint permit application from MDEQ, including a pre-application meeting and the completion of an application for permit. Designs will incorporate:

- Cross-sectional Dimensions
- Wetland Restoration Approaches
- Grade Control Design
- Pond (Backwater) Restoration
- Surface runoff
- MDEQ Joint Application Permit
- MDOT Meetings to outline requirements, needs and expectations
- Basis of Design (BOD) for use in permitting and approvals

### **Task 4. Contract Documents & Contractor Selection**

The design plans and technical specifications will be finalized into the construction contract documents to be used for bidding by member communities and incorporate all contractual front-end specifications, and all EPA grant requirements (signage, Davis Bacon, etc.). The ARC will also aid in the procurement of qualified contractors for each construction project by preparing for a pre-bid meeting, including a site visit; responding to questions for clarification on the documents; preparing, as needed, addendum for the bid process; analyzing the contractors' bids; and a budget versus bid analysis.

### **Task 5. Construction Oversight (potential future)**

The ARC may provide construction oversight to confirm the project is being constructed in accordance with the project plans and specifications and to provide professional recommendations to potential field modifications.

**RATIONALE (including why needed):** Once this grant project is implemented, these designs will address three Beneficial Use Impairments (BUIs) associated with fish and wildlife habitat: Degraded Fish and Wildlife Populations, Degradation of Benthos, Loss of Fish and Wildlife Habitat. These designs will allow future funding to construct the project.

**BUDGET (including how the amount requested was established):** This amendment will add \$583,220 to the 2018 budget with any budget remaining at the end of 2018 incorporated into the 2019 budget as the project period is 6/1/18-11/30/19. The ARC will be reimbursed by 100% grant funds for this line item and it will not require any additional funds from the ARC.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** Work will be completed by the ARC Executive Director Staff and the Technical Committee Chair will oversee this task on behalf of the ARC.



October 10, 2018 Email vote:

Yea - 23

21

Nay - 0

DEPARTMENT OF PUBLIC SERVICES  
KAREN MONDORA, P.E., DIRECTOR

October 2, 2018

Alliance of Rouge Communities  
Executive Committee

RE: ARC Executive Director Services – Request for Proposals

A request for proposals for Executive Director and Operational and Technical Support Services was posted to the Michigan Intergovernmental Trade Network (MITN) on August 13, 2018. Two submittals were received on September 11<sup>th</sup> and a decision was made to issue an addendum and extend the deadline by one week to allow the opportunity to receive additional proposals. Two proposals were then opened on September 18<sup>th</sup>. The review panel chosen by the ARC included seven (7) members of the Executive Committee: Brandy Siedlaczek (Chair), Douge Moore (Vice-Chair), Jill Rickard, (Treasurer), Karen Mondora (Serving for Past Chair), Bob Belair (Wayne County representative), Charles Markus (Oakland County Representative), and Heather Rice (Washtenaw County representative). The respondents included Environmental Consulting and Technology, Inc (ECT) and a team comprised of Friends of the Rouge, OHM Advisors, and Natural Community Services (FOTR/OHM/NCS). Brandy recused herself due to a potential conflict of interest as she also serves on the FOTR Board of Directors.

The committee members used the evaluation scoring criteria noted in the RFP and prepared independent evaluations. The scores were then compiled and a conference call was held on October 2 to review the scores and make a recommendation. The committee unanimously recommends award of Executive Director Services to ECT subject to successful negotiation of a terms of service agreement. Key factors in this decision include the familiarity, longevity, and experience of ECT staff with the ARC organization. The estimated five-year cost associated with scope of work by ECT fits within the projected ARC budget.

The committee members welcome any questions or comments on the recommendation.

Sincerely,

Karen Mondora, PE

Cc: Bob Belair  
Charles Markus  
Doug Moore  
Heather Rice  
Jill Rickard

attachment

## Evaluation Scoring Criteria

		Maximum Points	ECT	FOTR
<b>Project Experience</b>				
Executive Director Operational and Assistance Services		20		
MS4 Public Information and Education (PIE) Support Services		10		
MS4 Technical Support Services		15		
Other Technical Support Services (Env. Eng/Ecologh/Restoration)		5		
Rouge River AOC Habitat Restoration Services		5		
Cost and Anticipated Hours		5		
<b>Key Staff Qualifications</b>		25		
<b>ARC/Rouge River Knowledge</b>		15		
<b>TOTAL</b>		100		

## Results of Independent Evaluations from RFQ Subcommittee

RFQ Subcommittee				
Results				
			ECT	OHM/FOTR
Charles Markus			89	87
Heather Rice			88	85
Jill Rickard			98	88
Bob Belair			92	71
Doug Moore			100	83
Karen Mondora			89	76
<b>AVERAGE</b>			92.7	81.7

TINA L. CUSAC

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ALLIANCE OF ROUGE COMMUNITIES

INDEPENDENT AUDITOR'S REPORT  
AND  
FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

**INDEPENDENT AUDITOR'S REPORT**

**FINANCIAL STATEMENTS -**

Statement of Financial Position

Statement of Activities

Statement of Cash Flows

Notes to the Financial Statements



**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENTS OF FINANCIAL POSITION  
DECEMBER 31, 2017 AND 2016**

**ASSETS**

	<u>2017</u>	<u>2016</u>
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 142,269	\$ 282,358
Accounts receivable	290,060	153,057
Inventory	-	400
Prepaid expenses	<u>420</u>	<u>-</u>
<b>TOTAL ASSETS</b>	<u>\$ 432,749</u>	<u>\$ 435,815</u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 222,475	\$ 177,275
Other payable	<u>89,070</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>	311,545	177,275
<b>NET ASSETS - unrestricted</b>	<u>121,204</u>	<u>258,540</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 432,749</u>	<u>\$ 435,815</u>

See accompanying notes to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

	2017	2016
<b>REVENUE:</b>		
Membership Dues	\$ 263,460	\$ 251,432
Grants	831,283	801,279
Contributions	9,235	21,627
Rain Barrel Sales, net of costs of \$400 and \$50	(375)	(25)
Total Revenue	1,103,603	1,074,313
<b>EXPENSES:</b>		
Organization Committee		
Executive Director Services	92,658	84,007
Public Involvement and Education Committee		
Green Infrastructure Campaign	505	17,848
Public Education Materials	15,835	19,891
Website Maintenance	35	3,148
Watershed Steward. & Reporting/Septic System	2,681	810
Public Education Campaigns	-	15,264
Other	43,592	-
Total Public Involvement and Education Committee	62,648	56,961
Technical Committee		
Rouge River Watershed Monitoring Activities	34,220	46,711
ARC Collaborative IDEP and E. coli TMDL Plan	50,592	52,271
Pursuing Grant Opportunities	-	6,325
Other	4,884	-
Total Technical Committee	89,696	105,307
Event		
GLR Breakfast	-	6,891
GLRI Projects		
Restoring Tree Canopy in the Rouge River	-	89,646
Invasive Species Control in the Rouge and Detroit Rivers	11,044	8,799
Henry Ford Estate Dam Fishway	48,002	-
Rouge Oxbow Restoration Phase 3	33,042	-
Total GLRI Projects	92,088	98,445
MDEQ/Great Lakes Commission Projects		
RRAC Facilitation 2015	-	15,712
RRAC Facilitation 2016	14,671	15,208
RRAC Facilitation 2017	8,795	-
Stormwater, Asset Management and Wastewater	753,368	437,535
Total Great Lakes Commission Projects	776,834	468,455

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
NOAA Projects		
Henry Ford Estate Dam Fish Passage	80,132	234,002
Erb Family Foundation		
Reorganization Investigation with Friends of the Rouge	381	1,342
General		
Legal and Accounting	18,413	14,849
Registration Fees	-	-
Insurance	923	910
Other	615	480
Total General	<u>19,951</u>	<u>16,239</u>
Total Expenses	<u>1,214,388</u>	<u>1,071,649</u>
<b>CHANGE IN NET ASSETS</b>	<b>(110,785)</b>	<b>2,664</b>
<b>NET ASSETS - beginning of year</b>	<b>258,540</b>	<b>255,876</b>
<b>Prior period adjustment</b>	<b><u>(26,551)</u></b>	<b><u>-</u></b>
<b>NET ASSETS - end of year</b>	<b><u>\$ 121,204</u></b>	<b><u>\$ 258,540</u></b>

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
<b>CASH FLOW TO OPERATING ACTIVITIES:</b>		
CHANGE IN NET ASSETS	\$ (110,785)	\$ 2,664
Changes in operating assets and liabilities which increase (decrease) cash flow -		
Accounts receivable	(137,003)	197,887
Inventory	400	50
Prepaid expenses	(420)	-
Accounts payable	45,200	(72,703)
Other payable	<u>62,519</u>	<u>-</u>
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<u>\$ (140,089)</u>	<u>\$ 127,898</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<u>\$ (140,089)</u>	<u>\$ 127,898</u>
<b>CASH AND CASH EQUIVALENTS BALANCE - beginning of year</b>	<u>282,358</u>	<u>154,460</u>
<b>BALANCE - end of year</b>	<u>\$ 142,269</u>	<u>\$ 282,358</u>
<b>Supplemental disclosures of cash flow information:</b>		
Cash paid during the year for:		
Interest	\$ -	\$ -
Income taxes	-	-

See accompanying notes to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

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

Nature of Organization

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

Basis of Accounting

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

Financial Statement Presentation

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

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

Temporarily restricted net assets consist of resources of which the use by ARC is limited by donor-imposed stipulations that either expire by the passage of time or can be fulfilled and removed by actions of ARC pursuant to those stipulations. As of December 31, 2017, ARC had no temporarily restricted funds.

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

Cash and Cash Equivalents

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

**ALLIANCE OF ROUGE COMMUNITIES  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued):**

Revenue and Expenses

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

One grantor and three grantors accounted for approximately 76% and 93% of grant revenue during the years ended December 31, 2017 and 2016, respectively.

Use of Estimates

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

Income Tax Status

Alliance of Rouge Communities is exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service may examine the form 990 of the organization for a period of three years after the return is filed or the due date, whichever is later. Therefore, the organization is no longer subject to U.S. federal tax examinations by authorities for years before 2014.

**NOTE 2 - RELATED PARTY TRANSACTIONS:**

The Organization has a contract with ECT, Inc. for Executive Director services. The Executive Director is a shareholder and employee of ECT, Inc. The amount billed from ECT, Inc. for services and reimbursable expenses were \$922,007 for 2017 and \$739,811 for 2016.

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

The Organization maintains its cash account in a commercial bank located in Michigan. The account is guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2017, the balance was fully insured. At December 31, 2016, the balance exceeded the FDIC limit by \$32,358.

**ALLIANCE OF ROUGE COMMUNITIES  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016**

**NOTE 4 - RECEIVABLES:**

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

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

**NOTE 5 - DONATED SERVICES:**

The Organization received donated services from a non-profit organization and local government agencies for assistance with tasks related to the public involvement and education committee and technical committee. For the year ended December 31, 2017 and 2016, the total fair value of all donated services received was \$9,235 and \$21,627, respectively.

**NOTE 6 - PRIOR PERIOD ADJUSTMENT:**

Subsequent to year end, the Organization was notified by one of its grantor agencies that some of the expenses submitted for reimbursement under the grant agreement were not eligible for reimbursement. These ineligible expenses were reimbursed and included in grant income beginning in 2015 and continued through 2017. For the amount included in grant income for years prior to 2017, a prior period adjustment was made to correct for the error by recording the amount to be repaid to the grantor agency, which is included in other payable on the statement of financial position at December 31, 2017. Furthermore, one vendor who had billed the Organization for ineligible expenses agreed to issue a credit or reduction against its invoices owed by the Organization at December 31, 2017 for a portion of the amount originally billed. Therefore, the amount of the prior period adjustment recorded was as follows:

Ineligible expenses for years 2015 and 2016	\$	(51,454)
Vendor credit issued		24,903
		(26,551)
	\$	(26,551)

**NOTE 7 - SUBSEQUENT EVENTS:**

Subsequent events have been evaluated through August 2, 2018, the date which the financial statements were available to be issued.

**Alliance of Rouge Communities  
DRAFT 2019 Budget**

2018 Anticipated Dues from Communities	\$322,805	TOTAL 2019 ARC FUNDING	\$342,805
Rollover funds from 2018 Budget (estimate)*	\$20,000	TOTAL 2019 OUTSIDE FUNDING	\$820,500
Total ARC Dues Funds	\$342,805	TOTAL 2019 FUNDING	\$1,163,305
2019 ARC DueS Budget Items	<u>\$307,554</u>	TOTAL 2019 ACTIVITY COST (Committee & Grants)	<u>\$1,128,054</u>
2019 estimated balance (estimated 2020 rollover)	\$35,251	TOTAL 2019 ESTIMATED BALANCED (ALL SOURCES)	\$35,251

\* \$50k has been set aside of the potential rollover for rain-day fund

Proposed ARC Budget Items	Activity Cost	Funding Source						"Provider" Using Budget (1)
		ARC Dues					Other Source/Match	
<b>Organization Committee</b>								
ED1 Executive Director Operational Services	\$ 127,740	\$ 127,740						ED
ARC Operations - Direct Expenses	\$ 1,250	\$ 1,250						ARC
<b>Organization Committee Total</b>	<b>\$ 128,990</b>	<b>\$ 128,990</b>						
<b>Finance Committee</b>								
FC1 Accounting/Legal Services	\$ 19,000	\$ 19,000						ARC
FC2 ARC Insurance	\$ 1,000	\$ 1,000						ARC
<b>Finance Committee Total</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>						
<b>ARC Operational Services Total</b>	<b>\$ 148,990</b>	<b>\$ 148,990</b>						
<b>Public Education and Involvement Committee</b>								
PIE1 Collaborative PEP/PPP Annual permit activities	\$ 29,780	\$ 29,780						ED
Watershed Monitoring	\$ 5,000	\$ 5,000						
Printing and Reporting	\$ 15,000	\$ 15,000						ARC/FOTR/WC
PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 20,584	\$ 20,584						ED
Permit Cycle Support	\$ 4,500	\$ 4,500						ARC/WC/FOTR
<b>PIE Committee Total</b>	<b>\$ 74,864</b>	<b>\$ 74,864</b>					\$ -	
<b>Technical Committee</b>								
TC1 Collaborative IDEP/TMDL annual permit activities	\$ 20,800	\$ 20,800						ED
IDEP Investigation	\$ 67,500	\$ 60,000					\$ 7,500	WC/Outside
TC2 Collaborative IDEP/TMDL 5yr permit cycle activities (1/5)	\$ 2,900	\$ 2,900						ED
<b>Technical Committee Total</b>	<b>\$ 91,200</b>	<b>\$ 83,700</b>	\$ -	\$ -	\$ -	\$ -	\$ 7,500	
<b>Total Amount Requested by All Committees</b>	<b>\$ 315,054</b>	<b>\$ 307,554</b>	\$ -	\$ -	\$ -	\$ -	\$ 7,500	
<b>Grants (2)</b>								
	Activity Cost	ARC Match Dues	SPAC Grant	USFS	EPA	Wayne County	Other Source/Match	Outside Funding
SPAC10 RRAC - Facilitation, habitat & fish thru 2/15/19	\$8,000	\$0	\$8,000					
WCEPA1 HFE Dam Fishway Implementation thru 11/1/19	\$50,000	\$0				\$50,000		
WCEPA2 Oxbow Restoration Phase 3 thru 11/1/19	\$200,000	\$0				\$200,000		
FS1 US Forest Service Tree Grant thru 9/30/19	\$80,000	\$0		\$80,000				
EPA3 Rouge AOC Habitat Tamarack & JC Hatchery thru 11/30/19	\$475,000	\$0			\$475,000			
<b>Total Other Grants:</b>	<b>\$813,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$80,000</b>	<b>\$475,000</b>	<b>\$250,000</b>	<b>\$0</b>	
<b>TOTAL OUTSIDE FUNDING</b>			<b>\$8,000</b>	<b>\$80,000</b>	<b>\$475,000</b>	<b>\$250,000</b>	<b>\$7,500</b>	<b>\$820,500</b>

TOTAL ARC INCOME	\$342,805
TOTAL ARC DUES BUDGETED	<u>\$307,554</u>
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 35,251

**Notes**

- (1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County.
- (2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.



### ARC 5 YEAR BUDGET FOR OPERATIONAL AND PERMIT SERVICES

Budget Summary	2019	2020	2021	2022	2023
Balance Rollover (\$50k held as rainy-day savings)	\$ 20,000	\$ 35,251	\$ 35,876	\$ 55,961	\$ 34,650
ARC Dues	\$ <u>322,805</u>	\$ <u>322,805</u>	\$ <u>322,805</u>	\$ <u>322,805</u>	\$ <u>322,805</u>
Estimated Funds Available	\$ 342,805	\$ 358,056	\$ 358,681	\$ 378,766	\$ 357,455
Operations and Permit Budget Costs	\$ <u>307,554</u>	\$ <u>322,180</u>	\$ <u>302,720</u>	\$ <u>344,115</u>	\$ <u>342,221</u>
Year End Balance	\$ 35,251	\$ 35,876	\$ 55,961	\$ 34,650	\$ 15,234

Annual Operations and Permit Services							
		2019	2020	2021	2022	2023	Entity
<b>Organization Committee</b>							
ED1	Executive Director Operational Services	\$ 127,740	\$ 127,740	\$ 127,740	\$ 130,295	\$ 132,901	ED
	ARC Operations - Direct Expenses	\$ 1,250	\$ 1,500	\$ 1,500	\$ 1,750	\$ 1,750	ARC
<b>Organization Committee Total</b>		\$ 128,990	\$ 129,240	\$ 129,240	\$ 132,045	\$ 134,651	
<b>Finance Committee</b>							
FC1	Accounting/Legal Services	\$ 19,000	\$ 19,000	\$ 19,500	\$ 19,500	\$ 20,500	ARC
FC2	ARC Insurance	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	ARC
<b>Finance Committee Total</b>		\$ 20,000	\$ 20,000	\$ 21,000	\$ 21,000	\$ 22,000	
<b>ARC Operational Services Total</b>		\$ 148,990	\$ 149,240	\$ 150,240	\$ 153,045	\$ 156,651	
<b>Public Education and Involvement Committee</b>							
PIE1	Collaborative PEP/PPP Annual permit activities	\$ 29,780	\$ 29,780	\$ 29,780	\$ 29,780	\$ 29,780	ED
	Watershed Monitoring	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
	Printing and reporting	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	ARC/FOTR/WC
PIE2	Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 20,584	\$ 23,270	\$ 9,050	\$ 15,570	\$ 11,110	ED
	Permit Cycle Support	\$ 4,500	\$ 5,310	\$ 4,650	\$ 5,260	\$ 21,260	ARC/WC/FOTR
<b>PIE Committee Total</b>		\$ 74,864	\$ 78,360	\$ 63,480	\$ 70,610	\$ 82,150	
<b>Technical Committee</b>							
TC1	Collaborative IDEP/TMDL annual permit activities	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800	ED
	IDEP Investigation and Training	\$ 60,000	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500	ARC/WC
TC2	Collaborative IDEP/TMDL 5yr permit cycle activities	\$ 2,900	\$ 10,280	\$ 4,700	\$ 36,160	\$ 19,120	ED
<b>Technical Committee Total</b>		\$ 83,700	\$ 94,580	\$ 89,000	\$ 120,460	\$ 103,420	
<b>Total Amount Requested by All Committees</b>		\$ 307,554	\$ 322,180	\$ 302,720	\$ 344,115	\$ 342,221	\$ 1,618,791



## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2019 BUDGET RECOMMENDATION

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**REQUEST DATE:** November 8, 2018

**LINE ITEM:** ED1 Executive Director Services

**COMMITTEE MAKING REQUEST:** Organization Committee

**BACKGROUND:** The ARC hired, through a public RFP process, Environmental Consulting & Technology (ECT) in October 2018 to provide Executive Director and Operational & Technical Support Services to the ARC for a 5-year period beginning in 2019.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services included in Work Order No. 2019-ECT1. These duties for 2019 are summarized below (see Work Order for complete activities):

- **Executive Director Annual Services (\$127,740)**
  - **Operational Services** – Staffing, meeting preparation and facilitation of the full ARC (2 meetings); the Executive Committee (4 meetings); and the Finance Committee (2 meetings) and 1 meeting for other committees (organization, nominating etc.). This task includes the day-to-day ARC activities with staff, consultants and contractors, FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, administration of subcontractors and preparing the 2018 ARC Annual Report, market non-ARC member communities, coordinate activities with cooperating partners and RRAC, contract/IAA preparation, update policies/procedures, bylaws and strategic plan as necessary, budget preparations, and maintain storage of ARC records. This task also includes maintaining the ARC's accounting using Quickbooks to track payables and receivables and conducting all procedures associated with the ARC Accounting Procedures Manual. Staff will work with an outside accountant to prepare the ARC's taxes and audit annually. Staff will maintain/develop/review contracts and IAAs as necessary.
  - **Assistance Services** – Executive Director Staff will monitor, research and prepare up to 3 grant applications. Staff will maintain the ARC's logins and eligibility status under various agencies. Upon grant awards staff will conduct discussions with granting agencies and review grant awards and secure signatures. Executive Director Staff will promote the ARC as an advocate for the Rouge River Watershed and foster external relationships with other agencies, organizations and individuals. ARC staff will provide review/recommendations as necessary on various topics and serve on agency boards to promote the ARC. ARC Staff will coordinate presentations and activities with other watershed groups. ARC staff will respond to outside data/information requests. ARC staff will act as the primary liaison to state and federal agencies. ARC staff will staff the ARC booth at member community events and serve as primary liaison to all members and cooperating partners assisting with member questions and requests for information (general & technical). ARC staff will host the ARC's phone number and work with member communities to respond to citizen requests/concerns and conduct member surveys as necessary. ARC staff will also provide formal and informal interaction with government officials.
- **ARC Operational Direct Expenses (\$1,250)** – This includes web hosting fees and the ARC's mailbox fee.

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

**BUDGET:** An estimated 2019 budget of \$128,990 for operational services is requested.

**RECOMMENDATION:** Executive Director Services: \$127,740 and ARC Direct: \$1,250.

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



Alliance  
of Rouge  
Communities

**OURS TO PROTECT**

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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2019 BUDGET REQUEST  
DRAFT**

**REQUEST DATE:** November 8, 2018

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

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** The Alliance of Rouge Communities began budgeting for legal and accounting fees in 2010. In 2011 the ARC was designated by the IRS as a 501(c)(3) organization. Because of the federal grants received the ARC is required to provide an A133 audit if the ARC receives more than \$750,000 in federal funds. The ARC is also responsible for preparing taxes. This line item also provides budget for legal advice regarding contracts or other legal issues that may arise during the year.

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

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

**BUDGET:** \$19,000 (legal - \$1,000, accounting - \$18,000). This budget item will be paid with 100% ARC dues.

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



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2019 BUDGET REQUEST

**REQUEST DATE:** November 8, 2018

**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):** The ARC has received a quote for insurance in the amount of \$961. ARC staff is recommending a budget of \$1,000 for 2019.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Director will ensure the insurance coverage does not lapse in 2019.

**ARC PIE Committee Budget Comparison**  
**Permit Cycle (5-year) Annual Budgets**

11/8/2018

**Current Budget Request**

<b>5-Year Budget</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Source</b>
PIE1	Collaborative PEP/PPP annual permit activities	\$ 29,780	\$ 29,780	\$ 29,780	\$ 29,780	\$ 29,780	ED Contract
	Watershed Monitoring	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	WC/FOTR or other
	Printing and Reporting	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	ARC/FOTR/WC
PIE2	Collaborative PEP/PPP 5yr permit cycle activities	\$ 20,584	\$ 23,270	\$ 9,050	\$ 15,570	\$ 11,110	ED Contract
	Permit cycle support	\$ 4,500	\$ 5,310	\$ 4,650	\$ 5,260	\$ 21,260	ARC/WC/FOTR
<b>Budget Total</b>		<b>\$ 74,864</b>	<b>\$ 78,360</b>	<b>\$ 63,480</b>	<b>\$ 70,610</b>	<b>\$ 82,150</b>	



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## ALLIANCE OF ROUGE COMMUNITIES

### FINANCE COMMITTEE

#### 2019 BUDGET RECOMMENDATION

**REQUEST DATE:** November 6, 2018

**LINE ITEM:** PIE1 & PIE2

**COMMITTEE MAKING REQUEST:** PIE Committee

**BACKGROUND:** The activities outlined below will meet the requirements detailed in the ARC's Collaborative PEP/PPP approved in 2017 and at the same time continue the efforts of the PIE committee with an increased focus on maintaining consistent messaging. By building upon materials created over the past few years, we will continue our efforts of raising the public awareness of the Rouge River Watershed and the impact they can have on water quality during everyday activities

**RATIONALE:** These actions will fulfill those best management practices (BMPs) identified in the ARC Collaborative PEP/PPP.

**TOTAL 2019 BUDGET REQUEST: \$74,864**

#### DESCRIPTION OF ANTICIPATED ACTIVITIES:

<b>Total PIE1 – 2019 Annual Permit Activities</b>	<b>\$49,780</b>
<i>Collaborative PEP/PPP Annual permit activities</i>	<i>\$29,780</i>
<i>Watershed Monitoring</i>	<i>\$ 5,000</i>
<i>Printing and reporting</i>	<i>\$15,000</i>

#### **MON1 – Support for Watershed Monitoring Activities**

This task will support winter stonefly monitoring and spring/fall bug hunts along with other volunteer monitoring training/presentations.

#### **BMP0 – PIE Committee Support and PPP (ARC Staff, FOTR, Wayne County)**

This task will include holding up to 2 PIE Committee meetings if necessary. ARC Staff will provide meeting facilitation, agendas and handouts. ARC Staff will also report on topics of interest to the PIE Committee throughout the year and will develop budget recommendations and provide supporting documentation. This task will also include documentation of public comments on the Collaborative Plans and will promote the Plans on the ARC website and Facebook. ARC Staff will also participate in regional partnership activities on behalf of the ARC members. ARC Staff, Wayne County and Friends of the Rouge will also prepare the annual reporting information for the ARC Members.

**BMP1 – Design/Distribute Materials (ARC Staff, ARC Direct)**

ARC Staff will create at least 24 Facebook posts on topics detailed in the Collaborative PEP annually and document social media followers. ARC Staff will distribute public education materials to ARC members to display at their facilities. This task will also include \$12,500 to print materials and giveaways like the pet waste containers and fertilizer clips.

**BMP2 – Articles/Ad Graphics (ARC Staff)**

ARC Staff will coordinate/distribute new and existing articles and ad graphics. ARC Staff will develop strategies to increase the ARC visitors to the website and Facebook.

**BMP3 – Displays & Posters (ARC Staff)**

ARC Staff will rotate the ARC displays in 3-4 ARC member community's facilities or events.

**BMP4 – Promote Hotlines and Educate on IDEP (ARC Staff)**

ARC Staff will promote environmental hotlines to educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the Rouge River through materials and the ARC's website and Facebook.

**BMP7 – Promote & Support Volunteer Activities (ARC Staff)**

ARC Staff will promote Rouge River volunteer activities such as Rouge Rescue and local water festivals on the ARC's website and Facebook and provide information to ARC Members to assist in their promotion of these activities.

**BMP8 – Promotion of and Support for Volunteer Monitoring Activities within the Rouge River Watershed (ARC Staff)**

ARC Staff will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC's website and Facebook.

<b>PIE2 –2019 Permit Cycle Activities</b>	<b>\$25,084</b>
<i>Collaborative PEP/PPP 5 yr. permit cycle activities</i>	<i>\$20,584</i>
<i>Permit cycle support</i>	<i>\$ 4,500</i>

**BMP0 – PIE Committee Support (ARC Staff)**

ARC Staff will survey members regarding any local public notice requirements and meet them as appropriate. ARC Staff will invite the public to participate in the implementation and review of the permit once in 2019 which will include advertising it on the ARC website and Facebook and ARC member and partner websites.

**BMP1 – Design/Distribute Materials**

No anticipated activities in 2019.

**BMP2 – Articles/Ad Graphics (ARC Staff)**

ARC Staff, with PIE Committee oversight, will distribute existing and create 1 new article and 1 new ad graphic on topics detailed in the Collaborative PEP for use by ARC Members in their community newsletters, website and social media.

**BMP3 – Displays and Posters**

No anticipated activities in 2019.

**BMP5 – Development of Homeowner Education Materials (ARC Staff)**

ARC Staff will develop strategies to distribute the homeowners brochure through homeowner packets and other avenues throughout the ARC member communities. This will include researching homeowner associations and ARC member and community programs.

**BMP6 – Workshops & Presentations (ARC Staff, ARC Direct, Wayne County)**

The ARC will fund 2 River Residency Workshops in Green Schools within the ARC communities using the University of Michigan’s River Table and/or Wayne County will conduct up to 4 workshops with Rouge community schools to raise student awareness of stormwater management and river stewardship. This will include budget for use of the River Table along with time for Wayne County to organize these workshops. ARC Staff will host 1 webinar on another topic such as septic systems or stewardship activities. Past in-person workshops have shown low attendance, so ARC Staff feel we may get more attendees along with a different demographic using the webinar technology.

**BMP7 – Promote & Support Volunteer Activities**

No anticipated activities in 2019.

**BMP9 – Rouge River Watershed Signage (ARC staff)**

ARC Staff will begin surveying the Rouge River Watershed signage (“you are entering the Rouge River Watershed – Ours to Project” street signs) with roughly half of the watershed surveyed in 2019 (the remainder surveyed in 2020). This will include coordination with ARC member communities to determine if they have previously documented sign locations. This will also include field staff traveling throughout the watershed to GPS signs and document condition.

**Person/Agency Responsible for Implementation:**

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

**2019 Budget Allocation:**

TASK	RESPONSIBLE PARTY	BUDGET
PIE1: 2019 Annual Activities	ARC Staff	\$29,780
	ARC Direct	\$12,500
	FOTR	\$6,500
	Wayne County	\$1,000
<i>Sub-total PIE1</i>		<i>\$49,780</i>
PIE2: 2019 Permit Cycle Activities	ARC Staff	\$20,584
	ARC Direct	\$1,000
	Wayne County	\$3,500
<i>Sub-total PIE2</i>		<i>\$25,084</i>
<b>TOTAL 2019 PIE Budget</b>		<b>\$74,864</b>



**ARC Technical Committee Budget Comparison**  
**Amount in 5-Year Budget vs Amount Requested**

11/7/2018

<b>5-Year Budget</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Source</b>
TC1	Collaborative IDEP/TMDL annual permit activities	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800	ED Contract
	IDEP Investigation and Training	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500	ARC 5-Yr Budget
TC2	Collaborative IDEP/TMDL 5yr permit cycle activities	\$ 2,900	\$ 10,280	\$ 4,700	\$ 36,160	\$ 19,120	ED Contract
<b>Budget Total</b>		<b>\$ 87,200</b>	<b>\$ 94,580</b>	<b>\$ 89,000</b>	<b>\$ 120,460</b>	<b>\$ 103,420</b>	

<b>Amount Requested</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
TC1	Collaborative IDEP/TMDL annual permit activities	\$ 20,800				
	IDEP Investigation and Training	\$ 60,000				
TC2	Collaborative IDEP/TMDL 5yr permit cycle activities	\$ 2,900				
<b>Request Total</b>		<b>\$ 83,700</b>				

<b>Difference (negative values indicate overbudget)</b>	<b>\$ 3,500</b>				
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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2019 Budget Recommendation  
Technical Committee**

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**REQUEST DATE:** November 7, 2018

**LINE ITEM:** TC1 – Annual Permit Activities

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** This request supports the implementation of the Collaborative IDEP Plan that was approved by MDEQ on September 29, 2017. This plan directly supports the stormwater permit applications for the ARC members listed in Table 1.

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

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

The Collaborative IDEP Plan elements to be addressed in this budget request are as follows:

- IDEP BMP #3. Investigations
- IDEP BMP #4. Training
- IDEP BMP #5. Pollution Complaints

In addition, technical committee meetings are included to facilitate the implementation of the IDEP Plan.

The outfall screening conducted in 2018 identified 21 outfalls that require follow-up investigations and 24 outfalls that need to be resampled as showed in Attachment A. These efforts are the focus of the Investigations BMP.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:****Meetings and Facilitation.** Executive Director (ED) staff will

- Conduct two Technical Committee meetings including preparation of agenda and handouts; meeting facilitation; and the distribution of meeting summaries including recommendations for the Executive Committee;
- Develop budget recommendations for the following year's budget and provide supporting documentations;
- Survey members on various topics as necessary including the identification of additional priority areas; and
- Report on topics of interest to the Technical Committee throughout the year.

**IDEP BMP #3a and 3b: IDEP Investigations.** Conduct concentrated field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. Work within Wayne County will be addressed by Wayne County staff with oversight by ED staff. Work within Oakland County will be undertaken by ED staff unless it falls within a county drain. County drain work will be undertaken by county staff outside of the ARC's budget. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary, to locate illicit discharge sources. A report will be prepared by ED and WC staff to summarize the results of their investigations and recommended next steps for subsequent years.

Prior to expending budget for this task, Wayne County and ED staff will each present a scope of work and budget for review and approval by the Technical Committee. An inter-agency agreement will be drafted by the ED staff for approval by Wayne County.

**IDEP BMP #4. IDEP Training.** ED staff will coordinate with SEMCOG to schedule an IDEP Investigator and Stormwater Pollution Prevention training. Coordination of this training is included in the ARC's budget, but facility, administration and presenter costs will be funded by others.

ED staff will also present two IDEP Alert Observer Training sessions. The identical sessions will be 30 minutes in length and held at two separate locations. ED staff will prepare the training content, plan the sessions, secure training sites and advertise the trainings. Facility costs, if any, are expected to be covered by ARC members.

**IDEP BMP #5. Pollution Complaints.** ED staff will maintain a list of IDEP investigator contacts for each permittee. This list will be shared with the permittees to aid in cross jurisdiction investigations.

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

**BUDGET (including how the amount requested was established):** The estimated total budget for this initiative is \$88,400 as summarized in the table below. A portion of this funding (\$80,900) will be provided by ARC dues. The remaining funding (\$7,500) will be provided by Wayne County as matching effort. The detail for the ED's budget can be found in the ED's contract.

Budget Item	Amount	Match	Responsible Party
Meetings and Facilitation 3a. IDEP Oversight 4. IDEP Training 5. Pollution Complaints	\$20,900		ED
3b. IDEP Investigations*	\$30,000		ED
	\$30,000	\$7,500	WC
<b>Total</b>	<b>\$80,900</b>	<b>\$7,500</b>	

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

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The responsible parties for each element are outlined in the table above. The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.

**To: ARC Technical Committee**  
**From: Annette DeMaria, ARC Staff**  
**Date: September 20, 2018**  
**Re: Results of 2018 Outfall Screening**



Each of you have received the results of the outfall screening conducted in your community. To give you a perspective of the conditions in the entire watershed, we have compiled the individual community results for your information.

There are 1,505 outfalls regulated by the MS4 permit in the Rouge River watershed that are owned by cities and villages within the ARC<sup>1</sup>. There are an additional 81 outfalls owned by townships which brings the total number of regulated community outfalls to 1,585. The number of outfalls owned by county agencies is still being determined.

Of the 1,505 outfalls, 471 (31%) were identified as priority for screening. These outfalls were screened in 2018 and classified for additional investigations according to the Rouge River Collaborative IDEP Plan. The results of the screening are summarized in Table 1 and Figure 1. Additional details are provided in Attachment A.

**Table 1. 2018 Outfall Screening Results Summary**

Investigation Category	Number/Percent of Outfalls	Next Steps
A: E. coli > 10,000 or Unexplained physical conditions	11 (2%)	Begin IDEP investigations in 2019
B: E. coli btw 5,001 and 10,000	10 (2%)	Begin IDEP investigations in 2020 or later
C: E. coli btw 1,001 and 5,000	24 (5%)	Resample twice more within 12 months. If any E. coli value is above 5,000, then investigate.
D: E. coli ≤ 1,000	426 (91%)	No further action

E. coli values in cfu/100 mL

Of the 471 outfalls, 21 (Categories A and B) require additional investigations to determine if an illicit discharge is present. Two-thirds of these outfalls are owned by communities in Wayne County and the remaining are in Oakland County (Table 2 and Figure 2).

Twenty-four outfalls (Category C) need to be resampled within the next 12 months (Table 2 and Figure 2). If each of three results remain at or below 5,000 cfu/100 mL, then no further action is needed. However, if any one of the three results are above 5,000 cfu/100 mL, then the outfall will be moved to Category B.

<sup>1</sup> Outfall prioritization and screening was not required in townships, so they are not the subject of this memo.

Lastly, 426 (91%) of the outfalls were in Category D which requires no further actions during this permit cycle (unless unusual conditions are noted, or a complaint is received).

**Table 2. Additional Investigation requirements by Community**

Number of Outfalls				
Community	Category A	Category B	Category C	Category D
Beverly Hills	1		2	12
Bingham Farms				5
Birmingham	1			23
Bloomfield Hills				14
Dearborn Heights			3	7
Farmington		2	1	13
Farmington Hills	2			45
Franklin				2
Garden City				1
Inkster				4
Livonia	4	6	9	118
Melvindale				2
Northville	1		3	9
Novi		1		7
Plymouth	1	1	2	20
Southfield				16
Troy				11
Walled Lake			1	5
Wayne			2	50
Westland	1		1	62
<b>Total</b>	<b>11</b>	<b>10</b>	<b>24</b>	<b>426</b>

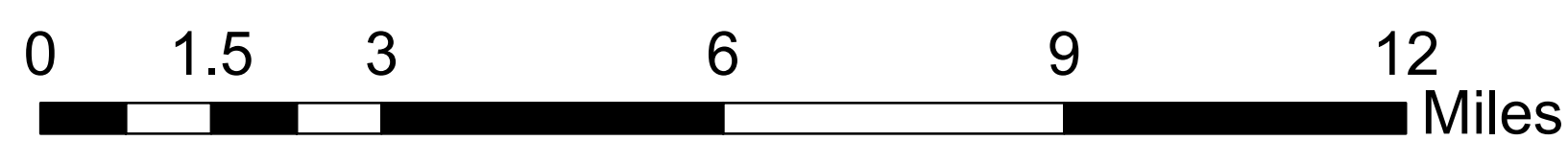
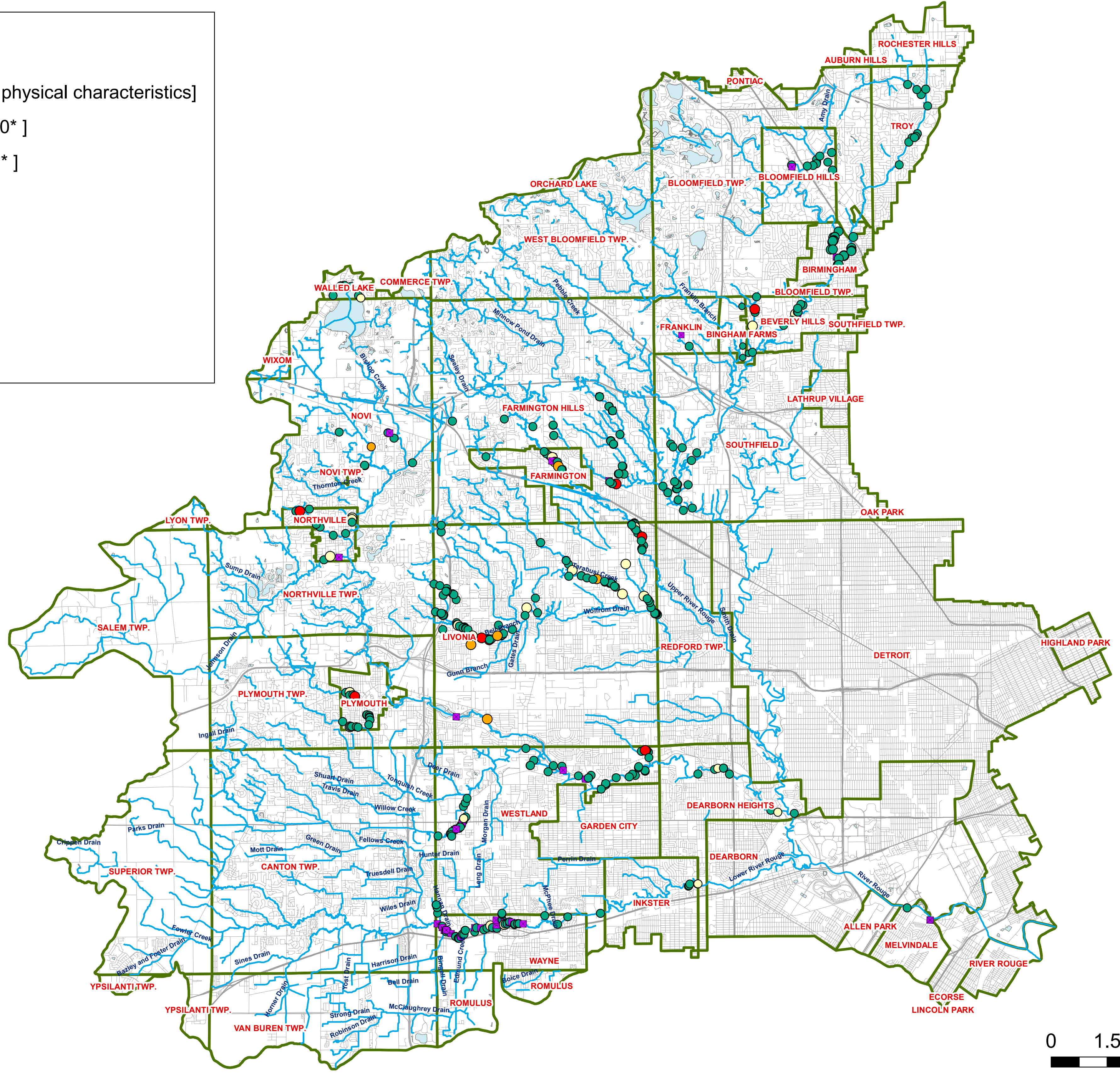
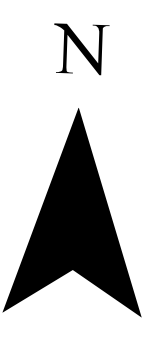
Follow-up investigations and resampling will be undertaken by the ARC beginning in 2019. The recommended approach will be discussed at an upcoming Technical Committee meeting. Individual communities may wish to proceed with investigations outside of the ARC. Please contact ARC staff if you take this course of action, so efforts are not duplicated.

If you have any questions, please contact me at 313-963-6600 or [ademaria@ectinc.com](mailto:ademaria@ectinc.com).

### Legend

- Category A [ E. coli >10,000\* or unexplained physical characteristics]
- Category B [E. coli between 5,001 and 10,000\* ]
- Category C [E. coli between 1,001 and 5,000\* ]
- Category D [E. coli < 1,000\*]
- ✖ Could not locate
- Rouge River & Tributaries
- Roads
- CTV boundaries
- Lakes

\*MPN/100 mL



# Figure 1. Rouge River Watershed 2018 Outfall Survey Results



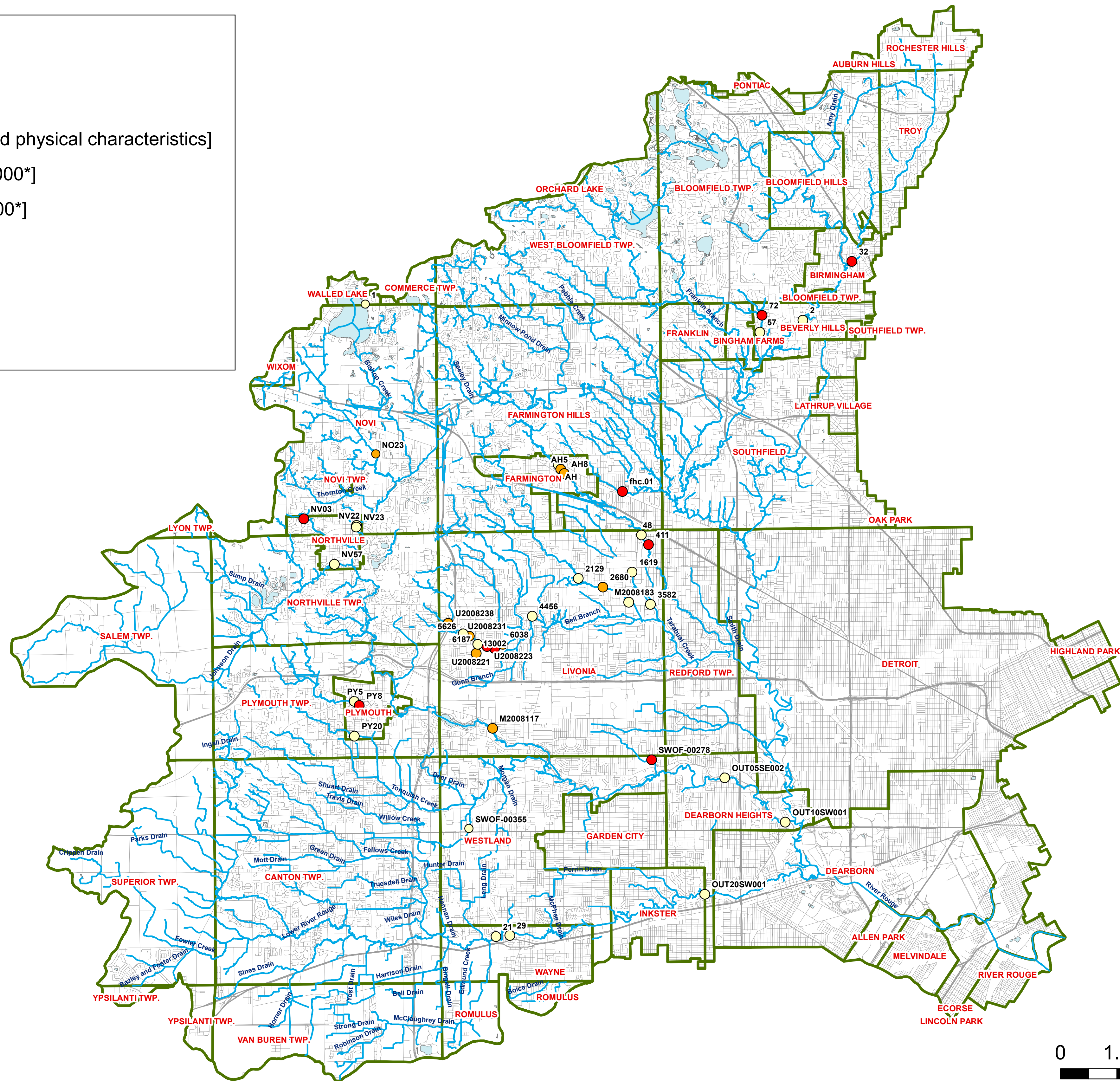


### Legend

#### Follow up outfall category

- Category A [ E. coli >10,000\* or unexplained physical characteristics]
- Category B [E. coli between 5,001 and 10,000\*]
- Category C [E. coli between 1,001 and 5,000\*]
- Rouge River & Tributaries
- Roads
- CTV boundaries
- Lakes

\*MPN/ 100 mL



## Figure 2. Rouge River Watershed Outfalls Requiring Additional Investigations



## Attachment A.

## 2018 Outfall Screening Details – Categories A, B and C (arranged by E. coli Concentration)

City	Outfall ID	Investigation Category	Diameter (in)	Material	E.coli MPN/100 mL	Comment
Westland	SWOF-00278	A	54		NA	physical conditions
Livonia	U2008220B	A	18	RCP	NA	physical conditions
Farmington Hills	fhc54B	A		RCP	10	physical conditions
Farmington Hills	fhc.01	A	21	RCP	>24,196	
Plymouth	PY8	A	36	Clay	>24,196	
Livonia	U2008221	A	30	RCP	>24,196	
Livonia	411	A	42	RCP	>24,196	
Northville	NV03	A	48	RCP	24,196	
Livonia	U2008223	A	24	RCP	17,329	
Birmingham	32	A	24	Concrete	12,997	
Beverly Hills	66	A	24	Concrete	12,033	
Livonia	6038	B	36	RCP	9,208	
Farmington	AH5	B	18	RCP	8,664	
Livonia	13002	B	76	RCP	8,664	
Novi	NO23	B	18	RCP	7,701	
Farmington	AH8	B	18	CMP	7,270	
Livonia	U2008231	B	12	CMP	7,270	
Livonia	M2008117	B	72	RCP	7,270	
Plymouth	PY27	B	24	RCP	6,488	
Livonia	U2008238	B	36x48	RCP	6,131	
Livonia	2680	B	36x48	RCP	5,172	
Wayne	21	C	36	RCP	4,352	
Livonia	5626	C	36	RCP	4,352	
Northville	NV57	C	unknown		3,873	
Westland	SWOF-00355	C	36		3,255	
Beverly Hills	51	C	24	CMP	3,076	
Northville	NV23	C	42	RCP	3,076	
Wayne	29	C	30	RCP	3,076	
Northville	NV22	C	42	RCP	2,755	
Dearborn Heights	OUT10SW001	C	unknown	RCP	2,400	
Livonia	3582	C	48x36	RCP	2,382	
Livonia	48	C	29x46	RCP	2,282	
Dearborn Heights	OUT20SW001	C	36	RCP	2,098	
Livonia	M2008183	C	36	RCP	2,064	
Livonia	1619	C	72	RCP	2,064	
Livonia	6187	C	120	RCP	1,935	
Walled Lake	1	C	12	CMP	1,670	
Livonia	2129	C	36	RCP	1,607	
Plymouth	PY5	C	30	RCP	1,500	
Beverly Hills	2	C	12	CMP	1,334	
Farmington	AH	C	24	CMP	1,296	
Plymouth	PY20	C	48	RCP	1,274	
Livonia	U2008220	C	18	RCP	1,198	
Dearborn Heights	OUT05SE002	C	36	CMP	1,054	
Livonia	4456	C	36	CMP	1,050	
Investigation Categories:	A: <i>E. coli</i> >10,000 MPN/100 mL or Unexplained physical characteristics				Next Steps:	Investigate
	B: <i>E. coli</i> between 5,001 and 10,000 MPN/100 mL					Investigate
	C: <i>E. coli</i> between 1,001 and 5,000 MPN/100 mL					Resample (twice)



**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2019 Budget Recommendation  
Technical Committee**

*Working together, restoring the river*

**REQUEST DATE:** November 7, 2018

**LINE ITEM:** TC2 – 5-Year Permit Cycle Activities

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** This request supports the implementation of the Collaborative IDEP Plan that was approved by MDEQ on September 29, 2017. This plan directly supports the stormwater permit applications for the ARC members listed in Table 1.

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

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

The Collaborative IDEP elements to be addressed in this budget request are as follows:

- IDEP BMP #1. Storm Sewer GIS
- IDEP BMP #9. Effectiveness Reporting

**DESCRIPTION OF ANTICIPATED ACTIVITIES:**

**IDEP BMP #1. Storm Sewer GIS.** ED staff will request updates to communities' storm sewer and outfall GIS layers. As of November 2018, storm sewer GIS has already been supplied from 20 of 29 permittees and outfall GIS data has been collected from 28 of 29 permittees. The missing information is noted below.

Community	Still Need Outfalls in GIS	Still Need Storm Sewer in GIS
Beverly Hills		X
Bingham Farms		X
Birmingham		X
Bloomfield Township		X
Franklin		X
Lathrup Village		X
Livonia	City is updating	
Melvindale		X
Redford Township		X
Walled Lake		X

**IDEP BMP #9. Effectiveness Reporting.** ED staff will develop a reporting format to compile assessment metrics associated with the Collaborative IDEP Plan. The next Assessment Metrics report is due February 28, 2020.

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

**BUDGET (including how the amount requested was established):** The estimated total budget for this initiative is \$2,900 which will be funded by ARC dues. The detail for the budget can be found in the ED's contract.

Budget Item	Amount	Responsible Party
1. Storm sewer GIS 9. Effectiveness Reporting	\$ 2,900	ED

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The responsible parties for each element are outlined in the table above. The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.



## AGREEMENT FOR ENGINEERING CONSULTANT SERVICES

This agreement is made effective the 1st day of **JANUARY 2019**, by and between the **ALLIANCE OF ROUGE COMMUNITIES, 46036 MICHIGAN AVENUE, SUITE 126, CANTON, MICHIGAN 48188** hereinafter called the “ARC” and **ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC AND ITS AFFILIATES (ECT Affiliates include Environmental Consulting & Technology of North Carolina, PLLC And ECT Engineering, LLC.), 2200 COMMONWEALTH BLVD., SUITE 300, ANN ARBOR, MI 48105**, hereinafter called the “Consultant.”

### ARTICLE 1 – ARC

The ARC is a voluntary public watershed entity currently comprised of 35 municipal governments (i.e., cities, townships, and villages), three counties (i.e., Wayne, Oakland and Washtenaw), two colleges and the Wayne county airport authority as authorized by part 312 (watershed alliances) of the Michigan natural resources and environmental protection act (mcl 324.101 to 324.90106) as amended by act no. 517, public acts of 2004. (*further information is available at [www.allianceofrougecommunities.com](http://www.allianceofrougecommunities.com)*). Established in January of 2006, the ARC members represent public agencies with stormwater management responsibilities whose jurisdictional boundaries are totally, or in part, located within the Rouge River Watershed located in Southeast Michigan.

### ARTICLE 2 – SERVICES/COMPENSATION

The Consultant agrees to provide all professional engineering services as needed, including all labor, materials, equipment and the means of work, in accordance with the ARC’s Request for Proposal (and Qualifications) rfp-fh-18-17-2087. Additional services, not included in this agreement, shall be mutually agreed to by the ARC and Consultant. ECT’s specific services will be specified in each individual Work Order (sample Work Order included as **Attachment A**).

The ARC, in consideration of the performance of this agreement, agrees to pay Consultant fees based on Consultants hourly rate for individuals working directly on the project, plus reimbursable expenses. Hourly rates, and costing shall remain consistent with Consultant’s pricing rate schedule (**Attachment B**), unless otherwise agreed between the parties for the entire length of the agreement (including all extensions). ECT’s charge for services will be specified in each Work Order. Services shall be for actually provided and included all direct and indirect costs, reimbursables and any and all related costs and/or on a subsequent project estimates or scope and cost proposals, as mutually agreed by the ARC and Consultant.

### ARTICLE 3 - THE TIME

It is agreed that the Consultant shall begin work under this Agreement effective January 1, 2019, upon execution of this Agreement, and that the Consultant will perform the work and fulfill all requirements of this Agreement for a period of five (5) years from date of agreement, through December 31, 2023. It is further agreed that the ARC may opt to extend this agreement in three (3) additional one-year increments.

### ARTICLE 4 – CONSULTANT SERVICES

The Consultant agrees to furnish all materials and services necessary to undertake the above services for the ARC. The Consultant agrees that in performance of its duties as outlined in the ARC’s Request for Proposal (and Qualifications) rfp-fh-18-17-2087, it will be bound by the code of ethics applicable to its industry. The Consultant will complete all work required and referenced in the contract expeditiously and on time, or as mutually agreed by the ARC and Consultant. ECT’s specific services will be specified in each Work Order.

An employee of ECT, shall be the named Executive Director of the ARC and shall have primary responsibility for supervising the performance of ECT staff and all other ECT obligations under this contract. ECT shall inform the ARC whenever a change occurs or is likely to occur with respect the involvement of key, named employees of ECT that are providing services under this Contract.



The Consultant shall not directly or indirectly enter into any agreement, participate in any collusion or otherwise take any action in submitting an independent estimate of fees for any project assignment, except as otherwise set out herein.

During the performance of the services herein provided for, the Consultant shall be responsible for any loss or damage to the document owned by the ARC while they are in its possession. Restoration of lost or damaged documents shall be at the Consultant's expense.

Consultant shall attend ARC meetings and make such trips to the offices of the ARC and to the site of the work to confer with representatives of the ARC, as may be necessary in the carrying out of the work under this Agreement.

Consultant shall follow standard accounting practices and permit representatives of the ARC, to audit and inspect its project books and records at any reasonable time. Such records are to be kept available for three (3) years from the date of final payment for work conducted under this Agreement.

Consultant shall permit the ARC to have full access thereto during the progress of the services being performed thereon.

Upon completion of a project and final approval by the ARC, Consultant shall deliver to the ARC the appropriate number of document copies as determined by the ARC.

Consultant shall commence services under this Agreement only upon receipt of written Work Order notice from the ARC.

#### **ARTICLE 5 – ARC COOPERATION**

The ARC shall cooperate with the Consultant to furnish documentation timely, as appropriate and as legally possible in the possession of the ARC relevant to the nature of the work assignments.

All questions which may arise as to the quality and acceptability of work, the manner of performance and rate of progress of the work shall be decided by the ARC.

#### **ARTICLE 6 - COMPENSATION**

For and in consideration of the faithful and professional performance and delivery of the above services as set forth, the ARC shall pay the Consultant for services pursuant to this Contract net sixty (60) days after acceptance of the work and receipt from the Consultant of an itemized invoice describing services performed. Consultant will invoice the ARC monthly on a time and materials basis, unless otherwise agreed between the parties.

Any change in services to be performed by the Consultant involving extra compensation must be authorized in writing by the ARC prior for the performance thereof by the Consultant.

In the event the Consultant deems extra compensation will be due for work or materials not clearly covered in this agreement, or not ordered by the ARC as a change, or due to changed conditions, the Consultant shall notify the ARC in writing of its intention to make claim for such extra compensation before beginning such work. Failure on the part of the Consultant to give such notification will constitute a waiver of the claim for such extra compensation. The filing of such notice by the Consultant shall not in any way be construed to establish the validity of the claim. Such extra compensation shall be provided only by Amendment to this Agreement.

Consultant understands that funds for certain Work Orders are paid for under grants to the ARC and as such understands it will be paid when the granting agency pays the ARC (this will be identified in Work Order). Any costs deemed ineligible by the granting agency under terms of the Grant will not be repaid by the ARC or if after payment has been made Consultant shall reimburse the ARC for such deemed costs.

No charges or claims for damages shall be made by the Consultant for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this agreement, except as hereinafter provided.

**ARTICLE 7 – DELAYS**

No charges or claims for damages shall be made by the Consultant for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this agreement, except as hereinafter provided.

When delays are caused by circumstances or conditions beyond the control of the Consultant as determined by the ARC, the Consultant shall be granted an extension of time for such reasonable period as may be mutually agreed upon between the parties, it being understood, however, that the permitting of the Consultant to proceed to complete the services, or any part of them, after the date to which the time of completion may have been extended shall in no way operate as a waiver on the part of the ARC of any of its rights herein set forth.

In the event of a substantial delay on the part of the ARC in providing to the Consultant either the necessary information or approval to proceed with the work, resulting, through no fault of the Consultant, in delays of such extent as to require the Consultant to perform its work under changed conditions not contemplated by the parties, the ARC will consider supplemental compensation limited to increased costs incurred as a direct result of such delays. Any claim for supplemental compensation must be in writing and accompanied by substantiating data. Authorization of such supplemental compensation shall be by an amendment to the project agreement.

**ARTICLE 8 – COMPLIANCE WITH ALL LAWS AND REGULATIONS**

In the provision of the services described herein, the Consultant, an approved subcontractor or anyone acting in its behalf, agrees to comply with all applicable Federal, State and local laws and applicable regulations. In addition, the Consultant shall be licensed and/or certified and professionally designated by the State of Michigan and licenses and/or certifications shall be maintained as active during the term of this agreement.

**ARTICLE 9 – INDEPENDENT CONSULTANT**

The Consultant shall perform duties as an independent contractor and in an independent manner without supervision and control by the ARC. The Consultant shall not be deemed to be an employee of the ARC for purposes of payroll deductions, withholding tax, social security, workers' compensation, unemployment compensation, disability benefits, vacations, fringe benefits or any other purpose. In the performance of duties, the Consultant shall supply and operate its own vehicles.

**ARTICLE 10 – PERMITS AND LICENSES**

Consultant shall procure at its expense all permits and licenses necessary, pay all charges and fees and give all notices necessary and incident to the performance of services.

**ARTICLE 11 – SAFETY**

Consultant shall comply with all Occupational Safety and Health Act (OSHA) standards and any other Federal, State or Local rules and regulations applicable. Consultant shall remain solely and exclusively responsible for compliance with all safety requirements and for the safety of all Consultant & Sub-Consultant personnel and property at the project site.

**ARTICLE 12 – OWNERSHIP OF DOCUMENTS**

Ownership of all data, materials and documentation, including electronic files, originated and prepared for the ARC pursuant to this contract shall belong exclusively to the ARC.

Consultant may use the materials prepared for the ARC as promotion and marketing pieces in pursuit of work for others, provided prior written approval is obtained from the ARC.

**ARTICLE 13 – INSURANCE**

The Consultant shall not commence work until the certificate of insurance required under this paragraph has been delivered to the ARC (**Attachment C**). All insurance carriers must be acceptable to the ARC and licensed and admitted to do business in the State of Michigan.



**Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.

**Automobile Liability including Michigan No-Fault Coverages**, with limits of liability not less than \$1,000,000.00 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Professional Liability**-The Contractor shall procure and maintain during the life of this contract, Professional Liability insurance in an amount no less than \$1,000,000 per occurrence and aggregate. If this policy is a claim made form, then the contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.

**Umbrella Liability**-The Contractor shall procure and maintain during the life of this contract, Professional Liability insurance in an amount no less than \$3,000,000 per occurrence and aggregate.

**Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be Additional Insureds: The Alliance of Rouge Communities, its Current Members, Cooperating Partners, their officials, employees and volunteers. It is understood and agreed by naming the Alliance of Rouge Communities as additional insured, coverage afforded is considered to be primary and any other insurance the Alliance of Rouge Communities may have in effect shall be considered secondary and/or excess.

- Current Members: Auburn Hills, Beverly Hills, Bingham Farms, Birmingham, Bloomfield Hills, Bloomfield Twp, Canton Twp, Commerce Twp, Dearborn Heights, Farmington, Farmington Hills, Franklin, Garden City, Henry Ford College, Inkster, Lathrup Village, Livonia, Melvindale, Northville, Northville Twp, Novi, Oak Park, Oakland County, Orchard Lake, Plymouth, Plymouth Twp, Redford Twp, Rochester Hills, Romulus, Southfield, Troy, University of Michigan- Dearborn, Van Buren Twp, Walled Lake, Washtenaw County, Wayne, Wayne County, Wayne County Airport Authority, West Bloomfield Twp, Westland, Wixom
- Current Cooperating Partners: Cranbrook Institute of Science, Friends of the Rouge, Rouge River Advisory Council, Southeastern Oakland County Water Authority, The Henry Ford, Wayne State University

**Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: The Alliance of Rouge Communities, 46036 Michigan Avenue, Suite 126, Canton, Michigan 48188.

**Proof of Insurance Coverage:** The Contractor shall provide the ARC, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the ARC at least ten (10) days prior to the expiration date.

#### **ARTICLE 14 - INDEMNIFICATION**

To the fullest extent permitted by law, Consultant agrees to defend, pay in behalf of, indemnify and hold harmless the ARC, its elected and appointed officials, its current members, employees and volunteers and others working in behalf of the ARC against any and all claims, demands, suits, or loss, including all costs connected herewith, and for any damages



which may be asserted, claimed or recovered against or from the ARC, its elected and appointed officials, employees, volunteers or others working in behalf of the ARC by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of the actual degree of fault of the Consultant.

#### **ARTICLE 15 – SUBCONTRACTORS**

No contract may be sublet without the written consent of the ARC. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. Consultant shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the ARC of Farmington Hills for such acts or omissions. Nothing contained in this Contract shall create any contractual relation between any subcontractor and the ARC.

#### **ARTICLE 16 – ASSIGNMENT OF AGREEMENT AND OTHER CONTRACTORS**

The Consultant shall not assign this Agreement or any part thereof without the written consent of the ARC. The ARC reserves the right to let other agreements in connection with this work, even if of like character, for work under an agreement. The Consultant shall coordinate work as required by the ARC. If any part of the Consultant's work depends on the proper execution of any other consultant/contractor, the Consultant shall inspect and promptly report to the ARC any defects in such work that renders it unsuitable for such proper execution. Failure to inspect and report shall constitute an acceptance of the other consultant's/contractor's work.

#### **ARTICLE 17 – NON-DISCRIMINATION**

The Consultant agrees not to discriminate against any employee or applicant for employment because of sex, race, religion, color, national origin or handicap. A breach of this Section shall constitute a material breach and may be cause for this Agreement to be canceled or terminated by the ARC.

#### **ARTICLE 18 – GOVERNING LAW**

The laws of the State of Michigan shall govern this Agreement.

#### **ARTICLE 19 – CONFLICT OF INTEREST**

The Consultant agrees that in the performance of this Agreement, it shall at all times act in the best interest of the ARC and shall not have a financial interest in or otherwise benefit from any transaction between the ARC and the third party which might adversely affect the Consultant's performance of the services contemplated hereunder, except in the manner and to the extent provided in this Agreement. Consultant shall advise the ARC of any potential conflicts and request clarification as applicable.

#### **ARTICLE 20 – TERMINATION OF CONTRACT**

The ARC and the Consultant reserve the right to terminate this agreement without penalty or handling fees upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest. ARC is obligated to pay the Consultant fees for work completed and accepted by the ARC to the date of termination.

The Consultant warrants that it has not employed or retained any company or person other than bonafide employees working solely for the Consultant, to solicit or secure this agreement, and that he has not paid or agreed to pay any company or person, other than bonafide employees working solely for the Consultant, any fees, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon, or resulting from the award, or making of this agreement. For breach or violation of this warranty, the ARC shall have the right to annul this agreement without liability or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.

Consultant acknowledges that, if this contract extends for several fiscal years, continuation of this contract is subject to appropriation or availability of funds for services. If funds are not appropriated or otherwise made available, the ARC shall have the right to cancel this agreement at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Consultant. The ARC shall give the Consultant written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.





**ARTICLE 21 – ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between the ARC and the Consultant and shall inure to the benefit of and bind the parties hereto and their respective heirs, legal representatives, successors, assigns and third parties claiming under this Agreement or by virtue of Agreement between the ARC and the Consultant.

This agreement shall be construed in accordance with and governed in all respects by the laws of the State of Michigan.

Any notice given to a party under the Contract shall be deemed effective, if addressed to such party as addressed below, upon: (I) delivery, if hand delivered; (ii) receipt of a confirmed electronic transmission by recipient of facsimile or email; (iii) the third (3rd) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight courier with a reliable tracking system.

ARC:                *Ms. Brandy Siedlaczek, Chairperson  
Alliance of Rouge Communities  
46036 Michigan Ave., Suite 126  
Canton, MI 48188*

ECT:                *Mr. John O’Meara, Principal Engineer  
Environmental Consulting & Technology, Inc.  
2200 Commonwealth Blvd, Suite 300  
Ann Arbor, MI 48105*

The ECT or the ARC may change the address where notices are to be sent by giving notice in accordance with this Section

\*\*\*\*\*

(The remainder of this page has intentionally been left blank.)



IN WITNESS WHEREOF, the undersigned, warranting that each is fully authorized and empowered to do so, hereby execute these presents intending to bind themselves, and their respective principals, agents, assignees and successors thereby, as of the date first written above.

**ALLIANCE OF ROUGE COMMUNITIES –OWNER**

**WITNESSES:**

\_\_\_\_\_ BY: **BRANDY SIEDLACZEK, ARC CHAIRPERSON/Date**

\_\_\_\_\_ BY: **DOUG MOORE, ARC VICE CHAIRPERSON/Date**

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC AND ITS AFFILIATES (ECT Affiliates Include Environmental Consulting & Technology of North Carolina, PLLC And ECT Engineering, LLC.) - CONSULTANT**

**WITNESSES:**

\_\_\_\_\_ BY \_\_\_\_\_  
**SANJIV SINHA** **VICE PRESIDENT/Date**

\_\_\_\_\_ BY: \_\_\_\_\_  
**JOHN O’MEARA** **PRINCIPAL ENGINEER/Date**

CONTRACTOR's signature (s) must be notarized:

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Acting in County \_\_\_\_\_

My Commission Expires \_\_\_\_\_



**ATTACHMENT A  
SAMPLE WORK ORDER**

WORK ORDER No. XXXX-X

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2019 between Environmental Consulting & Technology, Inc., and its Affiliates\* (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

PARAGRAPH I--SCOPE OF SERVICES

Consultant shall perform professional services as *outlined below or in their attached proposal* (Attachment X).

PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is \$ XXXX.

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than XXXX.

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.  
and its AFFILIATES\***

By \_\_\_\_\_  
\_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

**ALLIANCE OF ROUGE COMMUNITIES**

By \_\_\_\_\_  
\_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHEMENT B****ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.  
PROFESSIONAL SERVICES FEE SCHEDULE**

<b><u>Key Staff</u></b>	<b><u>Rate Per Hour</u></b>
James Ridgway, P.E.	\$ 250.00
Annette DeMaria, P.E.	210.00
John O'Meara, P.E.	210.00
Marty Boote	165.00
Alice Bailey, P.E.	155.00
Ryan Higuchi	140.00
Meghan Price	130.00
Susan Rusinwoski, EIT	105.00
Chris O'Meara	95.00
Tennille Newsome	60.00

<b><u>Labor Classification</u></b>	<b><u>Rate Per Hour</u></b>
Principal Scientist/Engineer	210.00
Senior – Level Scientist/Engineer	180.00
Mid -Level Scientist/Engineer	145.00
Jr.- Level Scientist/Engineer	105.00
Technician	65.00
Administrative Support	60.00

The above rates include all direct and indirect costs except reimbursables. Indirect costs include such items as overhead, profit, and such statutory and customary fringe benefits as social security contributions, sick leave, unemployment, excise and payroll taxes, worker's compensation, health and retirement benefits, bonuses, annual leave, and holiday pay.

Reimbursable expenses shall mean the actual expense of transportation and subsistence of principals and employees, consultants' fees, subcontractors' fees, toll telephone calls, facsimile transmissions, reproduction of reports and other project-related materials, expendable supplies directly used on the project, computer charges, equipment use fees, and similar project-related items. These shall be billed at cost with the exception of a ten percent service charge applied to all sub-consultant reimbursable expenses.

The rates for ECT personnel categories listed herein are valid through December 31, 2021 and are subject to revision thereafter.

46036 Michigan Ave., Suite 126, Canton, MI 48188



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ATTACHMENT C

CERTIFICATE OF INSURANCE

		ENVIRO2	OP ID: SP
<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 11/01/2018	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>			
PRODUCER <b>Brown &amp; Brown of Florida, Inc.</b> Ocala Division 1720 SE 16th Avenue, Suite 301 Ocala, FL 34471-4620 Michael Mc Nerney	352-732-5010	CONTACT NAME: <b>Michael Mc Nerney</b> PHONE (A/C, No, Ext): <b>352-732-5010</b> FAX (A/C, No): <b>352-732-5344</b> E-MAIL ADDRESS:	
INSURED <b>Environmental Consulting &amp; Technology, Inc.</b> 3701 NW 98th Street Gainesville, FL 32606		INSURER(S) AFFORDING COVERAGE INSURER A : <b>Certain Underwriters at Lloyds</b> INSURER B : <b>Sentinel Insurance Company</b> INSURER C : <b>The Hartford Fire Ins. Co.</b> INSURER D : <b>Allied World Assurance Co US</b> INSURER E : <b>Hartford Insurance CO of SE</b> INSURER F :	NAIC # 085202 11000 19682 19489 38261

<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liab <input checked="" type="checkbox"/> Pollution Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	ENVP00006718 ENVP00006718 ENVP00006718	01/01/2018 01/01/2018 01/01/2018	01/01/2019 01/01/2019 01/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	21UENJB6900	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	X	X	03104816	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	21WBAA9V9H	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate holder: Alliance of Rouge Communities its Members, Cooperating Partners, their officials, employees and volunteers. info@allianceofrougecommunities.com / fax 734-769-3164 see page 2							

<b>CERTIFICATE HOLDER</b> ALLIAN6 Alliance of Rouge Communities see below 46036 Michigan Ave, Ste 126 Canton, MI 48188	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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 48188

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<b>NOTEPAD:</b>	HOLDER CODE	ALLIAN6	ENVIRO2	PAGE 2
	INSURED'S NAME	Environmental Consulting &	OP ID: SP	Date 11/01/2018
<p>Certificate Holder is listed as an Additional Insured with respects to the General Liability, including Products and Completed Operations, Auto Liability, Contractors Pollution, and Professional Liability. when required by written contract or agreement. Excess is following form. Primary &amp; Non-Contributory applies to the General Liability and Auto Liability when required by written contract.                  General Liability deductible \$0.                  Pollution Liability deductible is \$50,000.                  Professional Liability deductible is \$50,000, when required by written contract or agreement.                  A Waiver of Subrogation in favor of the Certificate Holder applies to the General Liability, Auto Liability and Workers Compensation when required by written contract or agreement.                  30 Days Notice of Cancellation, 10 days for Non-payment applies to the General Liability, Auto Liability and Workers Compensation.</p>				
<p><b>Members:</b>                  Auburn Hills, Beverly Hills, Bingham Farms, Birmingham, Bloomfield Hills, Bloomfield Twp, Canton Twp, Commerce Twp, Dearborn Heights, Farmington, Farmington Hills, Franklin, Garden City, Henry Ford College, Inkster, Lathrup Village, Livonia, Melvindale, Northville, Northville Twp, Novi, Oak Park, Oakland County, Orchard Lake, Plymouth, Plymouth Twp, Redford Twp, Rochester Hills, Romulus, Southfield, Troy, University of Michigan-Dearborn, Van Buren Twp, Walled Lake, Washtenaw County, Wayne, Wayne County, Wayne County Airport Authority, West Bloomfield Twp, Westland, Wixom</p>				
<p><b>Cooperating Partners:</b>                  Cranbrook Institute of Science, Friends of the Rouge, Rouge River Advisory Council, Southeastern Oakland County Water Authority, The Henry Ford, Wayne State University</p>				

WORK ORDER No. 2019- ECT1

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2019 between Environmental Consulting & Technology, Inc., and its Affiliates\* (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

**PARAGRAPH I--SCOPE OF SERVICES**

Consultant shall perform professional services as outlined in the scope of work, Attachment A.

**PARAGRAPH II—COMPENSATION**

The maximum cost of this Cost Reimbursable Work Order is \$1,052,060. ECT's cost proposal is included as Attachment B (per ECT proposal dated September 11, 2018) with the summary table presented below. An annual budget cost will be authorized through the ARC's budget process.

SUMMARY OF PROPOSER'S TOTAL COST PROPOSAL	
EXECUTIVE DIRECTOR SERVICES TOTAL 5-YEAR COST	\$ 646,415
MS4 PIE SERVICES TOTAL 5-YEAR COST	\$ 228,485
MS4 TECH SERVICES TOTAL 5-YEAR COST	\$ 177,160
PROPOSER'S TOTAL 5-YEAR COST	\$ 1,052,060
<i>The Proposer is responsible for the accuracy of the cost spreadsheet</i>	\$ 1,052,060

Summary of the ECT cost proposal dated September 11, 2018, Attachment B:

- The maximum cost of Executive Director Services (ED1) is \$ 646,415. This maximum cost is broken into five annual amounts of \$127,740 (2019, 2020, 2022), \$130,295 (2022) and \$132,901 (2023).
- The maximum cost of MS4 PIE Services is \$228,485. This is broken in PIE1- Annual Services at \$148,900 total or five annual amounts of \$29,780 (2019, 2020, 2021, 2022, 2023). And PIE2 – Permit Cycle Service of \$79,585.
- The maximum cost of MS4 Tech Services \$177,160. This is broken in TC- Annual Services at \$104,000 total or five annual amounts of \$20,800 (2019, 2020, 2021, 2022, 2023). And TC2 – Permit Cycle Service of \$73,160.

PARAGRAPH III--SCHEDULE

The 5-year permit cycle services in this Work Order shall be completed no later than December 31, 2023. Annual services defined in Attachment A shall be completed each by the end of calendar year: 2019, 2020, 2021, 2022, 2023.

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.  
and its AFFILIATES\***

By \_\_\_\_\_

\_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

**ALLIANCE OF ROUGE COMMUNITIES**

By \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## **WORK ORDER ATTACHMENT A**

### **EXECUTIVE DIRECTOR OPERATIONAL & ASSISTANCE SUPPORT SERVICES, MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE) SERVICES, & MS4 COLLABORATIVE TECHNICAL (TC) SERVICES**

#### **Scope of Services**

The purpose of the contract, as identified in the ARC RFP for services dated August 13, 2018, is to provide support services for the full ARC, its Executive Committee, ARC standing and Ad-Hoc committees, as well as oversee the development and implementation of the member's MS4 permits.

#### **TASK 1.0 EXECUTIVE DIRECTOR OPERATIONAL & ASSISTANCE SUPPORT SERVICES (ED1)**

##### **EXECUTIVE DIRECTOR ANNUAL OPERATIONAL SERVICES**

ECT will provide the following operational services as the ARC Staff.

##### **FULL ARC MEETINGS**

- Hold 2 Full ARC meetings annually
- Schedule speakers/presentations to share with Full ARC
- Email meeting notices/reminders to ARC members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Provide committee activities for Committee Chairs to report on to Full ARC
- Preparation/distribution of meeting summary
- Prepare retirement resolutions when necessary
- Survey members on various topics as necessary

##### **EXECUTIVE COMMITTEE**

- Hold 4 Executive Committee meetings annually (2 via conference call)
- Email meeting notices/reminders to Exec. Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Preparation/distribution of meeting summary
- Documenting recommendations to move to Full ARC

##### **FINANCE COMMITTEE**

- Monitor budget and make recommendations for amendments and provide supporting documentation
- Develop budget recommendations and provide supporting documentation
- Administer the annual budget and work plan

- Hold 2 Finance Committee meetings annually
- Email meeting notices/reminders to Finance Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Documenting recommendations to move to Executive Committee
- Research costs and quotes for outside services as necessary

#### **OTHER COMMITTEES (up to 5 meetings over 5 years)**

- Provide support to Organization Committee when necessary
- Provide support to Nominating Committee when necessary

#### **ADMINISTRATION**

The ARC does not have a physical location to house office operations. Further, the ARC does not own any vehicles, equipment, computers, phones, etc. for ECT utilize. Such provisions will be provided by ECT for the duration of the term of the contract for services and be part of the service fee charged to the ARC. The required services include:

- Oversight of day-to-day activities of ARC staff, consultants and contractors
- Track, prepare and distribute the ARC Executive Director's Annual Report
- Draft and secure inter-agency agreements as required
- Draft and secure subcontracts
- Respond to FOIA requests
- Market non-ARC member communities to become ARC members
- Coordinate activities with the Rouge River Advisory Council (RRAC) and other cooperating partners
- Secure vendors as necessary
- Research, prepare, and update policies/procedures as necessary
- Research, prepare, and update strategic plan as necessary
- Assist committees with stormwater permit-related budget preparation
- Support shall include the maintenance and electronic storage of all records of the ARC

#### **FINANCIAL**

- Prepare and distribute ARC membership invoices during the first two quarters
- Record payments in a three-part Cash Receipts book and forward a receipt to the member and include a receipt with the member payment for the deposit
- Record all receivables and payables using financial software with appropriate general ledger account numbers.
- Provide Request for Payment forms and invoices to the ARC Treasurer for review and approval. If necessary, they will also be submitted to the ARC Grant Representative for additional review and signature. Records when the invoices are reviewed and approved by ARC staff (except ED staff invoices which are reviewed by the ARC Treasurer)
- Other items recorded on the Request for Payment form are: the expense account the invoice is charged to, when the invoice is entered into Quickbooks as a payable, when it is

- processed for payment, when the grant request for payment is done, when the grant reimbursement is received, when the check to pay the invoice is prepared, when match dollars are recorded, when the administrative staff reviews the check for correctness, when the staff mails the check.
- Use the Disbursement Log to record and prepare all checks and obtain the required two signatures on all checks.
  - Monthly and annual financial reports will be prepared for ARC members and officers.
  - Prepare and submit Grant Reimbursement Requests as necessary.
  - Reviews all grant contracts for financial and progress reporting requirements.
  - Prepare information for Federal Grant audits as necessary.
  - Prepare and monitor the Budget Preparation Schedule.
  - Provide support to ARC committees as they prepare their budget recommendations.
  - Work with the Finance Committee to update the ARC Accounting Procedures Manual, as necessary, to meet grant requirements.
  - Maintenance and renewal of the ARC's registration under the federal government's System for Award Management (SAM) which allows the ARC to be eligible for federal grants.
  - Monitor vendors in accordance with the ARC's Vendor Management Policy and distribute W-9 requests as necessary.
  - Provide all financial documentation and information to the ARC's outside accountant and auditor in the annual preparation of the ARC's taxes, financial statement, license to solicit and A133 audit.
  - Prepare renewal forms for the ARC's liability insurance coverage for its directors and officers annually.
  - Develop vendor contracts as necessary.
  - Maintain past financial files to meet the ARC Record Retention Policy.
  - Maintain weekly/monthly backups of the ARC Quickbooks files.
  - Record sales and monitor inventory of rain barrels/compost bins.
  - Following the Purchasing Policy, work with vendors to get the required quotes for services if necessary.
  - Monitors the use of MBE/WBE grant requirements and prepares federal reports as necessary.

### **EXECUTIVE DIRECTOR ANNUAL ASSISTANCE SERVICES**

ECT will promote the ARC as an advocate for the Rouge River Watershed and will: 1) serve as the primary spokesperson for the ARC, 2) respond to requests for information, 3) seek opportunities to promote ARC awareness, 4) respond to requests for assistance from individual residents and businesses on watershed management issues, 5) serve as the ARC primary liaison to all members, including both formal and informal interaction with government officials, legislators, and staff on a regular basis, and 6) perform other duties assigned by the ARC officers or Executive Committee. The three overarching areas requiring attention are:

### **GRANT OPPORTUNITIES**

- Monitor & research grants opportunities

- Attend grant webinars
- Provide letters of support for other agency grants and projects
- Make recommendations on grants for the ARC and individual member communities
- Prepare grant applications including narratives, work plans and costs
- Draft and gather letters of support, design documents, site photos and other required project information
- Maintain ARC's eligibility status with granting agencies including grants.gov and the System for Award Management
- Maintain ARC logins with all granting agencies
- Discussions with granting agencies on behalf of the ARC during the grant award process
- Review grant awards and secure signatures

### **ROUGE ADVOCATE**

- Promote the ARC as an advocate for the Rouge River Watershed
- Foster external relationships with other agencies, organizations and individuals
- Serve as primary spokesperson for the ARC (i.e., SEMCOG Clean Partners Group, SPAC)
- Plan and host the Great Lakes Restoration Celebration at The Henry Ford
- Provide review/recommendations on outside reports as requested by other agencies
- Serve on other agency boards to promote/represent the ARC
- Staff ARC booth at conferences
- Prepare and present presentations at conferences on behalf of the ARC
- Prepare posters and papers for conferences on behalf of the ARC
- Coordinate ARC activities with other watershed groups
- Respond to requests for information from outside agencies (i.e., data requests and reproducing PIE materials in other watershed)
- Respond to newspaper requests on ARC projects and activities
- Seek opportunities to promote ARC awareness
- Serve as primary liaison to state government including MDEQ
- Serve as primary liaison to federal government officials, legislators and staff

### **MEMBER ASSISTANCE**

- Staff ARC booth at member community events
- Serve as primary liaison to all members and cooperating partners
- Conduct member surveys as necessary
- Assist with member questions and requests for information (general & technical)
- Provide formal and informal interaction with government officials (general & technical)
- Host the ARC's phone number and work with member communities to respond to citizen requests/concerns (general & technical)

## **TASK 2.0 MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE)**

The ARC communities as MS4 permittees have developed Collaborative Public Participation and Public Education plans (PPP and PEP) applicable to 29 permittees plus Wayne County. There are required activities that occur annually and others that occur over the 5-year permit cycle. The full approved PPP and PEP plans are available for review on the ARC website at:

PEP -

<http://www.allianceofrougecommunities.com/PDFs/membership/FINALAPPROVEDCoIPEP32117.pdf>

PPP -

<http://www.allianceofrougecommunities.com/PDFs/membership/FINAL%20APPROVEDcolPPP22717.pdf>

### **ANNUAL PIE SERVICES (PIE1)**

#### **BMP0 - PIE Committee Support**

- Hold 2 PIE Committee meetings annually
- Email meeting notices/reminders to PIE Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meeting
- Provide meeting facilitation
- Preparation/distribution of meeting summaries if necessary
- Documenting recommendations to move to Executive Committee and Full ARC
- Hold/staff special PIE Committee meetings when necessary
- Develop budget recommendations and provide supporting documentations
- Report on topics of interest to the PIE Committee throughout the year
- Post collaborative plans and permit on the ARC website and promote through social media and document dates
- Document public comments on collaborative plans
- Annual Reporting
- Participate in regional partnership activities

#### **BMP1 – Design/Distribute Materials**

Distribute pollution prevention literature on various topics through brochures, educational materials and other media:

- 24 Facebook posts
- Distribute materials to members to display at their facilities
- Document social media followers
- Print materials

#### **BMP2 – Articles/Ad Graphics**

Coordinate and distribute community articles and ad graphics on pollution prevention and watershed restoration and stewardship:

- Develop 1 new article/1 new ad graphic per year (total of 5 during permit cycle) (cost of printing paid by ARC)
- Coordinate/distribute existing articles/ad graphics

#### **BMP3 – Displays & Posters**

Provide existing static displays and posters on pollution prevention and watershed restoration and stewardship:

- Displays - use at 3-4 ARC member community events per year with a minimum of 2 events in each of the 7 subwatersheds

#### BMP4 – Promote hotlines and educate on IDEP

Promote environmental hotlines to educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the MS4:

- Distribute materials with hotline referenced
- Promote on ARC website and Facebook

#### BMP7 – Promote & Support Volunteer Activities

- Promote Rouge River volunteer activities on website and Facebook (Rouge Rescue, Water Festivals)

#### BMP8- Promotion of and support for volunteer monitoring activities within the Rouge River Watershed

- Assist with planning and coordinating volunteer monitoring activities and promote on ARC website and Facebook

### **5-YEAR PERMIT CYCLE PIE SUPPORT SERVICES (PIE2)**

#### BMPO - PIE Committee Support

- Survey members regarding any local public notice requirements and meet them as appropriate
- Invite the public to participate in the implementation and periodic review of the permit at least 2 times during the permit cycle by advertising it on the ARC website and cooperating partners websites
- Conduct a public awareness survey during the permit cycle and compare to previous survey results to evaluate changes in public awareness/behavior and modify Collaborative PEP to address ineffective implementation
- Prepare progress reports on the effectiveness of the PE Plan every 2 years for inclusion in permittees' progress reports to MDEQ.

#### BMP1 – Design/Distribute Materials

Distribute pollution prevention literature on various topics through brochures, educational materials and other media

- Create at least 2 new brochures/materials including one to educate commercial/industrial/educational & institutional entities (cost of printing paid for by ARC)

#### BMP2 – Articles/Ad Graphics

Coordinate and distribute community articles and ad graphics on pollution prevention and watershed restoration and stewardship

- Activities to increase website traffic and Facebook views

#### BMP3 – Displays & Posters

Provide static displays and posters on pollution prevention and watershed restoration and stewardship

- Distribute 4 seasonal posters, post & rotate seasonally at least 3 times
- Update/create at least 3 static displays (cost of printing paid for by ARC)

#### BMP5 – Development of Homeowner Education Materials

Distribution of “homeowner” materials to promote the importance of pollution prevention and watershed restoration and stewardship

- Design and distribute Homeowners Brochure (cost of printing paid by ARC)

#### BMP6 – Workshops & Presentations

Develop and promote educational workshops and presentations

- Plan topics, coordinate content and present 6 workshops
- Promote on ARC website and Facebook

#### BMP7 – Promote & Support Volunteer Activities

- DURING PERMIT CYCLE
  - Plan and coordinate up to 4 workdays at new or existing green infrastructure project sites

#### BMP9 – Rouge River Watershed Signage

- Develop at least 1 new sign or sticker
- During first 2 years survey watershed signage for maintenance and future sign locations
- Create map documenting survey results
- Implement maintenance and/or new signage at high-priority locations during first permit cycle

### **TASK 3.0 MS4 COLLABORATIVE TECHNICAL (TC) SERVICES**

The ARC communities as MS4 permittees have developed Collaborative IDEP and TMDL plans that are applicable to 29 permittees plus Wayne County. There are required activities that occur annually and others that occur over the 5-year permit cycle. The approved IDEP and draft TMDL plans are available for review on the ARC website at:

IDEP -

<http://www.allianceofrougecommunities.com/PDFs/membership/FINALAPPROVEDCollIDEP09292017.pdf>

TMDL -

<http://www.allianceofrougecommunities.com/PDFs/technical/Draft%20Collaborative%20TMDL%2005%202018.pdf>

#### **ANNUAL TECH SERVICES (TC1)**

##### TECH 0 - TECH Committee Support

- Hold 2 Technical Committee meetings annually
- Email meeting notices/reminders to Technical Com. members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Preparation/distribution of meeting summaries
- Document recommendations to move to Executive Committee and Full ARC
- Hold/staff special Technical Committee meetings when necessary (assume none for costing purposes)
- Develop budget recommendations and provide supporting documentation
- Survey members on various topics as necessary

- Report on topics of interest to the Technical Committee throughout the year

### **COLLABORATIVE IDEP**

#### **IDEP3– IDEP Investigations**

- Solicit permittees for additional priority areas
- Coordinate advanced investigations being completed by county agencies
- Oversee the preparation of annual status report (by county) of the investigations.

#### **IDEP4 – IDEP Training**

- Maintain a list of IDEP Investigator contacts for each permittee

#### **IDEP5 – Pollution Complaints**

- Maintain a list of IDEP Investigator contacts for each permittee

### **5-YEAR PERMIT CYCLE TECH SUPPORT SERVICES (TC2)**

#### **COLLABORATIVE IDEP**

#### **IDEPO – Evaluate & Report**

- Request and compile assessment metrics from the permittees every 2 years
- Prepare progress reports on the effectiveness of the IDEP Plan every 2 years for inclusion in permittees’ progress reports to MDEQ

#### **IDEP1 – Storm Sewer GIS**

- Request updated outfall and storm sewer network GIS data from the permittees and update watershed-wide outfall GIS database. As of June 30, 2018, storm sewer GIS data is collected from 20 of the 29 permittees and outfall GIS data is collected from 27 of the 29 permittees.

#### **IDEP4 – IDEP Training**

- Conduct an Advanced Investigator Training (2 times)
- Conduct an online IDEP Alert Observer training (3 times)
- Personalize contact information on IDEP Tip Card for permittees as request.

#### **IDEP6 – Municipal Facility Dye Testing**

- Follow-up on permittees commitments for dye testing. As of June 30, 2018, 23 of 29 permittees have completed dye testing (Table 2 of the IDEP Plan).

#### **COLLABORATIVE TMDL**

- 2<sup>nd</sup> round data collection
  - Conduct suspended sediment sampling at 40 sites across the watershed during wet weather conditions (1 sample/site)
  - Conduct dissolved oxygen monitoring at 1 site (Johnson Creek at Hines Drive/7 Mile Road) for a period of two months. Include securing a Wayne County permit for equipment installation.
  - Perform data analysis
  - Prepare a report
- Effectiveness reporting
  - Request and compile assessment metrics from the permittees
  - Prepare a progress report on the effectiveness of the TMDL Plan



# ATTACHMENT B

SHEET A. ARC Operational Services Annual Budget		EXECUTIVE DIRECTOR OPERATIONAL SERVICES														EXECUTIVE DIRECTOR ASSISTANCE SERVICES						Executive Director Total Service				
		Full ARC Meetings		Executive Committee Meetings		Financial committee meetings		Other Committee (Org, Nominating...)		Administration		Financial Services		ED Operational Services Total		Grant Opps (80 hours)		Rouge Advocate (260 hours)		Member Assistance (300 hours)				ED Assistance Service Totals		
Key Staff/ Classifications	Rate/hr	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	
James Ridgway, P.E.	\$250	3	\$750	4	\$1,000		\$0		\$0		\$0		\$0	7	\$1,750		\$0	20	\$5,000		\$0	20	\$5,000	27	\$6,750	
Annette DeMaria, P.E.	\$210	12	\$2,520	24	\$5,040	12	\$2,520	4	\$840	20	\$4,200		\$0	72	\$15,120	4	\$840	80	\$16,800	110	\$23,100	194	\$40,740	266	\$55,860	
John O'Meara, P.E.	\$210		\$0		\$0		\$0		\$0	16	\$3,360		\$0	16	\$3,360	4	\$840	20	\$4,200		\$0	24	\$5,040	40	\$8,400	
Chris O'Meara	\$95	20	\$1,900	40	\$3,800	24	\$2,280	8	\$760	76	\$7,220	312	\$29,640	480	\$45,600	20	\$1,900	20	\$1,900	50	\$4,750	90	\$8,550	570	\$54,150	
Meghan Price	\$130	4	\$520		\$0		\$0		\$0		\$0		\$0	4	\$520		\$0	40	\$5,200	50	\$6,500	90	\$11,700	94	\$12,220	
Tennille Newsome	\$60	4	\$240	4	\$240	4	\$240		\$0	16	\$960	112	\$6,720	140	\$8,400		\$0		\$0		\$0	0	\$0	140	\$8,400	
Marty Boote	\$165		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0		\$0	20	\$3,300	20	\$3,300	20	\$3,300	
Alice Bailey, P.E.	\$155		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	16	\$2,480	10	\$1,550	20	\$3,100	46	\$7,130	46	\$7,130	
Ryan Higuchi	\$140		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0	40	\$5,600	50	\$7,000	90	\$12,600	90	\$12,600	
Susan Rusinwoski, EIT	\$105		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0	20	\$2,100		\$0	20	\$2,100	20	\$2,100	
Principal Staff	\$210		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0		\$0		\$0	0	\$0	0	\$0	
Sr. Level Staff	\$180		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	16	\$2,880		\$0		\$0	16	\$2,880	16	\$2,880	
Mid Level Staff	\$145		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	20	\$2,900	10	\$1,450		\$0	30	\$4,350	30	\$4,350	
Jr. Level Staff	\$105		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0		\$0		\$0	0	\$0	0	\$0	
Technician	\$65		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0		\$0		\$0	0	\$0	0	\$0	
Administrative	\$60		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0		\$0		\$0	0	\$0	0	\$0	
Reimbursable Expenses Total			\$500		\$200		\$200				\$200		\$1,500		\$2,600				\$500		\$500		\$1,000		\$3,600	
Sub contractor cost (fee inclusive)															\$0							\$0		\$0		\$0
<b>TOTAL ANNUAL COST</b>		43	\$ 6,430	72	\$ 10,280	40	\$ 5,240	12	\$ 1,600	128	\$ 15,940	424	\$ 37,860	719	\$ 77,350	80	\$ 11,840	260	\$ 44,300	300	\$ 48,250	640	\$ 104,390	1359	\$ 181,740	
ECT Discount																							\$ (54,000)		\$ (54,000)	
<b>ECT FINAL TOTAL ANNUAL COST</b>															\$ 77,350							\$ 50,390		\$ 127,740		

	Executive Director Operation Services	Executive Director Assistance Services	Executive Director Total Service
TOTAL ANNUAL COST YEAR 1:	\$ 77,350	\$ 50,390	\$ 127,740
TOTAL ANNUAL COST YEAR 2:	\$ 77,350	\$ 50,390	\$ 127,740
TOTAL ANNUAL COST YEAR 3:	\$ 77,350	\$ 50,390	\$ 127,740
TOTAL ANNUAL COST YEAR 4: Escalation %: 2%	\$ 78,897	\$ 51,398	\$ 130,295
TOTAL ANNUAL COST YEAR 5: Escalation %: 2%	\$ 80,475	\$ 52,426	\$ 132,901
<b>TOTAL SERVICE COST FOR 5-YEAR CONTRACT</b>	<b>\$ 391,422</b>	<b>\$ 254,994</b>	<b>\$ 646,415</b>

The Proposer is responsible for the accuracy of the cost spreadsheet



SHEET B. ARC MS4 PIE SUPPORT Annual Permit Activities Budget		BMP 0 PIE Committee Support		BMP 1 Design/Distribute Materials		BMP 2 Articles/Ad Graphics		BMP 3 Displays & Posters		BMP 4 Promote hotlines and educate on IDEP		BMP 7 Promote & Support Volunteer Activities		BMP 8 Promote & Support Volunteer Monitoring Activities		PIE Total Annual Service	
		Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
Key Staff/ Classifications	Rate/hr																
James Ridgway, P.E.	\$250		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Annette DeMaria, P.E.	\$210		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
John O'Meara, P.E.	\$210		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Chris O'Meara	\$95	36	\$3,420	36	\$3,420	48	\$4,560	24	\$2,280	12	\$1,140	12	\$1,140	16	\$1,520	184	\$17,480
Meghan Price	\$130	24	\$3,120		\$0	16	\$2,080		\$0		\$0		\$0	16	\$2,080	56	\$7,280
Tennille Newsome	\$60	4	\$240	24	\$1,440		\$0	12	\$720	12	\$720		\$0		\$0	52	\$3,120
Marty Boote	\$165		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Alice Bailey, P.E.	\$155		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Ryan Higuchi	\$140		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Susan Rusinowski, EIT	\$105		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Principal Staff	\$210		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Sr. Level Staff	\$180		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Mid Level Staff	\$145		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Jr. Level Staff	\$105		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Technician	\$65		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Administrative	\$60		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Reimbursable Expenses Total			\$200		\$1,200				\$500								\$1,900
Sub contractor cost (fee inclusive)																	\$0
<b>TOTAL ANNUAL COST</b>		<b>64</b>	<b>\$ 6,980</b>	<b>60</b>	<b>\$ 6,060</b>	<b>64</b>	<b>\$ 6,640</b>	<b>36</b>	<b>\$ 3,500</b>	<b>24</b>	<b>\$ 1,860</b>	<b>12</b>	<b>\$ 1,140</b>	<b>32</b>	<b>\$ 3,600</b>	<b>292</b>	<b>\$ 29,780</b>

Annual Permit Activities Cost			
TOTAL ANNUAL COST YEAR 1:	\$	29,780	
TOTAL ANNUAL COST YEAR 2:	\$	29,780	
TOTAL ANNUAL COST YEAR 3:	\$	29,780	
TOTAL ANNUAL COST YEAR 4:	\$	29,780	
TOTAL ANNUAL COST YEAR 5:	\$	29,780	
<b>TOTAL MS4 PIE SERVICE COST FOR 5-YEAR CONTRACT</b>	\$	<b>148,900</b>	<b>\$ 228,485</b>

Permit Cycle Activities Cost      Total PIE Permit Cost

The Proposer is responsible for the accuracy of the cost spreadsheet



<b>SHEET C.</b> <b>ARC MS4 PIE SUPPORT</b> <b>5-Year Permit Cycle Activities</b> <b>Budget</b>																			
		BMP 0 PIE Committee Support		BMP 1 Design/Distribute Materials		BMP 2 Articles/Ad Graphics		BMP 3 Displays & Posters		BMP 5 Development of Homeowner education materials		BMP 6 Workshops & Presentations		BMP 7 Promote & Support Volunteer Activities		BMP 9 Rouge River Watershed Signage		PIE Total Permit Cycle	
Key Staff/ Classifications	Rate/hr	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
James Ridgway, P.E.	\$250		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Annette DeMaria, P.E.	\$210		\$0		\$0		\$0		\$0		\$0	8	\$1,680		\$0		\$0	8	\$1,680
John O'Meara, P.E.	\$210		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Chris O'Meara	\$95	60	\$5,700	72	\$6,840	40	\$3,800	30	\$2,850	40	\$3,800	40	\$3,800	33	\$3,135	36	\$3,420	351	\$33,345
Meghan Price	\$130	10	\$1,300	16	\$2,080	24	\$3,120		\$0	22	\$2,860	40	\$5,200		\$0	24	\$3,120	136	\$17,680
Tennille Newsome	\$60		\$0		\$0		\$0	30	\$1,800		\$0	8	\$480		\$0		\$0	38	\$2,280
Marty Boote	\$165		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Alice Bailey, P.E.	\$155		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Ryan Higuchi	\$140		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Susan Rusinowski, EIT	\$105		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Principal Staff	\$210		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Sr. Level Staff	\$180		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Mid Level Staff	\$145		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Jr. Level Staff	\$105		\$0		\$0		\$0		\$0		\$0		\$0		\$0	130	\$13,650	130	\$13,650
Technician	\$65		\$0		\$0		\$0		\$0		\$0		\$0		\$0	130	\$8,450	130	\$8,450
Administrative	\$60		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Reimbursable Expenses Total			\$500						\$500				\$500				\$1,000		\$2,500
Sub contractor cost (fee inclusive)																			\$0
<b>TOTAL COST</b>		<b>70</b>	<b>\$ 7,500</b>	<b>88</b>	<b>\$ 8,920</b>	<b>64</b>	<b>\$ 6,920</b>	<b>60</b>	<b>\$ 5,150</b>	<b>62</b>	<b>\$ 6,660</b>	<b>96</b>	<b>\$ 11,660</b>	<b>33</b>	<b>\$ 3,135</b>	<b>320</b>	<b>\$ 29,640</b>	<b>793</b>	<b>\$ 79,585</b>
The Proposer is responsible for the accuracy of the cost spreadsheet																			



SHEET D. ARC MS4 TECH SUPPORT Annual Permit Activities Budget											
		Tech 0: Tech Committee Support		IDEP 3. Oversee IDEP Investigations		IDEP 4. Training		IDEP5. Pollution Complaints		TECH Total Annual Service	
Key Staff/ Classifications	Rate/hr	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
James Ridgway, P.E.	\$250		\$0		\$0		\$0		\$0	0	\$0
Annette DeMaria, P.E.	\$210	24	\$5,040	20	\$4,200	20	\$4,200	2	\$420	66	\$13,860
John O'Meara, P.E.	\$210		\$0		\$0		\$0		\$0	0	\$0
Chris O'Meara	\$95	8	\$760		\$0	8	\$760		\$0	16	\$1,520
Meghan Price	\$130		\$0		\$0		\$0		\$0	0	\$0
Tennille Newsome	\$60		\$0		\$0		\$0	4	\$240	4	\$240
Marty Boote	\$165		\$0		\$0		\$0		\$0	0	\$0
Alice Bailey, P.E.	\$155		\$0		\$0		\$0		\$0	0	\$0
Ryan Higuchi	\$140	16	\$2,240	16	\$2,240		\$0		\$0	32	\$4,480
Susan Rusinowski, EIT	\$105		\$0		\$0		\$0		\$0	0	\$0
Principal Staff	\$210		\$0		\$0		\$0		\$0	0	\$0
Sr. Level Staff	\$180		\$0		\$0		\$0		\$0	0	\$0
Mid Level Staff	\$145		\$0		\$0		\$0		\$0	0	\$0
Jr. Level Staff	\$105		\$0		\$0		\$0		\$0	0	\$0
Technician	\$65		\$0		\$0		\$0		\$0	0	\$0
Administrative	\$60		\$0		\$0		\$0		\$0	0	\$0
Reimbursable Expenses Total			\$100		\$100						\$200
Sub contractor cost (fee inclusive)							\$500				\$500
<b>TOTAL ANNUAL COST</b>		<b>48</b>	<b>\$ 8,140</b>	<b>36</b>	<b>\$ 6,540</b>	<b>28</b>	<b>\$ 5,460</b>	<b>6</b>	<b>\$ 660</b>	<b>118</b>	<b>\$ 20,800</b>

	Annual Permit Activities Cost	Permit Cycle Activities Cost	Total TECH Permit Cost
TOTAL ANNUAL COST YEAR 1:	\$ 20,800		
TOTAL ANNUAL COST YEAR 2:	\$ 20,800		
TOTAL ANNUAL COST YEAR 3:	\$ 20,800		
TOTAL ANNUAL COST YEAR 4:	\$ 20,800		
TOTAL ANNUAL COST YEAR 5:	\$ 20,800		
<b>TOTAL MS4 TECH SERVICE COST FOR 5-YEAR CONTRACT</b>	<b>\$ 104,000</b>	<b>\$ 73,160</b>	<b>\$ 177,160</b>

The Proposer is responsible for the accuracy of the cost spreadsheet



SHEET E. ARC MS4 TECH SUPPORT 5-year Permit Cycle Permit Activities Budget															
		IDEP 0. Evaluate Effectiveness/ Reporting		IDEP 1. Update Storm Sewer GIS		IDEP 4. IDEP Training		IDEP 6. Municipal Facility Dye Testing		TMDL 2nd round of data collection		TMDL Effectiveness Reporting		TECH Total Permit Cycle Service	
Key Staff/ Classifications	Rate/hr	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
James Ridgway, P.E.	\$250		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Annette DeMaria, P.E.	\$210	28	\$5,880	2	\$420	24	\$5,040		\$0	8	\$1,680	40	\$8,400	102	\$21,420
John O'Meara, P.E.	\$210		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Chris O'Meara	\$95	20	\$1,900		\$0	4	\$380		\$0	8	\$760		\$0	32	\$3,040
Meghan Price	\$130		\$0		\$0		\$0		\$0	40	\$5,200	20	\$2,600	60	\$7,800
Tennille Newsome	\$60		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Marty Boote	\$165		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Alice Bailey, P.E.	\$155		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Ryan Higuchi	\$140		\$0		\$0		\$0	4	\$560		\$0		\$0	4	\$560
Susan Rusinowski, EIT	\$105	100	\$10,500	20	\$2,100		\$0		\$0	68	\$7,140	60	\$6,300	248	\$26,040
Principal Staff	\$210		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Sr. Level Staff	\$180		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Mid Level Staff	\$145		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Jr. Level Staff	\$105		\$0		\$0		\$0		\$0	40	\$4,200		\$0	40	\$4,200
Technician	\$65		\$0		\$0		\$0		\$0	60	\$3,900		\$0	60	\$3,900
Administrative	\$60		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Reimbursable Expenses Total											\$6,200				\$6,200
Sub contractor cost (fee inclusive)															\$0
<b>TOTAL PERMIT CYCLE COST</b>		<b>148</b>	<b>\$ 18,280</b>	<b>22</b>	<b>\$ 2,520</b>	<b>28</b>	<b>\$ 5,420</b>	<b>4</b>	<b>\$ 560</b>	<b>224</b>	<b>\$ 29,080</b>	<b>120</b>	<b>\$ 17,300</b>	<b>546</b>	<b>\$ 73,160</b>
The Proposer is responsible for the accuracy of the cost spreadsheet															

## WORK ORDER No. 2019-2

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2019 between Environmental Consulting & Technology, Inc., and its Affiliates\* (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

### PARAGRAPH I--SCOPE OF SERVICES

Consultant will follow-up on the findings of the 2018 outfall survey which identified outfalls in several communities that require resampling and illicit discharge investigations. In Oakland County, these outfalls are in Beverly Hills, Birmingham, Farmington, Farmington Hills, Novi, and Walled Lake. As such, the Consultant will perform professional services as follows:

- Meet with community staff in the priority areas, gather maps to identify the drainage areas and obtain feedback on potential sources.
- Conduct concentrated field investigations in priority areas within Oakland County to further isolate problem areas and identify illicit connections. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary, to locate illicit discharge sources.
- Prepare a report to summarize investigation results and recommended next steps for subsequent years.

Prior to expending budget, ECT will present the 2019 priority areas for review and approval by the ARC Technical Committee.

### PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is \$30,000 as shown below.

<b>Key Staff/ Classifications</b>	<b>Rate/hr</b>	<b>Hrs</b>	<b>Cost</b>
Annette DeMaria, P.E.	\$210	20	\$4,200
Susan Rusinowski, EIT	\$105	200	\$21,000
Reimbursable Expenses			\$4,800
<b>Total</b>		<b>220</b>	<b>\$ 30,000</b>

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than December 31, 2019.

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.  
and its AFFILIATES\***

By \_\_\_\_\_

\_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

**ALLIANCE OF ROUGE COMMUNITIES**

By \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_