



Working together, restoring the river

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

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

Cooperating Partners:

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

DRAFT AGENDA
EXECUTIVE COMMITTEE MEETING
November, 17, 2015, 1:30 p.m.
Southfield Parks & Recreation, Room 223/224
26000 Evergreen Rd.

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

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

	Page
3. Additions or Changes to Draft Agenda	
4. Summary of August 10, 2015, Executive Committee Meeting	3
5. Executive Director Report (ARC Staff)	
a. Grant Status Report	Information 10
b. Status of ARC/FOTR Reorganization Investigation	Discussion
c. MS4 Permit Update	Information
d. SAW Grant Update	Discussion
6. Standing Committee Reports (Belair)	
a. <u>Finance Committee</u> (Belair, Treasurer/O'Meara)	
i. 2015 Membership Dues	Information
ii. 2015 A/R and A/P Reports	Information 11
iii. 2015 Budget Amendments	Action 15
1. FC5: SPAC7 RRAC Facilitation	Action
2. FC6: PIE2 Public Ed Materials	Action
3. FC7: Adding TC1 SAW Grant Monitoring	Action
iv. 2013 ECT Contract Amendment	
1. Appendix K – RRAC Facilitation	Action 19
v. 2016 Budget Recommendations	Action 20
1. ARC Activities for 2016	Information 21
b. <u>Organization Committee</u> (Cave, Co-Chair)	Information
i. Status Report	
c. <u>PIE (Public Involvement and Education) Committee</u> (Markus, Chair)	
i. Status Report	Information
d. <u>Technical Committee</u> (Mondora, Chair)	
i. Status Report	Information
ii. Green Infrastructure Maintenance Service	Discussion
7. Report from Counties	
a. Status Report	Information
8. Other Business	
a. Conflict of Interest policy renewal	Action
9. Summary of Executive Committee Actions (O'Meara)	
10. Upcoming Meetings	
Full ARC Meeting, 1:00 p.m., November 18, 2015, at the Learning Resource Center, Washtenaw County	
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 Community
College

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

Cooperating Partners:

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

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

August 10, 2015, 1:00 p.m.
Farmington Hills City Hall, Community Room

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

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

3. Additions or Changes to Draft Agenda

Annette DeMaria asked that item 5.c. Status of ARC/FOTR Reorganization Investigation be moved to item 5.a.

4. Summary of May 6, 2015 Executive Committee Meeting

The motion was made by Jill Rickard, Northville Twp., to accept the May 6, 2015 meeting summary. The motion was seconded by Wayne Domine, Bloomfield Twp. Motion passed.

5. Executive Director Report

a. Status of ARC/FOTR Reorganization Investigation

Annette DeMaria gave a brief presentation of the progress to date of the reorganization investigation. Because of the sensitive subject and because it is still in the investigation stage, the discussion was kept confidential and not recorded in the meeting summary.

b. Grant Status Report

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

ONGOING GRANTS

2014 Area of Concern/Public Advisory Committee Grant

This grant is complete. The primary outputs are the Habitat Project List (which is on the RRAC website) and the Frog and Toad Assessment Report.

FOTR-ARC Merger Investigation

FOTR and the ARC were awarded a grant from the Erb Family Foundation in the amount of \$110,000 to explore merging the organizations. The Reorganization Investigation Committee (RIC) has met several times and are developing a recommendation for the ARC and FOTR boards to consider. The recommendation will outline the financial and non-financial benefits to merging, a draft scope of work, budget, job descriptions, organizational structure, and enabling state legislation under which we would form.

Collaborative Invasive Species Control in Rouge and Detroit River AOC

Wayne County was awarded an EPA for a grant in the amount of \$634,736 to establish and begin implementing an effective management program to address invasive species in the Rouge River and Detroit River Areas of Concern. The ARC signed an IAA with Wayne County and returned it to them for finalizing.

US Forestry Service 2014 Tree Grant

The ARC received award of a \$100,000 grant from the US Forestry Service to purchase and plant an estimated 680 trees. No match is required. ARC Staff have worked with the communities to establish the number of trees with each interested member. IAAs have been sent to each ARC member that was interested for finalization. Communities will complete their tree work by June 2016 and the ARC will finalize the grant reporting next summer.

OUTSTANDING GRANT APPLICATIONS

SAW Grant: Monitoring and Stormwater Management Planning

The ARC anticipates receiving SAW funding in October 2015. The grant totaled \$1,741,667 plus \$358,333 in match. About 27% of the match has already been earned or is in the 2014 budget. The grant covers development of member MS4 permit applications, monitoring, and stormwater funding planning efforts. ECT has met with two communities and began development of their applications.

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

The ARC submitted a design grant to NOAA in February 2015. NOAA has informed the ARC that they will receive funding for this project. ARC is working with NOAA on the agreement at this time. Work is anticipated to begin this September.

NOAA GLRI Habitat Restoration: Oxbow Implementation

The ARC submitted a construction grant to NOAA in February 2015 and anticipates hearing on potential funding in June 2015. This project will not be funded by NOAA this funding cycle. NOAA funds were cut in half by EPA this year so less money to dull out. ARC will reapply during the next cycle in February.

2015 Rouge River Public Advisory Council (RRAC) Support

The ARC submitted an application to the Great Lakes Commission to continue facilitation of the RRAC. The requested budget was \$16,545 for 12 months with no match. The decision has been delayed due to funding delays.

c. Call for Projects

John O'Meara introduced this new agenda item which will also be added to the Full ARC meeting agendas. The ARC staff use the AOC list along with the WMP list of projects when we look for funding opportunities for specific projects. ARC Staff encourages communities to let us know if you have a specific project that you would like the ARC staff to research funding possibilities. If we don't know about the potential project, and it isn't on one of the lists we use, then we can't help a community with it.

d. MS4 Permit and SAW Grant Update

Jim Ridgway reported that ARC staff have started doing the initial permit work which will be covered under the SAW funding. ARC Staff have talked to several communities and will be contacting the rest to meet with them to discuss their processes. Jim also stated that he has met with a few communities and done presentations to councils regarding the permit and/or ARC membership. Please feel free to contact ARC Staff if you would like something similar.

6. Standing Committee Reports

a. Finance Committee (B. Belair, Treasurer)

2014 Audit/A133

Chris O'Meara reported that the auditors are finalizing the ARC's finances and files for the 2014 audit. The A133 Auditor also informed ARC Staff that the ARC will not require the A133 portion of the audit because the ARC did not spend the \$500k in 2014 in federal funds that initiates the A133 audit. This should save the ARC an estimated \$8,000.

2015 Membership Dues

Chris O'Meara reported that all dues invoices have been sent and we continue to receive checks.

A/R and A/P Reports

Chris O'Meara reviewed the accounts receivable and accounts payables reports.

2015 Budget Amendment 4

FC4 – NOAA3 Henry Ford Estate Dam Fish Passage and Habitat Restoration Design (Pending Grant Award)

John O'Meara reviewed the FC4 Amendment. He stated that it is anticipated to be awarded and work started before the next meeting and this is why it is being added now instead of waiting for the final award. This will only be added once ARC Staff receives the final award documentation. The

ARC applied for a NOAA grant for design of the Henry Ford Estate Dam Fish Passage and Habitat Restoration in February 2015. NOAA has notified the ARC that it has been selected to receive funding for this work. NOAA has all of the grant documentation ready to send to the ARC for finalization once EPA has provided NOAA with their current year allocation of GLRI Funds. The total compensation for this scope of services is \$350,000. The ARC will be reimbursed by NOAA for 100% of this cost with no match requirement. The design, once implemented, would positively impact 50 main and 108 tributary river miles for fish migration to the Great Lakes system for the first time in over a century. This amendment adds the NOAA Rouge River AOC - Henry Ford Estate Dam Fish Passage and Habitat (total award is \$350,000) budget line to the 2015 ARC Budget with funding anticipated for 2015 activities in the amount of \$75,000. The remaining amount of \$275,000 will be budgeted in the 2016 budget.

The motion was made by Karen Mondora, Farmington Hills, to recommend to the Full ARC the approval of the 2015 Budget Amendment adding the NOAA3 Henry Ford Estate Dam Fish Passage and Habitat Restoration Design upon grant award as presented by the Finance Committee. The motion was seconded by Wayne Domine, Bloomfield Twp. and passed unanimously.

2013 ECT Contract Amendment

Appendix J – NOAA3 HFE Dam Fish Passage and Habitat Restoration Design

John O’Meara, ARC Staff, reviewed the ECT contract amendment to the scope of services for the Executive Director Services Contract adding Appendix J which upon award increases the contract amount by \$285,000 for the NOAA grant the ARC is expected to receive for the Henry Ford Estate Dam Fish Passage and Habitat Restoration Design project.

The motion was made by Wayne Domine, Bloomfield Twp., to recommend to the Full ARC the approval of the 2013 ECT Contract Amendment adding Appendix J, NOAA3 Henry Ford Estate Dam Fish Passage and Habitat Restoration Design upon grant award, as presented by the Finance Committee. The motion was seconded by Jacy Garrison and passed unanimously.

2013 ECT Contract Extension

Bob Belair, Treasurer, reviewed the contract extension request by ECT which extends the 2013 contract to December 31, 2016, and allow for the potential of two additional one-year extensions as stated in ECT’s current contract with the ARC.

The motion was made by Gary Mekjian, Farmington Hills, to recommend to the Full ARC the approval of the 2013 ECT Contract Extension. The motion was seconded by Jill Rickard, Northville Township and passed unanimously.

b. Organization Committee

Razik Alsaigh, Wayne County, reported on behalf of Kelly Cave that the Organization Committee has not met in 2015 and therefore has no report.

c. PIE (Public Involvement and Education) Committee

Chris O’Meara, ARC Staff, reported on behalf of Charles Marcus, reported that the PIE committee is working with FOTR to hold workshops for riparian landowners. The PIE committee will surveying ARC members to see what new PIE materials that would like developed.

d. Technical Committee

Karen Mondora, Farmington Hills, reported that ARC staff have started the SAW grant activities.

7. Report from WCDPS

Heather Rice, Washtenaw County, reported that the IDEP training scheduled for September 30 is full at 60 and there is a wait list.

Heather Rice also gave a brief update on the discussions with MDEQ regarding the post-construction items in the permit. They forwarded information in May to MDEQ but have heard nothing back. MDEQ requested a flow chart of the Counties decision tree and data on the extended detention.

Jacy Garrison, Oakland County, informed the committee that they are updating their stormwater standards and are hoping to have something by next summer. They will be surveying communities to see what types of things they are doing and they are looking at what other counties are doing as well. There was a discussion about going toward more engineered designs, which measure volume, instead of rain gardens.

8. Other Business

There was no other business.

9. Summary of Executive Committee Actions

- The motion was approved to accept the May 6, 2015 meeting summary.
- The motion was approved to forward the 2015 Budget Amendment 4 to the Full ARC.
- The motion was approved to forward the 2013 ECT Appendix J contract amendment to the Full ARC.
- The motion was approved to forward the 2013 ECT contract extension to the Full ARC.

10. Upcoming Meeting(s)

- Full ARC Meeting, August 26, 1:00 p.m. – 3:00 p.m., UM-D Environmental Interpretive Center
- Full ARC Meeting, November 18, 1:00 p.m. – 3:00 p.m., Washtenaw County Learning Resource Center

11. Adjourn

The motion to adjourn the meeting was made by Karen Mondora, Farmington Hills, and seconded by Jill Rickard, Northville Twp. The motion passed.

ARC Executive Committee Attendance List

Meeting Date: 8/10/15

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Alsaigh	Razik	WCDPS	<input checked="" type="checkbox"/>	RHA
Belair	Bob	Canton Township	<input type="checkbox"/>	—
Buiten	Mike	Wayne	<input type="checkbox"/>	—
Casari	Tom	Northville Township	<input type="checkbox"/>	—
Cave	Kelly	WCDPS	<input type="checkbox"/>	—
DeMaria	Annette	ECT	<input checked="" type="checkbox"/>	AD
Domine	Wayne	Bloomfield Township	<input checked="" type="checkbox"/>	WD
El-Gharib	Ramzi	Wayne	<input type="checkbox"/>	—
Fellrath	Patrick	Plymouth Township	<input type="checkbox"/>	—
Garrison	Jacy	Oakland County	<input checked="" type="checkbox"/>	jo
Markus	Charles	Bloomfield Township	<input type="checkbox"/>	—
Mekjian	Gary	Farmington Hills	<input type="checkbox"/>	—
Mondora	Karen	Farmington Hills	<input type="checkbox"/>	—
Mullett	Noel	WCDPS	<input type="checkbox"/>	—
Nash	Jim	Oakland County	<input type="checkbox"/>	—
O'Meara	John	ECT	<input checked="" type="checkbox"/>	AO
Pratt	Evan	Washtenaw County Water Resour	<input type="checkbox"/>	—

Meeting Date: 8/10/15

<i>Name</i>	<i>Community</i>	<i>Attended</i>	<i>Initials</i>	
Price	Meghan	ECT	<input type="checkbox"/>	
Rice	Heather	Washtenaw County Water Resour	<input checked="" type="checkbox"/>	<u>[Signature]</u>
Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	<u>[Signature]</u>
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>AS</u>
Smrтка	Barb	Farmington Hills	<input type="checkbox"/>	
Wayne	Adam	Novi	<input checked="" type="checkbox"/>	<u>AW</u>
Wineka	Jim	Oakland County	<input type="checkbox"/>	
<u>Pasciolla Angela</u>	<u>Bloomfield Twp</u>		<input checked="" type="checkbox"/>	<u>[Signature]</u>
_____	_____		<input type="checkbox"/>	_____
_____	_____		<input type="checkbox"/>	_____
_____	_____		<input type="checkbox"/>	_____
_____	_____		<input type="checkbox"/>	_____

ONGOING ARC GRANT PROJECTS STATUS – 11/12/15

2015 Rouge River Public Advisory Council (RRAC) Support

The ARC submitted an application to the Great Lakes Commission to continue facilitation of the RRAC. The budget was \$16,545 for 12 months with no match. This project was awarded. The first meeting will be November 24, 2015.

FOTR-ARC Merger Investigation

FOTR and the ARC were awarded a grant from the Erb Family Foundation in the amount of \$110,000 to explore merging the organizations. The Reorganization Investigation Committee (RIC) has met several times and are developing a recommendation for the ARC and FOTR boards to consider. The recommendation will outline the financial and non-financial benefits to merging, a draft scope of work, budget, job descriptions, organizational structure, and enabling state legislation under which we would form.

Collaborative Invasive Species Control in Rouge and Detroit River AOC

Wayne County was awarded an EPA for a grant in the amount of \$634,736 to establish and begin implementing an effective management program to address invasive species in the Rouge River and Detroit River Areas of Concern. Wayne County has executed the IAA with the ARC. The ARC will begin working with Wayne County of invasive species identification training for 2016.

US Forestry Service 2014 Tree Grant

The ARC received award of a \$100,000 grant from the US Forestry Service to purchase and plant an estimated 680 trees. No match is required. A few communities have installed trees this fall with the remaining participating communities installing in spring 2016. Communities will complete their planting, locating, and project summaries by June 2016 and the ARC will finalize the grant reporting next summer.

SAW Grant: Monitoring and Stormwater Management Planning

The ARC received the SAW funding grant agreement last week and returned for execution November 10, 2015. The grant covers development of member MS4 permit applications, monitoring, and stormwater funding planning efforts. ARC staff have had initial meetings with each of the communities on the permit process and begun scheduling community facility inspections. Staff have been working on identifying match (\$355,333 required) for the grant.

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

ARC and NOAA established the agreement for this project in September. The ARC and NOAA have had an initial kickoff call to review the project. ARC staff have drafted the QAPP and submitted to NOAA for review and approval. Staff have reviewed the previously USACE documents and identified additional data needs for the design. The ARC hosted a Project Partners (NOAA, ARC, Wayne County, RRAC, MDEQ, USACE, National Park Service, and Henry Ford Estate) meeting November 9, 2015 to discuss the project and alternative for design.

PENDING GRANT APPLICATIONS

None at this time.

**Alliance of Rouge Communities
A/P Aging Summary
As of November 12, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Environmental Consulting & Technology, In	16,529.01	0.00	0.00	0.00	0.00	16,529.01
Friends of the Rouge	0.00	570.75	0.00	0.00	0.00	570.75
TOTAL	<u>16,529.01</u>	<u>570.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>17,099.76</u>

12:20 PM

11/12/15

**Alliance of Rouge Communities
A/R Aging Summary
As of November 12, 2015**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Franklin	0.00	0.00	0.00	0.00	1,498.00	1,498.00
Livonia	0.00	0.00	0.00	0.00	28,502.00	28,502.00
Pontiac	0.00	0.00	0.00	0.00	0.00	0.00
Redford Township	0.00	0.00	0.00	0.00	11,610.00	11,610.00
University of Michigan-Dearborn	0.00	0.00	0.00	0.00	750.00	750.00
Van Buren Township	0.00	0.00	0.00	0.00	6,652.00	6,652.00
Wayne County Airport Authority	0.00	2,266.00	0.00	0.00	2,266.00	4,532.00
Wixom	0.00	0.00	0.00	0.00	535.00	535.00
TOTAL	<u>0.00</u>	<u>2,266.00</u>	<u>0.00</u>	<u>0.00</u>	<u>51,813.00</u>	<u>54,079.00</u>

12:36 PM

11/12/15

Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
December 2014 through December 2015

	Dec '14 - Dec 15	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
47285 · 2015 ARC Membership Dues	251,432.00	251,435.00
Total 47200 · Program Income	251,432.00	251,435.00
48000 · Grants		
48301 · 2014 RRWWDP Grant	0.00	0.00
48612 · NOAA2 Oxbow Phase III	16,533.73	16,533.73
48903 · GLC PAC Support 6 RRAC Fac2014	23,917.70	23,187.84
48904 · FS2 US Forestry EAB Rest 2014	0.00	95,000.00
48905 · WCGL1 Inv Spec Col 2014	0.00	15,165.00
48906 · FOTR1 - ARC/FOTR Reorg Inv 2015	14,437.76	23,560.00
48907 · SAW1 Stormwater Permit app 2015	0.00	350,000.00
48908 · NOAA3-HFE Dam Fish Passage	0.00	75,000.00
48909 · GLC PAC Support 7 RRAC Fac2015	0.00	8,100.00
Total 48000 · Grants	54,889.19	606,546.57
Total Income	306,321.19	857,981.57
Expense		
60400 · ARC Awards and Grants		
60410 · OC1-Executive Director Services		
60402 · OC1-Meeting Support	12,780.39	22,523.00
60405 · OC1-Expenses	763.50	2,500.00
60418 · OC1-Advocacy & Liaison	10,783.36	10,783.00
60419 · OC1-Financial Services	15,087.42	15,431.00
60440 · OC1- Administration/Communica	11,448.66	15,087.00
60442 · OC1-Grant Preparation	7,047.85	14,940.00
Total 60410 · OC1-Executive Director Services	57,911.18	81,264.00
60420 · Public Involv. & Education Com.		
60001 · PIE2-Public Ed Materials	1,882.46	14,500.00
60002 · PIE3-Website Maintenance	371.84	5,500.00
6042 · PIE5-Watershed Steward & Report	980.99	1,500.00
60421 · PIE1-Green Infrast. Campaign	7,207.87	23,500.00
6044 · PIE4 New PE Campaigns/Materials	1,028.76	15,000.00
Total 60420 · Public Involv. & Education Com.	11,471.92	60,000.00
60430 · Technical Committee		
60004 · TC3-IDEP	4,778.70	60,500.00
Total 60430 · Technical Committee	4,778.70	60,500.00
604603 · SPAC6 RRAC Facilitation 2014	23,187.84	23,187.84
60601 · FS2-US Forestry EAB Grant 2014	8,532.05	95,000.00
60655 · NOAA2-Oxbow Phase III Design		
606552 · NOAA2C-NOAA Reporting & Public	13,509.27	13,509.27
606553 · NOAA2B-Design and Permitting	3,024.46	3,024.46
Total 60655 · NOAA2-Oxbow Phase III Design	16,533.73	16,533.73
60661 · FOTR1 - Reorg Investigation	17,604.14	23,560.00
60662 · SAW1 - SW permits	0.00	350,000.00
60663 · WCGL1 - WC Inv Species Collab.	0.00	15,165.00
60664 · NOAA3-HFE Dam Fish Passage	8,070.00	75,000.00
Total 60400 · ARC Awards and Grants	148,089.56	800,210.57
60900 · Business Expenses		
60920 · Business Registration Fees	0.00	20.00
60900 · Business Expenses - Other	420.00	420.00
Total 60900 · Business Expenses	420.00	440.00

12:36 PM
11/12/15
Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
December 2014 through December 2015

	<u>Dec '14 - Dec 15</u>	<u>Budget</u>
62100 - Contract Services		
62110 - FC1-Accounting Fees	9,074.00	15,000.00
62140 - FC1-Legal Fees	0.00	2,000.00
65120 - FC2-Insurance - D&O	902.00	902.00
Total 62100 - Contract Services	<u>9,976.00</u>	<u>17,902.00</u>
Total Expense	<u>158,485.56</u>	<u>818,552.57</u>
Net Ordinary Income	<u>147,835.63</u>	<u>39,429.00</u>
Net Income	<u><u>147,835.63</u></u>	<u><u>39,429.00</u></u>

Alliance of Rouge Communities
DRAFT 2015 Budget (10/27/15 Amendment 3)

Anticipated Revenues Available for 2015

2015 Anticipated Dues from Communities	\$251,435
SPAC Grant	\$31,288
GLRI Grant	\$170,000
FOTR/ERB Foundation	\$23,560
Wayne County Inv. Species Collaboration	\$15,165
SAW Grant	\$350,000
Corporate Support	\$0
Rollover Dues from 2014 Budget (estimated)	\$124,000
	\$965,448

Approved by Full ARC: 11/10/14

Approved Amendment 1: 5/6/15

Approved Amendment 1: 8/26/15

DRAFT Amendment 3: 10/27/15

Proposed ARC Budget Items	Committee Budget	Funding Source(3)							"Provider" Using Budget (2)
		ARC Dues	SPAC Grant	GLRI/NOAA Grant	FOTR/ERB Foundation	SAW Grant	Wayne County	Other Source/Match	
Organization Committee									
(1)OC1 Executive Director Services	\$ 66,324	\$ 66,324							EDS
Pursuing Grant Opportunities	\$ 14,940	\$ 14,940							EDS
Organization Committee Total	\$ 81,264	\$ 81,264							
Finance Committee									
(11)FC1 Accounting/Legal Services	\$ 15,900	\$ 15,900							outside purchase
FC2 ARC Insurance	\$ 2,500	\$ 2,500							outside purchase
Finance Committee Total	\$ 18,400	\$ 18,400							
Public Education and Involvement Committee									
PIE1 Green Infrastructure Campaign	\$ 20,000	\$ 20,000							EDS/WC/FOTR
(11)PIE2 Public Ed Materials	\$ 15,600	\$ 15,600							EDS/WC/ARC
PIE3 Website Maintenance	\$ 5,500	\$ 5,500							EDS/ARC
PIE4 New Public Education Campaigns/Materials	\$ 14,000	\$ 14,000							EDS/FOTR
PIE5 Watershed Stewardship and Reporting	\$ 1,500	\$ 1,500							FOTR
PIE Committee Total	\$ 56,600	\$ 56,600						\$ -	
Technical Committee									
(12)TC1 Rouge River SAW Monitoring	\$ 39,500	\$ 39,500							FOTR/WC
TC3 IDEP	\$ 75,500	\$ 60,500						\$ 15,000	EDS/WC/OC
Technical Committee Total	\$ 115,000	\$ 100,000						\$ 15,000	
Total Amount Requested by All Committees	\$ 271,264	\$ 256,264						\$ 15,000	
		ARC Dues	SPAC Grant	GLRI/NOAA Grant	FOTR/ERB Foundation	SAW Grant	Wayne County	Other Source/Match	
Other Grants (3)									
(5) FS2 FS2 2014 USFS EAB Grant 10/1/14-9/30/16	\$95,000			\$95,000					
(4) SPAC6 SPAC6 RRAC Facilitation 6/1/14-6/30/15	\$23,188		\$23,188						WC/EDS/FOTR
(6) FOTR1 ERB Found. Reorg. Inv. 1/1/15-12/31/15	\$23,560				\$23,560				EDS
(7) SAW1 SAW grant 5/1/15-12/31/18	\$350,000					\$350,000			EDS/WC/FOTR/OC
(8) WCGL1 Wayne County Inv. Species Col. 6/1/15-12/31/16	\$15,165						\$15,165		EDS
(9) NOAA3 NOAA HFE Dam Fish Passage Design 9/1/15-12/31/16	\$75,000			\$75,000					EDS/WC
(10) SPAC7 SPAC7 RRAC Facilitation 9/25/15-3/31/16	\$8,100		\$8,100						EDS/WC
Total Other Grants:	\$590,013								
TOTAL BUDGET	\$861,277	\$256,264	\$31,288	\$170,000	\$23,560	\$350,000	\$15,165	\$15,000	
TOTAL INCOME	\$965,448								
Available Unallocated ARC Budget (total income minus total budget)	\$ 104,171								

Notes

- (1) Includes fiduciary services, advocacy and administration
- (2) EDS - Executive Director Services, WC - Wayne County, OC - Oakland County Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- (3) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.
- (4) SPAC6 adding grant to facilitate RRAC. Total award is \$39,867, with \$19,934 budgeted in 2014 and \$19,933.50 budgeted in 2015.
- (5) FS2 adding the USFS EAB grant. Total award is \$100,000, with \$5,000 budgeted in 2014, \$65,000 budgeted in 2015 and \$30,000 anticipated to be budgeted in 2016.

5/6/15 Budget Amendments

- (6) FC1 adding the FOTR1 - ERB Foundation grant for the ARC/FOTR Reorganization Investigation. Total award is \$23,560 and budgeted in 2015.
- (7) FC2 adding the SAW1 - SAW grant services stormwater management plans, monitoring & Funding total award is \$1,608,739 with \$350,000 budgeted in 2015 and the remainder will be budgeted in 2016-18 along with additional match estimated at \$225,000.
- (8) FC3 adding WCGL1 - Wayne County Collaborative Invasive Species Control in Rouge and Detroit River AOC. Total award is \$20,165 with \$15,165 budgeted in 2015 and the remaining \$5,000 will be budgeted in 2016.

8/26/15 Budget Amendment

- (9) FC4 adding the NOAA3 - HFE Dam Fish Passage Design grant. Total award is \$350,000 with \$75,000 budgeted in 2015 and the remainder of \$275,000 budgeted in 2016. No match is required.

DRAFT 10/27/15 Budget Amendment

- (10) FC5 adding the SPAC7 - RRAC Facilitation/Communication grant. Total award is \$16,545 with \$8,100 budgeted in 2015 and the remainder of \$8,445 budgeted in 2016. No match is required.
- (11) FC6 transferring \$1,100 from FC1 to PIE2 to pay for printing of the FOG brochure. There is no increase to the overall budget.
- (12) FC7 will add \$20,000 under Wayne County's budget and \$15,000 under FOTR's budget along with transferring \$4,500 from PIE1 and PIE4 under FOTR to TC1 for monitoring activities.



Alliance
of Rouge
Communities

OURS TO PROTECT

Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2015 BUDGET AMENDMENT: Finance Committee Amendment 5

REQUEST DATE: October 27, 2015

LINE ITEM: Add SPAC7 RRAC Facilitation

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: The Alliance of Rouge Communities (ARC) has received a \$16,545 grant from the Great Lakes Commission to facilitate the Rouge RAP Advisory Council. The ARC was awarded the funding in September, 2015, with activities beginning on September 25, 2015 and ending March 31, 2016.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The Rouge RAP Advisory Council (RRAC) and the Alliance of Rouge Communities (ARC) applied for this grant to fund activities to continue to re-build RRAC and facilitate RRAC meetings and general business activities in the Rouge River Area of Concern (AOC). These activities include re-establishing a larger active membership list, facilitating RRAC meetings and continuing to support the Rouge RAP Advisory Council website. Additionally, this grant funding will allow ARC staff to provide communications support with MDEQ regarding the Rouge Habitat Restoration Project List which includes a list of priority projects that need to be completed in order to remove the Fish and Wildlife Habitat beneficial use impairment (BUI).

RATIONALE: The 2015 budget must be adjusted to reflect this additional funding.

BUDGET: This amendment adds the GLC SPAC7 grant budget line to the 2015 ARC Budget with funding estimated for 2015 activities in the amount of \$8,100. No match is required. The remainder of the grant funds (\$8,445) will be booked in the 2016 budget.

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



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2015 BUDGET AMENDMENT: Finance Committee Amendment 6

REQUEST DATE: October 27, 2015

LINE ITEM: PIE2 Public Ed Materials

COMMITTEE MAKING REQUEST: PIE Committee

BACKGROUND: The PIE Committee is requesting to increase the PIE2 budget from \$3,000 to \$4,100 to cover the cost of additional printing. The PIE Committee surveyed the ARC communities to see what new items they would like developed and the top three included reprinting of the FOG brochure, printing of pet waste bag containers and four (4) seasonal posters. Earlier in the year the ARC did a reprinted of the ARC bookmarks. The ARC has ordered the pet waste bag containers and the seasonal posters will be included in the 2016 budget.

Approximately \$5,000 will not be spent under task FC1 – Accounting/Legal Services. This is because the ARC was not required to have an A133 audit done because the ARC did not expend more than \$500,000 in federal funds. The PIE Committee is requesting that \$1,100 of this be transferred to PIE2 to pay for the printing of the FOG brochure (5,000 copies).

DESCRIPTION OF ANTICIPATED ACTIVITIES: The \$1,100 increase in the PIE2 budget will allow the ARC to reprint the full color FOG brochure which has been highly requested by ARC communities.

RATIONALE: The 2015 budget must be adjusted to reflect this transfer of funds and will allow the ARC to print the FOG brochure and disseminate to the ARC communities and the general public. This request does not increase the overall 2015 budget.

BUDGET: This amendment transfers \$1,100 from FC1 to the PIE2 line item in the 2015 budget and does not increase the overall 2015 budget.

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



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2015 BUDGET AMENDMENT: Finance Committee Amendment 7

REQUEST DATE: October 27, 2015

LINE ITEM: TC1 - Add unallocated funds and transfer funds from PIE1 and PIE4 to TC1

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: The ARC is required to provide match for the SAW grant. In an effort to reduce the ARC's 2015 budget, the macroinvertebrate monitoring, which can be used as match, was not funded for FOTR and Wayne County. The 2015 monitoring activities still occurred. ARC staff is requesting that \$35,000 be expended under TC1 to have matching funds for the SAW grant. FOTR is requesting to transfer unspent funds from PIE1 and PIE4 to be used to support their 2015 monitoring efforts. FOTR has agreed to provide \$20,000 in additional match from their 2015 benthic monitoring efforts and volunteer match. Wayne County has agreed to provide additional match at a minimum of \$35,000 and up to \$55,000 in additional monitoring costs from 2014 and 2015.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Expend \$35,000 (\$20,000 to Wayne County and \$15,000 to FOTR) in unallocated ARC funds and reallocate FOTR 2015 budget of up to \$3,500 from PIE1 and up to \$1,000 from PIE4 to support the 2015 benthic macroinvertebrate monitoring program. FOTR will invoice the ARC \$19,500 and Wayne County \$20,000 for benthic monitoring expenses accrued in 2015. In addition, Wayne County and FOTR will provide backup for potential match for the ARC to use for the SAW grant (WC \$35,000-\$55,000 and FOTR \$20,000).

RATIONALE: The 2015 budget must be adjusted to reflect this transfer of funds.

BUDGET: This amendment will add \$35,000 of unallocated funds to TC1 and transfer up to \$4,500 from PIE1 and PIE4 to TC1 and will increase the overall ARC budget by \$35,000.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: Work will be completed by FOTR and Wayne County and overseen by the ARC Staff and ARC Treasurer.

Alliance of Rouge Communities
 ECT-ARC 2013 Contract, Appendix K
 Scope of Services for GLC PAC Support Grant: RRAC Facilitation and
 Habitat Restoration Project List Communications Support
 Environmental Consulting & Technology, Inc.
 September 25, 2015 – March 31, 2016

The total compensation for this scope of services is \$12,975. The ARC will be reimbursed by the Great Lakes Commission for 100% of this cost with no match requirement.

The Project:

The Alliance of Rouge Communities (ARC) has received a \$16,545 grant to continue to facilitate RRAC meetings and general business activities in the Rouge River Area of Concern (AOC). These activities include the support and facilitation of RRAC meetings, maintaining the RRAC website, and conducting other administrative duties of the RRAC. Additionally, this grant funding will allow ARC staff and Wayne County staff to provide communications support with MDEQ regarding the Rouge Habitat Restoration Project List which includes a list of priority projects that need to be completed in order to remove the Fish and Wildlife Habitat beneficial use impairment (BUI).

Task 1: Administrative Assistance

During the grant period, ARC staff will continue to facilitate and support the activities of the RRAC. This will include the planning and facilitation of three regular RRAC meetings, preparation and distribution meeting agendas and summaries, maintenance of contact lists, updating the RRAC web page, facilitate the election of new officers, and other activities needed for the RRAC to fulfill its mission as a public advisory group.

Task 2: Communications Support for the Habitat Restoration Project List

The ARC, with the support of RRAC members, will conduct communications as needed with MDEQ and EPA regarding the Habitat Restoration Project List which is a list of priority projects needed to remove the Fish and Wildlife Habitat BUI. The list contains the project name, project type, and project sponsor. This effort involved identifying the likely cause of the impairment within the target stream and necessary restoration measures, identifying potential project sites, and discussions with stakeholders to secure the project site and their support. To the extent possible, each project on the list was supplemented by a brief project description that includes photos, maps, amount of habitat to be restored (Ex: linear feet of shoreline or stream, acres of wetland, etc.), and preliminary cost estimate.

The project list will be used by EPA and MDEQ in order to plan funding priorities for the AOC. The project descriptions will serve as a springboard for seeking future grants and local match. This task will directly impact BUI removals by giving the RRAC a current list of projects that are needed to remove BUIs, interested project sponsors, and accurate project descriptions and budgets to complete the individual projects.

Anticipated Revenues Available for 2015

2016 Anticipated Dues from Communities	\$251,435
SPAC Grant	\$8,100
GLRI Grant	\$305,000
Wayne County Inv. Species Collaboration	\$5,000
SAW Grant	\$1,258,739
Corporate Support	\$0
Rollover Dues from 2015 Budget (estimated)	\$100,000
	\$1,928,274

Proposed ARC Budget Items	Committee Budget	Funding Source(3)						"Provider" Using Budget (2)
		ARC Dues	SPAC Grant	GLRI/NOAA Grant	SAW Grant	Wayne County	Other Source/Match	
Organization Committee								
(1)OC1 Executive Director Services	\$ 80,160	\$ 80,160						EDS
Pursuing Grant Opportunities	\$ 15,770	\$ 15,770						EDS
Organization Committee Total	\$ 95,930	\$ 95,930						
Finance Committee								
FC1 Accounting/Legal Services	\$ 17,000	\$ 17,000						outside purchase
FC2 ARC Insurance	\$ 2,500	\$ 2,500						outside purchase
Finance Committee Total	\$ 19,500	\$ 19,500						
Public Education and Involvement Committee								
PIE1 Green Infrastructure Campaign	\$ 23,500	\$ 23,500						EDS/WC/FOTR
PIE2 Public Ed Materials	\$ 15,000	\$ 15,000						EDS/WC/ARC
PIE3 Website Maintenance	\$ 5,500	\$ 5,500						EDS/ARC
PIE4 Implement Public Education Campaign	\$ 13,000	\$ 13,000						EDS/FOTR
PIE5 Watershed Stewardship and Reporting	\$ 1,500	\$ 1,500						FOTR
PIE Committee Total	\$ 58,500	\$ 58,500					\$ -	
Technical Committee								
TC1 Rouge River Macroinvertebrate Monitoring	\$ 58,500	\$ 58,500						FOTR/WC/EDS
TC2 IDEP Activities	\$ 72,500	\$ 57,500					\$ 15,000	EDS/WC/OC
Technical Committee Total	\$ 131,000	\$ 116,000					\$ 15,000	
Total Amount Requested by All Committees	\$ 304,930	\$ 289,930					\$ 15,000	
		ARC Dues	SPAC Grant	GLRI/NOAA Grant	SAW Grant	Wayne County	Other Source/Match	
Other Grants (3)								
(5) FS2 FS2 2014 USFS EAB Grant 10/1/14-9/30/16	\$30,000			\$30,000				
(7) SAW1 SAW grant 5/1/15-12/31/18	\$1,258,739				\$1,258,739			EDS/WC/FOTR/OC
(8) WCGL1 Wayne County Inv. Species Col. 6/1/15-12/31/16	\$5,000					\$5,000		EDS
(9) NOAA3 NOAA HFE Dam Fish Passage Design 9/1/15-12/31/16	\$275,000			\$275,000				EDS/WC
(10) SPAC7 SPAC7 RRAC Facilitation 9/25/15-3/31/16	\$8,100		\$8,100					EDS/WC
Total Other Grants:	\$1,576,839							
TOTAL BUDGET	\$1,881,769	\$289,930	\$8,100	\$305,000	\$1,258,739	\$5,000	\$15,000	
TOTAL INCOME	\$1,928,274							
Available Unallocated ARC Budget (total income minus total budget)	\$ 46,505							

Notes

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

SUMMARY OF 2016 ARC ACTIVITIES

ARC activities under 2016 ARC budget:

- Executive Director Services
 - Support ARC meetings (Full, Executive, Organization, Finance, Technical and PIE)
 - Provide financial services
 - Provide administration and communication
 - Pursue grant opportunities
 - Provide FOIA and Open Meetings Act requirements
- Accounting and insurance requirements
- Green Infrastructure Campaign (PIE1)
 - Provide up to 4 workshops
 - Provide support and materials to the Green Schools Program
- Public Education Materials (PIE2)
 - Provide plants for community events
 - Printing of public education materials including seasonal posters
- Website Maintenance (PIE3)
- Public Education Campaign Implementation (PIE4)
 - Design of seasonal posters
 - Provide education campaign on billboards and buses
- Watershed Stewardship and Reporting (PIE5)
 - FOTR activities report for use by communities
- Rouge River Macroinvertebrate Monitoring (TC1)
- IDEP Activities
 - IDEP field activities
 - IDEP Training

ARC activities completed under 2015-2018 SAW budget:

- **Public Education Planning**
 - Develop of a Public Participation Plan
 - Complete and negotiate with MDEQ on a Collaborative Public Education Plan
 - Create a public attitudes survey
- **IDEP Planning**
 - Complete and negotiate with MDEQ on a Collaborative IDEP Plan
 - Mapping of outfalls
 - Review of community ordinances and suggest modifications if needed
- **Municipal Facility Pollution Prevention/Good Housekeeping Planning (P2/GH)**
 - Inventory municipal facilities, prioritize potential impact on stormwater and map stormwater controls
 - Identify high priority facilities and develop pollution prevention plans.

- Develop community SOPs for storm sewer maintenance
- Prioritize street sweeping and catch basins and other controls for maintenance
- Review/update the Greater Lansing Area BMP manual to ensure applicability to ARC members
- Develop measurable goals and methods to assess effectiveness of P2/GH efforts
- Develop training procedures for municipal employees on P2/GH and IDEP
- Review contractor requirements and develop procedures for notifying contractors of the municipality's P2/GH procedures and provide oversight
- Develop standard operating procedures (SOPs) for managing stormwater from construction sites
- **TMDL Implementation Planning**
 - Develop and negotiate with MDEQ on a Collaborative TMDL Plan
 - Compile Stormwater Management Plan and meet with Technical Committee, member communities, MDEQ and other stakeholders
- **Ecosystem Monitoring**
 - Develop a sustainable monitoring plan to include flow, dissolved oxygen, macroinvertebrate monitoring and grab samples for E. coli, total suspended solids and phosphorus
 - Conduct monitoring, analyze data and prepare reports
- Identify members interested and research options regarding a Stormwater Funding Framework

ARC Activities under other grants in 2016:

- USFS EAB Grant
 - Communities installation of trees and reports
 - Status reports to USFS
 - Final project summary to USFS
- GLRI Wayne County Invasive Species
 - Provided training materials and 3 training days
- NOAA HFE Dam Fish Passage Design
 - Conceptual design, 60%/90%/100% design plans development
 - Development of technical specifications
 - Development of MDEQ permit application
- SPAC RRAC facilitation
 - Staff RRAC meetings and update website
 - Communication with MDEQ regarding Habitat Restoration Project List

January - December 2016 - DRAFT

OC 1 - ARC Executive Director Services Budget

OC 1 - ARC Executive Director Services Budget										
		ECT Staff	Jim Ridgway	Annette DeMaria	John O'Meara	Mid-level Staff	Chris O'Meara	Admin	Total Hours by Task	Total Labor Costs by Task
		Hourly Rate	\$200	\$140	\$170	\$100	\$95	\$65		
Line Item	Task Description									
OC1a	Meeting Support									
	Full Alliance Meetings (3)	12	8	7		40			67	\$8,510
	Executive Committee (3)	12	8	7		40			67	\$8,510
	Organizational Committee (1)					5			5	\$475
	Finance Committee (3)		2	1		40			43	\$4,250
	Technical Committee (up to 2)		10	10					20	\$3,100
	PIE Committee (up to 2)					15	5		20	\$1,975
OC1b	Bookkeeping/Financial Services						156	30	186	\$16,770
OC1c	Administration and Communication	4	35	20	4	64	10		137	\$16,230
	Advocate for ARC & Primary Liaison	82					12		94	\$17,540
OC1d	Pursuing Grant Opportunities (up to 3 grant applications)		50	32	20	14			116	\$15,770
Total Estimated Hours by Staff:		110	113	77	39	376	40		755	
Total Expenses:										\$2,800
Total Budget:										\$95,930

**Alliance of Rouge Communities
Executive Director Services
Appendix A- Scope of Services for Basic Services for 2016
Environmental Consulting & Technology, Inc.
January 1, 2016 to December 31, 2016**

The total compensation for the scope of services included in Appendix A is **\$122,430**. The scope of services is described below.

EXECUTIVE DIRECTOR SERVICES - \$95,930

OC1a - ARC MEETINGS

Full Alliance

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

Deliverables:

- Meeting agenda and handouts
- Meeting summary

Executive Committee

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

Deliverables:

- Meeting agenda and handouts
- Meeting summary

Organization Committee

ECT will provide staff support for one (1) Organization Committee meeting. Staff support for each meeting will include (under the direction of the Committee Chair), preparation of the agenda, distribution of the materials prior to the meeting, facilitation of the meeting (including note-taking and documenting recommendations considered and actions taken), and meeting summary preparation and distribution. ECT will also aid in the development of policies and procedures as necessary. ECT will aid in any revisions to the ARC Bylaws if needed.

Deliverables:

- Meeting agenda and handouts
- Meeting summary
- Final policies and procedures

Finance Committee

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

Deliverables:

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

Technical Committee

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

Deliverables:

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

Public Involvement & Education Committee

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

Deliverables:

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

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

Deliverables (as necessary):

- Letter responses to requests along with supporting documentation

OC1b - FINANCIAL SERVICES

ECT will provide financial services in accordance with the ARC's Accounting Procedures Manual. ECT will provide necessary staff to meet the separation of financial duties and responsibilities documented in the ARC's Accounting Procedures Manual so that no Executive Director staff member has sole control over

cash receipts, bank reconciliations, accounts payable, mail or other accounting functions. ECT will maintain financial records and files as required by the ARC Accounting Procedures Manual including grants and vendor contracts. ECT will coordinate the ARC's taxes, financial statement and A133 audit with the ARC's Accountant and Auditor. In accordance with the ARC's Accounting Procedures Manual ECT will provide and maintain the following:

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

Deliverables:

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

OC1c – ADMINISTRATION AND COMMUNICATION

Administration

ECT will provide administrative oversight of the ARC day-to-day activities of staff, consultants and contractors, and will foster external relationships with other agencies, organizations, and individuals to meet the goals of the ARC. ECT will also prepare and distribute the 2015 ARC Annual Report reflecting ARC accomplishments.

Deliverables:

- **2015 ARC Annual Report**
- **Final vendor and grant contracts as necessary**

Advocate for Rouge River Watershed and Primary Liaison

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

Deliverables:

- **Copies of letters and presentations advocating the ARC**
- **Summary of meetings with members, government officials, legislators and/or staff**

OC1d - PURSUING GRANT OPPORTUNITIES

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

Deliverables:

- **Summary report of grants considered and pursued**
- **Final submitted grant applications and budgets**

TECHNICAL COMMITTEE SERVICES -\$6,000

TC1 – Rouge River Macroinvertebrate Monitoring

ECT staff will oversee the Macroinvertebrate Monitoring being completed by the FOTR and Wayne County. ECT staff will assist the technical committee in reviewing the final report, providing oversight and technical input and reporting to the ARC.

TC2 – IDEP FIELD INVESTIGATIONS

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

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

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

PIE COMMITTEE SERVICES -\$20,500

PIE1 – GREEN INFRASTRUCTURE CAMPAIGN

Workshops

ECT will support the presentation by FOTR of the following workshops (up to 4) in 2016:

- Native Landscaping Workshop for Homeowners: The ARC, Wayne County and Friends of the Rouge will present workshops around the Rouge River Watershed that focus on actual residential sites owned by participants and how to design and plant a residential native garden/grow zone. This is a follow-up to a similar successful workshop held in Southfield in 2012 for watershed residents, and the four workshops held in 2013 and 2014.
- Riparian/streambank stabilization, backyard habitat, and/or garden tour experiences: Riparian workshops were conducted in 2015 and were well attended. Some possible workshops that the ARC, Wayne County and Friends of the Rouge will present around the Rouge River watershed include environmentally friendly ways to maintain riparian land, designing backyard habitat and/or garden tour experiences and may include a hands-on element.

Deliverables:

- **Attendance at workshop planning meetings and support at workshops**
- **Workshop handouts**
- **Workshop powerpoint presentation**

PIE2 – PUBLIC EDUCATION MATERIALS

ECT staff will provide management and distribution of materials for up to four (4) public events and provide printing and related graphics support for the seedling packaging and for ECT staff to coordinate distribution of materials at various events. ECT staff will survey ARC members and take orders of PIE materials and mail or deliver the orders.

Deliverable:

- **2016 distribution list of public education materials and seedlings.**

PIE3 - WEBSITE MAINTENANCE

ECT staff will perform regular updates to the ARC website, including adding documents and graphics, editing and review.

Deliverable:

- **Website updates**
- **2016 report of events/activities disseminated on the ARC's website**

PIE4 – IMPLEMENT PUBLIC EDUCATION CAMPAIGNS

ECT staff will work with FOTR to implement the public education campaign that was created in 2015 for up to two (2) topics shown below:

- Design seasonal stewardship posters related to stormwater management.
- Create public education billboards and bus signage (or other item) relating to permit required public education (stormwater management).

Deliverable:

- **Copies of materials developed**

ARC 2016 Draft Budget

Summary of Finance Committee Budget Items

DRAFT

<i>Item #</i>	<i>Description</i>	<i>Budget</i>	<i>Responsibility</i>			
			<i>Wayne County</i>	<i>Executive Director</i>	<i>FOTR</i>	<i>ARC</i>
FC1	Accounting/Legal Services	\$17,000				\$17,000
FC2	Insurance	\$2,500				\$2,500
Total 2015 Finance Committee Budget		\$19,500	\$0	\$0	\$0	\$19,500



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2016 BUDGET REQUEST
DRAFT**

REQUEST DATE: October 14, 2015

LINE ITEM: FC1 – Accounting and Legal Services

COMMITTEE MAKING REQUEST: Finance Committee

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

DESCRIPTION OF ANTICIPATED ACTIVITIES: These funds will be used for the preparation of the 2015 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. This line item is the same as the costs budgeted in 2015.

BUDGET: \$17,000 (legal - \$2,000, accounting - \$15,000). This budget item will be paid with 100% ARC dues.

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



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2016 BUDGET REQUEST DRAFT

REQUEST DATE: October 27, 2015

LINE ITEM: FC2 - ARC Insurance and Mailbox Fees

COMMITTEE MAKING REQUEST: Finance Committee

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

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

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

BUDGET (including how the amount requested was established): \$2,500, based on an estimated budget. The ARC's insurance agent has consistently been able to get a substantial decrease every year for the ARC and the actual 2015 cost for insurance was \$902. It is anticipated that this line item will again be similar, but ARC staff is recommending the \$2,500 budget in case there is an increase. The insurance cost will be confirmed prior to the November, 2015 Full ARC meeting. The yearly cost for the mailbox is \$420.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2015.

PIE 2016 Budget
 PIE Committee Budget Summary
 27-Oct-15

Item #	Description	2016 Budget	Responsible Party			
			Wayne County	Executive Director	FOTR	ARC
PIE 1	Green Infrastructure Campaign					
	1. Workshop Support (up to 4)		\$ 1,500	\$ 7,500	\$ 9,500	
	4. Green Schools Program		\$ 5,000			
	Subtotal:	\$ 23,500	\$ 6,500	\$ 7,500	\$ 9,500	\$ -
PIE 2	Public Ed Materials					
	1. Plants for events		\$ 2,250			
	2. Printing					\$3,500
	3. Management/Distribution		\$4,250	\$5,000		
	Subtotal:	\$ 15,000	\$ 6,500	\$ 5,000	\$ -	\$ 3,500
PIE 3	Website Maintenance					
	1. Update and Edit			\$5,000		
	2. Fees					\$ 500
	Subtotal:	\$5,500	\$ -	\$ 5,000	\$ -	\$ 500
PIE 4	Public Education Campaign Implementation					
	1. Seasonal Stewardship Poster			\$2,000		
	2. Implement education campaign			\$1,000	\$ 1,000	\$ 9,000
	Subtotal:	\$ 13,000	\$ -	\$ 3,000	\$ 1,000	\$ 9,000
PIE 5	Watershed Stewardship and Reporting					
	1. Annual Report				\$ 1,500	
	Subtotal:	\$1,500	\$ -	\$ -	\$ 1,500	\$ -
Grand Total		\$ 58,500	\$ 13,000	\$ 20,500	\$ 12,000	\$ 4,000

	Total Budget	Budget by Responsible Party			
		Wayne County	Executive Director	FOTR	ARC
2016 Budget Total	\$58,500	\$13,000	\$20,500	\$12,000	\$13,000

2016 PUBLIC INVOLVEMENT AND EDUCATION (PIE) COMMITTEE BUDGET HIGHLIGHTS

Total Budget: \$58,500

The 2015 PIE budget reflects a slight decrease (\$2,000) in cost from the 2015 budget. 2016 PIE Committee highlights are:

- (PIE 1) *The Green Infrastructure Activities* – (\$23,500). The Green Schools program has the same budget as previous years. The workshops will have a similar overall budget, but will have a different focus in 2016 and may include *Native landscaping & maintenance for homeowners/businesses, riparian/streambank stabilization, backyard habitat and/or garden tour experiences* (workshop titles to be determined at a later date).
- (PIE 2) *The Public Education Materials* task – (\$15,000) This task supports the purchase and distribution of seedlings/plants at local events, such as community events, and HHW collection days. The printing budget will pay for seedling/plant packaging, reprinting of public education materials and printing of four (4) seasonal posters. The PIE would like to have the seedling monies available for plants, not just seedlings.
- (PIE 3) *The Website Maintenance* – (\$5,500) The task budget remains the same as it was in the 2015 budget and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) *New Public Education Campaigns Implementation* – (\$13,000) The committee will implement the campaign created in 2015 by the PIE and FOTR that will cover the various pathways of stormwater and will create four (4) seasonal stewardship posters related to stormwater management along with public education billboards and bus signage relating to permit required public education.
- (PIE 5) *The Watershed Stewardship and Reporting* – (\$1,500) This task supports the annual reporting of monitoring and public education activities conducted by FOTR, which are items that can also be used by ARC members in their stormwater permit reporting.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2016 BUDGET RECOMMENDATION DRAFT

REQUEST DATE: October 27, 2015

LINE ITEM: PIE1 - Green Infrastructure Campaign

COMMITTEE MAKING REQUEST: PIE

BACKGROUND: This task continues the work begun in 2009 to educate the public about the benefits of green infrastructure. Since 2005, the ARC PIE Committee has conducted such activities as septic system maintenance workshops, green infrastructure workshops, bus tours across the watershed, and sales of rain barrels to interested citizens. Additionally, a successful green infrastructure grant program was conducted by the PIE Committee in 2009-12 that has provided funding for 31 small green infrastructure projects across the Rouge River Watershed.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Proposed budget for the Green Infrastructure Campaign is \$23,500. This task will include the following activities and budgets:

- **Workshops:** Total Subtask Budget: \$18,500
The PIE Committee will help develop and support up to four (4) presentations by Wayne County, FOTR and ARC staff. Possible presentations include:
 - *Native landscaping & maintenance workshop for homeowners/businesses:* The ARC, Wayne County and Friends of the Rouge will present workshops around the Rouge River Watershed that focus on actual sites owned by participants and how to design, plant and maintain a native garden/grow zone. This is a follow-up to a similar successful workshop held in Southfield in 2012 for watershed residents, and the four workshops held in 2013 and 2014.
 - *Riparian/streambank stabilization, backyard habitat, and/or garden tour experiences:* Riparian workshops were conducted in 2015 and were well attended. Some possible workshops that the ARC, Wayne County and Friends of the Rouge will present around the Rouge River watershed include environmentally friendly ways to maintain riparian land, designing backyard habitat and/or garden tour experiences and may include a hands-on element.
- **Green Schools:** Total Subtask Budget: \$5,000
Wayne County, on behalf of the PIE Committee, will continue to oversee the Green Schools program in Wayne County and coordinate with Oakland County. The Green Schools Program educates students about waste reduction and pollution prevention. Each new Green School will get a tree to plant to promote green infrastructure. In 2014, 12 trees

were ordered for new schools. In 2015 approximately 31 trees were ordered for new schools.

RATIONALE (including why needed): Green Infrastructure is a catch-all term for many of the post-construction storm water BMPs that need to be implemented to maintain storm water permit compliance and should be implemented on an increasing basis to realize the restoration of the Rouge River. This task encompasses a variety of green infrastructure elements including grow zone education and installation, rain barrel sales and education, and tree planting at local schools. This activity directly impacts reducing storm water runoff and sewer overflows. Green Infrastructure has a variety of environmental and economic benefits. These benefits include: cleaner water, enhanced water supplies, cleaner air, reduced urban temperatures, moderates the impacts of climate change, increased energy efficiency, source water protection, community aesthetics, and cost savings. These workshops were used to help the ARC communities fulfill the public education program (PEP) requirements as it relates to illicit discharges caused by leaking or failing septic systems in the target area. Additionally, these activities are a good way to publicize the ARC and its mission.

BUDGET (including how the requested amount was established): \$23,500

Workshops: The \$18,500 budget was based on providing support for other workshops presented in previous years. The budget for this task will be earmarked in the following way:

- \$9,500 for Friends of the Rouge will assist with workshop planning, promotion, and registration; secure workshop locations; give presentations during the workshops; and review and compile all feedback from the participants.
- \$1,500 for Wayne County to provide technical support for three workshops planned by Friends of the Rouge.
- \$7,500 for ARC to provide technical support and assistance in planning and presenting at workshops.

Green Schools Program: The \$5,000 budget cost is based on similar work conducted by Wayne County in 2009-15 to conduct the Green Schools program in Wayne County and Oakland County. This budget would pay for Wayne County staff to purchase trees for newly designated Green Schools in Wayne and Oakland County. This budget is expected to purchase up to 16 trees.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee will oversee this task on behalf of the PIE Committee. ARC Executive Director staff will perform the work with assistance from Wayne County on the subtasks within the Green Infrastructure Campaign task.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2016 BUDGET RECOMMENDATION DRAFT

REQUEST DATE: October 27, 2015

LINE ITEM: PIE2 - Public Education Materials

COMMITTEE MAKING REQUEST: PIE

BACKGROUND: This task will blend the creation of public education materials with continuing to distribute items that have been successful in the past. Since 2010, the PIE Committee staff has distributed native seedlings at community events, rather than printing materials that may or may not be distributed by communities. ARC staff have distributed seedlings at household hazardous waste collection events and community events. Additionally, ARC staff distributed bookmarks with helpful stewardship tips and magnetic clips at various events. Distribution of these items helps to publicize the ARC and make direct contact with the public to promote the ARC. The ARC has distributed thousands of bookmarks and fertilizer clips along with various public education pieces to ARC member communities and agencies. The ARC has directly distributed focused public education materials with the seedlings. These materials included *The Value of Trees* brochure and illicit connection hotline brochures. These materials help promote the ARC website as recipients of seedlings were asked to register their trees on the ARC website.

DESCRIPTION OF ANTICIPATED ACTIVITIES: This task will cover the cost of purchasing tree seedlings or plants to distribute at up to four (4) public events; printing of four (4) seasonal posters to be distributed to ARC member communities for posting in their public facilities; the purchase of other public education materials necessary to educate the public in the Rouge River Watershed. Finally, this task will pay for ARC staff to plan and prep for the events and provide printing and related graphics support for the seedling/plant packaging and for ARC staff to coordinate distribution of materials at various events.

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

BUDGET (including how the requested amount was established): \$15,000

- *1,000 – 1,500 Plants:* \$2,250 for up to 1,500 plants based on the cost of seedlings (\$1.40 ea.) in 2013. The \$2,250 figure anticipates any increases in the cost of plants or shipping. The plants are distributed at ARC community events. Staff anticipates that plants will be more costly than seedlings. However, the committee believes there will be more success in plants than has been seen with seedlings. (*Wayne County task*)
- *Printing:* \$3,500 for any printed materials included with the trees, packaging, labels and other incidentals. This cost also provides for the printing of four (4) seasonal posters and small printings of other materials as requested by ARC communities. (*\$3,500 for the ARC*)

- *Management and Distribution: \$9,250 in labor for ordering, packaging and distributing the plants; distributing bookmarks, clips and other materials and related activities. (\$4,250 for Wayne County and \$5,000 for ARC staff)*

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee will oversee this task on behalf of the PIE Committee. ARC Executive Director staff and Wayne County staff will track and manage inventory and orders, and distribute seedlings. ARC staff will write and design any written materials as well as perform other activities required by this task. The ARC will pay for printed materials.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2016 BUDGET RECOMMENDATION DRAFT

REQUEST DATE: October 27, 2015

LINE ITEM: PIE3 - ARC Website Update and Maintenance

COMMITTEE MAKING REQUEST: PIE

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

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

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

BUDGET: \$5,500. The budget is based on hours per month to perform updates and maintenance and the monthly website fee. Annual website fee: \$500; Graphics, editing and review: \$5,000.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee will oversee this task on behalf of the PIE Committee. The ARC Executive Director staff will perform the work and the ARC will pay the maintenance fees.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2016 BUDGET RECOMMENDATION DRAFT

REQUEST DATE: October 27, 2015

LINE ITEM: PIE4 - Public Education Campaign Implementation

COMMITTEE MAKING REQUEST: PIE

BACKGROUND: In 2013 the PIE committee decided to suspend rain barrel sales indefinitely. In 2014-15, the committee determined the efforts expended on sales would be better spent in the creation of a new education campaign. The popularity of rain barrels and compost bins have increased over the past several years, as have their relative availability at local stores. Therefore, this task will implement the public education campaign that was created in 2015 for up to two (2) topics.

In 2015 the ARC Staff surveyed members on what new public education items they would like to offer. The top items were pet waste bags, reprints of Fats, Oils and Grease (FOG) brochure, and four (4) seasonal stewardship posters to be used in city/township buildings. The pet waste bags and the FOG brochure were created in 2015.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Implement the campaign created in 2015 by the PIE and Friends of the Rouge that will cover the various pathways of stormwater and will highlight the costs of installation and maintenance of stormwater infrastructure. The campaign includes billboards and bus signage within the watershed.

ARC Staff will design the seasonal stewardship posters (4 in all) under this task in 2016. Printing costs of the posters will be included in PIE2.

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

BUDGET (including how the requested amount was established): \$13,000

- *Creation of new material:* \$2,000 (\$2,000 to ARC Staff) to design seasonal stewardship posters related to stormwater management. Printing costs will be included in PIE2.
- *Implementation of education campaign:* \$11,000 (\$9,000 to ARC, \$1,000 to ARC staff and \$1,000 to FOTR) to create public education billboards and bus signage (or other item) relating to permit required public education (stormwater management).

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee will oversee this task on behalf of the PIE Committee. ARC staff will write and design any written materials as well as perform other activities required by this task. ARC Executive Director staff will track and manage inventory and orders under PIE 2. The ARC will pay for printed materials under PIE2.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2016 BUDGET RECOMMENDATION DRAFT

REQUEST DATE: October 27, 2015

LINE ITEM: PIE5 - Watershed Stewardship and Reporting

COMMITTEE MAKING REQUEST: PIE

BACKGROUND:

This task will enable FOTR to provide the ARC a detailed report on various activities sponsored around the watershed, including the Frog and Toad Survey, Benthic Macroinvertebrate Surveys, and Rouge Rescue to assist ARC members in reporting these activities as part of their annual reports.

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

TOTAL BUDGET: \$1,500, which is the same as 2015.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Friends of the Rouge will develop and generate an annual report of the activities it conducts in 2016 that help ARC members fulfill the requirements of the storm water permit. This will include all FOTR programs (Rouge Rescue, Rouge Education Project, Benthic Monitoring, Frog and Toad Survey, River Restoration) and Local and Regional Outreach. Information will include event dates and locations; number of volunteers; residency of volunteers, etc.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee and ARC staff will oversee this task on behalf of the PIE Committee. FOTR will perform the work in conjunction with similar tasks conducted by the ARC and Wayne County.

2016 Technical Committee Budget Summary
27-Oct-15

Item #	Description	Budget	Responsible Party			
			Wayne County	Executive Director	Oakland County	FOTR
TC1	Rouge River Watershed Monitoring Activities					
	A. Macroinvertebrate Monitoring		\$15,000	\$3,500		\$40,000
	Subtotal:	\$58,500	\$15,000	\$3,500	\$0	\$40,000
TC2	IDEP Activities					
	A. IDEP Field Investigations		\$35,000	\$2,500	\$35,000	
	B. IDEP Training (SEMCOG providing)	\$0				
	Subtotal:	\$72,500	\$35,000	\$2,500	\$35,000	\$0
Grand Total		\$131,000	\$50,000	\$6,000	\$35,000	\$40,000

2016 TC Budget by funding source					
Funding Source	Total Budget	Wayne County	Executive Director	Oakland County	FOTR
ARC Dues	\$116,000	\$42,500	\$6,000	\$27,500	\$40,000
Other Match	\$15,000	\$7,500		\$7,500	
Total	\$131,000	\$50,000	\$6,000	\$35,000	\$40,000

**Alliance of Rouge Communities
2016 Technical Committee Budget
Highlights
October 27, 2015**

The 2016 Technical Committee (TC) budget is \$131,000 which is \$55,500 more than the 2015 budget. The increase is the refunding the FOTR macroinvertebrate task under TC1. TC1 funding was reduced in 2014 and unfunded in 2015 because of budget constraints. Wayne and Oakland County will each provide \$7,500 in matching effort under TC2. The 2016 TC activities are summarized below.

- (TC1) –Rouge River Macroinvertebrate Monitoring – (\$58,500). This is an important indicator for stream habitat and water quality and promotes stewardship within the watershed. It will also serve as match to the SAW grant funding.
- (TC2) - IDEP Activities – (\$72,500 and includes \$15,000 in match provided by Wayne and Oakland County) The task continues field investigations in priority areas and allows for an IDEP Training session provided by SEMCOG. TC2 allows the ARC to address illicit discharges on a watershed-wide basis consistent with the Collaborative IDEP plan.

Note that the ARC's SAW grant will fund additional activities that are typically carried out by the TC. These activities include development of a monitoring plan, finalization of the collaborative IDEP Plan, and conducting other ecosystem monitoring.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2016 Budget Recommendation

DRAFT

REQUEST DATE: October 27, 2015

LINE ITEM: TC1 - Rouge River Macroinvertebrate Monitoring

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: Macroinvertebrate Monitoring density and diversity data are used as indicators for stream habitat and water quality. Data collection efforts have historically occurred three times a year (spring and fall for macroinvertebrates and winter for stoneflies) by volunteers and Wayne County staff, who are organized by Friends of the Rouge (FOTR). This sampling occurs at more than 20 sites by FOTR volunteers and 15 sites that are not safe for volunteer monitoring by Wayne County staff. Although much of the data is collected by volunteers, data is collected under a quality assurance plan approved by the MDEQ. This data collection not only provides historical water and habitat quality conditions based on the presence of certain aquatic organisms, but also provides opportunities for public involvement. This funding was reduced in 2014 and cut in 2015 due to budget constraints. In 2016 it is recommended that macroinvertebrate sampling continue in the watershed to provide stakeholders an overall assessment of conditions at multiple locations within each subwatershed (more than can be assessed by the continuous water quality monitoring) and to promote stewardship within the watershed.

DESCRIPTION OF ANTICIPATED ACTIVITIES

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

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

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

Wayne County will perform spring and fall bug hunts at 15 sites that are not safely accessible by volunteers as well as 4 winter stonefly search sites. Monitoring data will be provided to FOTR. Wayne County staff will assist FOTR with data analysis and reporting including preparation of maps and graphics illustrating seasonal results and data trends.

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

BUDGET (including how the amount requested was established): The total monitoring cost for 2016 is \$58,500.00. This cost is divided by agency and funding source as shown below.

Budget Estimate

Task	Responsible Party	ARC Dues	Rationale
Macroinvertebrate monitoring	FOTR, WC and ED	FOTR: \$40,000 WC: \$15,000 ED: \$3,500	FOTR: conduct spring, fall and winter monitoring WC: conduct spring, fall and winter monitoring at sites not safe for volunteers ED: final report review, oversight, technical input and reporting to ARC
Total:		\$58,500	

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



Working together, restoring the river

**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2016 Budget Recommendation
Technical Committee
DRAFT**

REQUEST DATE: October 27, 2015

LINE ITEM: TC2 - IDEP Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: There is evidence of contamination from sewage throughout the Rouge River during both wet and dry weather conditions based on the State of Michigan's 2007 Total Maximum Daily Load (TMDL) report for *E. coli*. As such, the MDEQ-approved Rouge River Watershed Management Plan (RRWMP) identifies *E. coli* as a priority pollutant, along with sediment, nutrients and hydrology as requiring reduction. In 2008, Executive Director (ED) staff identified several areas as highest priority for further illicit discharge investigations. These areas were selected based on the presence of elevated *E. coli* concentrations and human *E. coli* biomarkers in dry weather conditions (See Table 1). Between 2010 and 2013, some progress was made in further defining the sources in these problem areas, but more effort is required.

In addition, over the past several years Oakland County has conducted outfall screening which has revealed several drains with elevated *E. coli* concentrations in dry weather. These locations have been added to the high priority list (See Table 1).

Table 1. High Priority Areas needing further IDEP Investigations

Location	Community
Based on the Rouge River <i>E. coli</i> TMDL	
U01-Upper Branch u/s of Powers Rd.	Farmington Hills (mostly), Farmington, West Bloomfield*, Walled Lake
U15-Bell Branch u/s of 6 Mile Rd.	Livonia, Farmington Hills
D62-Tonquish Creek u/s of Joy Rd.	Plymouth, Plymouth Twp
G97-Lower Branch u/s of Henry Ruff Rd.	Wayne, Westland, Romulus and all of the Lower 1 communities
G39-Franklin Branch u/s of Middlebelt Rd.	West Bloomfield*
G61-Pebble Creek u/s of Franklin Rd.	Southfield, Franklin
Based on OCWRC Outfall Survey Data**	
Devonshire Drain	Bloomfield Twp.
Fracassi Drain	Southfield
Emily Drain	Southfield
Amy Drain	Bloomfield Twp.
Law Drain	Bloomfield Twp.

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

**Drains with average *E. coli* concentrations above 1,000 cfu/100 mL.

The approved IDEP Regional Training Plan (attached) calls for SEMCOG's municipal facility training with illicit discharge recognition training in 2016. The workshop will fulfill the IDEP training requirements for the Phase II permit.

DESCRIPTION OF ANTICIPATED ACTIVITIES:

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

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

B. IDEP Training. Oakland County will host and provide refreshments for the training per the approved IDEP Regional Training Plan. SEMCOG will donate time for the training and will handle the scheduling, registration, arrangements with Oakland County for the meeting room and refreshments per the approved Training Plan.

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

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$72,500 as summarized in the table below. A portion of this funding (\$57,500) will be provided by ARC dues. The remaining funding (\$15,000) will be provided by Oakland and Wayne counties as matching effort. The IDEP Training will be provided at no cost to the ARC members by SEMCOG and Oakland County.

Budget Estimate

Task	Responsible Party	ARC Dues	Rationale
A. IDEP Field Investigations	ED, WC and OC	OC: \$27,500 WC: \$27,500 ED: \$2,500	OC: \$35,000 (includes \$7,500 of in-kind services)* WC: \$35,000 (includes \$7,500 of in-kind services)* ED: \$2,500, 20 hrs for IAA and scope of work preparation, final report review, oversight, technical input and reporting to ARC
B. IDEP Training	SEMCOG	\$0	As per the IDEP Regional Training Plan
Total:		\$57,500	

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

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