

James W. Ridgway, P.E.  
Executive Director



## DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

November 8, 2017, 2:00 p.m.  
Southfield Parks & Rec. Bldg., 26000 Evergreen, Southfield

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

Alliance of Rouge Communities Executive Committee		
<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>	Noe 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>	Aaron Staup	Novi
<b>Middle 3 - Rep.</b>	Kevin Roney	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, Mike Buiten	Wayne
<b>Lower 2 - Alt.</b>	Roberto Scappaticci	Romulus

Cooperating Partners:

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

**3. Additions or Changes to Draft Agenda****4. Summary of July 12, 2017 Executive Committee Meeting**

Action

3

**5. Rouge River Watershed Council Update**

Information

**6. Executive Director Report (ARC Staff)****A. Grant Status Report**

Information

11

**7. Standing Committee Reports****A. Finance Committee (Rickard, Treasurer/O'Meara)****1. A/P, A/R & Profit/Loss Report**

Information

13

**2. 2017 Membership Dues**

Information

**3. 2016 Audit**

Action

15

**4. 2017 Budget/Scope Amendment**

Action

31

**a) FC5 –SAW1 – Outfall Screening****5. ECT 2013 Contract Amendment**

Action

36

**a) Revision to Appendix I – to include FC5****6. ARC General Budgeting (*will be handed out at meeting*)**

Action

42

**7. 2018 Budget Recommendations**

Action

50

**8. ECT Request for contract extension**

Action

**B. Organization Committee (Mullett, Co-Chair)****1. Status Report**

Information

**C. PIE (Public Involvement and Education) Committee (Markus, Chair)****1. Status Report**

Information

**D. Technical Committee (Mondora, Chair)****1. Status Report**

Information

**8. Report from Counties****A. Status Report**

Information

**9. Other Business****10. Summary of Executive Committee Actions (O'Meara)****11. Upcoming Meetings****a. Full ARC Meeting, November 21, 2017, 1:30 p.m., Summit on the Park, Canton****12. Adjourn**

James W. Ridgway, P.E.  
Executive Director



## DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

July 12, 2017, 1:30 p.m.  
Farmington Hills, 31555 W. Eleven Mile Rd.

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

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

#### 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

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

ARC Staff handed out revised documents for item 6.A.4 and 6.A.5 on the agenda.

### **4. Summary of March 20, 2017 Executive Committee Meeting**

The motion was made by Jill Rickard, Northville Twp., to accept the March 20, 2017 meeting summary. The motion was seconded by Bob Belair, Canton Twp. Motion passed.

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

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

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

### **ONGOING GRANTS**

#### FOTR-ARC Merger Investigation

Grant funded work is complete.

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

The project is being led by Wayne County DPS. Grant extension was granted and IAA amendment signed.

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

##### **Public Education**

Collaborative PEP and PPP plans were approved on March 28, 2017

Completed the development of the Public Attitudes Survey (PAS). It will be distributed in mid-July and continue through the fall workshops. Dates have been scheduled for 2 workshops to promote the PAS October 26 in West Bloomfield Twp., Oakland County and October 11 in Canton Twp., Wayne County. Traveling display banners have been in Livonia, Redford Twp., Northville Twp., Westland and Canton Twp.

##### **IDEP**

Held meetings with MDEQ regarding the plan. Prepared a draft response to MDEQ's latest comments which is under review by the members. Revised IDEP plan due to MDEQ on July 25. Completed a draft outfall location GIS layer for all IDEP plan participant. It can be viewed online. Permit applications No feedback from MDEQ on the individual applications.

##### **TMDL**

Revised plan submitted to MDEQ on March 30, 2017. No response from MDEQ.

##### **Monitoring**

Completed water quality monitoring plan. Completed 10 weeks of E. coli and suspended solids sampling at 90 sites thru July 7<sup>th</sup>. Completed the gage and monitoring equipment installation on Johnson Creek. Completed 10 weeks of continuous dissolved oxygen monitoring at 6 sites thru July 7<sup>th</sup>. Distributing results of the E. coli sampling to ARC members on a monthly basis.

##### **Stormwater Financing**

Completed data collection and initial data analysis for 3 pilot communities. Held individual meetings with the pilot communities to discuss community specific details to better understand GIS data and stormwater costs.

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

The MDEQ draft permit issued. Final report submitted and accepted. Project complete under NOAA.

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

Held RRAC meeting in May. Habitat project descriptions were presented at May RRAC meeting. Final reporting drafted and submitted to MDEQ.

#### NOAA Regional Partnership

This grant, administered by Friends of the Detroit River, is a partnership for conducting listed habitat projects within the Detroit and Rouge AOCs as determined by EPA and NOAA. There are no activities for the Rouge currently.

#### EPA Wayne County Rouge AOC Habitat Projects

The IAA between Wayne County and the ARC has been approved and signed. Work began in May.

#### **Henry Ford Estate Dam Fish Passage**

Began completing construction plans by adding construction details for bidding. Correspondence with Michigan SHPO office on status of clearance. Responded to MDEQ draft permit. Final draft permit submitted to Wayne County Parks June 2017. Conducted site visit with agency officials. Begin drafting contract front end specifications. Anticipate bidding project by August 2017.

#### **Oxbow Phase III Implementation**

Submitted plans to Wayne County permit office. Began development of construction contract plans for bidding. Meeting with project site partners (WC, The Henry Ford and ARC) was held to kick off the work. Site visit for construction layout scenarios was conducted. Anticipate bidding of project by August 2017.

#### **GRANTS SUBMITTED**

##### MDEQ OGL Public Advisory Support

The ARC submitted a grant application to the MDEQ Office of the Great Lakes for continued facilitation of RRAC, further development of the habitat project descriptions which will allow for future grant funding of activities and additional sampling to characterize the Rouge fish community and educate the general public about the diversity and distribution of Rouge fish. The grant is for \$29,985. Grant approved and anticipating contract this July 2017.

##### GLRI USDA Forest Service

The ARC submitted a grant application to the USDA Forest Service for trees to “Mitigate Emerald Ash Borer (EAB) Impacts – Acres treated for tree canopy restoration with non-host species in urban EAB quarantine areas to enhance and restore biodiversity and water quality”. There are 19 members participating and the grant is for \$100,000.

#### **b. Rouge River Watershed Council (RRWC) update**

Annette DeMaria reviewed the memo updating the Executive Committee on the proposed merger with the ARC and FOTR. To be able to take advantage of all funding opportunities, the lawyers have suggested there will still need to be two separate entities. From there a joint venture could be formed by the two. The RRWC met to decide the board members and to discuss the structure of the new organization. The discussions are still ongoing.

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

##### **a. Finance Committee (C. O’Meara reported on behalf of J. Rickard, Treasurer)**

#### **A/R Report - 2017 Membership Dues**

Chris O'Meara reported that all ARC dues invoices have been mailed and we have received almost all dues.

### **2016 Audit**

Chris O'Meara reported that the ARC's 2016 audit and taxes continue to be prepared by the auditors and ARC staff are providing additional information as needed.

### **2017 Budget/Scope Amendment**

#### **FC2-TC2 – Rouge River Macroinvertebrate Monitoring and Outfall Mapping**

John O'Meara reviewed the amendment and stated that based on questions from MDEQ on the Collaborative IDEP Plan, ARC staff needs to pull together GIS information on the stormwater outfalls to the Rouge. This is a required element of the ARC's SAW grant. ARC staff will collect regulated outfall data from each ARC member in GIS format and create a data layer that contains all outfalls in the watershed. Ideally the provided data will include and identify discharge points and outfalls. If not, ARC staff will use whatever data is available. If smaller communities do not have their data in GIS format, ARC staff will create a data layer based on the site description or hard copy maps. The resulting GIS layer will be shared with ARC members using a web-based format.

#### **FC3- Adding OC2 ARC-FOTR Integration**

John O'Meara reviewed the addition of FC3. ARC staff will assist on the ARC's behalf by reviewing documents that are presented for consideration (mission, bylaws, policies, etc.), providing input on organizational framework, providing financial information, and providing template policies.

#### **FC4 – Adding Scope to SAW1**

John O'Meara reviewed the additional scope. Due to efficiencies in completing the scope of work, there are currently unallocated funds associated with the SAW grant. These funds are eligible to be used for monitoring and planning activities to support ARC member's permit applications. Based on input from the Technical Committee, the following activities are recommended:

- A. IDEP Methods Review
  - This will support the Collaborative IDEP plan by justifying that the ARC approach is more effective than other traditional approach employed in other SE Michigan communities.
- B. SWPPP Inspections
  - This will support ARC-member Good Housekeeping/Pollution Prevention plans by providing inspections at high priority facilities.
- C. Additional Monitoring Efforts
  - In order to complete the ongoing monitoring efforts, ARC staff have undertaken several additional tasks that were not originally anticipated. Some of these changes were implemented to address MDEQ comments on the Collaborative IDEP plan.
- D. Dissolved oxygen monitoring
  - This will support the removal of 200 stream miles from the impaired waters list which will limit the number of ARC members that need to comply with TMDL requirements for dissolved oxygen impairments.
- E. Bacterial source tracking analysis
  - This will support the investigation efforts under the Collaborative IDEP Plan by providing some indications if *E. coli* sources at certain locations are human in nature.

The motion was made by Karen Mondora, Farmington Hills, to forward to the Full ARC FC2 which reallocates budget from Wayne County to ARC Staff, FC3 which adds \$10,000 from unallocated ARC dues to support the ARC's efforts in the RRWC integration and FC4 which adds scope to SAW1 using

unallocated SAW grants funds. The motion was seconded by Bob Belair, Canton Twp., and passed unanimously.

### **2013 ECT Contract Amendment**

#### **Revision to Appendix A – to include FC2 and FC3**

John O'Meara reviewed the contract amendment which would add \$35,000 to include budget for the ARC/FOTR integration under ECT Services at a cost of \$10,000 and Outfall Mapping under TC1 at a cost of \$25,000.

#### **Revision to Appendix I – to include FC4**

John O'Meara reviewed the contract amendment which would add \$295,210 to include budget for IDEP methods review, SWPPP inspections, additional monitoring efforts, DO monitoring and bacterial source tracking analysis.

The motion was made by Jacy Garrison, Oakland County, to forward to the Full ARC the revision to Appendix A to include FC2 – Outfall Mapping and FC3 – ARC/FOTR integration and Appendix I to include FC4 – Additional SAW activities. The motion was seconded by Jill Rickard, Northville Twp., and passed unanimously.

### **2018 Budget Preparation Schedule**

Chris O'Meara reviewed the Budget Preparation Schedule.

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

Chris O'Meara handed out and reviewed the ARC's Conflict of Interest Policy. This is renewed annually by the Executive Committee members.

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

Chris O'Meara reported, on behalf of Charles Markus, that the native plant seeds were a success. He reported that ARC staff will also be doing the tree seedlings in the fall.

The ARC staff have scheduled Septic Systems Workshops in Farmington Hills on September 21 and Van Buren Township on September 14. Two additional Stewardship Workshops are being designed and are scheduled for October 26 in West Bloomfield Twp. and October 11 in Canton Twp. and will promote the ARC's survey and inform the general public on activities that they can do at home to help protect water quality.

ARC staff are beginning to design a homeowner's brochure as part of the ARC's Collaborative PEP permit requirements. This will be distributed to ARC members in the fall for distribution.

ARC staff created and ordered 1,000 garden kneeling pads with a native planting message on them. Because these are a higher cost they will be used at ARC workshops and community events where the ARC display is at.

The ARC's traveling banners which are part of the Collaborative PEP have been making the rounds in the watershed and have made stops at Livonia, Canton, Redford, Westland and Northville Twp. Please contact ARC staff to schedule a 2-week period to host it at your community offices.

A reminder to ARC member communities to like/share/follow the ARC on Facebook. These will be used in reporting activities on the Collaborative PEP.

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

Karen Mondora, Farmington Hills, reported that the Technical Committee reviewed and discussed to repurposing of the SAW grant funding that was voted on earlier. The Technical Committee reviewed the response prepared by ARC staff to the MDEQ on the Collaborative IDEP.

The Technical Committee is currently scheduling the IDEP training. ARC Staff have contact Dean Tuomari in hopes to include him as a speaker at the training.

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

Jacy Garrison, Oakland County, reported that the Stormwater Summit is scheduled for October 20, at Lawrence Tech. She reported that the County's Stormwater Standards are making progress but are still finalizing the infiltration standard. They continue to coordinate with Macomb and Wayne County.

Noel Mullett, Wayne County, had nothing new to report.

#### **8. Other Business**

Annette DeMaria discussed a grant through the Great Lakes Commission for green infrastructure activities and the potential of Walled Lake applying for the grant funding. The Executive Committee was in support of the possible project.

Brandy Siedlaczek reported that the ARC received an APWA award on the state level for government cooperation on the 2014 US Forest Service grant work to restore the tree canopy.

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

- The motion was approved to accept the March 20, 2017 meeting summary.
- The motion was approved to forward to the Full ARC FC2 – scope change to TC1 Rouge River Macroinvertebrate Monitoring and Outfall Mapping, FC3 – adding OC2 ARC-FOTR integration and FC4 – scope change to SAW1.
- The motion was approved to forward to the Full ARC the amendment revising ECT's contract Appendix A to include FC2 and FC3 and Appendix I to increase scope and budget for FC4.
- ARC Executive Committee members present signed the Conflict of Interest Policy.

#### **10. Upcoming Meeting(s)**

- Full ARC Meeting, August 3, 1:30 p.m. – 3:30 p.m., at the Novi Civic Center located at 45175 W. Ten Mile Rd.

#### **11. Adjourn**

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



# ARC Executive Committee Attendance List

Meeting Date: July 12, 2017

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Belair	Bob	Canton Township	<input checked="" type="checkbox"/>	<u>FAB</u>
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"/>	<u>AD</u>
Domine	Wayne	Bloomfield Township	<input type="checkbox"/>	_____
Dotson	Trisha	Livonia	<input type="checkbox"/>	_____
Fellrath	Patrick	Plymouth Township	<input type="checkbox"/>	_____
Garrison	Jacy	Oakland County	<input checked="" type="checkbox"/>	<u>JG</u>
Markus	Charles	Bloomfield Township	<input type="checkbox"/>	_____
Mekjian	Gary	Farmington Hills	<input type="checkbox"/>	_____
Melistas	George	Novi	<input type="checkbox"/>	_____
Mondora	Karen	Farmington Hills	<input checked="" type="checkbox"/>	<u>Km<sup>sen</sup></u>
Moore	Doug	Livonia	<input checked="" type="checkbox"/>	<u>D</u>
Mullett	Noel	WCDPS	<input checked="" type="checkbox"/>	<u>NM</u>
Nash	Jim	Oakland County	<input type="checkbox"/>	_____
O'Meara	John	ECT	<input checked="" type="checkbox"/>	<u>JO<sup>sen</sup></u>

Meeting Date: July 12, 2017

Name		Community	Attended	Initials
Pasciolla	Angela	Bloomfield Township	<input type="checkbox"/>	_____
Pratt	Evan	Washtenaw County Water Resour	<input type="checkbox"/>	_____
Price	Meghan	ECT	<input type="checkbox"/>	_____
Rice	Heather	Washtenaw County Water Resour	<input type="checkbox"/>	_____
Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	<u>JR</u>
Ridgway	Jim	ECT	<input checked="" type="checkbox"/>	<u>JWR</u>
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"/>	_____
Staup	Aaron	Novi	<input checked="" type="checkbox"/>	<u>AS</u>
Wilson	Tom	Livonia	<input type="checkbox"/>	_____
Wineka	Jim	Oakland County	<input type="checkbox"/>	_____
Chris O'Meara	ARC		<input checked="" type="checkbox"/>	<u>COS</u>
			<input type="checkbox"/>	_____
			<input type="checkbox"/>	_____
			<input type="checkbox"/>	_____
			<input type="checkbox"/>	_____





11:41 AM  
10/31/17

Alliance of Rouge Communities  
A/P Aging Summary  
As of October 31, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Engineering Reproduction, Inc.	0.00	0.00	390.00	0.00	0.00	390.00
Environmental Consulting & Technology, In	0.00	105,113.70	97,660.76	0.00	0.00	202,774.46
Wayne County - DOE	0.00	0.00	34,993.63	0.00	0.00	34,993.63
TOTAL	0.00	105,113.70	133,044.39	0.00	0.00	238,158.09

11:41 AM  
10/31/17

Alliance of Rouge Communities  
A/R Aging Summary  
As of October 31, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
MDEQ SAW Grant	0.00	213,785.23	0.00	0.00	0.00	213,785.23
Pontiac	0.00	0.00	0.00	0.00	0.00	0.00
Wayne County Airport Authority	0.00	0.00	0.00	0.00	0.00	0.00
Wayne County DOE	23,397.95	0.00	0.00	0.00	0.00	23,397.95
TOTAL	23,397.95	213,785.23	0.00	0.00	0.00	237,183.18

TINA L. CUSAC

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# **ALLIANCE OF ROUGE COMMUNITIES**

## **INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

## **INDEPENDENT AUDITOR'S REPORT**

### **FINANCIAL STATEMENTS -**

Statement of Financial Position

Statement of Activities

Statement of Cash Flows

Notes to the Financial Statements

Government Auditing Standards Compliance



## **INDEPENDENT AUDITOR'S REPORT**

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

I have audited the accompanying financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016, and the related statement of activities and cash flows for the year then ended, and the related notes to the financial statements.

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

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

### **Auditor's Responsibility**

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

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

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

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Alliance of Rouge Communities as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, I have also issued my report dated June 23, 2017, on my consideration of Alliance of Rouge Communities' internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Alliance of Rouge Communities' internal control over financial reporting and compliance.



Tina L. Cusac, CPA  
Clarkston, Michigan  
June 23, 2017

**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2016**

**ASSETS**

**CURRENT ASSETS:**

Cash and cash equivalents	\$ 282,358
Accounts receivable	153,057
Inventory	<u>400</u>

<b>TOTAL ASSETS</b>	<b><u>\$ 435,815</u></b>
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**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES:**

Accounts payable	<u>\$ 177,275</u>
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<b>TOTAL LIABILITIES</b>	<b>177,275</b>
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<b>NET ASSETS - unrestricted</b>	<b><u>258,540</u></b>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 435,815</u></b>
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See accompanying notes to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**REVENUE:**

Membership Dues	\$ 251,432
Grants	801,279
Contributions	21,627
Rain Barrel Sales, net of costs of \$50 and \$0	(25)
Total Revenue	<u>1,074,313</u>

**EXPENSES:**

Organization Committee	
Executive Director Services	84,007
Public Involvement and Education Committee	
Green Infrastructure Campaign	17,848
Public Education Materials	19,891
Website Maintenance	3,148
Watershed Steward. & Reporting/Septic System	810
Public Education Campaigns	15,264
Total Public Involvement and Education Committee	<u>56,961</u>
Technical Committee	
Rouge River Watershed Monitoring Activities	46,711
ARC Collaborative IDEP and E. coli TMDL Plan	52,271
Pursuing Grant Opportunities	6,325
Total Technical Committee	<u>105,307</u>
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	8,799
Total GLRI Projects	<u>98,445</u>
MDEQ/Great Lakes Commission Projects	
RRAC Facilitation 2014	-
RRAC Facilitation 2015	15,712
RRAC Facilitation 2016	15,208
Stormwater, Asset Management and Wastewater	437,535
Total Great Lakes Commission Projects	<u>468,455</u>

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2016**

NOAA Projects	
Oxbow Phase III Design	-
Henry Ford Estate Dam Fish Passage	234,002
Total NOAA Projects	<u>234,002</u>
Erb Family Foundation	
Reorganization Investigation with Friends of the Rouge	1,342
General	
Legal and Accounting	14,849
Registration Fees	-
Insurance	910
Other	480
Total General	<u>16,239</u>
Total Expenses	<u>1,071,649</u>
<b>CHANGE IN NET ASSETS</b>	2,664
<b>NET ASSETS - beginning of year</b>	<u>255,876</u>
<b>NET ASSETS - end of year</b>	<u><u>\$ 258,540</u></u>

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**CASH FLOW TO OPERATING ACTIVITIES:**

CHANGE IN NET ASSETS	\$ 2,664
Changes in operating assets and liabilities which increase (decrease) cash flow -	
Accounts receivable	197,887
Inventory	50
Accounts payable	<u>(72,703)</u>
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<b><u>\$ 127,898</u></b>

<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 127,898</b>
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<b>CASH AND CASH EQUIVALENTS</b>	
BALANCE - beginning of year	<u>154,460</u>
BALANCE - end of year	<b><u>\$ 282,358</u></b>

**Supplemental disclosures of cash flow information:**

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 YEAR ENDED DECEMBER 31, 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, 2016, 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 YEAR ENDED DECEMBER 31, 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.

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 2013.

**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 \$739,811 for the year.

**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, 2016, the balance exceeded the FDIC limit by \$32,358.

**NOTE 4 - RECEIVABLES:**

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



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

**NOTE 4 - RECEIVABLES (continued):**

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 a local local government agency for assistance with tasks related to the public involvement and education committee and technical committee. For the year ended December 31, 2016, the total fair value of all donated services received was \$21,627.

**NOTE 7 - SUBSEQUENT EVENTS:**

Subsequent events have been evaluated through June 23, 2017, the date which the financial statements were available to be issued.

**ALLIANCE OF ROUGE COMMUNITIES**

**GOVERNMENT AUDITING STANDARDS  
COMPLIANCE**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS***

Schedule of Findings and Responses

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

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

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated June 23, 2017.

**Internal Control over Financial Reporting**

In planning and performing my audit of the financial statements, I considered Alliance of Rouge Communities' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alliance of Rouge Communities' internal control. Accordingly, I do not express an opinion on the effectiveness of Alliance of Rouge Communities' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. I did identify a deficiency in internal control, described in the accompanying schedule of findings and responses that I consider to be a deficiency, included as item 2016-1.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Alliance of Rouge Communities' financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance, but is considered an other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2016-1.

**Alliance of Rouge Communities' Response to Findings**

Alliance of Rouge Communities' response to the findings identified in my audit is described in the accompanying schedule of findings and responses. Alliance of Rouge Communities' response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Firm's signature

A handwritten signature in cursive script that reads "Tina L. Cusac, CPA".

Tina L. Cusac, CPA  
Clarkston, MI  
June 23, 2017

**ALLIANCE OF ROUGE COMMUNITIES  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2016**

**Summary of Auditor's Results**

1. The auditor's report expresses an unqualified opinion on the financial statements of Alliance of Rouge Communities.
2. Internal control over financial reporting: No significant deficiencies relating to the audit of the financial statements are reported in the Auditor's Report on Internal Controls over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of Alliance of Rouge Communities were disclosed during the audit.

**Findings – Financial Statements Audit**

1. While performing testing of the requests for reimbursement under the various grant agreements, three instances were noted where noncash donations received by Alliance of Rouge Communities were not recorded in the financial statements.

**Responses – Financial Statements Audit**

1. Upon discovery of the above-mentioned instances where noncash donations had not been recorded, Alliance of Rouge Communities' management was notified and recommended to implement additional internal controls to prevent the omission of noncash donations from being recorded in the financial statements. Alliance of Rouge Communities' management was in agreement regarding the finding and has made the appropriate corrections to the financial statements to include the noncash donations. Furthermore, Alliance of Rouge Communities has implemented an additional internal control step to prevent the omission of noncash donations from the financial statements in the future. I believe that the additional internal control implemented, related to the noncash donations, is sufficient to prevent further incidents of omission from the financial statements.

## Alliance of Rouge Communities

## DRAFT 2017 Budget

**Anticipated Revenues Available for 2017**

2017 Anticipated Dues from Communities	\$263,730
SPAC Grant	\$29,972
GLRI Grant	\$200,000
Wayne County Grants	\$324,323
SAW Grant	\$940,153
Corporate Support	\$0
County IDEP Match	\$15,000
Rollover Dues from 2016 Budget (per audit)	\$125,931
	\$1,899,109

Approved by Full ARC on 11-15-16

**Budget Amendments:**

#1 3-23-17	Approved by Full ARC
#2 8-3-17	Approved by Full ARC
#3 11-2-17	Draft

Proposed ARC Budget Items		Committee Budget	Funding Source(3)							"Provider" Using Budget (2)
			ARC Dues	SPAC Grant	GLRI/NOAA Grant		SAW Grant	Wayne County	Other Source/Match	
Organization Committee										
(1)OC1	Executive Director Services	\$ 90,000	\$ 90,000							EDS
	Pursuing Grant Opportunities		\$ -							EDS
OC2	ARC-FOTR Integration	\$ 10,000	\$ 10,000							
Organization Committee Total		\$ 100,000	\$ 100,000							
Finance Committee										
FC1	Accounting/Legal Services	\$ 20,000	\$ 20,000							outside purchase
FC2	ARC Insurance	\$ 1,500	\$ 1,500							outside purchase
Finance Committee Total		\$ 21,500	\$ 21,500							
Public Education and Involvement Committee										
PIE1	Development and Implementation	\$ 65,000	\$ 65,000							EDS/WC/FOTR
			\$ -							
PIE Committee Total		\$ 65,000	\$ 65,000					\$ -		
Technical Committee										
TC1	Rouge River Macroinvertebrate Monitoring	\$ 58,500	\$ 58,500							FOTR/WC/EDS
TC2	IDEP Activities	\$ 81,000	\$ 66,000					\$ 15,000		EDS/WC/OC
Technical Committee Total		\$ 139,500	\$ 124,500					\$ 15,000		
Total Amount Requested by All Committees		\$ 326,000	\$ 311,000	\$ -					\$ 15,000	
			ARC Dues	SPAC Grant	GLRI/NOAA Grant	FOTR/Erb Found.	SAW Grant	Wayne County	Other Source/Match	
Other Grants (3)										
SAW1	SAW grant 5/1/15-12/31/18	\$940,153					\$940,153			EDS/WC/FOTR/OC
WCGL1	Wayne County Inv. Species Col. 6/1/15-2/1/17	\$14,323						\$14,323		EDS
NOAA3	NOAA HFE Dam Fish Passage Design 9/1/15-4/30/17	\$200,000			\$200,000					EDS/WC
SPAC8	SPAC8 RRAC Facilitation 6/16 - 6/30/17	\$14,972		\$14,972						EDS/WC
SPAC9	SPAC9 RRAC – Facilitation, habitat & fish 4/1/17-6/30/18	\$15,000		\$15,000						
WCEPA1	HFE Dam Fishway Implementation 12/1/16-6/30/18	\$180,000						\$180,000		
WCEPA2	Oxbow Restoration Phase 3 12/1/16-6/30/18	\$130,000						\$130,000		
Total Other Grants:		\$1,494,448	\$0							
TOTAL BUDGET		\$1,820,448	\$311,000	\$29,972	\$200,000	\$0	\$940,153	\$324,323	\$15,000	
TOTAL INCOME		\$1,899,109								
Available Unallocated ARC Budget (total income minus total budget)		\$ 78,661								

**Notes**

- (1) Includes fiduciary services, advocacy and administration  
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.
- (2) for this assistance is not included in ARC budget.
- (3) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.

**Amendments 3/2/17**

- FC1 Adds SPAC9 RRAC - Facilitation, Habitat & Fish Project, grant total of \$29,985 will be added to ARC budget upon grant award with \$15,000 budgeted in 2017

**Amendments 6/27/17**

- FC2 Scope change - Reallocates \$25,000 with no increase in the overall budget from Wayne County's budget in TC1 to ARC staff to provide GIS info on stormwater outfalls to the Rouge as part of the SAW grant. This will be used as match for SAW
- FC3 Adds OC2 ARC-FOTR Integration task in the amount of \$10,000 from the ARC's unallocated funds.
- FC4 Adds scope to SAW1 with unallocated SAW funds for monitoring and planning activities. There is no increase to the overall budget.

**DRAFT Amendments 11/2/17**

- FC5 Adds scope to SAW1 with unallocated SAW funds for outfall screening activities. There is no increase to the overall budget.



*Working together, restoring the river*

## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2017 BUDGET AMENDMENT: Finance Committee Amendment 5

**REQUEST DATE:** October 13, 2017

**LINE ITEM:** SAW1

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** Due to efficiencies in completing the scope of work, there are currently unallocated funds associated with the SAW grant. These funds are eligible to be used for monitoring and planning activities to support ARC member's permit applications. To further the Collaborative IDEP Plan, outfall monitoring is needed to identify priority areas for illicit discharge investigations.

Based on data provided to the ARC, there is an estimated 2,284 regulated outfalls owned by the 22 cities and villages participating in the IDEP Plan. A minimum of 20% of these outfalls need to be screened according to the IDEP Plan (See Table 1).

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

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)

**Timeline:** Identify Priority Outfalls by March 30, 2018  
Complete outfall screening reports by August 30, 2018  
Complete suspicious discharge report by September 30, 2018



**Table 1. Outfall Screening Needs per the Collaborative IDEP Plan**

<b>IDEP Plan Permittee</b>	<b>No. of Outfalls (and Discharge Points*)</b>	<b>Minimum No. of Outfalls requiring screening (20%)</b>
Beverly Hills	54	11
Bingham Farms	15	3
Birmingham	32	7
Bloomfield Hills	64	13
Bloomfield Twp.		
Canton Twp.		
Dearborn Heights	0	0
Farmington	29	6
Farmington Hills	135	27
Franklin	7	2
Garden City	6	2
Inkster	10	2
Lathrup Village	8	2
Livonia	753	151
Melvindale	2	1
Northville	68	14
Northville Twp.		
Novi	35	7
Oakland County		
Oak Park	1	1
Plymouth	191	39
Plymouth Twp.		
Redford Twp.		
Southfield	72	15
Troy	60	12
Walled Lake	29	6
Wayne	98	20
West Bloomfield Twp		
Westland	561	113
Wayne County		
Henry Ford College		
<b>Total</b>	<b>2,230</b>	<b>454</b>

Permittees not subject to the Outfall Screening requirement

\*Discharge points do not need to be screened

**RATIONALE (including why needed):** These activities will support the Collaborative IDEP Plan.

**BUDGET (including how the amount requested was established):** The budget for this effort is \$128,774 with the detailed budget attached as Table 2.

This task uses current budgeted SAW grant funds and therefore does not increase the ARC's 2017 budget. However, there are only \$113,863 unallocated funds left in the SAW grant. Therefore, it is suggested that the budget (\$19,660) for municipal facility pollution prevention inspections be

reallocated to this task. To date, no ARC member has requested these inspections. This reallocation will allow this task to be fully funded by the SAW grant and leave \$4,749 in unallocated SAW funds.

**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.

Table 2. ARC Outfall Screening Budget

		Identify & Screen Priority Outfalls		Total	
ECT Professional Services	rates	Hrs	Cost	Hrs	Cost
Jim	\$200		\$0	0	\$0
John	\$170		\$0	0	\$0
Annette	\$140	80	\$11,200	80	\$11,200
Chris	\$95		\$0	0	\$0
sr	\$135		\$0	0	\$0
mid	\$100	287	\$28,700	287	\$28,700
jr	\$75	968	\$72,600	968	\$72,600
Administrative	\$65	22	\$1,430	22	\$1,430
Totals		1357	\$113,930	1357	\$113,930
Expenses:					
Lab			\$8,750		\$8,750
Field Supplies			\$1,375		\$1,375
Vehicle			\$4,719		\$4,719
Misc. Expenses					\$0
Expense Total			\$14,844		\$14,844
TOTAL COST			\$128,774		\$128,774

## Outfall Screening Detail

Labor	events	hours	personnel	Total
Develop process selecting priority outfalls (2,230 outfalls to be pre-screened)	1	10	1	10
Gather IDEP reports and outfall data	22	2	1	44
Review IDEP reports and outfall data	22	4	1	88
QA/QC outfalls selected	1	11	1	11
Field prep	1	12	1	12
outfall inspections - Assume 450 outfalls	55	8	2	880
Data assessment	22	4	1	88
Summary report for each community (22)	22	8	1	176
QA/QC reports and formating	22	1	1	22
ODCs	trips	units	rate	
Mileage-meeting	22	50	\$ 0.54	\$ 594
Truck		55	\$ 75	\$ 4,125
Field supplies		55	\$ 25	\$ 1,375
Subtotal				\$ 14,844

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 \$128,774 to \$1,467,723*. 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.**

**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. There are currently unallocated funds associated with the SAW grant. These funds are eligible to be used for monitoring and planning activities to support ARC members permit applications. Based on input from the Technical Committee, the following activities are recommended to be added:

- A. IDEP Methods Review
  - This will support the Collaborative IDEP plan by justifying that the ARC approach is more effective than other traditional approach employed in other SE Michigan communities.
- B. SWPPP Inspections
  - This will support ARC-member Good Housekeeping/Pollution Prevention plans by providing inspections at high priority facilities.
- C. Additional Monitoring Efforts
  - In order to complete the ongoing monitoring efforts, staff have undertaken several additional tasks that were not originally anticipated. Some of these changes were implemented to address MDEQ comments on the Collaborative IDEP plan.
- D. Dissolved oxygen monitoring
  - This will support the removal of 200 stream miles from the impaired waters list which will limit the number of ARC members that need to comply with TMDL requirements for dissolved oxygen impairments.
- E. Bacterial source tracking analysis
  - This will support the investigation efforts under the Collaborative IDEP Plan by providing some indications if E. coli sources at certain locations are human in nature.

The ARC will be 100% reimbursed by the SAW grant for all work associated with the current and amended scope.

**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

**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.

**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 contractors 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.

#### **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 preformed  
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

#### **Task 7.           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)*



## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2018 BUDGET REQUEST DRAFT

**REQUEST DATE:** October 30, 2017

**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 taxes, preparation of the financial report and the A133 audit if required. These funds would also cover any legal issues that may arise related to the ARC.

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

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

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



## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2018 BUDGET REQUEST DRAFT

**REQUEST DATE:** October 30, 2017

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

**COMMITTEE MAKING REQUEST:** Finance Committee

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

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

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

**BUDGET (including how the amount requested was established):** \$1,500, based on an estimated budget. The ARC's insurance agent has consistently been able to get a lower rate for the ARC and the actual 2017 cost for insurance was \$923. It is anticipated that this line item will again be similar, but ARC staff is recommending the \$1,500 budget in case there is an increase. The insurance cost will be confirmed prior to the November, 2017 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 2018.



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## ALLIANCE OF ROUGE COMMUNITIES

### FINANCE COMMITTEE

#### 2018 BUDGET RECOMMENDATION

**REQUEST DATE:** November 6, 2017

**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 BUDGET:** \$70,360

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

##### **PIE1 – Annual Permit Activities - \$45,560**

##### **BMP0 – PIE Committee Support and PPP (ARC Staff: \$7,040, FOTR: \$1,500, Wayne County: \$1,000)**

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: \$6,480, ARC: \$12,500)**

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: \$6,800)**

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: \$4,060)**

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: \$1,920)**

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: \$1,140)**

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: \$3,120)**

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

**PIE2 –2018 Permit Cycle Activities - \$24,800****BMP0 – PIE Committee Support (ARC Staff: \$1,460)**

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 2018 which will include advertising it on the ARC website and Facebook and ARC member and partner websites.

**BMP1 – Design/Distribute Materials (No cost under PIE2)**

No anticipated activities in 2018.

**BMP2 – Articles/Ad Graphics (ARC Staff: \$1,240)**

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 & Posters (ARC Staff: \$1,400, ARC: \$1,000)**

ARC Staff will update, print and distribute the ARC's seasonal posters once in 2018. ARC Staff will create one static display in 2018 to be made available for ARC members to use in their facilities. The printing of the posters is included in PIE1-BMP1. This also includes \$1,000 for printing of one display.

**BMP5 – Development of Homeowner Education Materials (ARC Staff: \$1,200)**

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: \$1,500, ARC: \$1,000, Wayne County: \$3,500)**

The ARC will fund 2 River Residency Workshops in Green Schools within the ARC communities using the University of Michigan's River Table. 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 (ARC Staff: \$500, FOTR: \$2,000)**

The ARC will fund 1 workday in the Rouge River Watershed at a new or existing green infrastructure project site to be planned, coordinated and staffed by Friends of the Rouge. ARC Staff will assist with planning and promote the volunteer activities on the ARC's website and Facebook.

**BMP9 – Rouge River Watershed Signage (ARC staff: \$10,000)**

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 2018 and the remainder surveyed in 2019. This will include discussions 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.

**2018 Budget Allocation:**

TASK	RESPONSIBLE PARTY	BUDGET
PIE1: Annual Activities	ARC Staff	\$30,560
	ARC Direct	\$12,500
	FOTR	\$1,500
	Wayne County	\$1,000
<i>Sub-total PIE1</i>		<i>\$45,560</i>
PIE2: 2018 Permit Cycle Activities	ARC Staff	\$17,300
	ARC Direct	\$2,000
	FOTR	\$2,000
	Wayne County	\$3,500
<i>Sub-total PIE2</i>		<i>\$24,800</i>
<b>TOTAL 2018 PIE Budget</b>		<b>70,360</b>



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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2018 Budget Recommendation  
Technical Committee**

**REQUEST DATE:** November 2, 2017

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

As part of development of the IDEP plan, priority areas were selected for additional investigations:  
Wayne County Priority areas:

- North Branch Tonquish Creek and the Middle Rouge in Plymouth/Plymouth Township from the north side of Joy Road just west of Lilley Road;
- Tributary to the Bell Branch at the north end of Bicentennial Park which north of 7 Mile Road and west of Gill Road in Livonia;
- Lower Rouge in Canton Township from Proctor and Denton roads west including Superior Township; and
- Sines and Arnold Drain in Canton Township at Sheldon Road 0.5 miles north of Michigan Ave and the McKinstry Drain in Canton Township south of Michigan Ave between Lilley and Beck roads including Van Buren and possibly Ypsilanti townships.

Oakland County Priority areas:

- Claude Stevens No. 1, 3, 4 and 10, Bloomfield Highlands and Devonshire drainage areas in Bloomfield Township; and
- Austin, Eight Mile Road, Fracassi, Flannery and Owens Relief drainage areas in Southfield.

In addition to investigations, IDEP training is needed to support the Collaborative IDEP plan.

It should be noted that the priority areas are being reevaluated in 2018 based on the screening of the priority outfalls. This will result in a new set of priority areas for 2019 and beyond which will focus on community MS4s.

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

**A. Meetings.** 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. Report on topics of interest to the Technical Committee throughout the year.

**B. 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. That being said, the anticipated scope of work for 2018 (subject to change) for both counties is as follows:

Wayne County:

- N. Branch Tonquish Creek in Plymouth
- Perrin Drain in Inkster
- Other areas as dictated by 2017 monitoring results

Oakland County:

- Fracassi Drain
- Austin, Eight Mile Road, Flannery and Owens Relief drains

**C. IDEP Training.** ED and Wayne County staff will provide staff for two IDEP Training workshops. We anticipate that one workshop will be the Investigator training which will be hosted by an ARC member. Wayne County staff will handle the advertisement, scheduling, registration, and meeting room arrangements. The second workshop will be an awareness-type training offered in a web-based format. This format is being considered in order to reach more municipal staff who are critical to identifying potential problems in their community. ED staff will provide the logistics for the webinar training. WC staff will provide the presenter for the training.

ED staff will also participate in the development of a 5-year MS4 training plan with other partners in southeast MI. We anticipate that SEMCOG will lead that effort.



**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 \$94,600 as summarized in the table below. A portion of this funding (\$79,600) will be provided by ARC dues. The remaining funding (\$15,000) will be provided by Oakland and Wayne counties as matching effort.

#### Budget Estimate

Task	Responsible Party	Estimated ARC Budget	Match Budget	Rationale
A. Meetings	ED	\$6,590	\$0	48 hours: facilitate 2 meetings, meeting summaries, and budget recommendations plus mileage
B. IDEP Field Investigations	ED, WC and OC	OC: \$30,000 WC: \$30,000 ED: \$5,140	OC: \$7,500 WC: \$7,500	OC: \$37,500* WC: \$37,500* ED: 36 hours: scope of work preparation, final report review, oversight, technical input and reporting to ARC, plus mileage
C. IDEP Training	WC and ED	WC: \$3,500 ED: \$4,370	\$0	WC: \$3,000 for training prep and participation ED: 36 hours: trainer participation, webinar logistics and facilitation, training plan development, plus expenses
<b>Total:</b>		<b>\$79,600</b>	<b>\$15,000</b>	

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

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



October 16, 2017

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

**RE: Environmental Consulting & Technology, Inc. Contract Extension 2018**

Dear Ms. Siedlaczek:

Environmental Consulting & Technology, Inc. (ECT) is writing to inform you that ECT's current contract with the Alliance of Rouge Communities (ARC) is scheduled to end at the end of this year, December 31, 2017. Per Section III. Term of Contract:

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

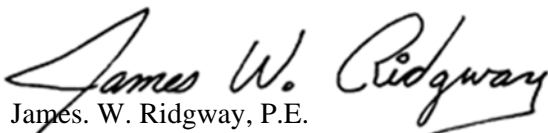
Therefore, ECT is requesting an annual extension of our contract, under its current terms, be considered and granted. This would extend the current contract end date to December 31, 2018, and be the final potential one-year extension.

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

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

Respectfully submitted,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**

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

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