



Working together, restoring the river

Annette DeMaria, P.E., PMP
Executive Director

DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

November 9, 2021, 9:00 a.m.

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1. **Welcome** – Doug Moore, Chair
2. **Roll Call of Members** (Newsome) and record of others present

<i>Alliance of Rouge Communities</i> <i>Executive Committee</i>		
Officers		
Chair	Doug Moore	Livonia
Vice-Chair	Charles Markus	Bloomfield Twp.
Treasurer	Rebecca Runkel	Novi
Past Chair	Brandy Siedlaczek	Southfield
Counties		
Oakland Co. – Rep.	Jim Nash	OCWRC
Oakland Co. – Alt.	Jacy Garrison	OCWRC
Washtenaw Co.- Rep.	Evan Pratt	WCWRC
Washtenaw Co.- Alt.	Heather Rice	WCWRC
Wayne Co. - Rep.	Noel Mullett	WCDPS
Wayne Co. - Alt.	Vacant	WCDPS
SWAGs		
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield
Main 1 & 2 - Alt.	Olivia Olsztyn-Budry	Bloomfield Twp.
Main 3 & 4 - Rep.	Paul Horen	Redford Twp.
Main 3 & 4 - Alt.	Vacant	
Upper - Rep.	Karen Mondora	Farmington Hills
Upper - Alt.	Trisha Gabriel	Livonia
Middle 1 - Rep.	Bob Belair	Northville Twp.
Middle 1 - Alt.	Rebecca Runkel	Novi
Middle 3 - Rep.	Ramzi El-Gharib	Westland
Middle 3 - Alt.	<i>Invitation sent</i>	<i>Kristina Kramarz, Dearborn Heights</i>
Lower 1 - Rep.	John Selmi	Canton Twp.
Lower 1 – Alt.	Vacant	
Lower 2 - Rep.	Mike Buiten	Wayne
Lower 2 - Alt.	Jerome Bivins	Inkster
Lower 2 – Alt.	Kathy Hood	Romulus

Cooperating Partners:

Cranbrook Institute of Science
Friends of the Rouge
Great Lakes Water Authority
Rouge River Advisory Council
SEMCOG
Southeastern Oakland
County Water Authority
The Henry Ford

- 3. **Additions or Changes to Draft Agenda**
- 4. **Summary of September 21, 2021 Executive Committee Meeting** Action
- 5. **Executive Director Report (ARC Staff)**
 - A. Grant Report Information
- 6. **Standing Committee Reports**
 - A. Finance Committee (Runkel, Treasurer/C. O’Meara)
 - 1. A/P, A/R & Profit/Loss Report Information
 - 2. 2020 Audit Action
 - 3. Ratify E-mail Vote Action
 - a. 10/1/21: 2021 Contract award to Inland Lakes Landscaping Corporation in the amount of \$385,335 for work under the GLRI Grant: Rouge River AOC Habitat Restoration Implementation-Wayne County Parkland (GLRI Grant Number GL - 00E02896)
 - 4. 2022 Draft Budget Recommendations Action
 - 5. ECT Contract Amendment Action
 - a. Work Order No. 2019-ECT1 10/28/21 Revision
 - B. Organization Committee (Mullett/C. O’Meara)
 - C. PIE (Public Involvement and Education) Committee (Garrison, Chair)
 - 1. Status Report Information
 - D. Technical Committee (Mondora, Chair)
 - 1. Status Report Information
- 7. **Report from Counties**
- 8. **Other Business**
- 9. **Summary of Executive Committee Actions (Newsome)**
- 10. **Upcoming Meetings**
- 11. **Adjourn**

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11/05/21

Alliance of Rouge Communities
A/P Aging Summary
As of November 5, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Anglin Civil	0.00	316,887.16	0.00	0.00	0.00	316,887.16
City of Livonia	15,000.00	0.00	0.00	0.00	0.00	15,000.00
Environmental Consulting & Technology, In	79,635.24	0.00	0.00	0.00	0.00	79,635.24
Friends of the Rouge	17,628.28	0.00	0.00	0.00	0.00	17,628.28
Jason Clausen, PC	0.00	4,000.00	0.00	0.00	0.00	4,000.00
TOTAL	<u>112,263.52</u>	<u>320,887.16</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>433,150.68</u>

Alliance of Rouge Communities
A/R Aging Summary
As of November 5, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
EGLE - PAC grant	4,395.00	0.00	1,887.50	0.00	0.00	6,282.50
Henry Ford Community College	0.00	0.00	0.00	0.00	955.00	955.00
MDEQ SAW Grant	0.00	0.00	0.00	0.00	0.00	0.00
Melvindale	0.00	0.00	0.00	0.00	3,347.00	3,347.00
Oak Park	0.00	0.00	0.00	0.00	193.00	193.00
Romulus	0.00	0.00	0.00	0.00	2,704.00	2,704.00
Schoolcraft College	0.00	0.00	0.00	0.00	955.00	955.00
Southfield	0.00	0.00	0.00	0.00	22,850.00	22,850.00
USDA Forest Service	8,800.00	0.00	0.00	0.00	0.00	8,800.00
Wayne County Airport Authority	0.00	0.00	0.00	0.00	2,885.00	2,885.00
Wayne County DOE	0.00	0.00	58,388.31	560.00	0.00	58,948.31
Wixom	0.00	0.00	0.00	0.00	681.00	681.00
TOTAL	<u>13,195.00</u>	<u>0.00</u>	<u>60,275.81</u>	<u>560.00</u>	<u>34,570.00</u>	<u>108,600.81</u>

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
4791 · 2021 ARC Membership Dues	336,801.00	336,803.00
Total 47200 · Program Income	336,801.00	336,803.00
47500 · Contributions		
11501 · FS4 20-22 Reduce Runoff match	14,250.00	65,445.00
47500.1 · Contributions-Donated Service	0.00	33,500.00
Total 47500 · Contributions	14,250.00	98,945.00
48000 · Grants		
48913 · EGLE PAC Supt 11 RRAC Fac 20-22	18,588.89	35,000.00
60665 · WC EPA1 HFE Fishway	560.00	500.00
60666.1 · WC EPA3 AOC Parks Habitat Rest.	200,918.52	200,000.00
60667 · EPA3 Tamarack/Johnson Creek	8,900.00	8,900.00
60667.1 · EPA4-Implement Tam/Johnson Crk	461,604.66	2,200,000.00
60667.2 · EPA5-Seeley Creek Hab Res	29,350.04	704,500.00
60667.3 · EPA6A-RR AOC Venoy	55,486.89	790,000.00
60667.4 · EPA6B-RR AOC Colonial	59,663.85	790,000.00
60667.5 · EPA7-WC 5 Parks Implementation	16,705.00	1,241,500.00
60670 · FS4 20-22 Reduce Runoff	26,261.25	249,083.00
60671 · EPA8 LTU Wetland Design	25,207.95	75,000.00
60672 · EPA9 - Wil/Pho/Ink Design	5,645.00	225,000.00
Total 48000 · Grants	908,892.05	6,519,483.00
Total Income	1,259,943.05	6,955,231.00
Expense		
60400 · ARC Awards and Grants		
60410 · Executive Director Services		
60410.2 · 101 Program Support	54,433.75	62,100.00
60410.3 · 102 MGT Admin & Financial	42,035.69	53,800.00
60410.4 · 103 Funding - grants	12,666.00	11,840.00
Total 60410 · Executive Director Services	109,135.44	127,740.00
60420 · Public Involv. & Education Com.		
60420.1 · PIE1-Col PEP/PPP Annual act.	42,154.39	53,780.00
60420.2 · PIE2-Col PEP/PPP 5yr activities	8,154.79	14,700.25
Total 60420 · Public Involv. & Education Com.	50,309.18	68,480.25
60430 · Technical Committee		
60430.5 · IDEP Investigations	34,785.17	30,000.00
60432.1 · TC1-Col IDEP/TMDL annual	15,437.50	50,520.00
60432.2 · TC2-Col IDEP/TMDL 5yr	3,907.50	8,200.00
Total 60430 · Technical Committee	54,130.17	88,720.00
Total 60400 · ARC Awards and Grants	213,574.79	284,940.25
604608 · SPAC11 RRAC Facilitation 2020	31,067.17	35,000.00
606651 · WC EPA1 HFE Fishway	560.00	500.00
606653 · EPA3 Tamarack/Johnson Creek	8,900.00	8,900.00
606655 · EPA5-Seeley Creek Hab Restor.	29,660.04	704,500.00
606656 · EPA4-Implement Tam/Johnson Crk	812,996.15	2,200,000.00
606657 · WC EPA3 AOC Parks Habitat Rest.	200,918.52	200,000.00
606658 · EPA6A-RR AOC Venoy	55,581.89	790,000.00
606659 · EPA6B-RR AOC Colonial	59,758.85	790,000.00
606660 · EPA7 WC 5 Park Implementation	20,441.25	1,241,500.00
606661 · FS4 20-22 Reduce Runoff	44,713.75	249,083.00
606662 · EPA8 LTU Wetland Design	32,242.05	75,000.00
606663 · EPA9 - Wil/Phoe/Ink Design	12,535.00	225,000.00
60900 · Business Expenses	317.99	

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Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21	Budget
62100 · Contract Services		
62110 · FC1-Accounting Fees	19,425.00	20,500.00
62140 · FC1-Legal Fees	0.00	1,000.00
62150 · Outside Contract Services	0.00	0.00
65120 · FC2-Insurance - D&O	1,012.00	1,500.00
65121 · Mailbox and web hosting fee	480.00	
Total 62100 · Contract Services	20,917.00	23,000.00
Total Expense	1,544,184.45	6,827,423.25
Net Ordinary Income	-284,241.40	127,807.75
Net Income	-284,241.40	127,807.75

ALLIANCE OF
ROUGE
COMMUNITIES

**Audited Financial
Statements**

For the years ended
December 31, 2020 and 2019

ALLIANCE OF ROUGE COMMUNITIES
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Management of
Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, MI 48188

Report on the Financial Statements

We have audited the accompanying financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statement of financial position as of December 31, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our 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 we 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, we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our 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, 2020 and 2019, 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 Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 29, 2021, on our consideration of Alliance of Rouge Communities' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Alliance of Rouge Communities' 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.

Jason F. Clausen, P.C.

Fraser, MI
September 29, 2021

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2020 AND 2019

ASSETS

	2020	2019
CURRENT ASSETS:		
Cash and Cash Equivalents	\$ 217,904	\$ 278,602
Accounts Receivable	250,106	259,361
TOTAL ASSETS	\$ 468,010	\$ 537,963

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:		
Accounts Payable	\$ 224,709	\$ 351,829
Accrued Expenses	48,227	6,129
Deferred Revenue	-	2,773
TOTAL LIABILITIES	272,936	360,731
NET ASSETS:		
Without Donor Restrictions	(105,032)	(128,097)
Board Designated Quasi Endowment	50,000	50,000
Total Without Donor Restrictions	(55,032)	(78,097)
With Donor Restrictions	250,106	255,329
TOTAL NET ASSETS	195,074	177,232
TOTAL LIABILITIES AND NET ASSETS	\$ 468,010	\$ 537,963

See notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

	2020			2019
	Without Donor Restrictions	With Donor Restrictions	Total	
REVENUE:				
Membership Dues	\$ 330,142	\$ -	\$ 330,142	\$ 323,724
Grants	-	1,843,923	1,843,923	759,621
Contributions	35	-	35	-
In-kind Donations	37,500	-	37,500	12,347
Net Assets Released from Restrictions	1,849,146	(1,849,146)	-	-
 Total Revenue	 2,216,823	 (5,223)	 2,211,600	 1,095,692
EXPENSES:				
Program	2,115,240	-	2,115,240	988,415
Management and General	66,631	-	66,631	49,560
Fundraising	11,887	-	11,887	14,133
Total Expenses	2,193,758	-	2,193,758	1,052,108
 CHANGE IN NET ASSETS	 23,065	 (5,223)	 17,842	 43,584
NET ASSETS:				
Beginning of year	(78,097)	255,329	177,232	133,648
End of year	\$ (55,032)	\$ 250,106	\$ 195,074	\$ 177,232

See notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2020 AND 2019

	2020			Total	2019
	Program	Management and General	Fundraising		
Executive Director Services	\$ 75,565	\$ 45,157	\$ 11,639	\$ 132,361	\$ 130,954
Public Involvement & Education	74,626	-	-	74,626	67,695
Technical Committee	119,517	-	-	119,517	74,588
Project Expenses	1,843,923	-	-	1,843,923	759,651
Professional Fees	-	20,513	-	20,513	15,863
Insurance	563	336	87	986	961
Website	673	402	104	1,179	2,070
Office Expense	360	215	55	630	318
Bank Charges	13	8	2	23	8
Total Expenses	\$ 2,115,240	\$ 66,631	\$ 11,887	\$ 2,193,758	\$ 1,052,108

See notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

	2020	2019
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FROM OPERATING ACTIVITIES:		
CHANGE IN NET ASSETS	\$ 17,842	\$ 43,584
Changes in operating assets and liabilities which increase (decrease) cash flow -		
Accounts receivable	9,255	(58,361)
Prepaid expenses	-	1,074
Accounts payable	(127,120)	61,299
Accrued expenses	42,098	6,129
Deferred revenue	(2,773)	2,773
	<u>(60,698)</u>	<u>56,498</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>(60,698)</u>	<u>56,498</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(60,698)	56,498
CASH AND CASH EQUIVALENTS BALANCE - beginning of year	<u>278,602</u>	<u>222,104</u>
BALANCE - end of year	<u>\$217,904</u>	<u>\$278,602</u>
Supplemental disclosures of cash flow information:		
Cash paid during the year for:		
Interest	\$ -	\$ -
Income taxes	\$ -	\$ -

See notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

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.

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with our audited financial statements for the year ended December, 31, 2019, from which the summarized information was derived.

Cash and Cash Equivalents

The Organization considers all cash and amounts due from depository institutions that are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents for purposes of the statement of cash flows.

Receivables

Accounts receivable consist primarily of noninterest-bearing amounts due for membership dues and reimbursements due from local and federal agencies under various grant agreements. The determination for allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectible. At December 31, 2020 and 2019, the allowance was \$0.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor- or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

- Without Donor Restrictions: Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.
- With Donor Restrictions: Net assets subject to donor (or certain grantor) restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

The Organization's revenue consists primarily of membership dues and cost-reimbursable federal and state contracts and grants. Membership dues, which are nonrefundable, are comprised of an exchange element based on the value of benefits provided for assisting communities with state imposed water permit requirements, and are recognized over the membership period, which is the calendar year in which they

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

are billed. Cost-reimbursable contracts and grants are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. The Organization received cost-reimbursable grants of \$9,389,064 that have not been recognized at December 31, 2020 because qualifying expenditures have not yet been incurred.

ARC has adopted Accounting Standards Update (ASU) No. 2018-08 Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605) as management believes the standard improves the usefulness and understandability of the Organization's financial reporting.

Two grantors accounted for approximately 78% and 84% of grant revenue during the years ended December 31, 2020 and 2019, respectively.

Allocation of Functional Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Expenses that can be identified with a specific program are charged directly to that program. Program expenses that cannot be identified with a specific program require allocation on a reasonable basis that is consistently applied. The operation expenses that are allocated to programs are based on the ratio of program executive director services to total executive director services.

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, and those differences could be material.

Income Tax Status

Alliance of Rouge Communities is organized as a Michigan nonprofit corporation and has been recognized as exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, it is subject to income tax on net income that is derived from business activities that are unrelated to the Organization's exempt purposes. The Organization has determined that it is not subject to unrelated business income tax and is not required to file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

NOTE 2 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of the balance sheet date, reduced by amounts not available for general use due to contractual or donor-imposed restrictions within one year of the balance sheet date.

Financial assets at year-end:	
Cash	\$ 217,904
Accounts Receivable	250,106
Total financial assets	<u>468,010</u>
Less amounts unavailable to be used within one year:	
Quasi endowment established by the board	<u>50,000</u>
Financial assets available to meet general expenditures within one year	<u>\$ 418,010</u>

ARC's policy is generally to maintain financial assets to meet 90 days of operating expenses. As part of its liquidity plan, management has determined that maintaining excess cash in the organization's bank account is sufficient to meet the cash flow needs of the organization.

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, 2020, the balance was fully insured. At December 31, 2019, the balance exceeded the FDIC limit by \$28,602.

NOTE 4 – CONTINGENCIES

The final determination of grant revenue is subject to the acceptance of qualifying costs by the grantor agencies. To the extent that costs are disallowed by any grantor agency, the Organization would be required to reimburse the applicable grantor. ARC does not believe that any potential disallowed costs would be material to the financial statements.

NOTE 5 – REVENUE FROM CONTRACTS WITH CUSTOMERS

The following table provides information about significant changes in the contract liabilities for the year ended December 31, 2020:

Deferred membership dues, beginning of year	\$ 2,773
Decrease in deferred revenue due to revenue recognized during the period	<u>\$ (2,773)</u>
Deferred membership dues, end of year	<u>\$ -</u>

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

NOTE 5 – REVENUE FROM CONTRACTS WITH CUSTOMERS (CONTINUED)

The Organization has adopted Accounting Standards Update (ASU) No. 2014-09 Revenue from Contracts with Customers (Topic 606), as amended, as management believes the standard improves the usefulness and understandability of ARC's financial reporting. Analysis of various provisions of this standard resulted in no significant changes in the way the Organization recognizes revenue, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

NOTE 6 – IN-KIND DONATIONS

The Organization received donated services from a non-profit organization and local government agencies for assistance with tasks related to the public involvement and education committee and technical committee. The Organization also received free use of a facility to hold an event during 2019. For the year ended December 31, 2020 and 2019, the total fair value of all in-kind donations received was \$37,500 and \$12,347, respectively.

NOTE 7 – 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 \$1,193,708 and \$904,948 for the years ended December 31, 2020 and 2019, respectively.

NOTE 8 – SUBSEQUENT EVENTS

In March 2020, the COVID-19 virus was declared a global pandemic affecting a wide range of businesses and organizations. While the disruption to ARC is not expected to be significant, it will potentially affect the timeline of the grant related projects in process at that time. No adjustments have been made to these financial statements as a result of the uncertainties caused by the virus. However, the related financial impact and duration cannot be reasonably estimated at this time.

Subsequent events have been evaluated through September 29, 2021, the date which the financial statements were available to be issued.



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 and Management of
Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, MI 48188

We 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 statements of financial position as of December 31, 2020 and 2019, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 29, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we 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 our 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, we do not express an opinion on the effectiveness of the 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.

Our 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 our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Alliance of Rouge Communities' financial statements are free from material misstatement, we 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 our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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.

Jason F. Clausen, P.C.

Fraser, MI

September 29, 2021



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors and Management of
Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, MI 48188

Report on Compliance for Each Major Federal Program

We have audited Alliance of Rouge Communities' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Alliance of Rouge Communities' major federal programs for the year ended December 31, 2020. Alliance of Rouge Communities' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Alliance of Rouge Communities' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Alliance of Rouge Communities' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Alliance of Rouge Communities' compliance.

Opinion on Each Major Federal Program

In our opinion, Alliance of Rouge Communities complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2020.

Report on Internal Control over Compliance

Management of Alliance of Rouge Communities is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Alliance of Rouge Communities' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Alliance of Rouge Communities' internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Jason F. Clausen, P.C.

Fraser, MI

September 29, 2021

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020

Federal Agency/Cluster or Program Title	Direct or Pass-Through Grantor	Pass-Through Grant Number	CFDA Number	Federal Expenditures
U.S. ENVIRONMENTAL PROTECTION AGENCY				
Great Lakes Programs Rouge River AOC Habitat Design Projects	Great Lakes National Program Office	GL-00E02344	66.469	\$ 158,835
GLRI: Seeley Creek Habitat Restoration		GL-00E02700	66.469	53,304
Rouge River AOC Habitat Restoration Implementation - Tamarack/Johnson Fish Hatchery		GL-00E02478	66.469	976,446
Rouge River AOC Habitat - Colonial & Venoy Restoration		GL-00E02830	66.469	57,864
Rouge River AOC Habitat Restoration Implementation - Wayne County Parkland		GL-00E02896	66.469	14,370
Rouge River AOC PAC Support - Facilitation, Habitat, and Fish Surveys	Michigan Department of Environment, Great Lakes, and Energy	GL-00E02481	66.469	35,242
Great Lakes Restoration Initiative Rouge River Areas of Concern Wayne County Habitat Restoration	Wayne County	GL-00E02040	66.469	519,406
TOTAL FEDERAL AWARDS				\$ 1,815,467

See notes to the schedule of expenditures of federal awards

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020

NOTE 1 - BASIS OF ACCOUNTING

The Schedule of Expenditures of Federal Awards includes the federal grant activity of Alliance of Rouge Communities and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

NOTE 2 - INDIRECT COST RATE

Alliance of Rouge Communities did not elect to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2020

SECTION I - Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:
Material weakness(es) identified? yes no

Significant deficiencies identified that are not considered to be material weaknesses? yes none reported

Noncompliance material to financial statements noted? yes no

Federal Awards

Internal control over major programs:
Material weakness(es) identified? yes no

Significant deficiencies identified that are not considered to be material weaknesses? yes none reported

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance, Section 200.515? yes no

Identification of major programs:

CFDA Number:	Name of Federal Program or Cluster
66.469	Great Lakes Program

Dollar threshold used to distinguish between type A and type B programs: \$ 750,000

Auditee qualified as a low-risk auditee? yes no

SECTION II – Corrective Action Plan

No matters were noted, therefore no corrective action is necessary.

SECTION III - Summary Schedule of Prior Audit Findings

There were no findings from prior years.

**Alliance of Rouge Communities
DRAFT 2022 Budget**

ORIGINALLY APPROVED:
AMENDMENTS:

2022 Anticipated Dues from Communities (\$343,539) and In-kind Services	\$373,539	TOTAL 2022 ARC FUNDING	\$539,476
Rollover funds from 2021 (estimate) ⁽³⁾	\$195,937	TOTAL 2022 OUTSIDE FUNDING	\$5,246,694
Total ARC Dues Available	\$569,476	TOTAL 2022 FUNDING	\$5,786,170
2022 ARC Activities Budgeted	\$426,565	TOTAL 2022 ACTIVITY COST (Committee & Grants)	\$5,643,259
2022 estimated balance (estimated 2023 rollover)	\$142,911	TOTAL 2022 ESTIMATED BALANCE (ALL SOURCES)	\$142,911

Note ⁽³⁾: in 2019 \$50,000 was put aside for future use to meet sampling requirements and is not included on this budget.

Proposed ARC Budget Items	Activity Cost	ARC Dues	Funding Source					Other Source/Match	"Provider" Using Budget (1)
Organization Committee									
OC1 Executive Director Operational Services									
101-Program	\$ 60,000	\$ 60,000						ED	
102-Management	\$ 58,000	\$ 58,000						ED	
103-Fundraising	\$ 12,295	\$ 12,295						ED	
ARC Operations - Direct Expenses	\$ 1,750	\$ 1,750						ARC	
Organization Committee Total	\$ 132,045	\$ 132,045							
Finance Committee									
FC1 Accounting/Legal Services	\$ 21,500	\$ 21,500						ARC	
FC2 ARC Insurance	\$ 1,500	\$ 1,500						ARC	
Finance Committee Total	\$ 23,000	\$ 23,000							
ARC Operational Services Total	\$ 155,045	\$ 155,045							
Public Education and Involvement Committee									
PIE1 Collaborative PEP/PPP Annual permit activities	\$ 29,780	\$ 29,780						ED	
Watershed Monitoring	\$ 10,000	\$ 10,000						FOTR	
Printing and Reporting	\$ 12,500	\$ 12,500						ARC/SEMCOG	
PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 17,920	\$ 17,920						ED	
Permit Cycle Support	\$ 28,360	\$ 28,360						ED/ARC/FOTR	
PIE Committee Total	\$ 98,560	\$ 98,560					\$ -		
Technical Committee									
TC1 Collaborative IDEP/TMDL annual permit activities	\$ 20,800	\$ 20,800						ED	
IDEP Investigation	\$ 70,000	\$ 40,000					\$ 30,000	WC	
TC2 Storm Sewer GIS/Facility Dye Testing/Reporting	\$ 16,160	\$ 16,160						ED	
TC3 TMDL Sampling	\$ 68,000	\$ 68,000						ED	
Technical Committee Total	\$ 172,960	\$ 142,960	\$ -	\$ -	\$ -	\$ -	\$ 30,000		
Total Amount Requested by All Committees	\$ 426,565	\$ 396,565	\$ -	\$ -	\$ -	\$ -	\$ 30,000		
Grants (2)									
	Activity Cost	ARC Match Dues	SPAC or State	USFS	EPA	Wayne County	Other Source/Match	Outside Funding	
SPAC11 RRAC – Facilitation, habitat & fish thru 2/28/22 (total award \$95,000)	\$43,000	\$0	\$43,000						
WCEPA1 HFE Dam Fishway Implementation thru 8/1/21 (total authorized \$663,000)	\$500	\$0				\$500			
EPA4 Rouge AOC Habitat Restoration Implementaion - Tamarack/Johnson thru 4/01/23 (total award \$3,367,559)	\$1,167,559	\$0			\$1,167,559				
EPA5 Rouge AOC Seeley Creek Habitat Restoration thru 10/29/21 (total award \$815,000)	\$110,500	\$0			\$110,500				
EPA6 (A&B) Rouge River AOC Colonial & Venoy Habitat Restoration thru 5/14/22 (total award \$1,834,000)	\$254,000	\$0			\$254,000				
EPA7 Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/23 (total award \$4,222,090)	\$2,950,590	\$0			\$2,950,590				
EPA8 Rouge River AOC Habitat Restoration Design - LTU Wetland Habitat thru 9/30/22 (total award \$125,000)	\$50,000	\$0			\$50,000				
EPA9 Rouge River AOC Habitat Restoration Design - Wilcox/Phoenix/Inkster Habitat thru 2/3/23 (total award \$785,100)	\$560,100	\$0			\$560,100				
FS4 USDA FS Reducing Runoff in the Rouge River AOC thru 9/30/22 (total award \$261,780 & inkind match \$65,445)	\$65,445	0		\$49,083			\$16,362	FOTR, ARC community provided match	
GLWA1 GLWA Regional Investigational Monitoring Work Plan for Southeast Michigan thru 2022 (total award \$40,000)	\$15,000	0	\$15,000						
Total Other Grants:	\$5,216,694	\$0	\$58,000	\$49,083	\$5,092,749	\$500	\$16,362		
TOTAL OUTSIDE FUNDING			\$58,000	\$49,083	\$5,092,749	\$500	\$46,362	\$5,246,694	

TOTAL ARC DUES AND IN-KIND SERVICES AVAILABLE	\$569,476
TOTAL ACTIVITIES BUDGETED	\$426,565
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 142,911

- Notes**
- (1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County, FOTR - Friends of the Rouge, SEMCOG.
 - (2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.
 - (3) In 2019 \$50,000 was put aside for future use to meet sampling requirements and is not included on this budget.

Budget Amendments/Adjustments



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2022 WORKPLAN RECOMMENDATION

Working together, restoring the river

REQUEST DATE: September 9, 2021

LINE ITEM: OC1 Executive Director Services

COMMITTEE MAKING REQUEST: Organization Committee

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

DESCRIPTION OF ANTICIPATED ACTIVITIES: The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services as outlined in Work Order No. 2019-1. The duties for 2021 are summarized below (see Work Order for complete list of activities):

- **Executive Director Annual Services (\$130,295)**
 - **Operational Services** – Staffing, meeting preparation and facilitation of the full ARC (2 meetings); the Executive Committee (up to 4 meetings); and the Finance Committee (2 meetings) and 1 meeting for other committees as needed (organization, nominating etc.). This task includes the day-to-day ARC activities with staff, consultants and contractors, response to FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, administration of subcontractors and preparing the 2021 ARC Annual Report, market non-ARC member communities, coordinate activities with cooperating partners and RRAC, contract/IAA preparation, update or prepare policies/procedures, bylaws and strategic plan as necessary, budget preparations, and maintain storage of ARC records. This task also includes maintaining the ARC's accounting using Quickbooks to track payables and receivables and conducting all procedures associated with the ARC Accounting Procedures Manual. Staff will work with an outside accountant to prepare the ARC's taxes and audit annually. Staff will maintain/develop/review contracts and IAAs as necessary.
 - **Assistance Services** – Executive Director Staff will monitor, research and prepare up to 3 grant applications. Staff will maintain the ARC's logins and eligibility status under various agencies. Upon grant awards staff will conduct discussions with granting agencies and review grant awards and secure signatures. Executive Director Staff will promote the ARC as an advocate for the Rouge River Watershed and foster external relationships with other agencies, organizations and individuals. ARC staff will provide review/recommendations as necessary on various topics and serve on agency boards to promote the ARC. ARC Staff will coordinate presentations and activities with other watershed groups. ARC staff will respond to outside data/information requests. ARC staff will act as the primary liaison to state and federal agencies. ARC staff will staff the ARC booth at member community events and serve as primary liaison to all members and cooperating partners assisting with member questions and requests for information (general & technical). ARC staff will host the ARC's phone number and work with member communities to respond to citizen requests/concerns and conduct member surveys as necessary. ARC staff will also provide formal and informal interaction with government officials and provide technical support as requested.
- **ARC Operational Direct Expenses (\$1,750)** – This includes web hosting fees and the ARC's mailbox fee.

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

BUDGET: An estimated 2021 budget of \$132,045 for operational services is requested as follows: Executive Director Services: \$130,295 and ARC Direct: \$1,750.

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



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

DRAFT 2022 RECOMMENDED WORKPLAN

REQUEST DATE: September 12, 2021

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 a Single Audit if the ARC receives more than \$750,000 in federal funds. The ARC is also responsible for preparing taxes. This line item also provides budget for legal advice regarding contracts or other legal issues that may arise during the year.

DESCRIPTION OF ANTICIPATED ACTIVITIES: These funds will be used for the preparation of the taxes, preparation of the financial report and the anticipation of needing a Single Audit. 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: \$21,500 (legal - \$1,000, accounting - \$20,500). This budget item will be paid with 100% ARC dues.

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



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2022 RECOMMENDED WORKPLAN DRAFT

REQUEST DATE: September 12, 2021

LINE ITEM: FC2 - ARC Insurance

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: In previous years, the ARC approved an insurance contract for liability insurance coverage for its directors and officers. This request is a continuation of the same policy coverage as in previous years.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The insurance is needed to protect the directors and officers (and any other ARC member) against claims filed against them as executives of the organization.

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

BUDGET (including how the amount requested was established): ARC Staff anticipate the cost to be similar to the 2021 insurance cost of \$1,012. The actual 2022 cost is anticipated to be received before the end of the year. ARC staff is recommending a budget of \$1,500 for 2022.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2022.



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**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE
DRAFT 2022 RECOMMENDED WORKPLAN**

REQUEST DATE: September 13, 2021

LINE ITEM: PIE1 & PIE2

COMMITTEE MAKING REQUEST: PIE Committee

BACKGROUND: This request supports the implementation of the Collaborative Plans for Public Education (PEP) and Public Participation (PPP) that were approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) in 2017. These plans directly support the stormwater permitting requirements for the ARC members listed in Table 1.

Table 1. ARC Members Participating in the Collaborative PEP 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	Schoolcraft College	

DESCRIPTION OF ANTICIPATED ACTIVITIES

PIE1 – 2022 ANNUAL PERMIT ACTIVITIES

BMP0 – PIE Committee Support and PPP (ARC Staff)

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 will prepare the annual reporting information for the ARC Members.

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

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 copies of print materials and purchase of giveaways like the pet waste containers and fertilizer clips. This includes participation in the One Water Public Education Campaign being led by SEMCOG and GLWA.

BMP2 – Articles/Ad Graphics (ARC Staff)

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

BMP3 – Displays & Posters (ARC Staff)

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

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

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

BMP7 – Promote & Support Volunteer Activities (ARC Staff)

ARC Staff will promote and assist in coordinating Rouge River volunteer activities such as Rouge Rescue, rain barrel sales 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, FOTR)

FOTR will conduct the Winter Stonefly Search which includes the cost for FOTR staff time and supplies to train volunteers, collect the data and develop a report of the findings. ARC Staff will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC’s website and Facebook.

PIE2 –2022 PERMIT CYCLE ACTIVITIES

BMP0 – PIE Committee Support (ARC Staff)

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

ED staff will prepare a progress report for the Collaborative PEP Plan. This will involve polling the communities regarding activities that they may have completed outside of those carried out by ED staff; summarizing the status of community-led and ARC-led activities; and preparing a written report for submission to EGLE by April 1, 2022.

BMP1 – Design/Distribute Materials (ARC Staff)

ARC Staff will design 1 new brochure on a topic to be determined by surveying the ARC member and will be consistent with the Collaborative PEP. Topics may include educating commercial, industrial, educational and institutional entities likely to contribute pollutants to stormwater runoff or additional topics from the Collaborative PEP. Printing of the brochure will be provided under PIE1.

BMP2 – Articles/Ad Graphics (ARC Staff)

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

BMP3 – Displays and Posters (ARC Staff)

ARC Staff will update or create 1 new static display consistent with the collaborative PEP. ARC Staff will work with Wayne County to update an existing display or create a new static display. Three sets of this display will be available for loan to ARC member communities.

BMP5 – Development of Homeowner Education Materials (ARC Staff)

ARC Staff will continue strategies to distribute the homeowner’s brochure through homeowner packets and other avenues throughout the ARC member communities. This will include reaching out to community recreation centers, libraries and schools.

BMP6 – Workshops & Presentations (ARC Staff, ARC Direct, FOTR)

FOTR will advertise and host 1 in person (virtual if there are COVID restrictions) Master Rain Gardner series which consists of 5 workshops with at least 15 participants at each workshop. FOTR attendance sheets including name and email address of participants will be provided to ARC Staff for permit requirements. ARC Staff will promote the workshops on the ARC website and social media.

BMP7 – Promote & Support Volunteer Activities (ARC Staff, FOTR)

ARC Staff will assist FOTR in planning and determining locations for 1 workdays at an ARC community green infrastructure site. FOTR will plan and facilitate the workday. FOTR attendance sheets including name and email address of participants will be provided to ARC Staff for permit requirements.

FOTR will host up to 2 rain barrel sales events in ARC member communities. ARC staff will work with FOTR to coordinate participation from ARC member communities to host the rain barrel sale.

BMP9 – Rouge River Watershed Signage (ARC Staff, ARC Direct)

ARC Staff have been surveying the Rouge River Watershed documenting the street signs (“you are entering the Rouge River Watershed – Ours to Protect”). ARC staff have GPS’d signs and used Google Maps and summarized the findings and created a map to document the type of sign, location and condition. Activities in 2022 will include determining the maintenance needs and high priority new sign locations. ARC staff will survey ARC member communities to determine their availability to install signs and will research other avenues to save time and money to purchase and install signage where possible. This task will also include the cost of new signs and installation if necessary.

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

BUDGET: The total budget for this workplan is \$98,560.25 as outlined below. Detail on ARC Staff’s budget can be found in the Executive Director’s contract.

2022 Budget Allocation

TASK	RESPONSIBLE PARTY	BUDGET
<i>PIE1: 2021 Annual Activities</i>		
BMP 0. Facilitation/Reporting BMP 1. Design/Distribute Materials BMP 2. Brochures BMP 3. Static Displays BMP 4. IDEP Hot Lines BMP 7. Volunteer Workdays BMP 8. Volunteer Monitoring	ARC Staff	\$29,780
BMP 1. Design/Distribute Materials	ARC Direct	\$7,500
BMP 1. Design/Distribute Materials	SEMCOG	\$5,000
BMP 8. Volunteer Monitoring	FOTR	\$10,000
<i>Sub-total PIE1</i>		<i>\$52,280.00</i>
<i>PIE2: 2021 Permit Cycle Activities</i>		
BMP 0. Facilitation/Reporting BMP 2. Brochures BMP 5. Homeowners Brochure BMP 6. Workshops/Presentations BMP 7. Volunteer Workdays BMP 9. Watershed Signs	ARC Staff	\$17,920.25
BMP 3. Printing of displays	ARC Direct	\$660
BMP 6. Workshops/Presentations	ARC Direct	\$500
BMP 6. Workshops/Presentations	FOTR	\$8,200
BMP 7. Volunteer Workdays	FOTR	\$3,000
BMP 9. Watershed Sign printing/installation	ARC Direct	\$16,000
<i>Sub-total PIE2</i>		<i>\$46,280.25</i>
TOTAL 2022 PIE Budget		\$98,560.25

Person/Agency Responsible for Implementation

The responsible parties for each task are listed above. The Chair of the Public Involvement and Education Committee will oversee ARC Staff efforts and ARC Staff will oversee FOTR’s and SEMCOG’s efforts.



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

2022 Workplan Recommendation

Working together, restoring the river

REQUEST DATE: September 9, 2021

LINE ITEM: TC1 and TC2 – Collaborative IDEP Plan Permit Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This request supports the implementation of the Collaborative IDEP Plan that was approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 29, 2017. The plan directly supports the stormwater permitting requirements 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	OTHER
Oakland County	Henry Ford College	Wayne County Airport Authority – Willow Run
Wayne County		

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

- IDEP #0. Meetings and Facilitation (not included in the Plan but needed to facilitate implementation of the Plan)
- IDEP #1. Storm Sewer GIS
- IDEP #3. Investigations
- IDEP #6. Facility Dye Testing
- IDEP #9. Effectiveness Reporting

DESCRIPTION OF ANTICIPATED ACTIVITIES:

IDEP #0. Meetings and Facilitation. Executive Director (ED) staff will

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

IDEP #1. Storm Sewer GIS. ED staff will request updates to communities’ storm sewer and outfall GIS layers. Any updates will be added to master GIS database. As of September 2021, storm sewer GIS has already been supplied from 28 of 29 permittees and outfall GIS data has been collected from all 29 permittees. The communities who have yet to complete this work are listed below.

COMMUNITY	STILL NEED STORM SEWER IN GIS
Beverly Hills	X

IDEP #3. IDEP Investigations. Conduct concentrated field investigations in priority areas (See Attachment A) to further isolate problem areas, identify illicit connections, and support community efforts to remove them. Work within Wayne County will be addressed by Wayne County Department of Public Services (WCDPS) and ED staff. Work within Oakland County will be undertaken by ED staff unless it falls within a county drain. County drain work will be undertaken by Oakland County Water Resources Commission (OCWRC) staff. Work by WCDPS and OCWRC will be funded outside of the ARC’s budget.

The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary, to locate illicit discharge sources. A report will be prepared by ED and WC staff to summarize the results of their investigations and recommended next steps for subsequent years. The budget includes analysis of 20 samples for human DNA to be used by WCDPS.

Prior to expending budget for this task, Wayne County and ED staff will each present a scope of work and budget for review and approval by the Technical Committee.

IDEP #6 Facility Dye Testing. ED staff will follow-up with permittees who have not completed dye testing of their municipal facilities. As of April 2021, the 25 of 29 permittees have completed this work. The communities that have yet to complete this work are listed below.

COMMUNITY	STILL NEED FACILITIES DYE TESTED
Beverly Hills	X
Bloomfield Hills	X
Novi	X
Walled Lake	X

IDEP #9. Effectiveness Reporting. ED staff will prepare a progress report for the Collaborative IDEP Plan. This will involve polling the communities regarding activities that they may have completed outside of

those carried out by ED staff; summarizing the status of community-led and ARC-led activities; and preparing a written report for submission to EGLE by April 1, 2022.

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

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$106,960 as summarized in the table below. A portion of this funding (\$76,960) will be provided by ARC dues which is \$14,420 under the budget established for IDEP activities in the 5-Year Plan. This savings is the direct result of Wayne County providing services at no cost to the ARC. The detail for the ED’s budget can be found in the ED’s contract and Work Order 2021-1.

Estimated Budget and Responsible Parties by Activity

TASK	RESPONSIBLE PARTY	AMOUNT	MATCH
TC1: Annual Activities			
IDEP 0. Meetings and Facilitation	ARC Staff	\$20,800	0
IDEP 3. IDEP Oversight & Investigations*		\$40,000	
IDEP 3. IDEP Investigations*	WC	0	\$30,000
Subtotal TC1		\$60,800.00	\$30,000.00
TC2: Permit Cycle Activities			
IDEP 1. Storm sewer GIS	ARC Staff	\$580	0
IDEP 6. Facility Dye Testing		\$580	
IDEP 9. Effectiveness Reporting		\$15,000	
Subtotal TC2		\$16,160.00	0
Total TC Budget		\$76,960.00	\$30,000.00
Total with Match			\$106,960.00

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

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

**Attachment A.
Outstanding IDEP Investigations for 2021***

Permittee	Outfall ID	Status	Result
WITHIN OAKLAND COUNTY			
Beverly Hills	BV51	Ongoing	Unknown
WITHIN WAYNE COUNTY			
Livonia	U2008221	Began	Sewage sources suspected
	6038	Ongoing	
	13002	Ongoing	
	U2008231	Ongoing	
	M2008117	Ongoing	
	U2008238	Ongoing	
	2680	Ongoing	
	L1619	Ongoing	
	L3582	Ongoing	
	Levan Rd South 42"	Ongoing	Sewage sources suspected
Plymouth	PY8	Ongoing	Sewage sources suspected
	PY27	Completed	Investigation completed 2020- no further investigation needed. No sewage sources found
	PY5	Ongoing	
	Holbrook Street	Ongoing	New investigation area 2021 workplan
	Harvey St (with Beech/Palmer St.)	Ongoing	4 illicit sewage connections (corrected) Follow up sampling initiated in selected laterals and outfall
	Mill/Park St.	Pending correction	3 illicit sewage connections
	Amelia St.	Pending correction	1 illicit sewage connection
Westland	SWOF-00278	Ongoing	Non-bacteria issue. Referred back to the City of Westland

*Subject to change based on work completed in the 4th quarter of 2020.



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

2022 Workplan Recommendation

Working together, restoring the river

REQUEST DATE: October 21, 2021

LINE ITEM: TC3 – Collaborative TMDL Plan Permit Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This request supports the implementation of the Collaborative TMDL Plan that was approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 9, 2019. The plan directly supports the stormwater permitting requirements 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	OTHER
Oakland County*	Henry Ford College	Wayne County Airport Authority – Willow Run
Wayne County	Schoolcraft College	

*Participating but this plan is not part of their pending permit application.

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

- Dissolved oxygen (DO) monitoring
- *E. coli* sampling
- Suspended solids sampling

DESCRIPTION OF ANTICIPATED ACTIVITIES:

Dissolved Oxygen Monitoring: Executive Director (ED) staff will conduct DO monitoring of Johnson Creek at 7 Mile and Sheldon roads. This will consist of equipment installation, equipment download and data analysis of continuous DO readings for a period of two months during the summer. These results will be compared with the 2017 result to determine if improvements are detected.

E. coli Sampling: ED staff will conduct dry weather sampling at the terminus of the initial priority areas and at priority outfalls that had *E. coli* concentrations > 1,000 cfu/100 mL based on outfall screening completed in 2018 (See Attachment A). In addition, 55 outfalls with *E. coli* <1,000 cfu/100 ml will also be sampled so that a minimum of 100 locations are sampled as required by the State. These outfalls will be selected based on which had flow during dry weather conditions and instream *E. coli* results from 2017. The results will be compared to the Event 1 samples to determine the effectiveness of reducing *E. coli* levels.

Suspended Solids Monitoring ED staff will conduct total suspended sediment (TSS) sampling during wet weather at 28 sites where the average wet weather TSS values exceeded 80 mg/l or where single sample values exceeded 120 mg/L in 2017. The planned locations are listed in Table 2. This sampling will occur one time during wet weather. These samples will be compared with the 2017 data to determine any significant changes in TSS concentrations.

Table 2. Planned TSS Sampling Locations

Branch	Site IDs	Total Sites
Lower u/s	LW12	1
Lower	L01	1
Lower d/s	G97, L05D, LW08, US1	4
Main	M15, G42, US7	3
Main d/s	G46, G59, H60, MN08, MN09, MN10, MN12, MN13, MN14, MN15, MN17, MN18, US5	13
Middle u/s	D62	1
Middle d/s	D06, MD03	2
Upper d/s	U02, U05, UP04	3

RATIONALE (including why needed): These tasks are consistent with the Phase II permit and the EGLE-approved Collaborative TMDL Plan. Based on this plan, these tasks are scheduled to be completed between May and October 2022.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$66,000. The detail for the ED's budget can be found in Work Order 2019-1, as revised.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.

Attachment A.

2018 Outfall Screening Sampling Results – Categories A, B and C (arranged by *E. coli* Concentration)

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

WORK ORDER No. 2019- ECT1
(Revision 10/28/21)

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

PARAGRAPH I--SCOPE OF SERVICES

Consultant shall perform professional services as outlined the attached scope of work (Attachment A). This scope has been revised to include the additional services related to water quality sampling efforts required by the ARC’s Collaborative Total Maximum Daily Load (TMDL) Plan which was approved by the Michigan Department of Environment, Great Lakes and Energy (EGLE) after the Consultant’s original work order was approved by the ARC. The revised scope of services is included (*in italics*) in Attachment A along with the original scope of services.

PARAGRAPH II—COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is increased by \$37,045 resulting in a total budget of \$1,089,105. This increase is in the MS4 Technical Services Total 5-Year Budget from \$177,160 to \$214,205. ECT’s original cost proposal is included as Attachment B (per ECT proposal dated September 11, 2018) along with the budget for the additional scope of services. A summary of the budget is presented below. An annual budget cost will be authorized through the ARC’s budget process.

Summary of Consultant’s Total Cost Proposal

Executive Director Services Total 5-Year Budget	\$646,415
MS4 PIE Services Total 5-Year Budget	\$228,485
MS4 Technical Services Total 5-Year Budget	\$214,205
Consultant’s Total 5-Year Budget	\$1,089,105

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

- The maximum cost of Executive Director Services (ED1) is \$ 646,415. This maximum cost is broken into five annual amounts of \$127,740 (2019, 2020, 2022), \$130,295 (2022) and \$132,901 (2023).
- The maximum cost of MS4 PIE Services is \$228,485. This is broken in PIE1- Annual Services at \$148,900 total or five annual amounts of \$29,780 (2019, 2020, 2021, 2022, 2023). And PIE2 – Permit Cycle Service of \$79,585.
- The maximum cost of MS4 Tech Services \$214,205. This is broken in TC- Annual Services at \$104,000 total or five annual amounts of \$20,800 (2019, 2020, 2021, 2022, 2023). And TC2 – Permit Cycle Service of \$110,205.

PARAGRAPH III--SCHEDULE

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

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

By _____

John O'Meara, P.E. _____

Its Vice President _____

Date _____

ALLIANCE OF ROUGE COMMUNITIES

By _____

Title _____

Date _____

WORK ORDER ATTACHMENT A (Modified 10/28/21)

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

Scope of Services

Scope of work modifications in italics.

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

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

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

FULL ARC MEETINGS

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

EXECUTIVE COMMITTEE

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

FINANCE COMMITTEE

- Monitor budget and make recommendations for amendments and provide supporting documentation
- Develop budget recommendations and provide supporting documentation
- Administer the annual budget and work plan
- Hold 2 Finance Committee meetings annually

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

OTHER COMMITTEES (up to 5 meetings over 5 years)

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

ADMINISTRATION

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

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

FINANCIAL

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

reimbursement is received, when the check to pay the invoice is prepared, when match dollars are recorded, when the administrative staff reviews the check for correctness, when the staff mails the check.

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

EXECUTIVE DIRECTOR ANNUAL ASSISTANCE SERVICES

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

GRANT OPPORTUNITIES

- Monitor & research grants opportunities
- Attend grant webinars

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

ROUGE ADVOCATE

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

MEMBER ASSISTANCE

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

TASK 2.0 MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE)

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

PEP -

<http://www.allianceofroungecommunities.com/PDFs/membership/FINALAPPROVEDColPEP32117.pdf>

PPP -

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

ANNUAL PIE SERVICES (PIE1)

BMPO - PIE Committee Support

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

BMP1 – Design/Distribute Materials

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

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

BMP2 – Articles/Ad Graphics

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

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

BMP3 – Displays & Posters

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

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

BMP4 – Promote hotlines and educate on IDEP

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

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

BMP7 – Promote & Support Volunteer Activities

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

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

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

5-YEAR PERMIT CYCLE PIE SUPPORT SERVICES (PIE2)

BMPO - PIE Committee Support

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

BMP1 – Design/Distribute Materials

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

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

BMP2 – Articles/Ad Graphics

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

- Activities to increase website traffic and Facebook views

BMP3 – Displays & Posters

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

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

BMP5 – Development of Homeowner Education Materials

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

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

BMP6 – Workshops & Presentations

Develop and promote educational workshops and presentations

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

BMP7 – Promote & Support Volunteer Activities

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

BMP9 – Rouge River Watershed Signage

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

TASK 3.0 MS4 COLLABORATIVE TECHNICAL (TC) SERVICES

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

IDEP -

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

TMDL -

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

ANNUAL TECH SERVICES (TC1)

TECH 0 - TECH Committee Support

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

- Develop budget recommendations and provide supporting documentation
- Survey members on various topics as necessary
- Report on topics of interest to the Technical Committee throughout the year

COLLABORATIVE IDEP

IDEP3– IDEP Investigations

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

IDEP4 – IDEP Training

- Maintain a list of IDEP Investigator contacts for each permittee

IDEP5 – Pollution Complaints

- Maintain a list of IDEP Investigator contacts for each permittee

5-YEAR PERMIT CYCLE TECH SUPPORT SERVICES (TC2)

COLLABORATIVE IDEP

IDEPO – Evaluate & Report

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

IDEP1 – Storm Sewer GIS

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

IDEP4 – IDEP Training

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

IDEP6 – Municipal Facility Dye Testing

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

COLLABORATIVE TMDL

- 2nd round data collection
 - Conduct suspended sediment sampling at 40 sites across the watershed during wet weather conditions (1 sample/site)
 - *Conduct dissolved oxygen monitoring at 1 site (Johnson Creek at Hines Drive/7 Mile Road) for a period of two months. Include securing a Wayne County permit for equipment installation.*
 - *Conduct E. coli sampling at 100 locations across the watershed during dry weather conditions (1 sample/site).*
 - Perform data analysis

- Prepare a report
- Effectiveness reporting
 - Request and compile assessment metrics from the permittees
 - Prepare a progress report on the effectiveness of the TMDL Plan

ATTACHMENT B

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

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

The Proposer is responsible for the accuracy of the cost spreadsheet



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

Annual Permit Activities Cost			
TOTAL ANNUAL COST YEAR 1:	\$	29,780	
TOTAL ANNUAL COST YEAR 2:	\$	29,780	
TOTAL ANNUAL COST YEAR 3:	\$	29,780	
TOTAL ANNUAL COST YEAR 4:	\$	29,780	
TOTAL ANNUAL COST YEAR 5:	\$	29,780	
TOTAL MS4 PIE SERVICE COST FOR 5-YEAR CONTRACT		\$ 148,900	\$ 79,585
		Permit Cycle Activities Cost	Total PIE Permit Cost
		\$ 228,485	

The Proposer is responsible for the accuracy of the cost spreadsheet



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

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

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

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

Work Order 2019-1 Revision 10/28/21 Additional Scope of Services Budget		Event 2 Data Collection & Reporting	
Professional Services		Hrs	Cost
Annette DeMaria,	\$210	24	\$5,040
Mid Level Staff	\$145	16	\$2,320
Meghan Price	\$130	120	\$15,600
Junior Staff	\$105	94	\$9,870
Chris O'Meara	\$95		\$0
Tennille Newsome	\$60		\$0
Expenses:			
Lab Fees			\$500
Field Supplies			\$240
Vehicle			\$375
DO Sonde			\$3,100
Totals		254	\$37,045