



**Rouge River Watershed Local Management Assembly
Executive Committee Meeting
December 2, 2003 at 1:30pm
Farmington Hills**

Allen Park
Auburn Hills
Beverly Hills
Bingham Farms
Birmingham
Bloomfield Hills
Bloomfield Twp.
Canton Twp.
Commerce Twp.
Dearborn
Dearborn Heights
Farmington
Farmington Hills
Franklin
Garden City
Inkster
Lathrup Village
Livonia
Melvindale
Northville
Northville Twp.
Novi
Oakland County
Plymouth
Plymouth Twp.
Pontiac
Redford Twp.
Rochester Hills
Romulus
Southfield
Superior Twp.
Troy
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
West Bloomfield Twp.
Westland
Wixom

1. WELCOME

Tom Biasell, Chair of the Rouge River Watershed Local Management Assembly (Rouge Assembly), welcomed everyone to the second Executive Committee meeting and to Farmington Hills.

Jack Bails prepared binders for the representatives of the Rouge Assembly Executive Committee at the last meeting. Bails made additional copies of the binders available for alternates and SWAG facilitators at this meeting. Bails also made copies of the handouts for the representatives to include in their binders.

2. ROLL CALL AND INTRODUCTION OF MEMBERS

The Executive Committee is made up of the three elected chairs of the Rouge Assembly, a representative of the three counties, and a representative from each of the seven Subwatershed Advisory Groups (SWAGs). All officers, counties and SWAGs were represented at the meeting. In addition, there were several observers in attendance at the meeting including alternates, SWAG facilitators, and others.

Executive Committee Members (13 voting members shown in bold)

1. **Dave Maurice**, Novi (Middle 1) Member
2. **Shawn Keenan**, Auburn Hills (Main 1-2) Member
3. **Dan Swallow**, Van Buren Township (Lower 1) Member
4. **Robert Beckley**, Livonia (Upper) Member
5. **John Kozuh**, Allen Park (Main 3 and 4) Member
6. **Gary Mekjian**, West Bloomfield Township (Treasurer)
7. **James D. Anulewicz**, Plymouth Township (Vice Chair)
8. **Tom Biasell**, Farmington Hills (Chair)
9. **Kurt Heise**, Wayne County Member
10. **Tom Wilson**, Westland (Middle 3) Member
11. **Janis Bobrin**, Washtenaw County Member
12. **Marge Horvath**, Dearborn Heights (Lower 2) Member
13. **Phil Sanzica**, Oakland County Alternate
14. Brandy Bakita, Southfield (Main 1 & 2) Alternate
15. Ron Caryl, Redford Township (Upper) Alternate
16. Joe Colaianne, Oakland County Alternate
17. Ramzi El-Gharib, Wayne (Lower 2) Alternate
18. Kelly Cave, Wayne County Alternate

Non-Executive Committee Members Present

Committee Co-Chairs and Vice Chairs

- 19. Dave Payne, Bloomfield Township (CO-Chair, Organization Committee)
- 20. Gary Zorza, Farmington Hills – (Vice Chair, Technical Committee)

Assembly Member Community Representatives

- 21. Anne Vaara, West Bloomfield Township
- 22. Tracy Slintak, Farmington Hills
- 23. Jill Pines, Farmington Hills

RPO Staff Present

- 24. Jack Bails, Public Sector Consultants (Assembly and Upper SWAG Facilitator)
- 25. Amy Ploof, CDM (Assembly Facilitator)
- 26. Zachare Ball, ECT (Public Involvement Committee Facilitator)
- 27. Colleen Hughes, CDM (Monitoring Program Coordinator)
- 28. Jim Ridgway, ECT (SWAG Facilitator)

Others

- 29. Jim Murray, Friends of the Rouge Board Member

- 3. **MINUTES OF OCTOBER 8, 2003 EXECUTIVE COMMITTEE MEETING**
Biasell requested any comments on the October 8 Executive Committee Meeting minutes be forwarded to Jack Bails at jbails@pscinc.com. Biasell indicated the minutes will be assumed as finalized if no comment. The general consensus was to approve the meeting minutes.

- 4. **AGENDA ADDITIONS/CORRECTIONS**
There were no changes or additions to the meeting agenda.

- 5. **CHAIR COMMUNICATIONS**
 - 5a. **Reporting Deadline for Updating SWPPIs**
Biasell indicated he has been negotiating with MDEQ on the communities' behalf regarding updates to the Storm Water Pollution Prevention Initiatives (SWPPIs). The deadline for revisions was December 2 but the due date has been delayed to January 5, 2004. [Note: following the meeting MDEQ has extended the SWPPI deadline to May 1, 2004.] The Rouge Assembly can speak for communities who are not making any changes to their SWPPIs at this time.

6. BUDGET – TREASURER’S REPORT

Gary Mekjian, Treasurer of the Rouge Assembly, provided the Treasurer’s Report.

6a. Status of Membership Assessment Payments

Wayne County has agreed to serve as the fiduciary for the Rouge Assembly. Mekjian has been working with Razik Alsaigh, Wayne County Grants Manager. Wayne County has received 86% of the 2003 assessments from member communities to date totaling \$256,264. Livonia has approved participation in the Rouge Assembly.

6b. Status of Assembly Expenditures

Mekjian reported the expenses paid to date total \$164,672 for monitoring, SWAG facilitation, and staff support. Expenditures are below the budgets authorized at the August 5, 2003 general meeting of the Rouge Assembly.

7. STANDING COMMITTEE REPORTS

7a. Organization Committee

The Organization Committee is co-chaired by Mr. Kurt Heise, Wayne County, and Mr. David Payne, Bloomfield Township. Heise gave the Organization Committee report.

The Organization Committee has been tasked with determining how the Rouge Assembly continues in the future. John Kozuh, Allen Park, indicated Mr. David Babbage was not re-elected and would not serve on the Organization Committee.

The Organization Committee met on November 10, 2003 in Bloomfield Township. At that meeting there was discussion on many topics including: the legal framework for the Rouge Assembly, creating an entity capable of receiving and spending grant funds, funding from the federal and state levels, and other legal issues. The consensus at the meeting was to move forward taking small steps.

The second meeting of the Organization Committee will be January 13, 2004 in Redford Township.

The Organization Committee recommends retaining the services of the RPO in 2003 and 2004.

7b. Public Involvement and Education Committee

Mr. James Anulewicz, Chair of the Public Involvement and Education (PIE) Committee, gave the PIE Committee report.

i. Summary of Meetings

The PIE committee met on November 4 in Plymouth Township and on November 18 in Redford Township. Over 30 people attended each meeting where there was spirited discussion on a number of topics.

The logo for the Rouge Assembly was discussed. The PIE committee felt the heron and the 'Ours to Protect' part of the logo should remain the same but thought the Rouge Assembly should have a catchier name. They will make a recommendation at a future meeting.

Anulewicz reviewed the eight goals established by the PIE Committee.

Mr. Jim Murray, Friends of the Rouge Board Member, reported the FOTR is working to have a space at the University of Michigan – Dearborn campus.

A survey to evaluate the effectiveness of PE goals and programs was discussed at the meeting. There are several options for the survey including working with University of Michigan-Dearborn and SEMCOG. The PIE committee will make a recommendation on the survey.

Biasell indicated the PIE committee should ensure that communities are thinking in terms of the watershed not in terms of 'my community', look at innovative ways to pool community resources due to tight community budgets, and tally existing grants.

The next PIE committee meeting will be January 21, 2004.

ii. Recommendations/Discussion

The PIE committee is requesting a budget of \$46,000 for 2004. Budget items include a survey to determine success, staff support, and additional program work.

7c. Technical Committee

Biasell is the Chair of the Technical Committee and Mr. Gary Zorza, Farmington Hills, is the Vice-Chair. Zorza gave the Technical Committee report.

i. Overview of Current RPO Services

Kelly Cave, Wayne County, gave a summary of the Rouge Program Office (RPO) and the services the RPO provides. The RPO was formed 11 years ago and at that time the focus was collecting data, building tools, and technical investigations. Over time the RPO has evolved and is now providing support for implementation of the watershed plans. Services provided by the RPO can be categorized as Watershed Wide – Required by the Federal Grant, Watershed Wide – Not Required by the Federal Grant, and Community specific. The RPO is continuing to downsize due to reduced amounts of federal funding. Services the RPO are currently providing to the Rouge Assembly are summarized on the last page of

the handout "Rouge Project Services to Watershed Communities" dated November 7, 2003.

Biasell reported the Rouge Assembly will not be taking over the RPO. Cave and Heise indicated there is a tremendous amount of work involved in administering a federal grant and there would be substantial costs to transfer the effort and it may or may not be legal to assign the grants to a new entity. Biasell indicated the Rouge Assembly should focus on looking towards the future and becoming more involved with the Rouge Program Office, but not with the goal of taking it over. The contributions of the communities in the Rouge Assembly are currently being matched by the Rouge Project grants.

Cave distributed a handout "Proposed Leadership Roles for Rouge Assembly committees". There are a variety of opportunities for the committees of the Rouge Assembly to become more involved in the RPO services.

ii. Summary of Meetings

The Technical Committee met on November 10, 2003. There were a number of items discussed at the meeting including the activities of the RPO, the monitoring program, SWPPIs, and other items.

Joe Rathbun, MDEQ, was contacted regarding the monitoring program for 2004. Rathbun indicated the Rouge Assembly could postpone the Wiley-Seelbach update and communities would not have to update their SWPPIs.

The next Technical Committee meeting is scheduled for January 12, 2004 in Farmington Hills. [Note: Following the meeting the Technical Committee meeting was rescheduled for January 23, 2004.]

iii. Recommendations/Discussion

Zorza contacted Rathbun to discuss monitoring requirements in community's SWPPIs. Rathbun's response to Zorza is included in a memo dated November 1, 2003 distributed at the meeting. The RPO reviewed the SWPPIs, slimmed down the sampling, and negotiated a 5-year monitoring plan with MDEQ on communities' behalf. The 5-year monitoring plan is not the minimum specified by the SWPPIs as it includes items for trend analysis and other items the Rouge Assembly are not funding. Biasell indicated in that 2/3 of the proposed Rouge Assembly budget is allocated to monitoring. He suggests considering alternate sources of funding for the monitoring program in the future. He commented that just because the sampling may not represent the minimum required that doesn't mean the Rouge Assembly shouldn't do the monitoring as we don't want to lose the opportunity to demonstrate improvements.

The recommendation of the Technical Committee is that there is no opportunity to make major changes in the monitoring program at this time, the Technical

Committee will re-examine the monitoring program during 2004, and the Wiley–Seelbach sampling can be postponed.

7d. Finance Committee

Mr. Gary Mekjian, Treasurer of the Rouge Assembly, gave the Finance Committee report.

i. Summary of Meetings

The Finance Committee met on November 4, 2003. At that meeting they discussed the status of 2003 assessments, 2004 budget and auditing. Communities have paid \$256,264 for 2003 assessments to date. The 2003 Budget Status Report was reviewed and \$164,672 has been paid to date. Any unspent 2003 assessments will be rolled over to 2004. No outside firm is needed for the 2003 audit and the Finance Committee recommends using existing Wayne County procedures. The finance committee feels that RPO support is needed for 2004. The draft budget for 2004 was also discussed.

Additional members are needed for the Finance Committee.

ii. Recommendations/Discussion

a. 2004 Budget and Assessments

The Finance Committee recommendation for the 2004 budget is listed in the table below.

Activity	2004 Budget
Monitoring	\$478,000
Subwatershed Support Services	\$ 91,000
Public Involvement and Education	\$ 36,000
Rouge Assembly Staff Support	\$ 75,000
Contingency	\$166,276
Total	\$846,276

Community Assessments for 2004 would be the same as 2003.

8. BREAK

9. RECOMMENDATIONS TO FULL ASSEMBLY

9a. Organization Committee

i. Confirmation of Committee Membership

Under the Memorandum of Agreement (MOA) the Organization Committee is the only committee of the Rouge Assembly that requires that

its members be approved by the full membership. All other committees are open to all members.

The Executive Committee recommends the following members for the Organization Committee to consider and recommend alternative institutional arrangements that will allow the Assembly to best serve its member communities and counties in the future.

Co-Chairs: **Dave Payne**, Supervisor (Bloomfield Township)
Kurt Heise, Director (Wayne County Department of Environment)

Members: **Mark Kibby**, City Administrator (Melvindale)
Ron Caryl, Superintendent Sewer and Water (Redford Township)
Tom Wilson, Director of Public Service Department (Westland)
Joe Colaianne, Insurance Administrator (Oakland County Drain Commissioner's Office)

The Executive Committee also encourages the addition of one or two additional members from the Rouge Assembly membership.

ii. Continuation of RPO Services

The Executive Committee recommends the Rouge Assembly continue the services of the Rouge Program Office in 2004.

9b. Public Involvement Committee

i. Activities for 2004

Additional Public Relations is needed for the Rouge Assembly. Wayne County volunteered staff time. Other communities with Public Relations staff are asked to help as possible. Jill Pines from Farmington Hills indicated the Public Relations group would focus on developing a central message, determining the target audience, and developing the goals of the public relations campaign.

Anulewicz indicated the Public Education Committee accepts the proposed 2004 budget of \$36,000. They also support having a contingency available in the 2004 budget.

The Executive Committee recommends a 2004 budget of \$36,000 for the Public Education and Involvement Committee.

9c. Technical Committee

i. Proposed Changes in Monitoring Planned

The recommendation of the Technical Committee is to postpone the Wiley-Seelbach sampling and move the associated \$127,000 budget to the contingency. Mr. Bob Beckley, Livonia, suggested communities need to better understand how the proposed monitoring program helps them meet their SWPPI requirements. Anulewicz indicated that taking the multitude of information and summarizing to indicate the significance was a goal of the PIE committee. Tracy Slintak, Farmington Hills, suggested the Rouge Report card could be a useful tool to convey information. Caryl and Ramzi El-Gharib, Wayne suggested the summary could be distributed to City Councils when requesting payment for their 2004 invoice. Mekjian indicated the summary would be included with the invoices for the 2004 assessment.

The Executive Committee recommends the monitoring budget of \$478,000 as proposed by the Technical Committee, including postponing the Wiley-Seelbach sampling and transferring those funds to the budget contingency.

9d. Finance Committee

i. 2004 Budget

The MOA requires that the Assembly adopt a budget for fiscal 2004 before December 31, 2003. The MOA further charges the Executive Committee to direct the activities of the standing committees of the Assembly. The Executive Committee charged the Finance Committee in consultation with the Public Involvement, Technical and Organization committees to propose a 2004 Assembly budget consistent with the assessment limitations contained in the MOA.

After discussion and reports by the Finance and other standing committees, the Executive Committee recommends the following Assembly budget for 2004:

Activity	2004 Budget	SOURCE OF FUNDS			
		2004** Community Assessments	Matching Federal Dollars	2003 Carry Over Assessment Funds	2003 Carry Over Federal Funds
All	\$846,276	\$297,819	\$297,819	\$125,319	\$125,319

Budget Category	Allocation	Percent of Total
Monitoring	\$478,000	56%
Subwatershed Support Services	\$91,000	11%
Public Involvement/Education	\$36,000	4%
Assembly Staff Support	\$75,000	9%
Contingency*	\$166,276	20%
Total	\$846,276	100%

* Allocation to budget category, if needed, by subsequent action of Assembly during 2004. Remainder to be carried forward to support 2005 Assembly budget.

** 2004 Community Assessments will be the same as for 2003

ii. Community Assessments

Under the MOA the Finance Committee has the responsibility to determine the appropriate process for auditing the funds collected from its members and disbursed on the Assembly's behalf under the Fiduciary Agreement with Wayne County.

The Finance Committee, with the concurrence of the Executive Committee, recommends that an independent audit by an accounting firm is not required for fiscal 2003 which ends December 31, 2003. Further, the Finance Committee recommends that it review the collection and expenditure of Assembly generated funds by using the accounting records and other documentation generated by Wayne County as part of its existing financial management controls.

10. ADDITIONAL ITEMS FOR OFFICERS AND COMMITTEE CHAIRS

10a. Officers – Assembly Purpose and Benefits

i. Public Information (Watershed, S.E. Region and State)

Heise has invited the officers of the Rouge Assembly or other local government officials to participate in Wayne County's annual trip to Washington D.C.

ii. Demonstration Value of Federal Funding (National)

a. Presentations at National/Regional Conferences

The Rouge Program Office will keep the Rouge Assembly informed about upcoming conferences and opportunities to discuss the progress of the Rouge Assembly.

10b. Standing Committees

The PIE, Technical, and Finance Committees will review the suggested opportunities to become more involved in the Rouge Project and take on additional charges to move the Rouge Assembly forward.

**11. 2004 MEETING SCHEDULE OF EXECUTIVE COMMITTEE /
ASSEMBLY**

11a. Remainder of 2004 Dates/Coordination of Full Assembly Meetings

The next General Meeting of the Rouge Assembly is scheduled for December 10, 2003 at Southfield.

Committee Chairs are asked to send their meeting dates to Jack Bails at Jbails@pscinc.com.

11b. Next Scheduled Meeting of Executive Committee

The next Executive Committee Meeting of the Rouge Assembly was scheduled for January 6 at in Farmington Hills. [Note: Following the meeting the January 6 meeting date was cancelled. The Executive Committee meeting has not been rescheduled at this time.]

12. ADJOURN

Mr. Biasell thanked everyone for the attendance and adjourned the meeting.