



Alliance  
of Rouge  
Communities

**OURS TO PROTECT**

*Working together, restoring the river*

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

**DRAFT AGENDA  
EXECUTIVE COMMITTEE MEETING**

Thursday, March 29, 2012, 1:30 p.m.  
Farmington Hills City Hall – 31555 W. Eleven Mile Rd.

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

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

<i>Alliance of Rouge Communities Executive Committee</i>		
<b>Officers</b>		
<b>Chair</b>	Gary Mekjian	Farmington Hills
<b>Vice-Chair</b>	Kevin Buford	Westland
<b>Treasurer</b>	Don Rohraff	Livonia
<b>Past Chair</b>	Tim Faas	Canton Twp.
<b>Counties</b>		
<b>Oakland Co. – Rep.</b>	John McCulloch	OCWRC
<b>Oakland Co. – Alt.</b>	Jim Wineka	OCWRC
<b>Oakland Co. – Alt.</b>	Joseph Colaianne	OCWRC
<b>Washtenaw Co.- Rep.</b>	Janis Bobrin	WCWRC
<b>Washtenaw Co.- Alt.</b>	Vacant	WCWRC
<b>Wayne Co. - Rep.</b>	Kelly Cave	WCDPS
<b>Wayne Co. - Alt.</b>	Noel Mullett	WCDPS
<b>SWAGs</b>		
<b>Main 1 &amp; 2 - Rep.</b>	Brandy Siedlaczek	Southfield
<b>Main 1 &amp; 2 - Alt.</b>	Wayne Domine	Bloomfield Township
<b>Main 3 &amp; 4 - Rep.</b>	Jim Murray	Dearborn
<b>Main 3 &amp; 4 - Alt.</b>	Vacant	
<b>Upper - Rep.</b>	Karen Mondora	Farmington Hills
<b>Upper - Alt.</b>	Kevin Maillard	Livonia
<b>Middle 1 - Rep.</b>	Vacant	
<b>Middle 1 - Alt.</b>	Aaron Staup	Novi
<b>Middle 3 - Rep.</b>	Jack Barnes	Garden City
<b>Middle 3 - Alt.</b>	Kevin Buford	Westland
<b>Lower 1 - Rep.</b>	Bob Belair	Canton Township
<b>Lower 1 - Alt.</b>	Vacant	
<b>Lower 2 - Rep.</b>	Ramzi El-Gharib	Wayne
<b>Lower 2 - Alt.</b>	Tom Wilson	Romulus

Cooperating Partners:  
*Cranbrook Institute of Science  
Friends of the Rouge  
Southeastern Oakland  
County Water Authority  
Wayne State University*

- 3. Additions or Changes to Draft Agenda**
- 4. Summary of October 25, 2011, Executive Committee Meeting** Action 3
- 5. Executive Director Report (Ridgway)**
- a. Grant Status Report Information
  - b. Watershed Management Plan update Information
  - c. Legacy Project Update Information
  - d. Detroit Water and Sewerage Department Information
- 6. Standing Committee Reports (Mekjian)**
- a. Finance Committee (Rohraff, Treasurer/O’Meara)
    - i. 2011 Draft Budget vs. Actual Report Information 12
    - ii. 2011 ECT Contract Amendment (PIE1) Action 13
    - iii. 2012 A/R and A/P Reports Information 19
    - iv. 2012 Membership dues Information
    - v. 2012 Budget Amendment
      - a. Finance Committee Amendment 1 (Forest Service Grant) Action 21
    - vi. 2012 ECT Contract Amendment Action 23
  - b. Organization Committee (Cave, Co-Chair)
    - i. New Members to Organization Committee Information
    - ii. Revisions to ARC Bylaws Discussion 26
    - iii. Nondiscrimination Policy Action 29
    - iv. Membership Policy Action 30
    - v. Rouge RAP Advisory Council Cooperating Partner Request Action 31
  - c. PIE (Public Involvement and Education) Committee (Siedlaczek, Chair)
    - i. Status Report Information
  - d. Technical Committee (Mondora, Chair/DeMaria)
    - i. Status Report Information
- 7. Report from WCDPS (Cave)**
- a. Status Report Information
- 8. Report from SWAGS**
- b. Status Report Information
- 9. Other Business**
- 10. Summary of Executive Committee Actions (O’Meara)**
- 11. Upcoming Meetings**
- Technical Committee Meeting, April 12, 1:30 p.m. - 3:30 p.m., Farmington Hills City Hall
  - Full ARC Meeting, April 17, 1:30 p.m. – 3:30 p.m., Chestnut Room, Summit on the Park, Canton
  - ARC Rain Barrel/Compost Bin sale, April 21, 9 a.m. - 2 p.m., 33000 Civic Center Dr., Livonia
  - PIE Committee Meeting, June 12, 2012, 1:00 p.m., Riet Schumack's house
- 12. Adjourn**



Working together, restoring the river

James W. Ridgway, P.E.  
Executive Director

## DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

Tuesday, October 25, 2011, 1:30 p.m.  
Farmington Hills City Hall Community Room  
31555 W. Eleven Mile Rd., Farmington Hills

### 1. **Welcome** – Gary Mekjian, Chair

### 2. **Roll Call of Members**

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

ARC Executive Committee			Attended Meeting
<b>Officers</b>			
<b>Chair</b>	Gary Mekjian	Farmington Hills	Y
<b>Vice-Chair</b>	Kevin Buford	Westland	Y
<b>Treasurer</b>	Don Rohraff	Livonia	Y
<b>Past Chair</b>	Tim Faas	Canton Twp.	Y
<b>Counties</b>			
<b>Oakland Co. – Rep.</b>	John McCulloch	OCWRC	N
<b>Oakland Co. – Alt.</b>	Jim Wineka	OCWRC	Y
<b>Oakland Co. – Alt.</b>	Joseph Colaianne	OCWRC	N
<b>Washtenaw Co.- Rep.</b>	Janis Bobrin	WCWRC	N
<b>Washtenaw Co.- Alt.</b>	Meghan Bonfiglio	WCWRC	Y
<b>Wayne Co. - Rep.</b>	Kelly Cave	WCDPS	Y
<b>Wayne Co. - Alt.</b>	Noel Mullett	WCDPS	N
<b>SWAGs</b>			
<b>Main 1 &amp; 2 - Rep.</b>	Brandy Siedlaczek	Southfield	Y
<b>Main 1 &amp; 2 - Alt.</b>	Wayne Domine	Bloomfield Township	Y
<b>Main 3 &amp; 4 - Rep.</b>	Jim Murray	Dearborn	Y
<b>Main 3 &amp; 4 - Alt.</b>	VACANT		
<b>Upper - Rep.</b>	VACANT		
<b>Upper - Alt.</b>	Kevin Maillard	Livonia	N
<b>Middle 1 - Rep.</b>	VACANT	Northville Township	N
<b>Middle 1 - Alt.</b>	Aaron Staup	Novi	N
<b>Middle 3 - Rep.</b>	Jack Barnes	Garden City	Y
<b>Middle 3 - Alt.</b>	VACANT		
<b>Lower 1 - Rep.</b>	Bob Belair	Canton Township	Y
<b>Lower 1 - Alt.</b>	VACANT		
<b>Lower 2 - Rep.</b>	Ramzi El-Gharib	Wayne	Y
<b>Lower 2 - Alt.</b>	Tom Wilson	Romulus	N

**Others Present:** Jim Ridgway, Executive Director; Annette DeMaria; Zachare Ball, and Chris O'Meara, ECT Staff

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

Cooperating Partners:  
Cranbrook Institute of Science  
Friends of the Rouge  
Southeastern Oakland County Water Authority  
Wayne State University

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

There were no additions or changes to the draft agenda.

### **4. Summary of July 12, 2011 Executive Committee Meeting**

The motion was made by Tim Faas to accept the July 12, 2011 meeting summary. The motion was seconded by Jim Wineka. Motion passed.

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

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

Jim Ridgway informed the committee that the additional \$1 million in funding from National Oceanic and Atmospheric Administration (NOAA) for the Wayne Road Dam will allow construction to continue during the dry season. T. Faas also informed the committee that he just received a phone call from the U. S. Forestry for the award of \$374,000 for several communities to replace 2,000 trees due to the emerald ash borer.

#### **b. EPA GLNPO Legacy Project**

Gary Mekjian took a few minutes to discuss a conversation he had with Sanjiv Sinha, ECT, and Tim O'Brien, Blue Water Economy Group, regarding the ARC possibly providing fiduciary services to an EPA-GLNPO funded project. The project has been put together to remove and remediate sediment along the Rouge River. Phase 1 consisted of bringing the responsible parties together to support this project and provide match. Phase 2 will create a feasibility study of the areas of concern and Phase 3 will develop an action plan to remove the sediments. It is anticipated that the project will cost between \$3 – 5 million with 1/3 match provided by the private sector. The ARC would not have to put any funds toward the project and would not be liable for any actions related to the project. The project would provide funds for the fiduciary services provided by the ARC. It was decided that a subcommittee should meet to discuss this opportunity further. The first meeting has been scheduled for December 9 at 1:00 p.m. at the Farmington Hills City Hall Community Room. Jim Murray and Tim Faas volunteered to serve on this subcommittee. G. Mekjian stated that he would invite Tim O'Brien to give a summary of the proposed project at the Full ARC meeting.

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

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

##### A/R and A/P Reports

D. Rohraff reviewed the accounts receivable and accounts payable reports. At this point the only member dues outstanding are Melvindale, G. Mekjian will follow up with them.

##### 2011 Budget Amendment

D. Rohraff reviewed the 2011 budget amendments as follows:

Finance Committee Amendment 3: Increase line item FC1 – Accounting and Legal Services budget from \$7,500 to \$9,200 due to the unanticipated accounting services that were not budgeted in 2011. These included assistance from the accountant in coordinating the required policies and procedures as required for the ARC A133 audit and follow-up assistance with the IRS on the approval of the ARC's 501(c)(3) status.

Technical Committee Amendment 1: Add a line item for CMI1: Monitoring to Support *E. coli* TMDL Implementation to the 2011 budget in the amount of \$5,042 for the grant from CMI that will be spent in 2011. The remainder of the grant will be spent in 2012 and 2013.

Finance Committee Amendment 4: Adds NOAA1 Grant “Wayne Road Dam Removal” in the amount of \$50,000 to be spent during the remainder of 2011. The rest of the \$1 million grant will be spent in 2012 and 2013.

The motion was made by Ramzi El-Gharib to recommend to the Full ARC the approval of the 2011 Proposed Budget Amendments as presented by the Finance Committee. The motion was seconded by Kevin Buford and passed unanimously.

D. Rohraff reviewed the two contract amendments to ECT’s contract with the ARC as follows:

Appendix G – The total compensation for this scope of services is \$49,895.00. The ARC will be reimbursed by the Michigan Department of Environmental Quality (MDEQ) for 75% of this cost (\$37,421.00). The remaining 25% (\$12,474.00) will be split 50/50 between ARC dues and Rouge Grant federal funding. The total budget includes a fixed fee of: \$4,278.00. The goal of this project is to locate the sources of E. coli of human origin, whose presence is indicated by past monitoring efforts conducted by the MDEQ in completion of the Rouge River TMDL. This will be accomplished by 1) Conducting investigative water quality sampling at strategic locations within the target areas during dry weather conditions to screen for the presence of sanitary sewage; and 2) Adjusting sampling locations, as necessary, to narrow down source areas to find illicit discharge sources.

Appendix H – The total compensation for this scope of services is \$215,536 (of which \$50,000 is anticipated to be spent during the 2011 budget). The ARC will be reimbursed by the Fisheries Habitat Conservation Program Office for 100% of this cost (\$215,536). The total budget includes a fixed fee of: \$27,560. The Alliance of Rouge Communities (ARC) has received a \$1 million federal grant to remove the Wayne Road Dam in the City of Wayne and restore the fishery in the Lower Rouge River. The two-year grant was awarded to the ARC by NOAA, which provides financial and technical assistance to remove dams and barriers, construct fish passage, clean up marine debris, restore coastal wetlands, and remove invasive species in the region.

The motion was made by J. Murray to approve the ECT contract amendments as presented by the Finance Committee. The motion was seconded by K. Buford and passed unanimously.

#### 2012 Budget Requests

D. Rohraff reviewed the 2012 budget requests as follows:

##### **Executive Director Services:**

The proposed 2012 Executive Director Services includes an increase of \$7,700 because of the work required to maintain the ARC’s financial activities and the anticipated increased work load necessary for the required federal audit in 2012. Additionally, we are requesting a \$10,000 increase for grant writing in 2012. Explanations for both budget items are as follows:

Grant writing: This is being increased by \$10,000 and will cover the cost of writing five grants. This year the ARC budgeted \$10,000 and wrote five grants at a cost of \$21,000. Of the five grants, the ARC has been awarded four : \$1 Million from NOAA for Wayne Road Dam removal; \$50,000 for E. coli monitoring in the Main 1-2 and the Upper; \$24,000 for creating a strategy for the Upper Rouge Subwatershed to address beneficial use impairments and \$300,000+ from the U.S. Forest Service GLRI to buy 2,000 trees for ARC communities.

Monthly Tracking, Reporting and Financials is being increased by \$7,700 based on the actual cost of doing the ARC bookkeeping, the reporting and the audit -- which will require more staff time for the required federal audit in 2012.

### **Finance Committee:**

- (FC1) Accounting and Legal Services - \$15,000. These funds will be used for the preparation of the 2011 taxes, preparation of the financial report and the required A133 audit. These funds would also cover any legal issues that may arise related to the ARC. This line item has increased from previous years due to the cost involved with the A133 audit.
- (FC2) ARC Insurance - \$4,000. 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.

### **PIE Committee:**

The 2011 PIE budget reflects a slight increase (\$2,590) in cost from the 2012 budget due to the slight increase in cost of seedlings and packaging in PIE 2. Because of ARC budget constraints, \$10,000 worth of activities and materials will be put under the PIE Initiatives Task for funding later in the year, budget permitting. 2012 PIE Committee highlights are:

- (PIE 1) The Green Infrastructure Activities task budget is about \$12,000 lower because budget was transferred to PIE 2 to pay for increased printing costs in 2012. The activities for this task are nearly the same and will provide for the planning, design and plant materials for up to three planting projects in public golf courses in the Rouge River Watershed; analysis and project profiles for the 29 ARC grow zones installed in the watershed from 2009-11; partnering with Friends of the Rouge to present three workshops; ARC rain barrel sales and education for up to four events and the purchase of trees for new participating Green Schools.
- (PIE 2) The Public Education Materials task has increased budget for printed materials and giveaways and supports the purchase and distribution of seedlings at local events, such as community events, rain barrel sales and HHW collection days. The printing budget will pay for printing the riparian homeowners' brochure, seedling packaging, bookmarks, magnetic clips and design software.
- (PIE 3) The Website Maintenance task budget remains the same and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) Watershed Stewardship and Reporting supports Friends of the Rouge conducting grow zone maintenance workshops, the golf course workshop, a hands-on native planting workshop for homeowners, participation in community events to promote watershed stewardship, and creating an annual report of FOTR events and volunteer participation.
- (PIE 5) PIE Initiatives: The activities that will be conducted, budget permitting are:
  - Design of a riparian homeowner's brochure with related material on the ARC website. (\$5,000)
  - Printing/Wayne County (\$2,500)
  - Green Schools Trees/Wayne County (\$2,500)

### **Technical Committee:**

The 2012 Technical Committee budget is about 22% lower than the 2011 budget due to postponement of monitoring on the Lower Rouge until 2013. The 2012 TC activities are as follows:

- (TC1) The Rouge River Watershed Monitoring Activities task budget continues work performed last year to address the 5-year monitoring plan for the Rouge River. Activities for 2012 include a geomorphology assessment for the watershed and a summary report of the monitoring data from the previous year. The annual macroinvertebrate monitoring will also be completed by FOTR, but it will be funded by another grant.
- (TC2) The Storm Water Reporting System: Operation and Maintenance task supports the stream-lined, easy web-based reporting mechanism for Phase II permit reporting to the MDEQ which was completed in the 2011. The 2012 effort will include: system administration, operation

and maintenance, member assistance on system use, minor programming modifications and creation of a trial watershed-wide report.

- (TC3) The IDEP Investigations and Training task continues field investigations in priority areas and provides IDEP training for ARC municipal staff. TC3 allows the ARC to address illicit discharges on a watershed-wide basis, which is far more productive than working on a community by community basis.
- (TC4) The Compliance Initiatives task provides ARC members with resources to aid them in permit compliance. Activities will include: assisting SEMCOG and other regional partners in developing a training session for municipal staff, assistance to ARC members that will be audited by the MDEQ (including gathering information from project partners and collaboration with SEMCOG), provide comments on the draft MS4 permit template that is due to be released in 2012, and work with the MDEQ to develop a Rouge-specific permit that can be adopted by the membership.
- (CMI1/TC5) The Monitoring to Support TMDL Implementation task covers match funding for a recently awarded CMI grant to narrow down human sources of E. coli in Pebble Creek and potentially Seeley Drain and Minnow Pond Drain. Dry weather monitoring will be conducted in-stream first and then at storm sewer outlets to determine which potentially are impacted by sewage. Suspect sewers will be referred to the local community for source investigation and identification. This project begins in late 2011 and ends in early 2013. The requested budget represents 100% of the entire match requirement for the project.

The motion was made by R. El-Gharib to recommend to the full ARC approval of the 2012 Proposed Budget Requests as presented by the Finance Committee. The motion was seconded by K. Buford and passed unanimously.

#### Fundraising Subcommittee

D. Rohraff informed the committee that the Finance Committee has requested a Fundraising Subcommittee be formed to research potential fundraising opportunities as the ARC continues forward with the Rouge Grant funds declining. If anyone is interested and has ideas please forward them to Don Rohraff or Chris O'Meara. The first meeting is scheduled for December 6 at 2:30 p.m. at the Livonia DPW.

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

Kelly Cave stated that the Organization Committee has not meet to date but will be scheduling a meeting to review the draft revision of the ARC Bylaws that Meghan Bonfiglio and ARC staff have drafted. She expects to have a draft for the Executive Committee's review in early 2012. K. Cave stated that the ARC received a letter from the University of Michigan-Dearborn requesting Associate Membership status with the ARC. K. Cave recommended that the Executive Committee add this item to the agenda for the Full ARC's approval. UM-D would be invoiced in the amount of \$187.50 for the fourth quarter of 2011 and then would be invoiced \$750 for the calendar year of 2012 in February, 2012.

The motion was made by J. Murray to recommend to the Full ARC the approval of the Associate Membership request by the University of Michigan-Dearborn. The motion was seconded by K. Buford and passed unanimously.

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

Brandy Siedlaczek reported that the 2011 ARC grow zones are all installed and the Green Schools project is moving forward.

B. Siedlaczek reported that most recent ARC rain barrel sales were:

- Westland, July 30, 2011 (778 barrels sold)
- Westland, September 17, 2011 (322 barrels sold)
- Novi, September 24, 2011 (56 barrels sold)

The PIE Committee sponsored five rain barrel sales and sold 1,668 rain barrels

Bookmarks: 9,000 bookmarks were distributed to the following members/organizations:

- 100 bookmarks to each of 26 ARC member libraries (approximately 2,600 bookmarks)
- 100 bookmarks to each ARC member community.
- 1,500 bookmarks and seedlings to participating Green Schools
- 2,300 bookmarks to the Cranbrook Water Festival

Seedlings: 2,600 seedlings total were distributed this year at the following events:

- Southfield Rain Barrel sale: 500
- Westland Rain Barrel sale: 300
- Southfield community event: 200
- Novi Rain Barrel Sale: 100
- Green Schools: 1,500

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

Annette DeMaria reported for Gary Zorza that the Middle Branch monitoring being conducted by USGS is on track.

A. DeMaria reported that the Oakland County smoke testing in Farmington Hills confirmed 3 additional illicit connections over 1 ½ blocks in an older residential area. Another block is going to be tested as well. The County and City will be looking for funding to do the construction for the illicit connections as this is a Chapter 4 drainage area.

A. DeMaria reported on the MDEQ Permit Workgroup saying that the MDEQ appreciated all comments and hopes to have something after the first of the year and that it would be a permit concept, not permit language. MDEQ is still considering individual permits versus a general permit. She stated that the MDEQ said they are not waiting for the EPA storm water guidance to come out. A. DeMaria informed the committee that the MDEQ was unsure as to how they would measure the collaborated approaches.

A. DeMaria informed the committee that she attended a meeting with the City of Detroit's Green Task Force Water Subcommittee regarding a watershed management plan for the City of Detroit. Annette explained the process of developing the Rouge River watershed management plan. Since the City lies within two watersheds (Rouge and Detroit River Direct Drainage), she expressed to them the option of providing input into the Rouge management plan first, in order to get their feet wet, then they could tackle a plan for the Direct Drainage area. Annette will continue to monitor the City's progress on this initiative.

Kelly Cave informed the committee about the IDEP presentation that A. DeMaria prepared for the Healing Our Waters conference that was held in Detroit last month regarding the IDEP work that has been done in Southeast Michigan. G. Mekjian asked if A. DeMaria could give a summary of the presentation at the Full ARC meeting.

#### **7. Report from WCDPS**

Kelly Cave reported that they have requested the final drawdown of the RPO funds for 2012.



K. Cave reported that she is continuing discussions with DEQ/EPA on the potential for Green Infrastructure funding for riparian corridor planning in parts of the Rouge and other Wayne County locations.

K. Cave reminded the committee that the USACE public notice period has begun for the channel restoration in the Upper Rouge and that an email has gone out requesting comments from ARC members on the Upper Rouge River Section 1135 Draft Detailed Project Report (DPR) & Environmental Analysis (EA). G. Mekjian and J. Ridgway will draft a letter of support for the project on behalf of the ARC.

K. Cave talked about the continued efforts with the fish passage project at the Henry Ford Estate. She informed the committee that the process of transferring the property to the Edsel and Eleanor Ford House in Grosse Pointe continues to move forward.

K. Cave stated that they are beginning to prepare the 2011 Rouge Grant progress report and asked that communities forward their photos and success stories to Wayne County for inclusion in the report.

#### **8. Report from SWAGS**

There was nothing new to report.

#### **9. Other Business**

J. Ridgway suggested that Oakland County Water Resources Commissioner John McCulloch speak at the Full ARC meeting on the Environmental Advisory Rules Committee that he chairs.

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

- The motion was made to accept the July 12, 2011, meeting summary.
- The motion was made to recommend to the Full ARC the approval of the 2011 budget amendments as presented by the Finance Committee.
- The motion was made to approve the ECT contract amendments as presented by the Finance Committee.
- The motion was made to recommend to the Full ARC the approval of the 2012 budget requests as presented by the Finance Committee.
- Anyone interested in participating in the Fundraising Subcommittee or the Legacy Act Exploratory Subcommittee please let Gary Mekjian or Chris O'Meara know.

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

- Full ARC Meeting, November 1, 1:30-3:30 p.m. at Henry Ford Community College, Rosenau ABC Conference Room in the ASCC building
- Fundraising Subcommittee meeting, December 6, 2:30 p.m., Livonia DPW
- Legacy Project Exploratory Subcommittee meeting, December 9 at 1:00 p.m. at the Farmington Hills City Hall Community Room

#### **11. Adjourn**

The motion to adjourn the meeting was made by K. Buford and seconded by R. El-Gharib. The motion passed.

## ARC Executive Committee Attendance List

Meeting Date: 10/25/11

Name		Community	Attended	Initials
Alsaigh	Razik	WCDOE	<input type="checkbox"/>	—
Ball	Zachare	ECT	<input type="checkbox"/>	ZB
Barnes	Jack	Garden City	<input checked="" type="checkbox"/>	JAB
Belair	Bob	Canton Township	<input checked="" type="checkbox"/>	BAB
Bobrin	Janis	Washtenaw County Water Resour	<input type="checkbox"/>	—
Bonfiglio	Meghan	Washtenaw County Water Resour	<input type="checkbox"/>	MAB
Buford	Kevin	Westland	<input checked="" type="checkbox"/>	K.L.B
Buiten	Mike	Wayne	<input type="checkbox"/>	—
Casari	Tom	Northville Township	<input type="checkbox"/>	—
Cave	Kelly	WCDPS	<input checked="" type="checkbox"/>	KAC
Colaianne	Joe	Oakland County	<input type="checkbox"/>	—
Domine	Wayne	Bloomfield Township	<input checked="" type="checkbox"/>	WAD
El-Gharib	Ramzi	Wayne	<input checked="" type="checkbox"/>	RGE
Faas	Tim	Canton Township	<input checked="" type="checkbox"/>	TF
Fellrath	Patrick	Plymouth Township	<input type="checkbox"/>	—
LaManes	Paul	Melvindale	<input type="checkbox"/>	—
Maillard	Kevin	Livonia	<input type="checkbox"/>	—

Meeting Date: 10/25/11

Name		Community	Attended	Initials
McCulloch	John	Oakland County	<input type="checkbox"/>	
Mekjian	Gary	Farmington Hills	<input checked="" type="checkbox"/>	GM
Mullett	Noel	WCDPS	<input type="checkbox"/>	
Murray	Jim	Dearborn	<input checked="" type="checkbox"/>	JM
Ridgway	Jim	ECT	<input checked="" type="checkbox"/>	JR
Rohraff	Don	Livonia	<input type="checkbox"/>	DR
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	BS
St. Henry	Paul	Livonia	<input type="checkbox"/>	
Staup	Aaron	Novi	<input type="checkbox"/>	
Weaver	Don	Northville Township	<input type="checkbox"/>	
Wilson	Tom	Romulus	<input type="checkbox"/>	
Wineka	Jim	Oakland County	<input checked="" type="checkbox"/>	JW
Zorza	Gary	Farmington Hills	<input type="checkbox"/>	
<u>Aida Maria</u>		<u>ECT</u>	<input checked="" type="checkbox"/>	<u>AM</u>
_____		_____	<input type="checkbox"/>	_____
_____		_____	<input type="checkbox"/>	_____
_____		_____	<input type="checkbox"/>	_____
_____		_____	<input type="checkbox"/>	_____
_____		_____	<input type="checkbox"/>	_____

**Alliance of Rouge Communities Status Report**

2011 Fiscal Year - DRAFT 2-17-12

Activity		Budget	Paid	Remaining Balance
<b>Rouge Grant</b>				
<b>Organization Committee</b>				
OC1	Executive Director Services	\$168,803.00	\$160,333.59	\$8,469.41
	Pursuing Grant Opportunities	\$10,000.00	\$9,909.49	\$90.51
OC3	Accounting/Legal Services	\$13,200.00	\$13,178.00	\$22.00
<b>Organization Committee Total</b>		<b>\$192,003.00</b>	<b>\$183,421.08</b>	<b>\$8,581.92</b>
<b>Public Education and Involvement Committee</b>				
PIE1	Green Infrastructure Campaign	\$94,000.00	\$93,492.58	\$507.42
PIE2	Pub Ed Materials	\$17,500.00	\$24,289.47	-\$6,789.47
PIE3	Website Maintenance	\$7,750.00	\$6,346.83	\$1,403.17
PIE4	Watershed Steward. & Reporting	\$18,590.00	\$14,785.37	\$3,804.63
<b>PIE Committee Total</b>		<b>\$137,840.00</b>	<b>\$138,914.25</b>	<b>-\$1,074.25</b>
<b>Technical Committee</b>				
TC1	Rouge River Watershed Monitoring Activities	\$66,500.00	\$66,229.93	\$270.07
TC2	Storm Water Reporting	\$23,000.00	\$26,690.46	-\$3,690.46
TC3	IDEP	\$85,000.00	\$81,469.75	\$3,530.25
TC4	Compliance Initiatives	\$22,000.00	\$11,707.57	\$10,292.43
<b>Technical Committee Total</b>		<b>\$196,500.00</b>	<b>\$186,097.71</b>	<b>\$10,402.29</b>
<b>Rouge Grant Total</b>		<b>\$526,343.00</b>	<b>\$508,433.04</b>	<b>\$17,909.96</b>
<b>Other Grants</b>				
RPO1	RGC Urban Habitat Improvement	\$6,440.00		\$6,440.00
RPO2	Wayne Road Dam Removal Design	\$115,100.00	\$114,855.20	\$244.80
SPAC2	Strategy to Delist BUIs in the rouge River AOC	\$10,597.00	\$10,597.23	-\$0.23
SPAC3	Developing a Coordinated Effort to Address Rouge AOC BUIs	\$14,989.00	\$13,023.83	\$1,965.17
CMI1	Rouge River Monitoring for E. coli TMDL Implementation	\$5,042.00	\$6,853.52	-\$1,811.52
NOAA1	Wayne Road Dam Removal	\$50,000.00	\$44,843.66	\$5,156.34
GLRI1	Transforming the Rouge	\$200,000.00	\$179,599.75	\$20,400.25
GLRI2	Danvers Pond	\$58,000.00	\$42,867.32	\$15,132.68
<b>Other Grants total</b>		<b>\$460,168.00</b>	<b>\$412,640.51</b>	<b>\$40,842.69</b>
<b>Total Budgeted</b>		<b>\$986,511.00</b>	<b>\$921,073.55</b>	<b>\$58,752.65</b>

Amount Paid from Alliance Dues	\$332,531.12 (4)
Amount Paid from RRNWWDP Federal Grant	\$242,667.76 (1)
Amount Paid from Rouge Round X	\$57,427.60
Amount Paid from SPAC Grant	\$20,593.35
Amount Paid from GLRI Grant	\$216,156.54
Amount Paid from CMI Grant	\$6,853.52
Amount Paid from NOAA Grant	\$44,843.66
	<b>\$588,542.43</b>

ARC Dues Received	\$351,776.87 (2)
ARC 2011 dues available for future bills in FY12 budget	\$19,245.75 (3)

**NOTES**

- (1) Razik Request For Reimbursement form line U. \$206,020.52 plus WC costs razik billed to grant \$36,647.24
- (2) Dues \$266,874.50 plus 2010 rollover of \$84,902.37
- (3) ARC dues received minus amount paid from ARC dues
- (4) Total Budgeted Paid column minus Amount Paid from all grants line 46 down

February 13, 2012

To: Gary Mekjian, ARC Chair

From: Zachare Ball, ARC Staff

Re: Budget adjustment for 2011 ARC PIE Committee Activities

ARC staff is requesting a budget adjustment within the 2011 PIE Committee Budget to transfer \$5,200 from remaining Wayne County budget and \$2,240 from the remaining FOTR budget to cover the ARC staff variance in the PIE Committee budget. This will not require an increase in the overall ARC budget or the overall PIE Budget. It will require a contract amendment between the ARC and ECT to increase ECT's budget for 2011 by \$7,440.

Two-thirds of the variance for ARC Staff in PIE 1 was due to the rain barrel sales in 2011 (five events instead of two events) and the remaining third of the variance was due to planning that had to begin in 2011 for workshops being held in early 2012.

The justification for holding more than two rain barrel events in 2011 is that it became clear that these events were excellent opportunities to reach out to the public and educate them about the activities of the Alliance of Rouge Communities and also about how the public can reduce storm water pollution impacts to the Rouge River.

In 2011, rain barrel events were held at Farmington Hills, Southfield, Westland (2) and Novi. These were the following outcomes:

- The ARC sold 1,668 rain barrels.
- The ARC made \$3,390 in income and donations from the vendor.
- ARC staff educated at least 1,100 residents who participated in rain barrel sales.
- We distributed 600 seedlings, 600 bookmarks, 1,100 ARC fact sheets, 600 Value of Trees fact sheets and hundreds of chip clips with the ARC logo and the phrase: "Fertilize Caringly and Sparingly."

ARC staff believes that the public education value of the rain barrel sales justifies the budget adjustment. Additionally, the workshops being held in early 2012 are to promote the ARC grow zone program in municipal golf courses (Feb. 23, 2012 workshop), and to continue public education for residents interested in native landscaping (April, 2012 workshop).

Alliance of Rouge Communities  
Executive Director Services  
Appendix A- Scope of Services for Basic Services

Environmental Consulting & Technology, Inc.

January 1, 2011 to December 31, 2011

**The total compensation for the scope of services included in Appendix A is \$328,461 which includes a fixed fee of: \$37,665.39.**

**EXECUTIVE DIRECTOR ARC MEMBERSHIP MEETING SUPPORT**

***a. Full Alliance Meetings (Jim Ridgway)***

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

***b. Executive Committee Meetings (Jim Ridgway)***

Staff support will be provided for six (6) Executive Committee meetings. Staff support for each meeting will include (under the direction of the ARC Officers), preparation of the agenda, distribution of the materials prior to the meetings, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken), and meeting summary preparation and distribution.

***c. Organization Committee Meetings (Jim Ridgway)***

Staff support will be provided for four (4) Organizational Committee meetings. Staff support for each meeting will include (under the direction of the co-chairs), preparation of the agenda, distribution of the materials prior to the meeting, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken), and meeting summary preparation and distribution.

***d. SWAGs (Zachare Ball)***

Staff support for one (1) meeting of each SWAG including preparation of the agenda (under direction of each SWAG Chair), distribution of materials prior to the meetings, facilitation of the meetings (including note-taking and record of actions taken), and preparation/distribution of meeting summaries to members and other interested parties.

***e. Technical Committee (Jim Ridgway and Annette DeMaria)***

Staff support will be provided for four (4) meetings, including preparation of the agenda (under the direction of the Technical Committee Chair), distribution of the materials prior to the meetings, facilitation of the meetings (including note-taking and record of actions taken), and preparation/distribution of meeting summaries to members and

other interested parties. Staff support will be provided for developing the 2012 Technical Committee budget.

***f. Public Involvement and Education (PIE) Committee (Zachare Ball)***

Staff support will be provided for four (4) meetings, including preparation of the agenda (under the direction of the PIE Committee Chair), distribution of the materials prior to the meetings, facilitation of the meetings (including note-taking and record of actions taken), and preparation/distribution of meeting summaries to members and other interested parties. Staff support will be provided for developing the 2012 PIE Committee budget.

**ADVOCACY AND ADMINISTRATION**

***a. Routine Distribution of Materials/Freedom of Information Act (FOIA) and Open Meetings Act - State Law Requirements***

Information will be distributed to members of the ARC as requested by the officers of the ARC. ECT will respond to FOIA requests and meet the Open Meetings Act requirements consistent with the policies developed and adopted by the ARC.

***b. Advocate for Rouge River Watershed and Primary Liaison***

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

***c. Quick Books Monthly Tracking & Reporting***

ECT will utilize QuickBooks for the financial tracking for the ARC. Monthly reports will be prepared for ARC members and officers.

***d. Finance Committee (Jim Ridgway and Chris O'Meara)***

ECT will work with the Finance Committee to develop and administer the annual budget and work plan. ECT will prepare monthly financial reports and coordinate the annual audit in accordance with ARC bylaws. ECT will attend up to four (4) Finance Committee meetings, including preparation of the agenda, distribution of materials prior to the meetings, and preparation/distribution of meeting summaries to appropriate parties. Ongoing support services for the committee outside of the regular meetings will also be provided.

***e. Administrative Oversight and Contractor Management***

ECT will provide administrative oversight of the ARC day-to-day activities, staff, consultants and contractors, and external relationships with other agencies, organizations, and individuals to meet the goals of the ARC.

***f. ARC Marketing and Communications Strategy***

ECT will oversee development and implementation of the ARC marketing and communications strategy. ECT staff will work closely with ARC Officers and staff on development of press releases, interaction with the media, and design of promotional materials. This task will also provide for regular updates of ARCommunications newsletter.

***g. Annual Report***

ECT will prepare and distribute the annual report reflecting ARC accomplishments.

*Deliverable:* 2010 ARC Annual Report

**PURSUING GRANT OPPORTUNITIES**

***a. Pursuing Grant Opportunities (ED Services, \$10,000, 2011 ARC Budget)***

Staff will research and develop two (2) grant applications which are consistent with meeting the requirements of the Phase 2 MS4 permit.

*Deliverables:* Final submitted grant applications

**PUBLIC INVOLVEMENT AND EDUCATION COMMITTEE**

***a. (PIE1) Green Infrastructure Campaign (ED Services, \$69,000, 2011 ARC Budget)***

Green Infrastructure is being promoted nationally as a significant component of CSO, SSO and Storm Water management programs. This task will include the following activities:

- The PIE Committee will publicize and oversee a mini-grant program that will provide funding to facilitate communities, schools and non-profits to establish schoolyard habitats, native plant grow zones, buffers, plant trees and establish small rain gardens.
- The PIE Committee will conduct up to four meetings with ARC staff, communities and PIE members to develop criteria, accept applications and screen applications for grants;
- The PIE Committee and staff will coordinate activities with other non-profits and organizations promoting green infrastructure and low-impact development (FOTR, SOCWA, and SEMCOG) and generate publicity for the ARC project. Ultimately, the PIE Committee will hold a workshop/media event that will publicize the benefits of green infrastructure with local and national speakers and include a bus tour of example sites for local, state and national officials and the media.
- The PIE Committee will conduct three workshops: One (1) workshop will be for golf course operators promoting green infrastructure and healthy lawn practices and two (2) workshops will be presented to residents regarding septic system maintenance.
- The PIE Committee will support the Green Schools program.

*Deliverables:* Mini-grant eligibility criteria for grow zone/rain garden plantings; Planning, design and planting materials for up to 10 rain gardens/grow zones in the Rouge River Watershed, and publicity; green infrastructure workshop; one golf course workshop and two septic system maintenance workshops for residents.



**b. (PIE2) Public Education Materials (ED Services, \$7,500, 2011 ARC Budget)**

Planning and preparing for and staffing up to three public events to distribute tree seedlings to promote the value of trees and green infrastructure.

*Deliverables:* List of events and activities, copies of any printed materials.

**c. (PIE3) Website Maintenance (ED Services, \$7,750, 2011 ARC Budget)**

This task will provide for updating materials on the ARC website, and the monthly fee to the web provider.

*Deliverables:* Website updates; website provider fees.

## **TECHNICAL COMMITTEE**

**b. (TC2) Storm Water Reporting (ED Services, \$43,000, 2011 ARC Budget)**

This task will provide for the ARC staff assisting members on system use of the Reporting System developed in 2010 and will include an orientation document. Additionally, it will provide for maintenance of the reporting system including code refining, modifications to web interface and minor content modifications as necessary. Finally, this task will provide for administration of the reporting system including setting up user names, passwords and troubleshooting any problems.

**c. (TC3) IDEP (ED Services, \$6,000, 2011 ARC Budget)**

### **IDEP Field Investigations**

IDEP field investigations will be overseen and coordinated by ECT to ensure field efforts in Wayne and Oakland county, which are funded by the ARC, are occurring in a manner that is most beneficial to the ARC. Prior to the ARC entering an agreement with Oakland County, ECT will determine the status of any current IDEP work being conducted in the Rouge and where additional efforts are needed to address the priority areas in Oakland County. ECT will then draft a scope of work for review by the Technical Committee.

ECT will provide an update on IDEP field work performed by both counties at a full ARC meeting, as deemed appropriate by the ARC.

**d. (TC4) Compliance Initiatives (ED Services, \$18,000, 2011 ARC Budget)**

Work associated with this request may include the following:

- Collaborative Action Plan Development. WC and ED staff will collaborate on the collaborative Action Plan to determine how it can be further amended, as necessary, to serve ARC members. If accepted by ARC members, the Plan may be used as a timely revision of the existing watershed based SWPPI template.
- Phase II DNRE Audit Assistance. ED staff will assist ARC members with the Phase II DNRE audits. SEMCOG has offered to provide ARC members support

during the audit process at no additional cost to the community. This could include conducting a pre-audit and attending the audit. However, ED staff may need to provide SEMCOG or the community with certain items in preparation of the audit. ED staff and SEMCOG will meet with DNRE to identify audit items that the ARC and cooperating partners handle for all members. This information could then be provided to the DNRE prior to the audit. This would streamline the audit (both for ARC members and the DNRE) and relieve ARC members from certain responsibilities.

- SWMP and SWPPP Coordination. For jurisdictional permittees to be included in the Rouge River Storm Water Reporting System, each member's SWMP should be similar to the watershed-wide SWPPI (to the extent possible). Using an existing SWMP as a starting point, ED staff will provide ARC members a SWMP template to ensure they are as consistent as possible with the Reporting System. ED staff will also collaborate with SEMCOG as the SWPPP are developed to ensure that they are consistent across the watershed.

12:10 PM

03/26/12

**Alliance of Rouge Communities  
A/R Aging Summary  
As of March 26, 2012**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Bloomfield Township	16,006.00	0.00	0.00	0.00	0.00	16,006.00
Canton Township	25,432.00	0.00	0.00	0.00	0.00	25,432.00
CMI Monitoring TMDL Grant	0.00	6,853.52	0.00	0.00	0.00	6,853.52
Commerce Township	0.00	0.00	0.00	0.00	0.00	0.00
Detroit Water and Sewerage Department	44,625.00	0.00	0.00	0.00	0.00	44,625.00
Livonia	29,013.00	0.00	0.00	0.00	0.00	29,013.00
Melvindale	2,635.00	0.00	0.00	0.00	0.00	2,635.00
Northville Township	9,525.00	0.00	0.00	0.00	0.00	9,525.00
Plymouth Township	10,358.00	0.00	0.00	0.00	0.00	10,358.00
Redford Township	12,168.00	0.00	0.00	0.00	0.00	12,168.00
Rochester Hills	1,875.00	0.00	0.00	0.00	0.00	1,875.00
Rouge River National Wet Weather Dem. Pro	3,719.94	53,737.29	0.00	0.00	0.00	57,457.23
Rouge Round X Grant	0.00	8,055.78	0.00	0.00	0.00	8,055.78
University of Michigan-Dearborn	0.00	0.00	0.00	187.50	0.00	187.50
Van Buren Township	6,326.00	0.00	0.00	0.00	0.00	6,326.00
<b>TOTAL</b>	<b><u>161,682.94</u></b>	<b><u>68,646.59</u></b>	<b><u>0.00</u></b>	<b><u>187.50</u></b>	<b><u>0.00</u></b>	<b><u>230,517.03</u></b>

**Alliance of Rouge Communities  
A/P Aging Summary  
As of March 26, 2012**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Cole, Newton & Duran CPA	0.00	1,782.00	0.00	0.00	0.00	1,782.00
Environmental Consulting & Technology, In	44,285.53	7,439.87	35,321.72	10,668.91	0.00	97,716.03
Friends of the Rouge	0.00	0.00	1,366.26	0.00	0.00	1,366.26
Inland Lakes Landscaping Corp.	42,086.37	17,154.00	0.00	0.00	0.00	59,240.37
Wayne County - DOE	0.00	1,940.01	56,511.41	0.00	0.00	58,451.42
<b>TOTAL</b>	<b><u>86,371.90</u></b>	<b><u>28,315.88</u></b>	<b><u>93,199.39</u></b>	<b><u>10,668.91</u></b>	<b><u>0.00</u></b>	<b><u>218,556.08</u></b>

**Alliance of Rouge Communities  
DRAFT 2012 Budget - 3/7/12**

**Expected Revenues Available for 2012**

2012 Dues from Communities	\$ 270,261
2012 Rouge Project Grant (estimated)	\$ 234,938
GLRI/FS Grants	\$ 1,150,370
GLRI Match	\$ 71,250
RPO Round X Grant	\$ 5,949
RPO Round X Match	\$ 3,480
CMI Grant	\$ 26,907
NOAA Grant	\$ 491,768
SPAC Grant	\$ 10,000
2012 Rain Barrel Sales(estimated)	\$ 5,000
Corporate Support(goal for 2012 is \$10,000)	\$ 10,000
Rollover Dues from 2011 Budget(estimated)	\$ 19,246
	\$ 2,299,168

Proposed ARC 2011 Budget Items	Committee Proposal	Funding Source										"Provider" Using Budget (3)
		ARC Dues	Rouge Grant	Rouge Round X Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	Other Source/Match			
<b>Rouge Grant</b>												
<b>Organization Committee</b>												
(1)OC1 Executive Director Services	\$ 167,471	\$ 83,736	\$ 83,736									EDS
Pursuing Grant Opportunities	\$ 20,000	\$ 20,000										EDS
<b>Organization Committee Total</b>	<b>\$ 187,471</b>	<b>\$ 103,736</b>	<b>\$ 83,736</b>									
<b>Finance Committee</b>												
(2)FC1 Accounting/Legal Services	\$ 15,000	\$ 15,000	\$ -									outside purchase
(2)FC2 ARC Insurance	\$ 4,000	\$ 4,000	\$ -									outside purchase
<b>Finance Committee Total</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ -</b>									
<b>Public Education and Involvement Committee</b>												
PIE1 Green Infrastructure Campaign	\$ 79,500	\$ 39,750	\$ 39,750									EDS/WC/ARC
PIE2 Public Ed Materials	\$ 24,590	\$ 12,295	\$ 12,295									EDS/WC/ARC
PIE3 Website Maintenance	\$ 7,750	\$ 3,875	\$ 3,875									EDS/WC
PIE4 Watershed Stewardship and Reporting	\$ 18,590	\$ 9,295	\$ 9,295									FOTR
(4)PIE5 PIE Committee Initiatives	\$ 10,000	\$ 5,000	\$ 5,000									
<b>PIE Committee Total</b>	<b>\$ 140,430</b>	<b>\$ 65,215</b>	<b>\$ 70,215</b>									
<b>Technical Committee</b>												
TC1 Rouge River Watershed Monitoring Activities	\$ 22,000	\$ 11,000	\$ 11,000									WC/EDS
TC2 Storm Water Reporting	\$ 21,800	\$ 10,900	\$ 10,900									EDS/ARC
TC3 IDEP	\$ 87,500	\$ 43,750	\$ 43,750									EDS/WC/OC
TC4 Compliance Initiatives	\$ 18,200	\$ 9,100	\$ 9,100									
(5)TC5-CM1 Monitoring to Support E. Coli TMDL Implementation	\$ 12,474	\$ 6,237	\$ 6,237									EDS
<b>Technical Committee Total</b>	<b>\$ 161,974</b>	<b>\$ 80,987</b>	<b>\$ 80,987</b>									
<b>Total Amount Requested by All Committees</b>	<b>\$ 508,875</b>	<b>\$ 268,938</b>	<b>\$ 234,938</b>									
		ARC Dues	Rouge Grant	Rouge Round X Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	Other Source/Match			
<b>GLRI Grant</b>												
<b>GLRI 1</b>												
<i>Transforming the Rouge AOC from Mowed Down to Grown Up</i>												
GLRI1A Grow Zone Design and Construction Oversight	\$601,818				\$530,566							
GLRI1B Construct Grow Zones									\$31,250			
Final design, permitting and construction oversight at Valley Woods Wetland Preserve												
GLRI1D Construct Valley Woods Wetland Preserve Improvements												
GLRI1E Monitoring									\$40,000			
GLRI1F Public Education	\$10,000	\$10,000										
GLRI1G Grant Administration and Reporting												
Sub-total GLRI 1	\$611,818	\$10,000			\$530,566				\$71,250			
<b>GLRI 2</b>												
<i>Danvers Pond Dam Removal and Stream Restoration</i>												
GLRI2A Engineering	\$432,314				\$432,314							
GLRI2B Construction												
GLRI2C Construction Oversight												
GLRI2D Grant Administration												
Subtotal GLRI 2	\$432,314				\$432,314				\$0			
<b>FS 1</b>												
<i>US Forestry EAB Restoring Community Trees in Urban Watershed</i>												
FS1A Project Oversight	\$22,454				\$22,454							
FS1B Tree Purchase/Installation	\$157,627				\$157,627							
FS1C Grant Management	\$7,409				\$7,409							
Sub-total FS 1	\$187,490	\$0			\$187,490							
<b>TOTAL FS 1</b>	<b>\$1,231,622</b>	<b>\$10,000</b>			<b>\$1,150,370</b>				<b>\$71,250</b>			
		ARC Dues	Rouge Grant	Rouge Round X Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	Other Source/Match			
<b>Rouge Round X</b>												
<b>RPO 1</b>												
<i>RGC Urban Habitat Improvement</i>												
RPO1A Demonstration Riparian Buffer Planning and Installation	\$3,573			\$3,573								
RPO1B Wetland Conservation and Mitigation Plan												
RPO1C Interpretive Signage	\$3,946			\$2,030					\$1,916			
RPO1D Public Workshop	\$1,910			\$346					\$1,564			
<b>Total RPO 1</b>	<b>\$9,429</b>			<b>\$5,949</b>					<b>\$3,480</b>			
<b>CMI</b>												
<b>(7)CMI1</b>												
<i>CMI1 Rouge River Monitoring for E.coli TMDL Implementation</i>												
<b>TOTAL CMI</b>	<b>\$26,907</b>								<b>\$26,907</b>	(5)		
<b>NOAA</b>												
<b>(6) NOAA1</b>												
<i>NOAA1 Wayne Road Dam Removal</i>												
<b>TOTAL NOAA</b>	<b>\$491,768</b>								<b>\$491,768</b>			
<b>SPAC</b>												
<b>(8)SPAC3</b>												
<i>SPAC3 Developing a Coordinated Effort to Address Rouge AOC BUIs</i>												
<b>TOTAL SPAC</b>	<b>\$10,000</b>								<b>\$10,000</b>			
<b>TOTAL BUDGET</b>	<b>\$2,278,601</b>	<b>\$278,938</b>	<b>\$234,938</b>	<b>\$5,949</b>	<b>\$1,150,370</b>	<b>\$10,000</b>	<b>\$491,768</b>	<b>\$26,907</b>	<b>\$74,730</b>			
<b>TOTAL INCOME</b>	<b>\$2,299,168</b>											
<b>Available Unallocated ARC Budget (total income minus total budget)</b>	<b>\$20,567</b>											

**Notes**

- (1) Includes fiduciary services, advocacy and administration
- (2) Not a Rouge grant eligible item; funded 100% from ARC dues
- (3) EDS - Executive Director Services, WC - Wayne County, OC - Oakland County Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- (4) PIEs - This line item is budgeted, but will not start until additional income is received through corporate support or other funding source. This item will be reviewed during the second quarter of 2012 by the Finance Committee.
- (5) TCS-CM1 is being completed under the Rouge Grant as match for the CMI project which accepts other federal funds as match.
- (6) In 2011, the ARC received a NOAA grant totalling \$1,033,536 for Wayne Rd. Dam. \$50,000 was budgeted for the 4th quarter of 2011, with half of the remaining amount (\$491,768) budgeted for 2012 and the other remaining half (\$491,768) to be budgeted in 2013. No match is required.
- (7) CMI1 added to show 2012 awarded grant amount of \$26,907. \$5,042 was budgeted in 2011, and \$5,472 will be budgeted in 2013 with an additional \$12,474 match budgeted in 2012 that will be split 50/50 between ARC dues and Rouge Grant funds under TCS-CM1. Total award is \$49,895.
- (8) SPAC3 added to show awarded grant amount of \$10,000 for 2012. \$14,989 was budgeted in 2011. Total award is \$24,989.
- (9) FS1 added to show awarded grant amount of \$187,490 for 2012, remainder of \$187,490 will be budgeted in 2013. total award is \$374,980.



*Working together, restoring the river*

## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2012 BUDGET AMENDMENT: Finance Committee Amendment 1

**REQUEST DATE:** February 27, 2012

**LINE ITEM:** Add U.S. Forest Service 1/ Emerald Ash Borer

**COMMITTEE MAKING REQUEST:** Finance Committee

**BACKGROUND:** The Alliance of Rouge Communities (ARC) has received a two-year \$374,980 grant from the U.S. Forest Service to replace 2,000 trees lost to the Emerald Ash Borer. The ARC was awarded the funding in October, 2011, with activities beginning on January 1, 2012.

**DESCRIPTION OF ANTICIPATED ACTIVITIES:** This grant was awarded to the ARC from the US Forest Service through the State of Michigan to purchase and plant 2,000 trees in the Rouge River Watershed in partnership with Wayne County and several ARC member communities. The following communities requested trees:

ARC Member	# of Trees
Bingham Farms	20
Bloomfield Hills	50
Bloomfield Twp.	25
Canton Township	200
Lathrup Village	40
Livonia	105
Plymouth Twp.	150
Redford Township	25
Rochester Hills	50
Southfield	100
Walled Lake	10
Wayne	200
Westland	125
Wayne County	900
<b>Total:</b>	<b>2,000</b>

**RATIONALE:** The 2012 budget must be adjusted to reflect this additional funding.

**BUDGET:** This amendment adds the 2012 U.S. Forest Service 1 grant budget line to the 2012 ARC Budget with funding anticipated for 2012 activities in the amount of \$187,490. No match is required. The remainder of the grant funds will be booked in the 2013 budget.

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

Alliance of Rouge Communities  
Executive Director Services  
Appendix I - Scope of Services for U.S. Forest Service Grant: Restoring  
Community Trees in an Urban Watershed

Environmental Consulting & Technology, Inc.

January 1, 2012 to January 1, 2014

**The total compensation for this scope of services is \$36,000 (of which \$18,000 is anticipated to be spent during the 2012 budget year). The ARC will be reimbursed by the U.S. Forest Service for 100% of this cost. The total budget includes a fixed fee of: \$4,618.**

Project

The Alliance of Rouge Communities has been awarded a \$374,980 grant from the U.S. Forest Service to replace trees lost to the Emerald Ash Borer infestation in the Rouge River Watershed. The proposed project will restore the urban tree canopy in the Rouge River Watershed – the state of Michigan’s most urban watershed and ground zero for the Emerald Ash Borer (EAB) Infestation beginning in 2002. The newly planted trees will replace those that were damaged or removed because of the effects of EAB. The EAB was particularly devastating to the Rouge River Watershed, since this area was where the invasive species was first discovered. By planting new trees a healthy, functional and more diverse urban tree canopy can be restored in the Rouge River watershed and the effects of storm water pollution, such as soil erosion, air pollution and harmful effects to habitat will be reduced.

Project Tasks

Task 1: Project Oversight; Team Meetings and Planning (January-July, 2012, January-July, 2013):

Intermediate Steps: Team meeting(s)

Major Milestone: List of trees chosen for planting and map showing planting areas

The ARC, as the applicant, will provide project oversight, coordination with the U.S. Forest Service and project design. ARC staff will have semi-regular meetings with the project partners to determine types of trees; locations for planting and procurement. Representatives will include project partners, State of Michigan Forester and other interested parties. Locations will be determined by the GLRI-Funded “Tree Enhancements on Publicly-Owned Priority Urban Areas,” the Rouge River Watershed Plan and local community plans.

Deliverables: List of non-EAB trees chosen for planting; planting areas; meeting summaries and estimated storm water reduction.

**ECT Budget:** \$22,454 to provide project oversight and planning

Task 2: Tree Purchase and Installation (August-October, 2012, August-October, 2013):

Intermediate Step: Procurement process for purchase of trees

Major Milestone: Trees are planted (two phases)

Depending on the outcomes of Task 1, the partners will determine if the ARC will procure the trees or if each individual community will purchase trees. Trees will be procured and installed from August-November, 2012 and August-November, 2013.

Deliverables: List of trees purchased and dates installed.

**ECT Budget:** \$6,137 to coordinate documentation of tree purchase and documentation of installation.

Task 3: Grant Management and Final Report (Jan. 1 2012-Jan. 1-2014)

Intermediate Steps: Quarterly Reports

Major Milestone: Final Report; Measurable Outcomes

The ARC will provide grant management for this grant and write a final report. The final report will include outcomes of planning meetings; tree purchase and planting; location map showing where trees were planted, and measurable outcomes.

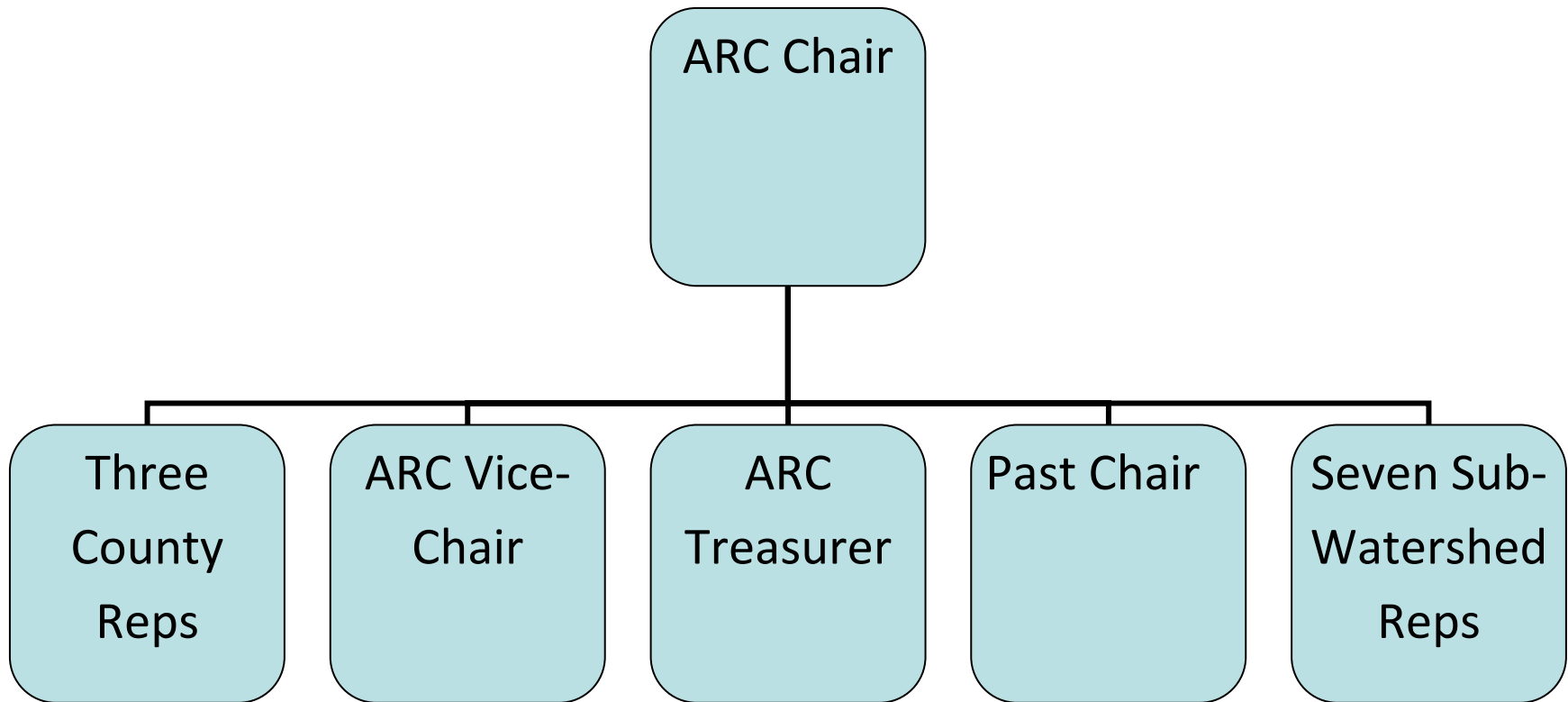
Deliverables: Quarterly Reports; Final Report

**ECT Budget:** \$7,409 for grant management activities and the final report.

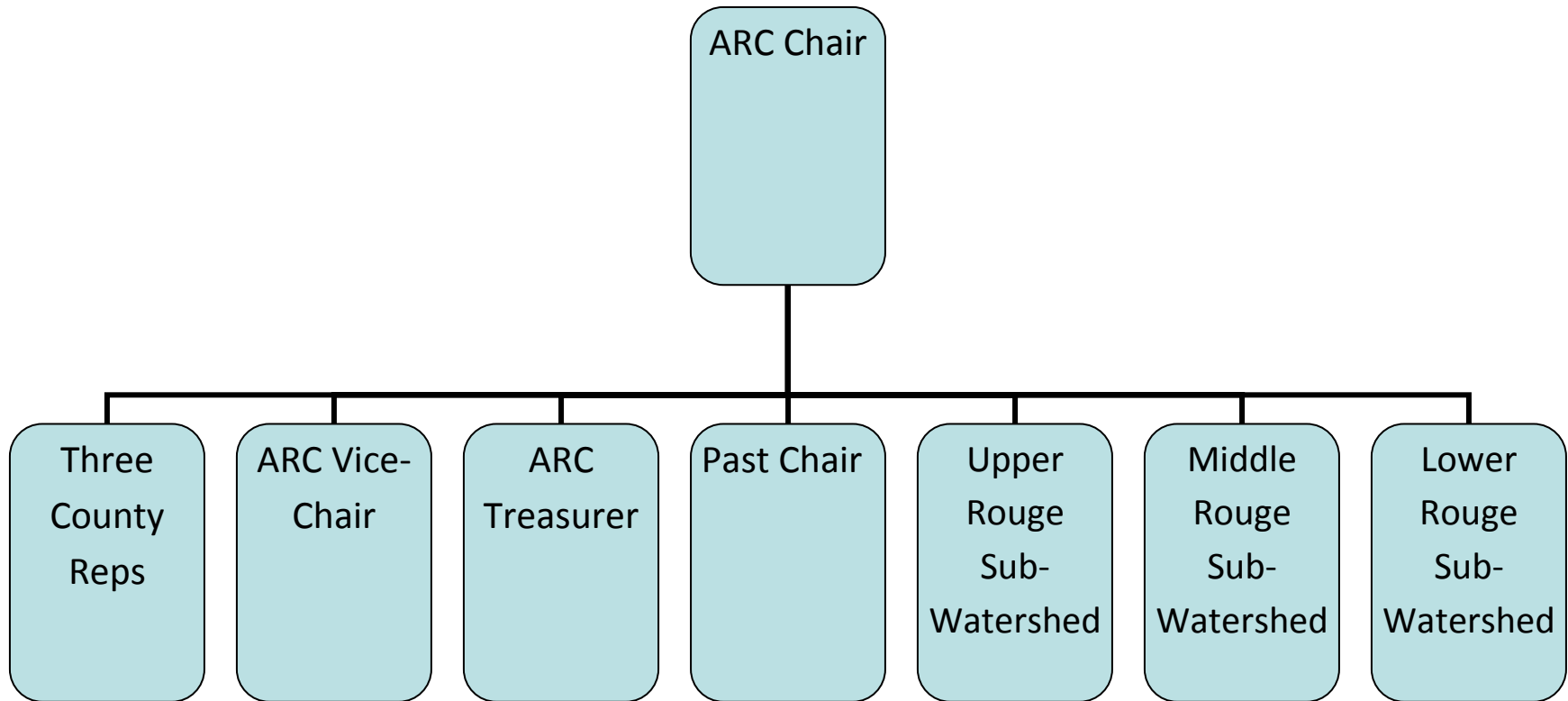


**Table 2: ARC EAB Restoration Grant- ARC Contract Staff Budget**

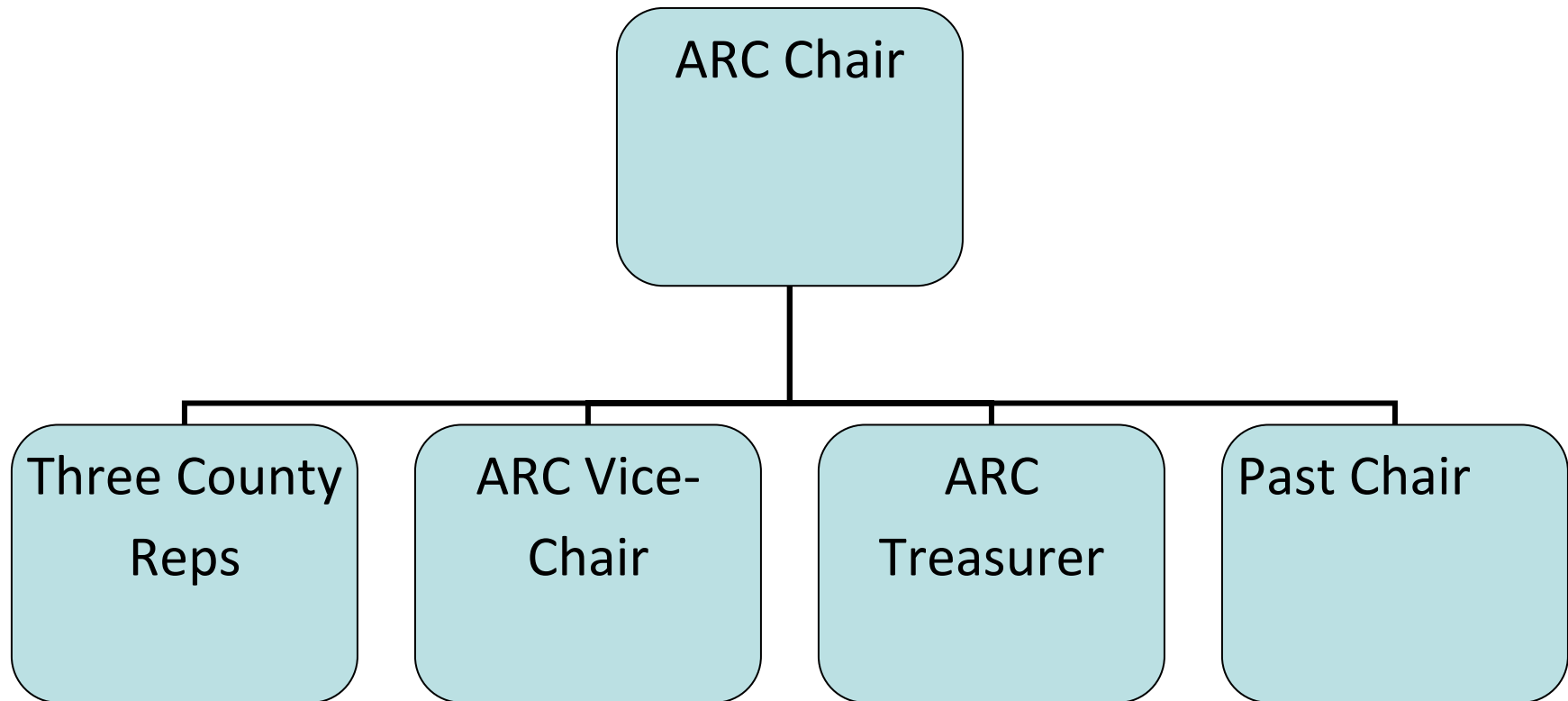
		Grant Requested Funds									
		Task 1: Project Oversight/Planning		Task 2: Tree Purchase and Installation		Task 3: Grant Management and Final Report				Totals	
Professional Services	Rates*	Hrs	Labor Cost	Hrs	Labor Cost	Hrs	Labor Cost	Hrs	Labor Cost	Hrs	Cost
James Ridgway	\$60		\$0		\$0		\$0		\$0	0	\$0
Annette DeMaria	\$40		\$0		\$0		\$0		\$0	0	\$0
Zachare Ball	\$38	82	\$3,116		\$0	40	\$1,520		\$0	122	\$4,636
C. O'Meara	\$28		\$0	10	\$280	30	\$840		\$0	40	\$1,120
Sr- Level Staff	\$40		\$0		\$0		\$0		\$0	0	\$0
Mid-level staff	\$31	50	\$1,550	20	\$620		\$0		\$0	70	\$2,170
Jr-Level Staff	\$25	100	\$2,500	40	\$1,000		\$0		\$0	140	\$3,500
Administrative Support	\$22		\$0		\$0		\$0		\$0	0	\$0
Sub totals		232	\$7,166	70	\$1,900	70	\$2,360	0	\$0	372	\$11,426
Government Audited Overhead @ 169.44%			\$12,142		\$3,219		\$3,999		\$0		\$19,360
Fee @ 15%			\$2,896		\$768		\$954		\$0		\$4,618
Total Labor Cost			\$22,204		\$5,887		\$7,313		\$0		\$35,404
Expenses:											
Mileage (Federal rate, current \$0.55/mile)			\$250		\$250		\$96		\$0		\$596
Misc			\$0		\$0		\$0		\$0		\$0
Expense Total			\$250		\$250		\$96		\$0		\$596
TOTAL COST			\$ 22,454		\$ 6,137		\$ 7,409		\$ -		\$36,000



**OPTION 1 – FOURTEEN MEMBER COMMITTEE (Current)**



**OPTION 2 – TEN MEMBER COMMITTEE**



**OPTION 3 – SEVEN MEMBER COMMITTEE**



## **DRAFT POLICY**

### **NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES**

The Alliance of Rouge Communities (ARC) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs (excluding conducted programs), reprisal, or because all or part of an individual's income is derived from any public assistance program.

This Policy establishes that the Executive Director will serve as the Civil Rights Administrator for the ARC. The Civil Rights Administrator will be responsible for ensuring that programs and activities of the ARC comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (in educational programs and activities), Age Discrimination Act of 1975, as amended and Section 504 of the Rehabilitation Act of 1973, as amended.

No person shall be intimidated, threatened, coerced, or discriminated against because that person made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing involving any employment, conducted, or program or activity of the ARC. Any person that believes they have been intimidated, threatened, coerced, or discriminated against can appeal to the Civil Rights Administrator for the ARC.

To file a complaint alleging discrimination, write to ARC Civil Rights Administrator, c/o ECT, 719 Griswold St., Suite 820, Detroit, MI 48226.



## MEMBERSHIP POLICY (DRAFT)

### **Assessment of Costs to Members:**

Assessments for Primary and Associate members will be set at the time each budget is adopted. Modifications to the budget may be adopted at any regularly scheduled ARC meeting, provided however, that assessments, once established for any member, shall not be increased during the calendar year for which they were established.

A Primary or Associate member may terminate its membership at any time however; there shall be no refund of any assessment already paid to the ARC. Primary members and Associate members are responsible for the payment of annual dues until a termination of membership is submitted in writing.

*Primary and Associate Members* joining after the adoption of the fiscal year budget shall be assessed as if they were members for the entire fiscal year using the same formula as was applied to other members. Primary and Associate members terminating membership after adoption of the fiscal year budget and after paying their assessments shall not be given a refund of dues.

### **Designated Representatives for Primary and Associate Members:**

During the first quarter of every year, the ARC shall send out verification of Designated Representatives to each Primary and Associate Member. Any Primary or Associate Member may choose to use their consulting engineer to represent them at Full ARC meetings. However, the community member must be designated as the ARC Representative, and the consultant as the community's Alternate Representative to the ARC. ARC member communities must complete an ARC Member Verification form annually to designate their Designated Representative and the Alternate Representative.

### **Participation in Grant Funding Activities:**

In order to benefit from an ARC grant-funded program, the ARC Primary or Associate Member must be a member in good standing in the Alliance of Rouge and have paid their annual dues. Payment of the annual assessment is due after the receipt of an invoice or 30 days after the start of the member's fiscal year, whichever is later. In the event that an ARC member participating in a grant-funded program subsequently chooses not to remain an ARC member during the term of the grant, the ARC may terminate the grant funding before completion.

# Rouge River Remedial Action Plan Advisory Council



December 14, 2011

Jim Ridgway, Executive Director  
Alliance of Rouge Communities  
c/o ECT, Inc.  
719 Griswold St., Suite 820  
Detroit, MI 48226

Dear Mr. Ridgway,

On behalf of the Rouge RAP Advisory Committee (RRAC), I am writing to request that the Alliance of Rouge Communities (ARC) approve this request to designate RRAC an ARC Cooperating Partner.

As you know, in recent years the RRAC and the ARC have partnered on two Statewide Public Advisory Council (SPAC) Local Public Advisory Council support grants funded through the Great Lakes Commission (GLC). These projects were/are:

- Developing a Strategy to Delist BUIs in the Rouge River AOC.
- Developing a Coordinated Effort to Address Rouge AOC BUIs.

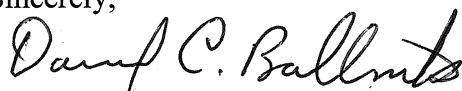
Additionally, RRAC and the ARC worked closely to secure two high-priority AOC projects funded by grants from the Great Lakes Restoration Initiative (GLRI). These projects include:

- Transforming the Rouge AOC from Mowed Down to Grown Up (U.S. Environmental Protection Agency – GLRI funds) which is restoring or creating 35 acres of grow zones in the Upper, Middle and Lower branches of the Rouge River and restoring a seven-acre wetland along the Main Branch.
- The Wayne Road Dam Removal and Habitat Improvement Project (National Oceanic and Atmospheric Administration) which will open up the fishery in the Lower Branch.

Given our common goals and continuing partnership, I am writing to formally request that the RRAC be designated an ARC Cooperating Partner. This designation will strengthen our partnership as we continue to achieve our common goals of encouraging watershed-wide cooperation and mutual support to meet water quality permit requirements and to restore beneficial uses of the river to the area residents.

Thank you for your consideration. Please contact me by email at [dballni1@wowway.com](mailto:dballni1@wowway.com) or by phone at (313) 359-2967 if you have any questions or require additional information. I look forward to hearing from you.

Sincerely,

  
Dan Ballnik  
Chair