



James W. Ridgway, P.E.
Executive Director

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

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

DRAFT AGENDA
EXECUTIVE COMMITTEE MEETING
July 12, 2017, 1:30 p.m.
Farmington Hills, 31555 W. Eleven Mile Rd.

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

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

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1. Status Report	Information
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1. Status Report	Information
7. Report from Counties	
a. Status Report	Information
8. Other Business	
9. Summary of Executive Committee Actions (O’Meara)	
10. Upcoming Meetings	
a. Full ARC Meeting, August 3, 2017 at 1:30 p.m. and will be held at the Novi Civic Center located at 45175 W. Ten Mile Rd.	
11. Adjourn	



James W. Ridgway, P.E.
Executive Director

Auburn Hills
Beverly Hills
Bingham Farms
Birmingham
Bloomfield Hills
Bloomfield Twp.
Canton Twp.
Commerce Twp.
Dearborn Heights
Farmington
Farmington Hills
Franklin
Garden City
Henry Ford College

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

Cooperating Partners:

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

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

March 20, 2017, 1:00 p.m.
Southfield Parks & Recreation, Room 223/224

1. Welcome – Brandy Siedlaczek, Chair

2. Roll Call of Members

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

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

Others Present: Annette DeMaria, John O’Meara, Meghan Price and Chris O’Meara, ECT Staff

3. Additions or Changes to Draft Agenda

There were not changes or additions to the agenda.

4. Summary of October 12, 2016 Executive Committee Meeting

The motion was made by Tim Faas, Canton, to accept the October 12, 2016 meeting summary. The motion was seconded by Aaron Staup, Novi. Motion passed.

5. Executive Director Report

a. Grant Status Report

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

ONGOING GRANTS:

FOTR-ARC Merger Investigation

The ARC met with the new FOTR Executive Director to bring her up to speed on the background of the merger.

Collaborative Invasive Species Control in Rouge and Detroit River AOC

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

US Forestry Service 2014 Tree Grant

Final report was submitted to USDA-FS and the report was accepted. Project completed.

SAW Grant: Monitoring and Stormwater Management Planning

Communication with MDEQ regarding applications. Revisions to the collaborative plans have been made based on MDEQ comments. Responses to the MDEQ comments have been completed and returned to MDEQ. The development of the monitoring plan has begun. Contracting with USGS for gathering of some of the data was initiated along with securing a Wayne County permit for installation of a monitoring station in Johnson Creek. 3 communities will be piloted for stormwater financing data analysis. Data collection with those communities is under way. There will be no extension allowed on the SAW grant based on feedback from other grant recipients.

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

ARC hosted a project partners meeting in December. Long-term access was designed and plans were finalized. The MDEQ permit application package was submitted and a site meeting with MDEQ was held in March 2017.

2016 Rouge River Public Advisory Council (RRAC) Support

FOTR fish study was completed. 3 habitat project descriptions have been flushed out for future funding opportunities. Held RRAC meeting in February.

NOAA Regional Partnership

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

EPA Wayne County Rouge AOC Habitat Projects

Wayne County has received a grant from EPA to complete three Rouge AOC habitat list projects, for which they are the majority landowner. The IAA between Wayne County and the ARC has been drafted and is proceeding through the county process for execution. Work is anticipated to begin in April.

GRANTS SUBMITTED:MDEQ OGL Public Advisory Support

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

GLRI USDA Forest Service

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

b. 2016 ARC Executive Directors Annual Report

The 2016 ARC Executive Directors Annual Report was distributed and will be forwarded to the Full ARC.

c. APWA Awards

John O’Meara stated that the ARC will be receiving an APWA award for the work done across the watershed on the USDA Forest Service project.

6. Standing Committee Reports**a. Finance Committee (C. O’Meara reported on behalf of J. Rickard, Treasurer)****A/R Report - 2017 Membership Dues**

Chris O’Meara reported that the first round of ARC dues invoices have been mailed.

2016 Audit

Chris O’Meara reported that the ARC’s 2016 audit and taxes have begun. ARC Staff will be providing all information to the accountants for review. The accountants have recommended that the ARC go through a Yellow Book Audit. This is because in 2015 and again in this 2016 audit the ARC was not required to do an A133 audit because we did not receive over \$750,000 in federal funds. The Yellow Book Audit will look at our processes in a similar way to the A133 but is not as in-depth but shows the government that we are still operating as expected. The Executive Committee was in support of this audit.

2017 Budget Amendment**FC1-SPAC9 – Facilitation, Habitat & Fish Project**

John O’Meara reviewed the grant application to the MDEQ Office of the Great Lakes for continued facilitation of RRAC, further development of the habitat project descriptions which will allow for future grant funding of activities and additional sampling to characterize the Rouge fish community and educate the general public about the diversity and distribution of Rouge fish. The grant is for \$29,985. It was requested that this grant be added to the 2017 budget as it is expected to be awarded before the next round of ARC meetings. The motion was made by Mike Buiten, Wayne, to forward to the Full ARC FC1 adding the SPAC9 – Facilitation, Habitat & Fish Project to the 2017 budget upon grant award. The motion was seconded by Noel Mullett, Wayne County, and passed unanimously.

2013 ECT Contract Amendment

Appendix O – SPAC9 – Facilitation, Habitat & Fish Project

John O’Meara reviewed the contract amendment which would add \$15,001 for the SPAC9 – Facilitation, Habitat & Fish Project upon grant award. It was requested that this contract amendment be added to the 2013 ECT contract as it is expected to be awarded before the next round of ARC meetings. The motion was made by Noel Mullett, Wayne County, to forward to the Full ARC the revision to add Appendix O of the ECT 2013 contract for the Facilitation, Habitat & Fish Project upon grant award. The motion was seconded by Charles Markus, Bloomfield Twp., and passed unanimously.

b. Organization Committee

The Organization Committee had nothing to report at this time.

c. PIE (Public Involvement and Education) Committee

Charles Markus reported that the PIE Committee will be working to fill the native plant seed requests. He reported that ARC staff will also be doing the tree seedlings in the fall.

ARC staff will be drafting a native seed information card in addition to designing the kneeling pad. ARC Staff are also going to be replenishing some of the public education materials including the pet waste containers, fertilizer clips and the FOG brochure.

Wayne County requested to re-scope their budget for the Green Schools portion of their 2017 activities which was budgeted to buy trees for Green Schools. A 2/6/17 email vote of the PIE committee supported this change in scope, there is no increase to the budget. This will bring the Stream Table to 3 ARC Green Schools instead. This is a partnership with the U of M Museum of Natural History to present the River Residency Workshop to Elementary and Middle schools. There are 3 different programs the schools can choose from: 1) Water, Weather and a River Community; 2) How Water Shapes the Land; and 3) Protecting Our Wetlands. While ½ the class is at the table the other half is learning about erosion, water tables, water treatment, etc.

d. Technical Committee

Annette DeMaria reported on behalf of Karen Mondora and stated that a Technical Committee meeting was held on March 13 and prior to the meeting several ARC members had lunch with the new FOTR Executive Director Marie McCormick. At the Technical Committee meeting, the 216 IDEP final reports from Wayne and Oakland counties were reviewed, the 2017 IDEP work plans for both counties were approved, and the draft response to MDEQ’s comments on the Collaborative TMDL plan was reviewed.

7. Report from Counties

Jacy Garrison, Oakland County, reported that Phil Sanzika will be retiring from Oakland County. Jacy also brought copies of the Kids Clean Water calendar which is available to communities. Please contact Jacy if you would like copies. She also informed the committee that they will be doing a workshop for inland lake landowners in Oakland County on April 1.

N. Mullett reported that Kelly Cave will be retiring from Wayne County. He did not have an exact date as she may be continuing part time for a while.

8. Other Business

None.

9. Summary of Executive Committee Actions

- The motion was approved to accept the October 12, 2016 meeting summary.
- The motion was approved to forward to the Full ARC FC1 adding the SPAC9 – Facilitation, Habitat & Fish Project to the 2017 budget upon grant award.
- The motion was approved to forward to the Full ARC the amendment adding Appendix O – SPAC9, Facilitation, Habitat & Fish Project to the 2013 ECT Contract upon grant award.

10. Upcoming Meeting(s)

- Full ARC Meeting, March 23, 1:00 p.m. – 3:00 p.m., at the Romulus Athletic Center located at 35765 Northline.

11. Adjourn

The motion to adjourn the meeting was made by Jacy Garrison, Oakland County, and seconded by Doug Moore, Livonia. The motion passed.

ONGOING ARC GRANT PROJECTS STATUS – 7/7/2017

FOTR-ARC Merger Investigation

Grant funded work is complete.

Collaborative Invasive Species Control in Rouge and Detroit River AOC

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

SAW Grant: Monitoring and Stormwater Management Planning

- Public Education
 - Collaborative PEP and PPP plans were approved on March 28, 2017
 - Completed the development of the Public Attitudes Survey (PAS). It will be distributed in mid-July and continue through the fall workshops.
 - Dates have been scheduled for 2 workshops to promote the PAS October 26 in West Bloomfield Twp., Oakland County and October 11 in Canton Twp., Wayne County.
 - Traveling display banners have been in Livonia, Redford Twp., Northville Twp., Westland and Canton Twp.
- IDEP
 - Held meetings with MDEQ regarding the plan.
 - Prepared a draft response to MDEQ's latest comments which is under review by the members.
 - Revised IDEP plan due to MDEQ on July 25.
 - Completed a draft outfall location GIS layer for all IDEP plan participant. It can be viewed online.
- Permit applications
 - No feedback from MDEQ on the individual applications.
- TMDL
 - Revised plan submitted to MDEQ on March 30, 2017.
 - No response from MDEQ.
- Monitoring
 - Completed water quality monitoring plan.
 - Completed 10 weeks of E. coli and suspended solids sampling at 90 sites thru July 7th.
 - Completed the gage and monitoring equipment installation on Johnson Creek.
 - Completed 10 weeks of continuous dissolved oxygen monitoring at 6 sites thru July 7th.
 - Distributing results of the E. coli sampling to ARC members on a monthly basis.
- Stormwater Financing
 - Completed data collection and initial data analysis for 3 pilot communities.
 - Held individual meetings with the pilot communities to discuss community specific details to better understand GIS data and stormwater costs.

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

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

2016 Rouge River Public Advisory Council (RRAC) Support

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

NOAA Regional Partnership

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

EPA Wayne County Rouge AOC Habitat Projects

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

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

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

GRANTS SUBMITTED

MDEQ OGL Public Advisory Support

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

GLRI USDA Forest Service

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



Working together, restoring the river

To: Jim Ridgway, ARC Executive Director
From: Annette DeMaria, ARC staff
RE: **First Meeting of New Rouge River Organization**
Date: July 29, 2017
cc: Chris O'Meara and John O'Meara, ARC Staff

On June 28, 2017, the first Board meeting of the new Rouge River watershed organization was held. This new organization was brought about by the planned merger of the Alliance of Rouge Communities (ARC) and Friends of the Rouge (FOTR). With half of the members from the ARC Board and the other half from the FOTR Board, the new Board is comprised of the following (in alphabetical order):

- *Alice Bailey, Environmental Consulting & Technology, Inc.*
- Bob Belair, Canton Township
- *Mike Darga, Giffels Webster and current FOTR President*
- *Charles Markus, Bloomfield Township*
- Karen Mondora, City of Farmington Hills
- Doug Moore, City of Livonia
- *Dave Norwood, City of Dearborn*
- *Brandy Siedlaczek, City of Southfield and current ARC Chair*
- *Sue Thompson, Wayne County DPS*
- *Laura Wagner, Ford Motor Company*

Those in italics were present at the meeting. Also present were Annette DeMaria, Marie McCormick, Karen Hanna and Nick Leonard (via phone).

At the meeting, the following actions took place:

- The new name of the organization was selected to be the Rouge River Watershed Council (RRWC).
- The mission statement was selected as "To protect and restore the Rouge River Watershed through stewardship and collaboration"
- Officer elections were held which resulted in the following:
 - President – Brandy Siedlaczek
 - Vice President – Mike Darga
 - Secretary – Laura Wagner
 - Treasurer – Bob Belair
 - Member at Large – Sue Thompson
- The organization will be formed on a directorship basis vs membership basis. As a directorship, the organization will have members but they are not entitled to a vote unless they are on the Board. This results in a Board that is self-nominating.

- Discussion on how to incorporate: as a Watershed Council, Watershed Alliance or Non-profit?
 - The Board is leaning toward incorporating as a Non-profit and Watershed Alliance to allow for maximum grant funding eligibility. If organized as just a Watershed Alliance, then the Board could only be municipal representatives which was not desired. The same is true for a watershed council, but watershed councils are not eligible for municipal funding, nor can they represent their members in permit negotiations.
 - There will be follow-up discussions with the attorneys (Nick Leonard of Great Lakes Environmental Law Center and Beth Saarela of Johnson, Rosati, Schultz, Joppich, PC) to determine the best approach for organizing that meets the goals of the organization.
 - It is possible that the ARC would remain intact and be organized, perhaps as the technical committee, under the larger non-profit, RRWC.
- Next meeting: August 2, 2017 at noon at UM Dearborn EIC. Lunch to be provided.

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
 December 2016 through December 2017

	Dec '16 - Dec 17	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
4787 · 2017 ARC Member Dues	263,460.00	263,730.00
Total 47200 · Program Income	263,460.00	263,730.00
48000 · Grants		
48905 · WCGL1 Inv Spec Col 2014	0.00	14,323.00
48907 · SAW1 Stormwater Permit app 2015	0.00	940,153.00
48908 · NOAA3-HFE Dam Fish Passage	104,160.43	200,000.00
48910 · GLC PAC Support 8 RRAC Fac2016	7,884.90	14,972.00
60665 · WC EPA1 HFE Fishway	0.00	180,000.00
60666 · WC EPA2 Oxbow Phase 3	0.00	130,000.00
Total 48000 · Grants	112,045.33	1,479,448.00
Total Income	375,505.33	1,743,178.00
Expense		
60400 · ARC Awards and Grants		
60410 · OC1-Executive Director Services		
604421 · OC1 - Saw mtgs & planning	8,428.02	
60410 · OC1-Executive Director Services - Other	43,876.75	90,000.00
Total 60410 · OC1-Executive Director Services	52,304.77	90,000.00
60420 · Public Involv. & Education Com.		
60001 · PIE2-Public Ed Materials	12,626.26	14,000.00
6042 · PIE5-Watershed Steward & Report	129.00	
60421 · PIE1-Green Infrast. Campaign	340.00	21,500.00
60420 · Public Involv. & Education Com. - Other	18,057.06	29,500.00
Total 60420 · Public Involv. & Education Com.	31,152.32	65,000.00
60430 · Technical Committee		
60431 · TC1-R. R. Water. Monitor Act.	13,208.95	58,500.00
60432 · TC2-ARC Collaborative IDEP Plan	3,062.94	66,000.00
60430 · Technical Committee - Other	1,570.00	
Total 60430 · Technical Committee	17,841.89	124,500.00
604605 · SPAC8-RRAC Facilitation 2016	11,271.58	14,972.00
60662 · SAW1 - SW permits		
6066201 · SAW Grant PEP Plan	17,240.97	
6066202 · SAW Grant IDEP Plan	20,915.26	
6066203 · SAW Grant GH/P2	1,126.52	
6066204 · SAW Grant Admin	14,002.50	
6066207 · SAW Grant TMDL	9,418.84	
6066208 · SAW Grant SW Fund Frm	47,815.23	
6066209 · SAW Ecosystem monitoring	149,795.32	
999996 · SAW Grant match-contrib recvd	0.00	
60662 · SAW1 - SW permits - Other	0.00	940,153.00
Total 60662 · SAW1 - SW permits	260,314.64	940,153.00
60663 · WCGL1 - WC Inv Species Collab.	0.00	14,323.00
60664 · NOAA3-HFE Dam Fish Passage	80,131.91	200,000.00
Total 60400 · ARC Awards and Grants	453,017.11	1,448,948.00
606651 · WC EPA1 HFE Fishway	3,622.50	180,000.00
606652 · WC EPA2 Oxbow Phase 3	4,834.25	130,000.00

07/10/17

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
 December 2016 through December 2017

Accrual Basis

	Dec '16 - Dec 17	Budget
62100 · Contract Services		
62110 · FC1-Accounting Fees	13,671.50	18,000.00
62140 · FC1-Legal Fees	0.00	2,000.00
65120 · FC2-Insurance - D&O	923.00	1,500.00
Total 62100 · Contract Services	14,594.50	21,500.00
Total Expense	476,068.36	1,780,448.00
Net Ordinary Income	-100,563.03	-37,270.00
Net Income	-100,563.03	-37,270.00

Alliance of Rouge Communities
A/P Aging Summary
 As of July 10, 2017

07/10/17

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Environmental Consulting & Technology, In	116,482.92	0.00	0.00	0.00	0.00	116,482.92
Friends of the Rouge	0.00	5,595.33	0.00	0.00	0.00	5,595.33
Tina L. Cusac, CPA	0.00	4,807.00	0.00	0.00	0.00	4,807.00
Wayne County - DOE	0.00	11,106.07	0.00	0.00	0.00	11,106.07
TOTAL	<u>116,482.92</u>	<u>21,508.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>137,991.32</u>

Alliance of Rouge Communities
A/R Aging Summary
As of July 10, 2017

07/10/17

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Beverly Hills	0.00	2,851.00	0.00	0.00	0.00	2,851.00
Bingham Farms	0.00	644.00	0.00	0.00	0.00	644.00
Birmingham	0.00	3,114.00	0.00	0.00	0.00	3,114.00
Bloomfield Hills	0.00	2,544.00	0.00	0.00	0.00	2,544.00
Dearborn Heights	0.00	8,837.00	0.00	0.00	0.00	8,837.00
Farmington	0.00	2,594.00	0.00	0.00	0.00	2,594.00
Farmington Hills	0.00	24,935.00	0.00	0.00	0.00	24,935.00
Franklin	0.00	1,498.00	0.00	0.00	0.00	1,498.00
Garden City	0.00	6,405.00	0.00	0.00	0.00	6,405.00
Great Lakes Commission - PAC grant	0.00	7,884.90	0.00	0.00	0.00	7,884.90
Henry Ford Community College	0.00	750.00	0.00	0.00	0.00	750.00
Lathrup Village	0.00	1,197.00	0.00	0.00	0.00	1,197.00
Livonia	0.00	0.00	0.00	28,502.00	0.00	28,502.00
Northville	0.00	1,680.00	0.00	0.00	0.00	1,680.00
Novi	0.00	16,635.00	0.00	0.00	0.00	16,635.00
Oak Park	0.00	151.00	0.00	0.00	0.00	151.00
Orchard Lake	0.00	117.00	0.00	0.00	0.00	117.00
Plymouth	0.00	2,222.00	0.00	0.00	0.00	2,222.00
Pontiac	0.00	0.00	0.00	0.00	0.00	0.00
Redford Township	0.00	0.00	0.00	11,610.00	0.00	11,610.00
Romulus	0.00	2,124.00	0.00	0.00	0.00	2,124.00
Southfield	0.00	17,943.00	0.00	0.00	0.00	17,943.00
Troy	0.00	4,411.00	0.00	0.00	0.00	4,411.00
University of Michigan-Dearborn	0.00	750.00	0.00	0.00	0.00	750.00
Walled Lake	0.00	754.00	0.00	0.00	0.00	754.00
Wayne	0.00	4,922.00	0.00	0.00	0.00	4,922.00
Wayne County Airport Authority	0.00	0.00	0.00	0.00	0.00	0.00
Wayne County DOE	0.00	0.00	0.00	0.00	927.08	927.08
Westland	0.00	19,828.00	0.00	0.00	0.00	19,828.00
Wixom	0.00	535.00	0.00	0.00	0.00	535.00
TOTAL	0.00	135,325.90	0.00	40,112.00	927.08	176,364.98

**Alliance of Rouge Communities
DRAFT 2017 Budget**

Anticipated Revenues Available for 2017

2017 Anticipated Dues from Communities	\$263,730
SPAC Grant	\$29,972
GLRI Grant	\$200,000
Wayne County Grants	\$324,323
SAW Grant	\$940,153
Corporate Support	\$0
Rollover Dues from 2016 Budget (estimate)	\$68,000
	\$1,826,178

Approved by Full ARC on 11-15-16

Budget Amendments:

#1 3-23-17 Approved by Full ARC
#2 6-27-17

Proposed ARC Budget Items	Committee Budget	Funding Source(3)							"Provider" Using Budget (2)
		ARC Dues	SPAC Grant	GLRI/NOAA Grant		SAW Grant	Wayne County	Other Source/Match	
Organization Committee									
(1)OC1 Executive Director Services	\$ 90,000	\$ 90,000							EDS
Pursuing Grant Opportunities		\$ -							EDS
OC2 ARC-FOTR Integration	\$ 10,000	\$ 10,000							
Organization Committee Total	\$ 100,000	\$ 100,000							
Finance Committee									
FC1 Accounting/Legal Services	\$ 20,000	\$ 20,000							outside purchase
FC2 ARC Insurance	\$ 1,500	\$ 1,500							outside purchase
Finance Committee Total	\$ 21,500	\$ 21,500							
Public Education and Involvement Committee									
PIE1 Development and Implementation	\$ 65,000	\$ 65,000							EDS/WC/FOTR
		\$ -							
PIE Committee Total	\$ 65,000	\$ 65,000						\$ -	
Technical Committee									
TC1 Rouge River Macroinvertebrate Monitoring	\$ 58,500	\$ 58,500							FOTR/WC/EDS
TC2 IDEP Activities	\$ 81,000	\$ 66,000						\$ 15,000	EDS/WC
Technical Committee Total	\$ 139,500	\$ 124,500						\$ 15,000	
Total Amount Requested by All Committees	\$ 326,000	\$ 311,000	\$ -						\$ 15,000
Other Grants (3)									
SAW1 SAW grant 5/1/15-12/31/18	\$940,153					\$940,153			EDS/WC/FOTR/OC
WCGL1 Wayne County Inv. Species Col. 6/1/15-2/1/17	\$14,323						\$14,323		EDS
NOAA3 NOAA HFE Dam Fish Passage Design 9/1/15-4/30/17	\$200,000			\$200,000					EDS/WC
SPAC8 SPAC8 RRAC Facilitation 6/16 - 6/30/17	\$14,972		\$14,972						EDS/WC
SPAC9 SPAC9 RRAC - Facilitation, habitat & fish 4/1/17-6/30/18	\$15,000		\$15,000						
WCEPA1 HFE Dam Fishway Implementation 12/1/16-6/30/18	\$180,000						\$180,000		
WCEPA2 Oxbow Restoration Phase 3 12/1/16-6/30/18	\$130,000						\$130,000		
Total Other Grants:	\$1,494,448	\$0							
TOTAL BUDGET	\$1,820,448	\$311,000	\$29,972	\$200,000	\$0	\$940,153	\$324,323	\$15,000	
TOTAL INCOME	\$1,826,178								
Available Unallocated ARC Budget (total income minus total budget)	\$ 20,730								

Notes

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

Amendments 3/2/17

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

Draft amendments 6/27/17

- FC2 Scope change - Reallocates \$25,000 with no increase in the overall budget from Wayne County's budget in TC1 to ARC staff to provide GIS info on stormwater outfalls to the Rouge as part of the SAW grant. This will be used as match for SAW
- FC3 Adds OC2 ARC-FOTR Integration task in the amount of \$10,000 from the ARC's unallocated funds.
- FC4 Adds scope to SAW1 with unallocated SAW funds. There is no increase to the overall budget.
- FC5 Scope change - Reallocates \$27,500 with no increase in the overall budget from Oakland County's budget in TC2 to ARC staff to provide IDEP activities.



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ALLIANCE OF ROUGE COMMUNITIES

2017 BUDGET AMENDMENT Finance Committee Amendment 2

REQUEST DATE: June 16, 2017

LINE ITEM: TC1: Rouge River Macroinvertebrate Monitoring and Outfall Mapping

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: Wayne County has \$25,000 allocated for macroinvertebrate monitoring. This activity is still being completed, but will be paid for using other (non-ARC) funds. The scope of work and funding for the macroinvertebrate monitoring being carried out by FOTR is unchanged.

Based on questions from MDEQ on the Collaborative IDEP Plan, ARC staff needs to pull together GIS information on the stormwater outfalls to the Rouge. This is a required element of the ARC's SAW grant.

DESCRIPTION OF ANTICIPATED ACTIVITIES:

Outfall mapping - ARC staff will collect regulated outfall data from each ARC member in GIS format and create a data layer that contains all outfalls in the watershed. Ideally the provided data will include and identify discharge points and outfalls. If not, ARC staff will use whatever data is available. If smaller communities do not have their data in GIS format, ARC staff will create a data layer based on the site description or hard copy maps. The resulting GIS layer will be shared with ARC members using a web-based format.

RATIONALE (including why needed): The outfall data will be used to support the Collaborative IDEP Plan and is part of the SAW grant scope of work.

BUDGET (including how the amount requested was established): The budget for the outfall mapping is \$25,000. This is based 278 hours of ARC staff time. Since the budget being returned by Wayne County is also \$25,000, there is no net change to the ARC's 2017 budget. All work associated with this amendment will be paid for by ARC dues and used as match for the SAW grant.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: Work will be completed by the ARC Executive Director Staff and the Technical Committee Chair will oversee this task on behalf of the ARC.



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**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2017 BUDGET AMENDMENT:
Finance Committee Amendment 3**

REQUEST DATE: June 12, 2017

LINE ITEM: Adding OC2: ARC-FOTR Integration

COMMITTEE MAKING REQUEST: Organization Committee

BACKGROUND: In Spring 2016, the ARC agreed to continue to pursue a merger with Friends of the Rouge (FOTR). Now that FOTR has a new Executive Director in place, the merger is proceeding. The purpose of the merger is to maximum available resources to effectively meet municipal stormwater permitting requirements as well as support ongoing restoration and stewardship of the Rouge River watershed.

It is anticipated that the new organization will be governed by a fifteen (15) member self-perpetuating board of directors sought out to provide diverse representation of watershed stakeholders (residents, government, commercial and industrial entities). Committees would provide additional insight and guidance. The anticipated programs include the following:

Education & Outreach

- Rouge Rescue
- Rouge Education Project
- Native Landscaping Workshops
- Rain Garden Training
- Riparian Corridor Management
- Rouge River Water Trail
- Volunteer Monitoring
- Storm Water Education
- Partnering with state, local, and federal agencies to support efforts to improve the Rouge River and surrounding watershed

Technical Services

- Illicit Discharge Elimination Program
- Storm Water Permit Compliance Support
- Ecosystem Monitoring
- Beneficial Use Impairment (BUI) Removal Coordination and Implementation
- Grant Administration

Philanthropy

- Individual, Corporate, and Community Giving Opportunities
- Fundraising Events and Activities
- Endowment and Planned Giving
- Grant Research and Application

In order for the merger to proceed, a new organization needs to be established. This includes:

- Select Board members
- Choose a legal name,
- Prepare articles of incorporation and bylaws,
- Decide on mission statement,
- Obtain federal and state tax-exempt status (can take up to 12 months),
- Identify and confirm committees (including duties, roles etc.),
- Developing policies,
- Hire staff, and
- Develop a Strategic, Marketing and Fundraising plans.

FOTR has nominated Alice Bailey, Mike Darga, Dave Norwood, Sue Thompson and Laura Wagner to serve on the new Board. And the following ARC representatives are being considered: Brandy Siedlaczek (Southfield), Bob Belair (Canton Twp), Charles Markus (Bloomfield Twp), Karen Mondora (Farmington Hills) and Doug Moore (Livonia).

Under the direction of the new Board, the FOTR Executive Director, Marie McCormick, will lead the integration tasks with support from FOTR staff. However, we anticipate the need for ARC staff involvement.

DESCRIPTION OF ANTICIPATED ACTIVITIES: ARC staff will assist the new Board by reviewing documents that are presented for consideration (mission, bylaws, policies, etc.), providing input on organizational framework (establish under Alliance or Watershed Council legislation), providing financial information, and providing template policies for the new Board to adopt.

RATIONALE (including why needed): These activities are needed in order to ensure MS4 permittee representation while the new organization is being established.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$10,000 through December 31, 2017. It will be paid with available unallocated ARC dues.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The ARC Chair will oversee this task on behalf of the ARC.



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2017 BUDGET AMENDMENT: Finance Committee
Amendment 4**

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REQUEST DATE: June 20, 2017

LINE ITEM: SAW1: SAW grant 5/1/15-12/31/18

COMMITTEE MAKING REQUEST: Technical Committee

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

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

DESCRIPTION OF ANTICIPATED ACTIVITIES:

- A. IDEP Methods Review

ARC staff will FOIA the MDEQ to obtain the last two stormwater progress reports submitted by Macomb County communities. The progress reports will be reviewed; and the number of identified illicit connections will be tallied and compared to the number found by the ARC during the same timeframe. The resulting data will be summarized in a written memo which may be used in permit negotiations with the MDEQ.

Deliverable: Written Summary of Results

B. SWPPP Inspections

As requested by municipalities, high priority facilities will be inspected as required in stormwater pollution prevention plans. Inspections will be conducted by ARC staff or a subcontractor (i.e.: the community's MS4 consultant). In areas that are found to be inconsistent with the SWPPPs, recommendations for improvement will be provided. The inspection results will be documented for each facility and provided to the owner. For budget purposes, 20 facility inspections are assumed.

Deliverable: Completed Inspection form

C. Additional Monitoring Efforts

ARC staff have been and are conducting the following additional activities associated with the monitoring effort:

- Wayne County Construction Permit for stream gage installation. The Johnson Creek flow monitoring location needed to be reestablished by USGS. Contrary to other flow monitoring sites, equipment was not already installed at this site, so a construction permit needed to be secured from Wayne County since the installation was within Hines Park. Therefore, ARC staff collaborated with Wayne County Permit staff, Parks staff, and USGS to develop and submit the permit application and pay the permit fee. After meetings and several calls, the permit was subsequently granted.
- Supply dissolved oxygen (DO) monitoring equipment to USGS. USGS did not have DO sondes on-hand, as they typically do, and they could not rent the equipment from outside suppliers without going through a lengthy and costly procurement process. Therefore, ARC staff sourced and rented 6 DO sondes so the work could be completed on time. The sondes were provided to USGS for installation and maintenance throughout 2017.
- Communication with MDEQ regarding the DO impairments and potential delisting. ARC staff worked with MDEQ to review existing DO data and the stream segments still on the state's impaired waters list to determine if segments could be removed. This involved reviewing the assessment methodology, securing the data from MDEQ, and mapping the impaired segments, the combined sewer outfalls and sanitary sewer overflow locations. As a result, MDEQ agreed that monitoring at 6 locations would be sufficient to potentially delist 200 miles of the river.
- Stream Discharge Curve Develop. ARC staff are collecting velocity data at 10 sites (see attached map) in order to better analyze the *E. coli* and suspended solids data. Stream profiles were collected at each site and velocity data will be collected over the 20 weeks sampling period. This data will be used to development load and flow duration curves.
- Added Sampling Locations. ARC staff identified 20 additional sampling locations to conduct water quality monitoring (see attached map). This brought the total number of sites to 90. ARC staff will conduct weekly *E. coli* and suspended sediment sampling at each site and analyze the data. These additional sites were added to provide a more complete understanding of the conditions in the watershed and to address some of MDEQ's comments on the Collaborative IDEP Plan.

Deliverable: Data to be included in Final Monitoring report

D. Dissolved oxygen monitoring

ARC have discussed with MDEQ Surface Water Assessment staff the data needed to remove portions of the Rouge River from the impaired waters list for low dissolved oxygen conditions. ARC staff will develop a sampling plan for MDEQ review and approval. ARC staff will secure a

permit/permission to install dissolved oxygen probes at six road crossings. Currently, the following sites are anticipated (see attached map):

1. Main Branch at 7 Mile Road (M15)
2. Ingersol Creek at Meadowbrook Road (MD18)
3. Bell Branch at Inkster Road (U03)
4. Upper Branch at Graham Road (U05)
5. Tonquish Creek at Wayne Road (MD03)
6. Johnson Creek at Napier Road (MD13)

Each of these locations is upstream of uncontrolled combined sewer outfalls as required by MDEQ.

Hourly dissolved oxygen readings will be recorded on a continuous basis at each location for a minimum of 2 months. Monitoring will include a variety of weather conditions (dry and wet) as required by MDEQ. Following the collection period, the probes will be removed and the site restored to previous conditions. The data will be summarized in a report and submitted to MDEQ to determine if the streams can be removed from the impaired waters list due to low dissolved oxygen levels.

Deliverables: Sampling Plan
Written Summary Report

E. Bacterial source tracking analysis

ARC staff will

- Secure a laboratory to provide bacterial source tracking analysis to determine the presence of human DNA in water samples;
- Provide a standard operation procedure (SOP) for sample collection; and
- Analyze up to 60 samples, and
- Assist in interpreting the results.

Samples will be collected and shipped to the lab by Wayne and Oakland county staff. Sample collection will be conducted during dry weather conditions. The results will be summarized by each county. The sample collection and written report will be conducted using other funding sources.

Deliverables: SOP for sample collection
Results to be summarized in county IDEP reports.

RATIONALE (including why needed): These actions will further monitoring and planning activities to support ARC member's permit applications with the goal of minimizing ineffective and unnecessary activities.

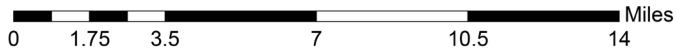
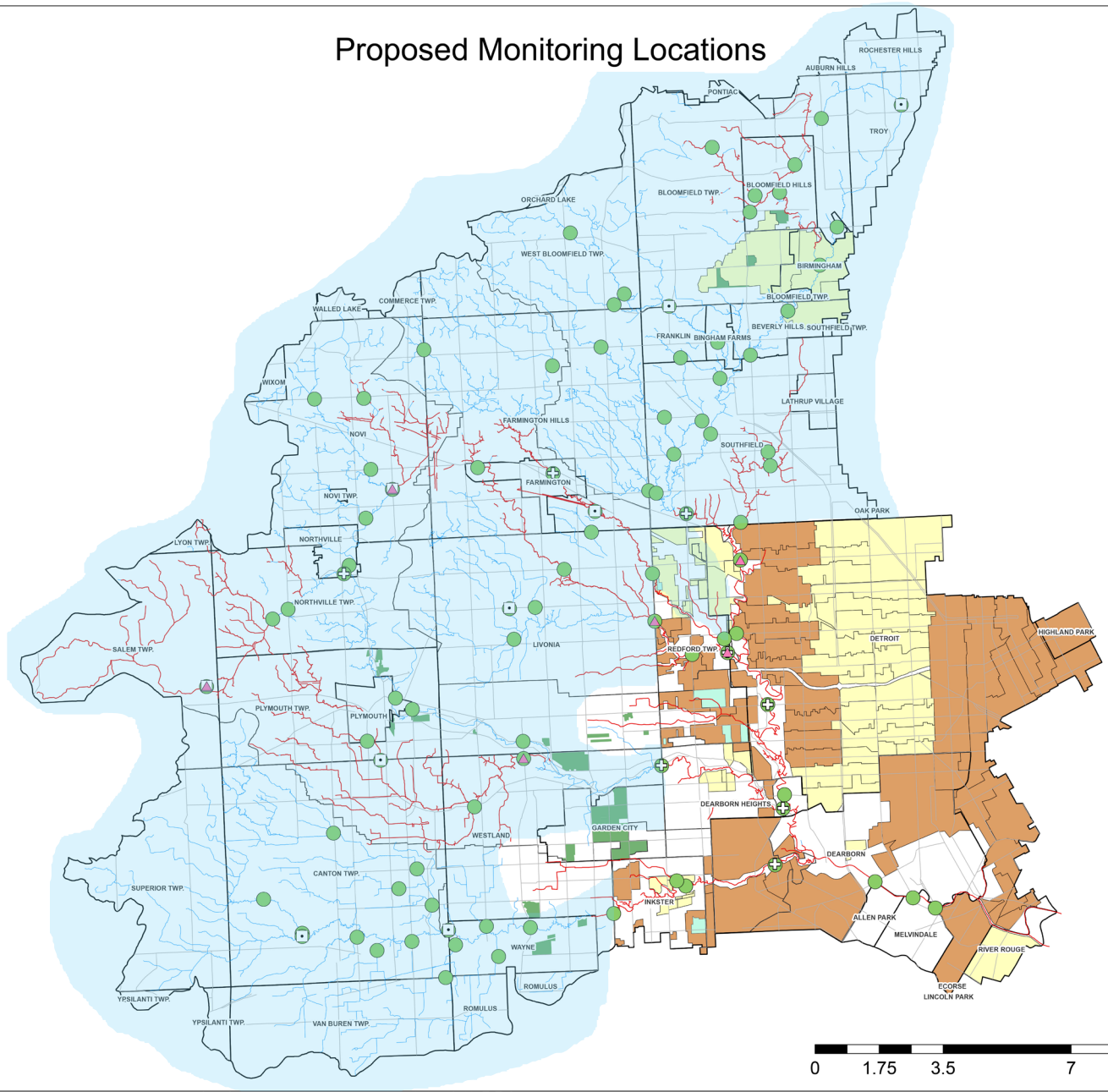
BUDGET (including how the amount requested was established): This additional scope uses current budgeted SAW grant funds and therefore does not increase the ARC's 2017 budget. All work associated with this amendment will be paid for 100% by the SAW grant.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: Work will be completed by the ARC Executive Director Staff and the Technical Committee Chair will oversee this task on behalf of the ARC.

Legend

- ▲ Planned DO Sites
- ◻ Stage / Discharge Sites
- ⊕ Continuous Flow Sites
- E. coli & TSS Sites
- DO Impaired Streams
- Rouge River and Tributaries
- Roads
- ▭ Townships & Cities
- ▭ CSO's Controlled by Basins
- ▭ Uncontrolled CSO Areas
- ▭ CSO Areas Separated
- ▭ Watershed Boundary
- ▭ Potential Area with no DO Impairment

Proposed Monitoring Locations





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**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

2017 Budget/Scope Amendment 5

REQUEST DATE: July 12, 2017

LINE ITEM: TC2 - IDEP Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: Due to staffing limitations, Oakland County Water Resources Commissioners Office (OCWRC) is unable to complete the activities associated with this budget item. This amendment does not require any increase in the currently allocated budget for this scope but reallocates budget from OCWRC to ED staff. Therefore, ED staff will conduct IDEP investigations in one or more of the Oakland County priority areas:

- Claude Stevens No. 1, 3, 4 and 10, Bloomfield Highlands and Devonshire drainage areas in Bloomfield Township; and
- Austin and Fracassi drainage areas in Southfield.

DESCRIPTION OF ANTICIPATED ACTIVITIES:

ARC ED staff will conduct concentrated field investigations in the priority areas to further isolate problem areas, identify illicit connections, and forward them to the appropriate agency for resolution. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary. Work will be coordinated with the local jurisdiction and OCWRC. A final report with maps will be prepared that summarizes the investigations.

Field activities will pick up from what was completed by OCWRC in 2016 and will include the following, as budget allows, in the priorities listed below. Note that any necessary drain cleaning and CCTV work will be the responsibility of the MS4 owner.

First Priority Drains

US 16 Drain – Farmington (Rouge River Upper Branch)

- Sample to confirm corrections of illicit connections completed by Farmington. This is anticipated for Fall 2017 assuming that the corrections will occur in summer 2017.
- Dry weather sample at US16 outlet to determine if any additional illicit connections are suspected.

Fracassi Drain - Southfield (Rouge River Main Branch)

- Discuss next steps with OCWRC given the additional drainage areas that were recently discovered.
- Complete cleaning /CCTV on the rest of Indian, Poinciana and Negaunee streets.

- Drain segments will need to be cleaned before additional CCTV inspections can be complete. Drain cleaning and CCTV work will be the responsibility of others.
- Conduct additional sampling to confirm sanitary discharges.
- Conduct bacterial source tracking sampling to distinguish between human and animal sources, if needed.
- Dye Test / confirm unknown connections on Seminole identified in 2016.
- Investigate suspect catch basin on Negaunee St.
- Identify source of flow to MH on Indian St.
- Dye test / confirm any additional connections found.

Austin Drain - Southfield (Rouge River Main Branch)

- Investigate local storm drain on Janette St. for illicit discharge source.
- Dye Test / CCTV as necessary to confirm any found connections. Drain cleaning and CCTV work will be the responsibility of others.

Claude H. Stevens No. 3 Drain – Bloomfield Twp. (Rouge River Main Branch)

- Confirm correction of failed septic identified on Charring Cross by OCHD.
- Conduct sampling to rule out any additional upstream sources.
- Additional investigations if necessary.

Second Priority Drains

Devonshire/Bloomfield Highlands – Bloomfield Twp. (Rouge River Main Branch)

- Confirm removal of the connection from the septic system drain field found on S. Berkshire by OCHD.
- Additional Sampling / Investigations to locate sources to the Bloomfield Highland Drain, Devonshire Drain and local storm drains E and W. of Woodward Ave.
- Dye Test as necessary to confirm any identified connections.

Claude H. Stevens No. 1, 4 and 10 Drains – Bloomfield Twp. (Rouge River Main Branch)

- Sampling on upstream system and local drains as necessary to confirm illicit discharges and Isolate sources.
- Follow up investigations if necessary.

The above activities are consistent with what was approved by the Technical Committee on March 13, 2017.

RATIONALE (including why needed): These tasks are required in the draft Collaborative IDEP Plan.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$27,500 as detailed below.

Item	Qty	Budget
Project Management, field oversight, reporting	60	\$8,400
Field work	220	\$16,500
Laboratory (E. coli samples)	75	\$2,250
Expenses (mileage)		\$350
Total		\$27,500

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

**Alliance of Rouge Communities
Executive Director Services
Appendix A- Scope of Services for Basic Services for 2017
Amended
Environmental Consulting & Technology, Inc.
January 1, 2017 to December 31, 2017**

The total compensation for the scope of services included in amended Appendix A is increase by \$62,500 to \$187,500. The scope of services is described in the following paragraphs. The amended scope includes ARC/FOTR transition under ED Services at a cost of \$10,000, Outfall Mapping under TC1 at a cost of \$25,000, and IDEP work under TC2 at a cost of \$27,500.

EXECUTIVE DIRECTOR SERVICES -~~\$90,000~~ \$100,000 (added ARC/FOTR transition)

OC1-ARC MEETINGS, ADMINISTRATION AND COMMUNICATION

Full Alliance Meeting

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

Deliverables:

- Meeting agenda and handouts
- Meeting summary

Executive Committee Meeting

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

Deliverables:

- Meeting agenda and handouts
- Meeting summary

Finance Committee Meeting

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

Deliverables:

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

Technical Committee Meeting

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

Deliverables:

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

Public Involvement & Education Committee Meeting

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

Deliverables:

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

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

Deliverables (as necessary):

- Letter responses to requests along with supporting documentation

Administration

ECT will provide administrative oversight of the ARC day-to-day activities of staff, consultants and contractors, and will foster external relationships with other agencies, organizations, and individuals to meet the goals of the ARC. ECT will also prepare and distribute the 2015 ARC Annual Report reflecting ARC accomplishments. ECT will draft two inter-agency agreements (one for each county), for the IDEP program.

Deliverables:

- 2016 ARC Annual Report
- Final vendor and grant contracts as necessary

Advocate for Rouge River Watershed and Primary Liaison

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

Deliverables:

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

OC1 - FINANCIAL SERVICES

ECT will provide financial services in accordance with the ARC's Accounting Procedures Manual. ECT will provide necessary staff to meet the separation of financial duties and responsibilities documented in the ARC's Accounting Procedures Manual so that no Executive Director Staff member has sole control over cash receipts, bank reconciliations, accounts payable, mail or other accounting functions. ECT will maintain financial records and files as required by the ARC Accounting Procedures Manual including grants and vendor contracts. ECT will coordinate the ARC's taxes, financial statement and A133 audit with the ARC's Accountant and Auditor. In accordance with the ARC's Accounting Procedures Manual ECT will provide and maintain the following:

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

Deliverables:

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

OC1- PURSUING GRANT OPPORTUNITIES

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

Deliverables:

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

Add the Following Scope**OC2- ARC-FOTR INTEGRATION**

ECT will assist the ARC by reviewing documents that are presented for consideration (mission, bylaws, policies, etc.), providing input on organizational framework (establish under Alliance or Watershed Council legislation), providing financial information, and providing template policies for the new Board to adopt.

TECHNICAL COMMITTEE SERVICES –~~\$10,500~~ \$63,000 (add \$52,500 for new scope)

TC1 – Rouge River Macroinvertebrate Monitoring and Outfall Mapping

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

Add the following Scope:

Outfall mapping - staff will collect regulated outfall data from each ARC member in GIS format and create a data layer that contains all outfalls in the watershed. If smaller communities do not have their data in GIS format, staff will create a data layer based on the site description. The resulting data will be shared with ARC members using a web-based format. The data will be used to support the Collaborative IDEP Plan.

TC2 – IDEP FIELD INVESTIGATIONS

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

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

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

ECT will provide staff for two IDEP Investigator Training workshops

Add the following Scope:

Due to staffing limitations, Oakland County Water Resources Commissioners Office (OCWRC) is unable to complete the activities associated with the IDEP investigation within Oakland County. Therefore, ECT staff, as staff to the ARC, will conduct concentrated field investigations in the priority areas to further isolate problem areas, identify illicit connections, and forward them to the appropriate agency for resolution. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary. Work will be coordinated with the local jurisdiction and OCWRC. A final report with maps will be prepared that summarizes the investigations.

Field activities will pick up from what was completed by OCWRC in 2016 and will include the following, as budget allows, in the priorities listed below. Note that any necessary drain cleaning and CCTV work will be the responsibility of the MS4 owner.

First Priority Drains

US 16 Drain – Farmington (Rouge River Upper Branch)

- ***Sample to confirm corrections of illicit connections completed by Farmington. This is anticipated for fall 2017 assuming that the corrections will occur in summer 2017.***
- ***Dry weather sample at US16 outlet to determine if any additional illicit connections are suspected.***

Fracassi Drain - Southfield (Rouge River Main Branch)

- Discuss next steps with OCWRC given the additional drainage areas that were recently discovered.
- Complete cleaning /CCTV on the rest of Indian, Poinciana and Negaunee streets.
 - Drain segments will need to be cleaned before additional CCTV inspections can be complete. Drain cleaning and CCTV work will be the responsibility of others.
- Conduct additional sampling to confirm sanitary discharges.
- Conduct bacterial source tracking sampling to distinguish between human and animal sources, if needed.
- Dye Test / confirm unknown connections on Seminole identified in 2016.
- Investigate suspect catch basin on Negaunee St.
- Identify source of flow to MH on Indian St.
- Dye test / confirm any additional connections found.

Austin Drain - Southfield (Rouge River Main Branch)

- Investigate local storm drain on Janette St. for illicit discharge source.
- Dye Test / CCTV as necessary to confirm any found connections. Drain cleaning and CCTV work will be the responsibility of others.

Claude H. Stevens No. 3 Drain – Bloomfield Twp. (Rouge River Main Branch)

- Confirm correction of failed septic identified on Charring Cross by OCHD.
- Conduct sampling to rule out any additional upstream sources.
- Additional investigations if necessary.

Second Priority Drains**Devonshire/Bloomfield Highlands – Bloomfield Twp. (Rouge River Main Branch)**

- Confirm removal of the connection from the septic system drain field found on S. Berkshire by OCHD.
- Additional Sampling / Investigations to locate sources to the Bloomfield Highland Drain, Devonshire Drain and local storm drains E and W. of Woodward Ave.
- Dye Test as necessary to confirm any identified connections.

Claude H. Stevens No. 1, 4 and 10 Drains – Bloomfield Twp. (Rouge River Main Branch)

- Sampling on upstream system and local drains as necessary to confirm illicit discharges and Isolate sources.
- Follow up investigations if necessary.

The above activities are consistent with what was approved by the Technical Committee on March 13, 2017.

Deliverable: A final report with maps.

PIE COMMITTEE SERVICES -\$29,500**GREEN INFRASTRUCTURE CAMPAIGN*****Workshops***

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

- Native Landscaping Workshop for Homeowners: The ARC, Wayne County and Friends of the Rouge will present workshops around the Rouge River Watershed that focus on actual residential

sites owned by participants and how to design and plant a residential native garden/grow zone. This is a follow-up to a similar successful workshop held in Southfield in 2012 for watershed residents, and the four workshops held in 2013 and 2014.

- Riparian/streambank stabilization, backyard habitat, and/or garden tour experiences: Riparian workshops were conducted in 2015 and were well attended. Some possible workshops that the ARC, Wayne County and Friends of the Rouge will present around the Rouge River watershed include environmentally friendly ways to maintain riparian land, designing backyard habitat and/or garden tour experiences and may include a hands-on element.

Deliverables:

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

PUBLIC EDUCATION MATERIALS

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

Deliverable:

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

WEBSITE MAINTENANCE

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

Deliverable:

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

IMPLEMENT PUBLIC EDUCATION CAMPAIGNS

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

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

Deliverable:

- **Copies of materials developed**

Alliance of Rouge Communities
 ECT-ARC 2013 Contract, Appendix I
 Scope of Services for
 SAW Grant - Stormwater Management Plans, Monitoring & Funding
 Amended
 Environmental Consulting & Technology, Inc.
 May 1, 2015 – ~~December 3~~ **October 1, 2018**

The total compensation for this scope of services *is increased by \$295,210 to \$1,338,949*. The ARC will be reimbursed by SAW for 100% of this cost. All additional scope are presented in bold italics within the document.

The Project:

The ARC is received a SAW grant in late 2015 to support development of member stormwater permit applications, as well as conduct ecosystem monitoring and develop a framework to finance stormwater projects at the local level. ***There are currently unallocated funds associated with the SAW grant. These funds are eligible to be used for monitoring and planning activities to support ARC members permit applications. Based on input from the Technical Committee, the following activities are recommended to be added:***

A. IDEP Methods Review

- ***This will support the Collaborative IDEP plan by justifying that the ARC approach is more effective than other traditional approach employed in other SE Michigan communities.***

B. SWPPP Inspections

- ***This will support ARC-member Good Housekeeping/Pollution Prevention plans by providing inspections at high priority facilities.***

C. Additional Monitoring Efforts

- ***In order to complete the ongoing monitoring efforts, staff have undertaken several additional tasks that were not originally anticipated. Some of these changes were implemented to address MDEQ comments on the Collaborative IDEP plan.***

D. Dissolved oxygen monitoring

- ***This will support the removal of 200 stream miles from the impaired waters list which will limit the number of ARC members that need to comply with TMDL requirements for dissolved oxygen impairments.***

E. Bacterial source tracking analysis

- ***This will support the investigation efforts under the Collaborative IDEP Plan by providing some indications if E. coli sources at certain locations are human in nature.***

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

DESCRIPTION OF ANTICIPATED ACTIVITIES: The SAW scope of work is composed of 6 tasks:

- Task 1. Public Education Planning
- Task 2. IDEP Planning
- Task 3. Municipal Facility Pollution Prevention/Good Housekeeping Planning
- Task 4. TMDL Planning
- Task 5. Ecosystem Monitoring
- Task 6. Stormwater Funding Framework

Task 1. Public Education Planning

- 1a. Public Participation Plan
 - Develop a procedure for public input on the member stormwater management plans.
- 1b. Collaborative Public Education Plan
 - Complete the plan with an estimate of cost to implement.
 - Negotiate as needed with MDEQ to come to consensus on plan content.
- 1c. Public Attitudes Survey
 - Develop and implement a stormwater attitudes and awareness public survey. Results from the survey will be compared to previous surveys to determine the change in the public's attitudes. These results will be summarized in a report and provided to the MDEQ.

Task 2. IDEP Planning

- 2a. Collaborative IDEP Plan
 - Complete the plan with an estimate of cost to implement.
 - Negotiate as needed with MDEQ to come to consensus on plan content.
- 2b. Ordinance Review
 - Review each community's existing ordinances to identify compliance with MDEQ's IDEP Ordinance requirements.
 - Suggest modifications to existing ordinances as needed and provide to each community.

Add IDEP Methods Review

ARC staff will FOIA the MDEQ to obtain the last two stormwater progress reports submitted by Macomb County communities. The progress reports will be reviewed; and the number of identified illicit connections will be tallied and compared to the number found by the ARC during the same timeframe. The resulting data will be summarized in a written memo which may be used in permit negotiations with the MDEQ.

Task 3. Municipal Facility Pollution Prevention/Good Housekeeping Planning

- 3a. Municipal Facilities

- Inventory Municipal facilities, prioritize for their potential impact on stormwater, and map stormwater controls on an aerial.
 - Identify high priority facilities and develop a facility pollution prevention plan for each.
- 3b., 3c., and 3d. Storm Sewer System Maintenance
- Develop common and individual community SOPs for system maintenance.
 - Prioritize street sweeping and catch basins and other controls for maintenance on a community basis.
 - Review and update the Greater Lansing Area BMP manual to ensure applicability to ARC members.
- 3e. Assessment
- Develop consensus measurable goals and methods to assess effectiveness of the GH/P2 efforts.
- 3f. GH/P2 Training
- Develop a procedure for training municipal employees on GH/P2 and IDEP topics. The procedure will include a schedule and available training mechanisms.
- 3g. Contractor Requirements
- Identify what communities are currently using.
 - Develop a one or more procedures for notifying contractors of the municipality's GH/P2 procedures and providing oversight to ensure these procedures are followed.
- 3h. Construction Runoff SOPs
- Develop permittee-specific standard operating procedures (SOPs) for managing stormwater from construction sites.

Add SWPPP Inspections

As requested by municipalities, high priority facilities will be inspected as required in stormwater pollution prevention plans. Inspections will be conducted by ARC staff or a subcontractor (i.e.: the community's MS4 consultant). In areas that are found to be inconsistent with the SWPPPs, recommendations for improvement will be provided. The inspection results will be documented for each facility and provided to the owner. For budget purposes, 20 facility inspections are assumed.

Task 4. TMDL Implementation Plan

- Develop a collaborative TMDL plan.
- Negotiate as needed with MDEQ to come to consensus on plan content.

Task 4.1 Stormwater Management Plan Compilation

The permittee-specific and collaborative items from Tasks 1 – 4 above, along with the permittees' approach to the post-construction stormwater management ordinance requirements, make up their stormwater permit application and Stormwater Management Plan. The ED will compile all documents into a Stormwater Management Plan for each member in preparation for submission to the MDEQ by April 1, 2016. The scope of work also includes meetings with the Technical and PIE committees, the individual member communities, MDEQ, and other stakeholders as deemed necessary

to complete the tasks. Project and grant administration is also included in this scope of work.

Task 5. Ecosystem Monitoring

- Develop a sustainable monitoring plan that is expected to include Flow Monitoring, Dissolved Oxygen Monitoring, Macroinvertebrate Monitoring, and grab samples for E. coli, total suspended solids, and phosphorus. Grab sample collection may be completed with volunteers to minimize costs and support public education efforts.
- Draft and enter into agreements with subcontractors (laboratory) and partners (USGS, FOTR).
- Conduct monitoring.
- Analyze data.
- Prepare multiple technical reports and one summary report.

Add the Following:

A. Additional monitoring activities being performed

ARC staff have been and are conducting the following additional activities associated with the SAW monitoring task:

- **Wayne County Construction Permit for stream gage installation. One of the locations required permitting by Wayne County. Therefore, staff collaborated with Wayne County and USGS to develop the permit application package and permit fee.**
- **Supply flow monitoring equipment to USGS. Flow monitoring equipment was rented for USGS in order to meet monitoring needs and deadlines.**
- **Communication with MDEQ regarding the DO impairments and potential delisting. Staff worked with MDEQ to review existing data to assist in the potential delisting of segments of the Rouge River**
- **Staff have added flow monitoring at 10 sites over the 20 weeks to help with flow duration curve development.**
- **Staff will be sampling at 90 sites instead of 70 sites originally proposed in order to refine and provide better rationale to MDEQ on the Collaborative IDEP Plan.**

B. Dissolved oxygen monitoring

ARC staff has discussed with MDEQ Surface Water Assessment staff the data needed to remove portions of the Rouge River from the impaired waters list for low dissolved oxygen conditions. ARC staff will develop a sampling plan for MDEQ review and approval. ARC staff will secure a permit/permission to install dissolved oxygen probes at six road crossings. Currently, the following sites are anticipated:

1. **Main Branch at 7 Mile Road (M15)**
2. **Ingersol Creek at Meadowbrook Road (MD18)**
3. **Bell Branch at Inkster Road (U03)**
4. **Upper Branch at Graham Road (U05)**
5. **Tonquish Creek at Wayne Road (MD03)**

6. Johnson Creek at Napier Road (MD13)

Each of these locations is upstream of uncontrolled combined sewer outfalls as required by MDEQ.

Hourly dissolved oxygen readings will be recorded on a continuous basis at each location for a minimum of 2 months. Monitoring will include a variety of weather conditions (dry and wet) as required by MDEQ. Following the collection period, the probes will be removed and the site restored to previous conditions. The data will be summarized in a report and submitted to MDEQ to determine if the streams can be removed from the impaired waters list for due to low dissolved oxygen levels.

C. Bacterial source tracking analysis

ARC staff will

- *Secure a laboratory to provide bacterial source tracking analysis to determine the presence of human DNA in water samples;*
- *Provide a standard operation procedure for sample collection; and*
- *Analyze up to 60 samples, and*
- *Assist in interpreting the results.*

Samples will be collected and shipped to the lab by Wayne and Oakland county staff. Sample collection will be conducted during dry weather conditions. The results will be summarized by each county. The sample collection and written report will be conducted using other funding sources.

Task 6. Stormwater Funding Framework

In lieu of working with the Alliance of Downriver Watersheds (who were not awarded a SAW grant), the ARC will build upon efforts being led by the Oakland County Water Resources Commissioners Office who is seeking legislative relief for communities to implement stormwater utilities. Based on their progress, the ED will

- (6a) Identify members who are interested in pursuing a stormwater utility. For two or three of these members, we will
 - (6b) Analyze land cover data sets.
 - (6c) Identify revenue potential and top rate payers for the communities.
 - (6d) Develop a public outreach framework.
 - (6e) Obtain legal advice.
 - (6f) Prepare funding recommendations.

Deliverables:

- Collaborative PPP
- Collaborative PEP
- Public Attitude Survey Report
- Collaborative IDEP
- Permittee-specific Assessment of IDEP-related Codes/Ordinances
- Suggested language to modify existing ordinances (permittee-specific)

- Stormwater Outfall Map
- Permittee-Specific Municipal Facility Pollution Prevention Plans
- Permittee-Specific Catch Basin Prioritization Maps
- Permittee-Specific Street Sweeping Prioritization Maps
- GH/P2 SOPs
- Employee Training Plan
- Contractor GH/P2 Awareness and Oversight Procedures (permittee-specific)
- Collaborative TMDL Implementation Plan
- Monitoring Reports (technical reports and one summary report)
- Stormwater funding framework for two or three communities including a public outreach plan.
- Quarterly status reports



2018 ARC Budget Preparation Schedule*

6/27/17	Finance Committee to approve 2018 Budget Preparation Schedule
6/28/17	Treasurer to distribute 2018 Budget Preparation Schedule
7/12/17	Executive Committee review 2018 Budget Preparation Schedule
7/13/17	Treasurer to request ECT's cost proposal for Executive Director Services to the Finance Committee by 8/31/17
7/13/17	Treasurer to request budget submittals from ARC Committees to the Finance Committee by 9/15/17
Week of 9/11/17	Organization Committee review ECT cost proposal
Week of 9/18/17	Finance Committee to receive budget proposals from ARC Committees
Week of 10/2/17	Finance Committee meeting to review draft budget information, finalize budget proposals and formulate recommendations to the Executive Committee
Week of 10/9/17	Executive Committee meeting to review the proposed budget
Week of 11/6/17	Full Alliance Meeting to adopt the 2018 ARC budget

****Above dates are estimates and may change - final meeting date notices will be sent out***



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES

Conflict of Interest Policy

ARTICLE I

PURPOSE

The purpose of this Conflicts of Interest Policy (the “*Policy*”) is to protect the interests of the Alliance of Rouge Communities (the “*Corporation*”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, member of the Executive Committee or other Committee or member of the Corporation. This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

ARTICLE II

DEFINITIONS

1. Interested Person.

Any officer, member or member of a committee with powers delegated by the members or the Executive Committee (the “*Executive Committee*”) who has a direct or indirect financial interest, as defined below, is an interested person

2. Financial Interest.

A person has a financial interest (“*financial interest*”) if the person has, directly or indirectly, through business, investment or family:

- a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest (“*conflict of interest*”). Under Article III, Section 2 of this Policy, a person who has a financial interest shall have a conflict of interest only if the Executive Committee or other appropriate committee decides that a conflict of interest exists.

ARTICLE III
PROCEDURES

1. Duty to Disclose.

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the Executive Committee and the members of committees with Executive Committee-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Committee or other committee meeting while the determination of whether a conflict of interest exists is discussed and voted upon. The remaining Executive Committee or other committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

a. An interested person may make a presentation at the Executive Committee meeting or other committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that may result in a conflict of interest.

b. If the Executive Committee or other committee determines that a conflict of interest does exist, then:

(i) The Chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(ii) After exercising due diligence, the Executive Committee or other committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

(iii) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Executive Committee or other committee shall determine by a majority vote whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Policy.

- a. If the Executive Committee or other committee has reasonable cause to believe that a member, officer, member of the Executive Committee or member of another committee has failed to disclose actual or possible conflicts of interest, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of such person and making such further investigation as may be warranted in the circumstances, the Executive Committee or other committee determines that such person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

RECORDS OF PROCEEDINGS

1. The minutes of the Executive Committee and all committees with Executive Committee-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Committee's or other committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

ARTICLE V

COMPENSATION COMMITTEES

A voting member of the Executive Committee or any other committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

ARTICLE VI

ANNUAL STATEMENTS

Each officer, member, member of the Executive Committee, and member of a committee with Executive Committee-delegated powers shall annually sign a statement which affirms that such person:

- a. has received a copy of the Policy,
- b. has read and understands the Policy,
- c. has agreed to comply with the Policy, and

d. understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

PERIODIC REVIEWS

To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether partnership and joint venture arrangements and arrangements with other organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.
- c. Whether agreements to provide services and agreements with other organizations further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.

ARTICLE VIII

USE OF OUTSIDE EXPERTS

In conducting the periodic reviews provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Committee of its responsibility for ensuring that periodic reviews are conducted.

This Policy was adopted by the Alliance of Rouge Communities on the 5th day of May, 2009.

Executive Committee Member Signature

Member Community

Date