



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

EXECUTIVE COMMITTEE MEETING SUMMARY

DRAFT

September 11, 2008, 1:30 p.m.

Canton Administrative Building, 1150 Canton Center Rd.

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

1. Welcome – Gary Mekjian, Vice Chair

2. Roll Call of Members

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

In Attendance:

<i>Officers</i>			<i>In Attendance</i>
Chair	Vacant		
Vice-Chair	Gary Mekjian	Southfield	Yes
Treasurer	Tim Faas	Canton	Yes
Past Vice-Chair	Wayne Domine	Bloomfield Township	No
<i>Counties</i>			
Oakland Co. – Rep.	John McCulloch	OCDC	No
Oakland Co. – Alt.	Phil Sanzica	OCDC	Yes
Oakland Co. – Alt.	Joseph Colaianne	OCDC	No
Washtenaw Co.- Rep.	Janis Bobrin	WCDC	No
Washtenaw Co.- Alt.	Michelle Bononi	WCDC	Yes
Wayne Co. - Rep.	Kurt Heise	WCDOE	Yes
Wayne Co. - Alt.	Kelly Cave	WCDOE	Yes
<i>SWAGs</i>			
Main 1 & 2 - Rep.	Jennifer Lawson	Troy	Yes
Main 1 & 2 - Alt.	Meghan Bonifiglio	Bloomfield Township	No
Main 3 & 4 - Rep.	Jim Murray	Dearborn	Yes
Main 3 & 4 - Alt.	Eric Witte	Melvindale	No
Upper - Rep.	Tom Biasell	Farmington Hills	Yes
Upper - Alt.	Jim Zoumbaris	Livonia	Yes
Middle 1 - Rep.	Jill Rickard	Northville Township	Yes
Middle 1 - Alt.	Aaron Staup	Novi	No
Middle 3 - Rep.	Jack Barnes	Garden City	Yes
Middle 3 - Alt.	Kevin Buford	Westland	Yes
Lower 1 - Rep.	Bob Belair	Canton Township	Yes
Lower 1 – Alt.	Dan Swallow	Van Buren Township	Yes
Lower 2 - Rep.	Ramzi El-Gharib	Wayne	Yes
Lower 2 - Alt.	Tom Wilson	Romulus	No

Others Present: Jim Ridgway; Executive Director, Gary Zorza, Vice-Chair – Technical Committee; Dave Payne, Chair – Organizational Committee, Kelly Karll, ECT; Chris O’Meara, ECT and Zachare Ball – ECT

3. Summary of June 6, 2008, Executive Committee Meeting

A motion was made by J. Zoumbaris to accept the June 6, 2008, meeting summary. The motion was seconded by R. El-Gharib. Motion passed.

4. Additions or Changes to Draft Agenda

There were no additions or changes to the agenda.

5. Executive Director Report (Ridgway)

a. Contested case update

J. Ridgway stated that the MDEQ cancelled the 9/12/08 settlement meeting due to lack of interest. The status conference is still scheduled for 10/1/08. ECT has drafted a comparison document that will be helpful for the attorneys. J. Ridgway and K. Heise suggested that the communities let the attorneys go to the October meeting. This was the consensus of the group. The meeting will mainly be administrative issues, setting the ground rules and procedures. All communities should make sure that they send in a letter to the state by 9/23 designating a representative. This will assure that you get all correspondence related to the contested case.

b. 501c3 designation

J. Ridgway stated that the Alliance of Rouge Communities is not a 501c3. The ARC will need this designation as it applies for grants in the future. The form has been filled out by an accountant and will be reviewed by a nonprofit attorney. It will take approximately 8-12 weeks to receive the designation.

c. MDEQ response on grant eligibility

B. Sweet of the MDEQ confirmed that the ARC will not be eligible for CMI funding because we are not a 501c3. Use of a fiduciary is not allowed either. K. Heise stated that he will look into the issue more.

6. Standing Committee Reports

a. Finance Committee

i. 2008 Budget Amendments – T. Faas reported that the amendments requested made adjustments to the PIE and Technical Committee budgets and also added a task for the fall advertising campaign. The Executive Committee reviewed the amendments. The motion was made by J. Rickard to approve and recommend to the full ARC the requested 2008 budget amendments as presented by the treasurer and depicted in the Public Education and Involvement Committee amendments 1, 2 and 3 and Technical Committee amendment 1. The motion was seconded by J. Lawson, motion passed.

ii. 2008 Budget Status Report – T. Faas reviewed the status report and stated that we are doing good on the revenue side. He stated that some dues are still coming and may not have shown up within Wayne County’s accounting system. If we have not received a member’s dues we will follow-up with them. Wayne County will also be invoicing Oak Park for their membership in the ARC.

iii. 2009 Interagency Agreement between Wayne County and the ARC – T. Faas reviewed the draft IAA between Wayne County and the ARC. He stated that some things still need to be decided like the amount that will be carried over from 2008 to 2009 and what the insurance needs will be once the ARC no

longer has Wayne County as the fiduciary and is a stand alone non-profit. J. Ridgway will work with B. Benton of Wayne County to make sure that the ARC will meet the DBE/WBE requirements of the Rouge grant. T. Faas stated that as the ARC moves forward we will have to be more sensitive when it comes to cash flow. As it works now the townships are billed in January, the cities in July and we received reimbursement from Wayne County throughout the year. ECT will work with the insurance agent to get the quote for 2009 coverage. The draft IAA will be an agenda item for the full ARC meeting on 9/23.

iv. 2009 Draft Budget

- a. T. Faas reviewed the one page summary of the 2009 budget. The assessment to ARC members is proposed to remain the same again in 2009 for a total of \$296,694. Wayne County has agreed to provide federal grant funding in the amount of \$292,846 through an IAA with the ARC. The budget also shows revenue totaling \$58,500 from other grants plus \$5,000 in charges to non-member attendees of ARC sponsored workshops during the year. Revenues total \$749,559 for 2009. Many of the budgeted tasks for 2009 are similar to past years. The proposed budget includes an extension of the ECT contract into 2009, the Green Infrastructure Campaign and a tree canopy green infrastructure analysis of the watershed. The total expenditures total \$685,191 which is similar to 2008. The contingency has been increased from past years 5% to 8.5% for 2009.

The motion was made by K. Buford to approve and recommend the 2009 budget to the full ARC. The motion was seconded by J. Zoumbaris, motion passed.

After discussion, the Executive Committee decided against adding a budget item for the legal costs associated with the Phase II Permit due to the fact that not all of the ARC members are contesting the permit.

T. Faas stated that the 2010 budget will need to include costs for an audit once the ARC receives the 5013c designation.

- v. Quickbooks Accounting software – C. O’Meara worked with R. Alsaigh to setup the Quickbooks software to mirror the Wayne County financial status reports in preparation of taking over the financial responsibility of the ARC in 2009. Several reports were passed out to show the different information that will be available to the Executive Committee through Quickbooks (i.e., A/R report, A/P report, budget status report, and balance sheet). Member invoices will go out, bills will be entered and a grant reimbursement request will be sent to Wayne County using the Quickbooks software. A checking account will also be set up prior to the end of 2008.

b. Organizational Committee

- i. There was an amendment made to the Purchasing Policy to include reference to a checking account along with some other minor grammatical changes. The motion was made by K. Heise to approve the purchasing policy as amended by T. Faas and recommend it to the full ARC. The motion was seconded by K. Buford, motion passed. The revised document will be sent to the Executive Committee.

- c. PIE Committee
 - i. J. Lawson stated that Howard Knorr hosted the July PIE Committee meeting and she wanted to thank him for his wonderful garden site. The PIE Committee is working on a draft of the Main 3-4 poster which will be distributed at the Rouge 2008 event on October 24, 2008. The PIE is also working on a video regarding what is happening in the Rouge with the help of Farmington Hills. This video will be available to all ARC members to show on their cable stations or via the web.
- d. Technical Committee
 - i. G. Zorza stated that the Technical Committee continues to work on the watershed management plan. The plan will be available on the ARC website for review by the ARC members.
- e. Grants Committee
 - i. Nothing to report.
- f. Nominating Committee
 - i. K. Heise stated that the committee met and reviewed all nominations received for the 2009-2010 ARC officers. The nominations that the committee suggests be forwarded to the full ARC are: Chair – Tim Faas, Vice Chair – Gary Mekjian and Treasurer – Jennifer Lawson. The motion to approve and submit the nominations to the full ARC for vote on 9/23/08 was made by R. El-Gharib and seconded by K. Buford. The motion passed.

7. Report from WCDOE

K. Cave reviewed the memo to G. Mekjian regarding the awarding of the Round IX Subgrant Program under the Rouge River National Wet Weather Demonstration Project for Round IX-Part A and Part B. K. Cave stated that additional Rouge Project funding will be available for ARC activities during 2009. She also was confident that there will be a grant X in the future. The motion was made by K. Buford to accept the memorandum regarding the distribution of the Round IX Subgrant as presented by Wayne County. The motion was seconded by J. Lawson, motion passed.

K. Cave informed the committee that Wayne County will be asking the communities to prepare information and provide photos of success stories within the Rouge for Wayne County's upcoming progress report for 2008.

K. Cave informed the committee that Rouge 2008 will be held at the University of Michigan-Dearborn on October 24. This will also be one of the locations for the required public hearing for the review of the watershed management plan as part of the public participation process.

8. Other Business

D. Swallow stated that as new elected officials come in over the next few months there may be a need for some presentations about the ARC to councils, etc. J. Ridgway agreed and communities can make that request as needed.

9. Summary of Executive Committee Actions

- The committee approved the 6/6/08 Executive Committee Meeting Summary.
- ARC staff to request a quote from Chapman Insurance Agency regarding new IAA for 2009.
- The committee voted to approve and recommend to the full ARC the requested 2008 budget amendments as presented by the treasurer and depicted in the Public Education and Involvement Committee amendments 1, 2 and 3 and Technical Committee amendment 1.
- The committee voted to approve and recommend the 2009 budget to the full ARC.

- The committee voted to approve the purchasing policy as amended by T. Faas and recommend it to the full ARC.
- The committee voted to forward the nominations to the full ARC for vote on 9/23/08 for: Chair – Tim Faas, Vice Chair – Gary Mekjian and Treasurer – Jennifer Lawson.
- The committee voted to accept the memorandum regarding the distribution of the Round IX Subgrant as presented by Wayne County.
- ARC staff to send out the password for the Watershed Management Plan review on the website again.
- ARC staff to send out email to remind communities contesting the permit to send in their letter designating their representative.

10. Upcoming Meeting(s)

- Full ARC, September 23, 1:30 p.m. at Summit on the Park, Chestnut Room, Canton
- SWAG Meetings:
 - Middle 1/Lower 1, October 2, 9:30 – 11:30 a.m. at Northville Township
 - Upper/Main 1-2, October 14, 1:30 p.m. at Drake Sports Park West Bloomfield Twp.
 - Middle 3/Lower 2/Main 3-4, October 2, 1:30 p.m. at Livonia DPW
- Technical Committee, October 8, 1:30 p.m., Farmington Hills
- Public Involvement and Education Committee, October 16, 1:30 p.m. at the City of Southfield, Carpenter Lake Tour
- Organizational Committee, November 5, 2008, time TBD, location TBD
- Finance Committee, November 6, 2008 at 1:30 p.m., Wayne County DOE - Commerce Court, Wayne

6. Adjourn

The motion to adjourn the meeting was made by K. Buford. Seconded by J. Zoumbaris, motion passed.

ARC Executive Committee Attendance List

Meeting Date: 9/11/08

Name	Community	Attended	Initials
Alsaigh	Razik	<input type="checkbox"/>	---
Ball	Zachare	<input type="checkbox"/>	---
Barnes	Jack	<input checked="" type="checkbox"/>	---
Belair	Bob	<input checked="" type="checkbox"/>	EBB
Biasell	Thomas	<input checked="" type="checkbox"/>	TAD
Bobrin	Janis	<input type="checkbox"/>	---
Bonfiglio	Meghan	<input type="checkbox"/>	---
Bononi	Michelle	<input checked="" type="checkbox"/>	MB
Buford	Kevin	<input checked="" type="checkbox"/>	K.L.B.
Cave	Kelly	<input checked="" type="checkbox"/>	KAC
Colaianne	Joe	<input type="checkbox"/>	---
Domine	Wayne	<input type="checkbox"/>	---
El-Gharib	Ramzi	<input checked="" type="checkbox"/>	RGS
Faas	Tim	<input checked="" type="checkbox"/>	TF
Giberson	Kurt	<input type="checkbox"/>	---
Heise	Kurt	<input checked="" type="checkbox"/>	KH
Janus	Demetria	<input type="checkbox"/>	---

Meeting Date: 9/11/08

<i>Name</i>	<i>Community</i>	<i>Attended</i>	<i>Initials</i>	
Karll	Kelly	ECT	<input type="checkbox"/>	—
✓ Lawson	Jennifer	Troy	<input checked="" type="checkbox"/>	JL
McCulloch	John	Oakland County	<input type="checkbox"/>	—
✓ Mekjian	Gary	Southfield	<input checked="" type="checkbox"/>	GMEJ
Mullett	Noel	WCDOE	<input type="checkbox"/>	—
✓ Murray	Jim	Dearborn	<input checked="" type="checkbox"/>	JM
✓ Payne	Dave	Bloomfield Township	<input checked="" type="checkbox"/>	DP
✓ Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	JR
✓ Ridgway	Jim	ECT	<input checked="" type="checkbox"/>	JR
✓ Sanzica	Phil	Oakland County	<input checked="" type="checkbox"/>	P.S
Staup	Aaron	Novi	<input type="checkbox"/>	—
✓ Swallow	Dan	Van Buren Township	<input checked="" type="checkbox"/>	DS
Wilson	Tom	Romulus	<input type="checkbox"/>	—
Witte	Eric	Melvindale	<input type="checkbox"/>	—
✓ Zorza	Gary	Farmington Hills	<input checked="" type="checkbox"/>	GRZ
Zoumbaris	Jim	Livonia	<input checked="" type="checkbox"/>	JM