



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

EXECUTIVE COMMITTEE MEETING SUMMARY

Monday July 30, 2007

City of Dearborn DPW Office, 2951 Greenfield Road

1:30 ~ 4:00 p.m.

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
Oak Park
Oakland County
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** – Kurt Giberson, Chair

2. **Roll Call of Members**

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

In Attendance:

Chair:	Kurt Giberson	Dearborn
Past Vice-Chair	Wayne Domine	Bloomfield Twp.
Wayne County-Rep.	Kurt Heise	WCDOE
Wayne County-Alt.	Kelly Cave	WCDOE
Oakland County-Rep.	John McCulloch	OCDC
Oakland County-Rep.	Joseph Colaianne	OCDC
Washtenaw County-Alt.	Michelle Bononi	WCDC
Main 1-2 Rep.	Jennifer Lawson	Troy
Lower 2-Rep.	Ramzi El-Gharib	Wayne
Upper-Alt.	Jim Zoumbaris	Livonia
Executive Director	Jim Ridgway	ECT
Lower 1-Rep.	Bob Belair	Canton Twp.
Middle 1-Rep.	Jill Rickard	Northville Twp.

Not In Attendance:

Vice-Chair	Gary Mekjian	Southfield
Treasurer	Tim Faas	Canton Twp.
Oakland Co.-Alt.	Phil Sanzica	OCDC
Washtenaw Co.-Rep.	Janis Bobrin	WCDC
Main 1-2-Alt.	Meghan Bonfiglio	Bloomfield Township
Main 3-4-Rep.	TBD	
Main 3-4-Alt.	TBD	
Upper-Rep.	Tom Biasell	Farmington Hills
Middle 1-Alt.	Aaron Staup	Novi
Middle 3-Rep.	Jack Barnes	Garden City
Middle 3-Alt.	Kevin Buford	Westland
Lower 1-Alt.	Dan Swallow	Van Buren Twp.
Lower 2-Alt.	Tom Wilson	Romulus

3. **Summary of April 24, 2007, Executive Committee Meeting**

A motion was made by J. Zoumbaris to accept the April 24, 2007 meeting summary. The motion was seconded by J. Lawson. Motion passed.

4. **Additions or Changes to Draft Agenda**

There were no additions or changes to the agenda.

5. **Chair Communications**

a. Alliance Membership Status

K. Heise informed the committee that the ARC is setting up a meeting with Salem Township regarding their membership in the ARC.

b. Round VIII Grant Awards

K. Cave reported that the Rouge Round VIII Grant award letters were sent out. Communities can start to prepare the paperwork with Wayne County for their IAA and be able to start by August 9.

6. **Treasurers Report**

a. 2006-7 Invoicing/Assessment Paid Status

K. Cave reported that 85% of assessments have been paid.

b. 2007 Expenditures/Task Status Report

K. Cave reported that the expenditures/task status reports are on track. The task status report shows deliverables with a status for each task. K. Giberson requested that the grant amount be broken out by task.

c. 2008 ARC Budget Preparation Schedule

The schedule shows that the Executive Committee needs to decide the fiduciary services by July 31, 2007. K. Cave stated that she, T. Faas and R. Alsaigh need to meet to discuss the proposed fiduciaries before bringing it to the Executive Committee. The ARC should have the fiduciary approved by October so that it can be approved by the county commission in November.

J. Ridgway stated that the ARC will be setting up Quickbooks software by the end of the year to mirror the records that Wayne County is keeping.

K. Giberson stated that ECT needs to get their 2008 budget proposal to the ARC by August 24, 2007. The ARC should also receive budget proposals from the PIE and Technical committees by August 31, 2007. The Finance Committee will meet on September 6, 2007 to receive the draft budgets. The Executive Committee plans to meet on October 4, 2007 to narrow the budget target and the Finance Committee plans to meet on November 1 to finalize the budget proposals and prepare recommendations to the Executive Committee. The Executive Committee will then meet to review the proposed budget and it will then go to the full ARC on December 6, 2007 for adoption.

7. Executive Director Report

a. Response from MDEQ re: SWMP Updates

K. Karll stated that the MDEQ responded to the ARC's letter that said we would not be updating our SWMP plans. The response from the MDEQ stated that the "*...MDEQ approves postponing the Rouge SWMP updates at this time with the understanding that the plans will be updated by November 2008.*" J. Ridgway stated that he will contact the MDEQ about the above statement. He stated that the ARC does not need to update their plans at all and if they do the ARC will set the date of when they plan to update them.

b. TMDL ARC Meeting

K. Karll stated that the Technical Committee met and gathered comments from various stakeholders and prepared comments that the ARC sent to the MDEQ by the deadline for comments.

J. Ridgway stated that overall the TMDLs are not very threatening to the ARC unless some third party says that the TMDL will not get them to meet water quality standards. He said that the habitat biota is not very good but it is not very harmful either.

c. SEMCOG/Phase II Permit Focus Group (Incentives for Watershed Permit)

K. Karll reviewed the SEMCOG/Phase II Permit Focus Group memo and stated that it does make key points as shown in the following text taken from the first paragraph of page 3:

"One concept that would meet the needs of both MDEQ and permittees is to allow permittees to work as a watershed group and submit one PEP, IDEP, Watershed Plan, SWPPI and annual report."

K. Karll stated that the ARC should be able to review it before the public within the next month or so.

8. Standing Committee Reports

J. Lawson asked if the Strategic Plan Committee that was set up at the last Executive Committee meeting has met yet. J. Ridgway stated no, but that the committee would meet soon and suggested that the Strategic Plan fall under the Organizational Committee.

a. Finance Committee

K. Giberson stated that this information was discussed during the Treasurer's Report earlier in the meeting.

b. Organization

i. ARC – County In-kind Contributions Policy

K. Hiese and J. Ridgway stated that the Organization Committee has reviewed and commented on the draft policy prepared by OCDC.

J. Colaianne reviewed the draft policy for the committee.

J. Ridgway stated that Wayne, Washtenaw and Oakland counties have been involved throughout the development of this in-kind contribution policy.

K. Giberson asked if the document was final or if there were differences to be discussed still. There was discussion by the committee on various issues mostly centered around item number 2 of the draft policy.

J. McCulloch stated that there may be a time when counties may be assessed a certain cost. All the counties provide in-kind services. This policy puts a value on the in-kind services in the event that the counties are assessed. Somehow the ARC needs to put a value on the in-kind services, these formulas were drafted for that purpose. This may differ from county to county. Fiscal definitions have been defined and the document goes through this.

J. McCulloch stated that it is good to have this written out and discussed in case there is an issue that comes up later regarding a specific equipment charge or something else.

J. Rickard and J. Lawson commented from a community point of view regarding the fact that communities have more staff volunteering and shouldn't they get to use time as in-kind. K. Giberson agreed that the communities may feel that the counties are going too far and why can't they do the same. J. Ridgway stated that the communities would be considered "double-dipping" because some of the things like IDEP, outfalls and storm water issues are covered under their SWPPI. J. Ridgway stated, however, that we could use this as match on future grants that the ARC applies for. W. Domine stated that to make the program work the communities need to supply staff in-kind and it is a voluntary organization (the ARC). If we use in-kind services for communities we will just be defeating the purpose of the ARC.

J. Zoumbaris asked that the counties provide their actual in-kind costs to the ARC to show that the counties are spending much more to support the use of the in-kind services policy.

M. Bononi had a question regarding item 4 of the draft policy. She asked who will review the waiver submitted by the counties and who will propose this waiver request to the full ARC. J. Ridgway stated that there should be a comment period and an approval process added to the policy. The policy states that the waiver request should be submitted to the Treasurer how will present it to the Finance Committee for review and submit it to the Executive Committee for approval.

J. Ridgway reviewed what changes will be made to the draft policy as follows:

- The County shall use Generally Accepted Accounting Practices (GAAP)
- EPA Grant Regulations shall be followed
- The accounting shall be consistent with allocations for all other drainages districts within a given county
- Indirect costs shall be consistent with approved cost allocation plans (or equivalent).

- Each County will submit an accounting of their In-Kind contribution to the finance committee.
- The ARC Treasurer will make a recommendation to the ARC Executive Committee for final determination and acceptance of the value of the In-Kind Contribution.

Once the policy has been updated with the Executive Committees comments from this meeting it will then go to the counties for review and then to the Executive and Organization Committee for review and finally go to the ARC for comment before the policy is accepted at the next full ARC meeting.

The motion was made by J. Rickard to not assess the counties for the 2008 budget year and asked that the counties provide their in-kind contributions report to the ARC. The motion was seconded by J. Zoumbaris. The motion was passed.

c. PIE (Public Involvement and Education) Committee

i. Status Report

J. Lawson stated that a PIE committee meeting was held July 12, 2007 in Beverly Hills.

J. Lawson stated that the Planning Subcommittee will meet at 2:00 p.m. on August 2, 2007 at the City of Troy. The committee will be discussing the 2008 budget recommendations.

J. Lawson stated that the Household Hazardous Waste subcommittee will meet at 1:00 p.m. on August 7, 2007 at Bloomfield Twp.

J. Lawson reported that the Measuring Our Success posters are in draft form and currently being reviewed by the committee.

J. Lawson informed the committee that the next PIE Committee meeting is Thursday October 18, 2007 at 1:30 p.m. at the City of Livonia DPW.

d. Technical Committee

i. MDEQ SWPPI Template Comments

K. Karll stated that N. Mullett is planning on talking to Betsy Nightingale, MDEQ, regarding the SWPPI Template and that each community could address specific comments.

ii. TMDL Comments

J. Ridgway stated that this was discussed during the Executive Director's report earlier in the meeting.

iii. Rouge 5-Year Monitoring Plan

J. Ridgway stated that we are currently drafting a "menu of options" and reviewing the current volunteer monitoring.

iv. MDEQ/Rouge River RAP Advisory Council (RRAC) Area of Concern Delisting Criteria

K. Karll stated that the RRAC met recently regarding the beneficial use of fish habitat and population. K. Karll stated that they are trying to get a technical subcommittee of community representatives together to review the criteria. Please let K. Karll know if you have any interest of being on the subcommittee.

J. Lawson asked about areas outside of the Rouge. K. Karll said she would find out.

e. Grants Committee

i. Upcoming MDEQ grants

Z. Ball reviewed the document that the Grants Committee prepared regarding future MDEQ grants.

ii. US-ACOE Rouge River Supplemental

J. Ridgway reviewed the draft letters that will be sent to the US-ACOE requesting grants with the support of congressional staff. J. Ridgway stated that this will at least get our foot in the door.

There was some discussion about approving grant applications. It was decided that the Grants Committee will make recommendations to the Chair of the ARC on which grants to pursue. Once the ARC receives a grant the Grants Committee will present it to the Executive Committee who will be required to accept it.

9. Report from WCDOE

a. Rouge Project Update

K. Cave announced the publication of the "2006 Progress Report" for the Rouge River National Wet Weather Demonstration Project. The report is available from the Project website home page (www.rougeriver.com) under "What's New", or contact K. Cave if you would like a paper copy. In addition to an Executive Summary, the report contains an overview of Water Quality data and Ecosystem Health in the watershed, and a summary of activities conducted in the areas of combined sewer overflow (CSO) control, sanitary sewer overflow control, storm water, watershed management, and public education/involvement. "Success Stories" from recently completed projects and initiatives are provided to illustrate the many and varied efforts being conducted by numerous stakeholders to restore and protect the river. There is an overview of Wayne County and Rouge Program Office Activities conducted during 2006 on behalf of the entire watershed to assist in the restoration effort. The sections "Overview of All Subgrants" and "Consolidated Grant Financial Reports" are required by EPA. Lastly, the report contains an overview of activities of the Alliance of Rouge Communities during 2006.

This report is also provided to EPA, Judge Feikens and others. She said Judge Fiekens called recently to say how pleased he was with the progress made in restoring the Rouge River and particularly all of the partnerships, such as the, ARC who have formed to carry the work into the future.

10. Reports from SWAGS

None

11. Summary of Executive Committee Actions

- Schedule an Organizational/Strategic Plan Committee meeting to develop a strategic plan for the ARC.
- J. Ridgway to draft a letter to the MDEQ regarding the SWMP response. This letter will be cc'd to all ARC Representatives.
- J. Ridgway to revise and send out the County In-Kind Contribution policy for review.

12. Upcoming Meeting(s)

- Finance Committee Meeting: 1:30 p.m. August 2, 2007 WCDOE Offices, Wayne
- PIE Planning Subcommittee Meeting: 2:00 p.m. August 2, City of Troy
- PIE Household Hazardous waste Subcommittee Meeting: 1:00 p.m. August 7, 2007 at Bloomfield Twp.
- Technical Committee Meeting, 1:30 August 21, 2007, Farmington Hills
- PIE Household Hazardous Waste Committee Meeting, 1:30 p.m., October 18, 2007, Livonia DPW Offices
- Finance Committee, September 9, 2007, time and place to be determined
- Executive Committee, October 4, 2007, time and place to be determined
- Finance Committee, November 1, 2007, time and place to be determined
- PIE Committee Meeting, 1:30 p.m. November 7 at Northville Township Offices
- Executive Committee, November 15, 2007, time and place to be determined
- Full ARC, December 12, 2007, time and place to be determined

13. Adjourn

The motion to adjourn the meeting was made by K. Heise, seconded by J. Rickard. The motion was passed.

ARC Executive Committee Attendance List

Meeting Date: _____

<i>Name</i>	<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Alsaigh	Razik	<input type="checkbox"/>	_____
Ball	Zachare	<input checked="" type="checkbox"/>	<i>ZBM</i>
Barnes	Jack	<input type="checkbox"/>	_____
Belair	Bob	<input checked="" type="checkbox"/>	<i>RAS</i>
Biasell	Thomas	<input type="checkbox"/>	_____
Bobrin	Janis	<input type="checkbox"/>	_____
Bonfiglio	Meghan	<input type="checkbox"/>	_____
Bononi	Michelle	<input checked="" type="checkbox"/>	<i>CEO</i>
Buford	Kevin	<input type="checkbox"/>	_____
Cave	Kelly	<input checked="" type="checkbox"/>	<i>KAC</i>
Colaianne	Joe	<input checked="" type="checkbox"/>	<i>JWC</i>
Domine	Wayne	<input checked="" type="checkbox"/>	<i>WD</i>
El-Gharib	Ramzi	<input checked="" type="checkbox"/>	<i>RGR</i>
Faas	Tim	<input type="checkbox"/>	_____
Giberson	Kurt	<input checked="" type="checkbox"/>	<i>KAG</i>
Heise	Kurt	<input type="checkbox"/>	_____
Karll	Kelly	<input type="checkbox"/>	_____

Meeting Date: _____

<u>Name</u>	<u>Community</u>	<u>Attended</u>	<u>Initials</u>
Kibby	Mark	Melvindale	_____
Lawson	Jennifer	<input checked="" type="checkbox"/>	je
McCulloch	John	<input checked="" type="checkbox"/>	ccw
Mekjian	Gary	<input type="checkbox"/>	_____
Payne	Dave	<input type="checkbox"/>	_____
Rickard	Jill	<input checked="" type="checkbox"/>	JAR
Ridgway	Jim	<input type="checkbox"/>	_____
Sanzica	Phil	<input type="checkbox"/>	_____
Staup	Aaron	<input type="checkbox"/>	_____
Swallow	Dan	<input type="checkbox"/>	_____
Wilson	Tom	<input type="checkbox"/>	_____
Zorza	Gary	<input type="checkbox"/>	_____
Zoumbaris	Jim	<input checked="" type="checkbox"/>	Jim
Thomas	Kristin	<input type="checkbox"/>	KJ
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____