



**Assembly of Rouge Communities
Executive Committee Meeting**
October 13, 2004 at 1:30pm
Livonia Department of Public Works

Working together, restoring the river

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

1. Welcome

Tom Biasell, Chair of the Assembly of Rouge Communities (ARC), welcomed everyone to the meeting and thanked Bob Beckley of Livonia for hosting the meeting.

2. Roll Call of Members (Biasell)

Mr. Biasell led a role call of the members. All attendees introduced themselves. Mr. Biasell requested the Middle 1 SWAG facilitator work with the SWAG to appoint a representative to the committee. The following indicates those in attendance:

Member (M) Alternate (A)	Representing	ARC Member Agency
Tom Biasell (M)	Chair, ARC	Farmington Hills
Gary Mekjian (M)	Treasurer, ARC	West Bloomfield Twp.
Kurt Heise (M)	Wayne County	Wayne County
Kelly Cave (A)	Wayne County	Wayne County
Michelle Bononi (A)	Washtenaw County	Washtenaw County
Phil Sanzica (A)	Oakland County	Oakland County
Shawn Keenan (M)	Main 1 & 2 SWAG	Auburn Hills
Brandy Bakita (A)	Main 1 & 2 SWAG	Southfield
Robert Beckley (M)	Upper SWAG	Livonia
Ron Caryl (A)	Upper SWAG	Redford Township
Tom Wilson (M)	Middle 3 SWAG	Westland
Dan Swallow (M)	Lower 1 SWAG	Van Buren Township
Jack Barnes (M)	Lower 2 SWAG	Garden City
Mike Butien (A) for Ramzi El-Gharib	Lower 2 SWAG	Wayne

Others Present	Representing	Agency/Firm
Jack Bails	RPO- ARC Facilitator	PSC
Zachare Ball	RPO- ARC PIE Facilitator	ECT
Kurt Giberson	Organization Cmt. Member	Dearborn
Colleen Hughes	RPO – ARC TC Facilitator	CDM
Barry Johnson	RPO – Subwatershed Fac.	CDM
Jennifer Lawson	Vice Chair - ARC PIE Com.	Troy
Carolyn Foster-McCaughey	Friends of the Rouge	FOTR
Dave Payne	Co-Chair – ARC Org. Com.	Bloomfield Twp.
Amy Ploof	RPO- ARC Facilitator	CDM
Jim Ridgway	RPO - SWAG Facilitator	ECT
Tracy Slintak	ARC PIE Com. Member	Farmington Hills
Gary Zorza	Vice Chair –ARC Tech. Com.	Farmington Hills

3. Minutes of August 11, 2004 Executive Committee Meeting (Biasell)

The minutes of the August 11, 2004 Executive Committee were reviewed. On page 8 the date for the next Full Assembly meeting should be changed from November 13 to November 17. There were no other comments on the minutes; Biasell indicated the minutes were accepted with the correction.

4. Additions or Changes to Draft Agenda (Biasell)

Mr. Gary Mekjian, Treasurer, indicated that Wayne County had prepared a draft of the fiduciary agreement and would like discussion of this item added to the agenda. Biasell indicated it would be added as item 7aii.

5. Chair Communications (Biasell)

Mr. Biasell indicated the nominating committee of Biasell, Anulewicz, Bononi, Heise, and Sanzica met to develop a slate of candidates for Assembly of Rouge Communities' officers in 2005 to be considered by the Full Assembly on November 17, 2004. The Committee's recommendation is Robert Beckley of Livonia as Chair, Gary Mekjian of West Bloomfield Township as Vice Chair, and Kurt Giberson of Dearborn as Vice-Chair. Any other nominees for officers should be forwarded to Amy Ploof at ploofal@cdm.com.

6. Treasurer's Report (Mekjian)

a. Status of Membership Assessment Payments

Mr. Mekjian reviewed the 2004 fiscal report. All 2004 assessments have been paid to date except for two communities who indicated the assessments have been approved and should be received shortly by Wayne County.

b. Status of Assembly Expenditures

All 2004 tasks are on budget. It is expected there will unspent funds available to be rolled over to next year.

7. Standing Committee Reports (Biasell)

a. Finance Committee (Mekjian)

i. ARC 2004 Budget Recommendation

Mr. Mekjian distributed the proposed amendment to the 2004 budget. The budget included decreases for several items where the final costs incurred are known including the Watershed 2004 Reception and the Seminar for Elected Officials and where costs are less than budgeted including the USGS and labs budget. A new budget item for RPO to provide support to the ARC to respond to IDEP guidance issued by the state and develop an alternate plan to use monitoring data instead of stream walks. The revised recommended amended 2004 budget is \$871,576.

Motion by Oakland County to approve the 2004 budget amendments.

Seconded by Auburn Hills.

Motion carried unanimously.

The proposed 2004 budget amendments approved by the Executive Committee for recommendation by the Full Assembly is included as Appendix A.

ii. ARC 2005 Budget Recommendation/Alternatives

Mr. Mekjian distributed the Finance Committee recommendations for the 2005 Budget. The recommendations include three alternatives. In Alternative #1 no match is provided for the PIE Subgrant, on budget, and assessments are kept the same. In Alternative #2 \$142,000 is allocated for match to the PIE subgrant and community dues are increased. A table was distributed showing the increase in dues. Alternative #3 included a \$10,000 reduction in Subwatershed support services, \$26,690 for PIE support and no increase in dues.

The group deliberated and made the following recommendations:

- Community assessments should not increase in 2005.
- The Executive Committee should provide one recommendation for approval at the next full Assembly meeting.
- The ARC would write a letter to Wayne County asking them to hold the PIE subgrant funds. The PIE committee would work to identify the activities and the source of local match.

The group recommended a modified alternative 3 for consideration of the Full Assembly.

Garden City made a motion to recommend modified Alternative 3 to the Full Assembly.

Westland supported the motion.

Motion carried unanimously.

The proposed 2005 budget amendment approved by the Executive Committee for consideration by the Full Assembly is included as Appendix B.

iii. Fiduciary Agreement

Kelly Cave distributed a draft of the Fiduciary Agreement prepared by Wayne County. The current Fiduciary Agreement expires in December 2004. The Fiduciary agreement specifies that Wayne County will serve as fiduciary and serves as the legal document for Wayne County to provide matching grant funds to the ARC. Changes to the document included updating the date, specifying the 2005 budget, and adding a new list of communities and agencies. This Fiduciary Agreement will allow the ARC time to develop its own fiduciary duties. Dan Swallow suggested modifying the text in the preamble to the "Assembly of Rouge Communities (ARC)".

Oakland County made a motion to recommend approval of the Fiduciary agreement to the Full Assembly.

The motion was seconded by the Treasurer.

The motion carried unanimously.

b. Organization Committee (Heise)

i. Status of Watershed Alliance Legislation

Kurt Heise, Co-Chair of the Organization Committee, gave the Organization Committee report. Senate Bill 1432 was sponsored by Senator Patterson and has bi-partisan support from across the state. The bill has been endorsed by several organizations including MDEQ, Michigan Municipal League, Michigan Township Association, and others. Wayne County has been advocating for passage of the bill on the ARC's behalf.

c. Public Information and Education Committee (Anulewicz)

i. Update on Committee Activities

Jennifer Lawson, Vice-Chair of the Public Education and Information Committee, gave the PIE Committee report. The results of the SEMCOG Regional Watershed Beliefs Survey will be summarized at the next ARC meeting. Reports will be available at Rouge 2004. The Middle 3/Lower 2 SWAG has designated representatives to the PIE Committee. A list of accomplishments of the PIE Committee was distributed.

d. Technical Committee (Zorza)

i. Update on Committee Activities

Mr. Gary Zorza, Vice-Chair of the Technical Committee, gave the Technical Committee report. He reported the Technical Committee has been working on reviewing IDEPs and preparing the 2005 budget.

8. Reports from SWAGS

a. Main 1 - 2 (Keenan)

No Update at this time.

b. Main 3 - 4 (Not represented)

The Main 3 - 4 representative/alternate was not present at the meeting.

c. Upper (Beckley)

No update at this time.

d. Middle 1 (Not represented)

The Middle 1 representative and alternate positions were vacant at the time of the meeting.

e. Middle 3 (Wilson)

Tom Wilson reported the Middle 3/Lower 2 SWAG met yesterday where they designated representatives to the PIE Committee.

f. Lower 1 (Swallow)

No update at this time.

g. Lower 2 (Barnes)

Jack Barnes reported the Lower 2 met yesterday. Lower 2/Middle 3 communities have supported Friends of the Rouge over the years. He suggested that the activities of FOTR be integrated into the ARC. Lawson indicated the PIE Committee was preparing a resolution in support of FOTR.

9. Recommendations to the Full Assembly (Biasell)

The following items will be recommended for consideration by the Full Assembly at their November 17, 2004 meeting.

- ARC 2005 Budget.
- Nominating Committee Report.
- Fiduciary Agreement
- Charges to Committees
- 2004 Budget Amendment

10. Follow-up Items for Officers and Committee Chairs (Biasell)

The Organizational Committee will begin preparing descriptions of the duties/responsibilities of staff and by-laws for the Alliance.

A PowerPoint presentation for elected officials describing the benefits of membership in the ARC will be prepared.

11. 2004 Meeting Schedule of Executive Committee/Assembly

a. Next Scheduled Meeting of Executive Committee Meeting

A date for the next Executive Committee meeting was not set.

12. New Items of Information or Business

Rouge 2004 will be held October 15 in Dearborn.

A sustainable Watershed Workshop will be held November 16.

13. Adjourn

**Rouge River Watershed Local Management Assembly
 Proposed Amendment to 2004 Budget
 Recommended by Executive Committee: October 13, 2004**

Activity		Approved 2004 Budget	Recommended Adjustment to 2004 Budget	Recommended Amended 2004 Budget
Monitoring	USGS (1)	\$135,000	-\$3,520	\$131,480
	Labs (2)	\$18,000	-\$5,900	\$12,100
	RPO (3)	\$325,000	\$17,886	\$342,886
Subtotal: Monitoring		\$478,000	\$8,466	\$486,466
Public Involvement and Education	RPO	\$30,000	\$0	\$30,000
	SEMCOG	\$11,000	\$0	\$11,000
	RPO	\$1,500	\$0	\$1,500
	RPO	\$5,000	\$0	\$5,000
Subtotal: Public Involvement and Education		\$47,500	\$0	\$47,500
Rouge Assembly Staff Support	RPO	\$75,000	\$0	\$75,000
	RPO	\$5,200	\$0	\$5,200
Subtotal: Rouge Assembly Staff Support		\$80,200	\$0	\$80,200
Subwatershed Support Services	RPO	\$91,000	\$0	\$91,000
Subtotal: Subwatershed Support Services		\$91,000	\$0	\$91,000
Special Projects	Watershed 2004 Reception (4)	\$5,000	-\$5,000	\$0
	Seminar for Elected Officials (5)	\$10,000	-\$7,114	\$2,886
Subtotal: Special Projects		\$15,000	-\$12,114	\$2,886
Total of All Budgeted Items		\$711,700	-\$3,648	\$708,052
Contingency (6)		\$157,554	\$5,970	\$163,524
Totals		\$869,254	\$2,322	\$871,576

Rationale for Adjustment of Individual Line

Items:

- (1) The contract with USGS was amended in 2003 to eliminate 1 monitoring site; the approved 2004 budget did not reflect this contract amendment.
- (2) The amount expended for this line item is expected to be less than the budgeted amount.
- (3) See attached "Request for 2004 Budget Amendment: IDEP Support" submitted by the Technical Committee and supported by the Finance Committee.
- (4) The reception at the Watershed 2004 conference did not occur.
- (5) The actual amount expended for this event was less than the original budget. In addition, private donations assisted with the costs for this event.
- (6) The contingency increase is due to the cumulative reductions associated with notes 1 - 5 (\$3,648) and to the increase in non-federal funds (private donations) matched with grant funds (\$2,322).

**Assembly of Rouge Communities
 Proposed 2005 Budget
 Recommended by Executive Committee: 13 October 04**

Assembly 2005 Budget Items		Amount Requested by Committees	Recommended 2005 Budget	Staff
<i>Organization Committee</i>				
OC1	Administration Services (9 months)	\$ 90,000	\$ 62,000	To be hired by ARC
OC2	Staff Support (3 months)	\$ 20,000	\$ 18,000	RPO
OC3	Subwatershed Advisory Group Facilitation	\$ 91,000	\$ 81,000	RPO
<i>Organization Committee Total</i>		\$ 201,000	\$ 161,000	
<i>Public Education and Involvement Committee</i>				
PIE1	Public Education Committee Support	\$ 30,000	\$ 30,000	RPO
PIE2	Assembly Newsletter	\$ 5,000	\$ 5,000	RPO
PIE3	Coordination with SEMCOG	\$ 8,000	\$ 8,000	RPO or SEMCOG
PIE4	Assembly PIE Subgrant	\$ 250,000	\$ 72,690	Variable
<i>PIE Committee Total</i>		\$ 293,000	\$ 115,690	
<i>Technical Committee</i>				
TC1	Baseline Sampling Program	\$ 314,000	\$ 314,000	RPO
TC2	Rouge Data Dissemination	\$ 34,000	\$ 19,000	RPO
TC3	Lab Services	\$ 12,000	\$ 12,000	Paragon/RTI
TC4	Measuring Our Success Poster and Report	\$ 150,000	\$ -	RPO
TC5	Continuous Monitoring	\$ 136,840	\$ 136,840	USGS
TC6	Wiley-Seelbach Ecological Flow Target Updates	\$ 127,000	\$ -	RPO
<i>Technical Committee Total</i>		\$ 773,840	\$ 481,840	

Total Amount Requested by All Committees	\$ 1,267,840	\$ 758,530	
Unallocated/Contingency		\$ -	

Required Change in Membership Dues

0%

- NOTES: 1) The Round VI subgrant awarded for PIE activities will fund items in *italics*. Wayne County will hold the balance of the funding for this subgrant (\$57,665 federal share, \$115,310 total project costs) for a minimum of 6 months to allow further definition of PIE activities by the PIE subcommittee.
- 2) Includes the recommended Amendment to the 2004 Budget (dated Oct. 13, 2004)
- 3) Provides for same level of service as in 2004 for tasks OC1, OC2, PIE1, PIE2, TC1, TC3, TC5
 Provides reduced level of service for OC3. Higher/new level of service for PIE3, PIE4, TC2.
- 4) Source of funds (assumed) for 2005 budget:

2005 Dues from Communities	\$ 297,503.00
2005 Rouge Project Grant	\$ 297,503.00
Rollover Budget from 2004	<u>\$ 163,524.00</u>
	\$ 758,530.00