



Working together, restoring the river

Annette DeMaria, P.E., PMP
Executive Director

DRAFT AGENDA - November 18, 2021, 9:00 a.m. – 10:30 a.m.

By computer: [Click here to join the meeting](#)

Or call in +1 352-374-3246 Phone Conference ID: 994 889 781#

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
Schoolcraft College
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
Great Lakes Water Authority
Rouge River Advisory Council
SEMCOG
Southeastern Oakland
County Water Authority
The Henry Ford

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|--|---------------------------|
| 1. Welcome –Doug Moore, Chair | Information |
| a. Roll Call/Determination of Quorum | |
| b. Additions or changes to the Draft Meeting Agenda | |
| c. Approval of April 27, 2021 Meeting Summary | Action follow link |
| 2. Rouge River Archive at Wayne State University - Clayton Hayes, Librarian | Information |
| 3. Executive Director Report – ARC Staff | |
| a. MS4 Update – A. DeMaria | Information |
| b. Grant Status Report – J. O’Meara | Information 3 |
| 4. Treasurers/Finance Committee Report – Rebecca Runkel, Treasurer | |
| a. A/R, A/P and Profit/Loss Reports | Information 5 |
| b. 2020 ARC Single Audit | Action follow link |
| c. 2020 Census | Information |
| d. Ratify E-mail Votes: | Action |
| I. 5/19/21 with 23 yea and 0 nay: 2021 Budget Amendment FC3 adding EPA8 for the LTU Wetland Habitat Design grant in the amount of \$125,000 and ECT contract amendment adding Work Order 2021-3 in the same amount. | |
| II. 7/28/21 with 22 yea and 0 nay: 2021 Budget Amendment FC4 adding EPA9 Rouge River AOC Habitat Restoration – Wilcox/Phoenix/Inkster Habitat Design in the amount of \$785,100 and ECT contract amendment adding Work Order 2021-4 in the same amount. | |
| III. 9/21/21 with 24 yea and 0 nay: 2021 Budget Amendment FC6 adding GLWA1 for the GLWA Regional Investigational Monitoring Work Plan for Southeast Michigan in the amount of \$40,000 and ECT contract amendment adding Work Order 2021-5 in the same amount. | |
| e. 2021 Budget Amendments & Adjustments | |
| I. FC5-TC1 & TC2 amendment adding \$10,000 | Action 9 |
| f. ECT Contract Amendment | |
| I. Work Order 2021-1 revision for TC1 & TC2 | Action 11 |
| g. 2022 Budget Recommendations | Action 13 |
| h. ECT Contract Amendment | |
| I. Work Order 2019-ECT1 revision dated 10/28/21 for 2022 TC3-TMDL activities | Action 28 |
| 5. Standing Committee Reports – Doug Moore | |
| a. Organization Committee Progress Report (N. Mullett, Chair) | Information |
| b. PIE Committee Progress Report (J. Garrison, Chair) | Information |
| c. Technical Committee Progress Report (K. Mondora, Chair) | Information |
| 6. Report from Cooperating Partners – Doug Moore | Information |
| 7. Report from Counties – Doug Moore | Information |
| 8. Report from EGLE – Doug Moore | Information |

- 9. Opportunity for Public Comment – Doug Moore** *Information*
- 10. Other Business – Doug Moore** *Information*
- 11. Summary of Actions of Full Alliance – Tennille Newsome** *Information*
- 12. Adjourn** *Action*

ONGOING ARC GRANT PROJECTS STATUS – 9/20/2021

EPA Wayne County Rouge AOC Habitat Projects

- **Henry Ford Estate Dam Fish Passage**
 - Contractor is conducting vegetation maintenance. Lowering of the water control will not take place for up to another year depending on vegetation establishment.
 - Working on social media to get message out about public assistance in helping the site get established by not entering the project area. To facilitate the successful completion of this natural area restoration, the footpaths within the adjacent woods will be closed during this establishment phase.

EPA Rouge River AOC Habitat Restoration Design- Tamarack/Fish Hatchery (\$583,220)

- EPA has excepted all final reporting and issued grant closure notification

EPA Rouge River AOC Habitat Restoration Implementation - Tamarack/Fish Hatchery (\$3,367,559)

- **Johnson Creek Fish Hatchery Restoration**
 - Contractor working vegetation maintenance for 2021
- **Tamarack Creek Restoration**
 - Construction began May 2021 & substantial completion anticipated November 2021
 - Contractor will be performing vegetation maintenance in 2022

EPA Rouge River AOC Seeley Creek Habitat Restoration (\$815,000)

- EGLE Permit Obtained
- Coordination with Oakland County for Contract Document Approval and easement development
- Anticipated bidding project late fall 2021
- Requested no-cost grant extension from EPA to extend grant from October 2021 until September 2023

EGLE Rouge River AOC PAC Support (\$95,000)

- Development an electronic project mapping has begun for AOC and other watershed projects
- RRAC meetings held May 3, 2021 and September 10, 2021

Wayne County EPA Rouge River AOC Wayne County Parks (5) Habitat Restoration Design (\$731,000)

- Lower Rouge Restoration design completed
- Sherwood Park habitat restoration design completed & EGLE permit obtained
- Bell Creek Park habitat restoration design completed and construction documents prepared & EGLE permit application submitted
- Lola Valley Park habitat restoration design completed and construction documents prepared & EGLE permit application submitted
- Riverview (Levan Knoll) habitat restoration completed & EGLE permit application submitted

EPA Rouge River AOC Habitat - Colonial & Venoy Restoration (\$1,834,000)

- EGLE Permits obtained
- Anticipated bidding Fall 2021

EPA Rouge River AOC Habitat Restoration Implementation- Wayne County Parkland (\$4,222,090)

Restoration at the 5 Wayne County parkland sites (Lower Rouge River, Riverview, Bell Creek, Lola, and Sherwood)

- Lower Rouge Reforestation solicitation complete, contractor selected
- Lower Rouge Log Jams solicitation complete, submittals under review
- IAA with Wayne County for construction on Wayne County Parks lands for these and any future project at Wayne County Commission for approval. Once Approved any WC parks based site can be bid for construction.
- Sherwood construction to be bid fall 2021
- Bell and Lola construction anticipated 2022 & Riverview construction anticipated 2023

GLRI USDA Forest Service – Reducing Runoff in the Rouge River AOC (\$261,780)

Project will intercept a total of 1.3 million gallons annual runoff by planting of 895 trees and installation of 2.9 acres of green infrastructure, in 17 ARC communities and 3 counties.

- Communities beginning to acquire trees for planting
- Green Infrastructure design and implementation underway

Rouge River AOC Habitat Restoration – LTU Wetland Habitat Design (\$125,000)

GLRI grant to design a wetland system on Lawrence Technological University’s campus. The design is being developed in collaboration with LTU.

- QAPP submitted to EPA and Approved
- Design underway

GRANTS AWARDED

Rouge River AOC Habitat Restoration – Wilcox/ Phoenix/ Inkster Habitat Design (\$785,100)

EPA has awarded a GLRI grant to the ARC to provide restoration designs for habitat at Wilcox Lake, Phoenix Lake and Inkster Park. These activities when implemented will result in restoration/enhancements to 16.5 acres of habitat, which includes lake, wetland/wet meadow, and riparian areas.

- QAPP is being developed for submittal to EPA
- Field work will begin this fall

Regional Investigational Monitoring Work Plan for Southeast Michigan (\$40,000) - The GLWA was awarded funding in Summer 2021 and GLWA has asked ARC to complete the development of a work plan framework to conduct investigational monitoring in the GLWA wastewater service area to identify stream segments that are being impacted by sewage sources.

SUBMITTED GRANTS

EGLE NPS Middle Rouge River Daylighting Design (\$40,000) - NOT AWARDED

EGLE NPS Johnson Creek Subwatershed Action Plan (\$60,000 - \$54,000 Grant/\$6,000 match) – NOT AWARDED

Alliance of Rouge Communities
A/R Aging Summary
As of November 12, 2021

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> |
|--------------------------------|--------------------------|--------------------|------------------------|--------------------|-------------------------|--------------------------|
| EGLE - PAC grant | 16,873.28 | 0.00 | 1,887.50 | 0.00 | 0.00 | 18,760.78 |
| EPA-ASAP | 327,278.49 | 0.00 | 0.00 | 0.00 | 0.00 | 327,278.49 |
| MDEQ SAW Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Melvindale | 0.00 | 0.00 | 0.00 | 0.00 | 3,347.00 | 3,347.00 |
| Oak Park | 0.00 | 0.00 | 0.00 | 0.00 | 193.00 | 193.00 |
| Southfield | 0.00 | 0.00 | 0.00 | 0.00 | 22,850.00 | 22,850.00 |
| USDA Forest Service | 27,252.50 | 0.00 | 0.00 | 0.00 | 0.00 | 27,252.50 |
| Wayne County Airport Authority | 0.00 | 0.00 | 0.00 | 0.00 | 2,885.00 | 2,885.00 |
| Wayne County DOE | 0.00 | 0.00 | 7,249.93 | 0.00 | 0.00 | 7,249.93 |
| Wixom | 0.00 | 0.00 | 0.00 | 0.00 | 681.00 | 681.00 |
| TOTAL | <u>371,404.27</u> | <u>0.00</u> | <u>9,137.43</u> | <u>0.00</u> | <u>29,956.00</u> | <u>410,497.70</u> |

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11/12/21

Alliance of Rouge Communities
A/P Aging Summary
As of November 12, 2021

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> |
|---------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|
| Anglin Civil | <u>327,278.49</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>327,278.49</u> |
| TOTAL | <u>327,278.49</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>327,278.49</u> |

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
 January through December 2021

| | Jan - Dec 21 | Budget |
|--|---------------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 47200 · Program Income | | |
| 4791 · 2021 ARC Membership Dues | 336,801.00 | 336,803.00 |
| Total 47200 · Program Income | 336,801.00 | 336,803.00 |
| 47500 · Contributions | | |
| 11501 · FS4 20-22 Reduce Runoff match | 133,131.00 | 65,445.00 |
| 47500.1 · Contributions-Donated Service | 0.00 | 33,500.00 |
| Total 47500 · Contributions | 133,131.00 | 98,945.00 |
| 48000 · Grants | | |
| 48913 · EGLE PAC Supt 11 RRAC Fac 20-22 | 31,067.17 | 35,000.00 |
| 60665 · WC EPA1 HFE Fishway | 560.00 | 500.00 |
| 60666.1 · WC EPA3 AOC Parks Habitat Rest. | 200,918.52 | 200,000.00 |
| 60667 · EPA3 Tamarack/Johnson Creek | 8,900.00 | 8,900.00 |
| 60667.1 · EPA4-Implement Tam/Johnson Crk | 1,140,274.64 | 2,200,000.00 |
| 60667.2 · EPA5-Seeley Creek Hab Res | 29,660.04 | 704,500.00 |
| 60667.3 · EPA6A-RR AOC Venoy | 55,581.89 | 790,000.00 |
| 60667.4 · EPA6B-RR AOC Colonial | 59,758.85 | 790,000.00 |
| 60667.5 · EPA7-WC 5 Parks Implementation | 20,441.25 | 1,241,500.00 |
| 60670 · FS4 20-22 Reduce Runoff | 44,713.75 | 249,083.00 |
| 60671 · EPA8 LTU Wetland Design | 32,242.05 | 75,000.00 |
| 60672 · EPA9 - Wil/Pho/Ink Design | 12,535.00 | 225,000.00 |
| Total 48000 · Grants | 1,636,653.16 | 6,519,483.00 |
| Total Income | 2,106,585.16 | 6,955,231.00 |
| Expense | | |
| 60400 · ARC Awards and Grants | | |
| 60410 · Executive Director Services | | |
| 60410.2 · 101 Program Support | 54,433.75 | 62,100.00 |
| 60410.3 · 102 MGT Admin & Financial | 42,035.69 | 53,800.00 |
| 60410.4 · 103 Funding - grants | 12,666.00 | 11,840.00 |
| Total 60410 · Executive Director Services | 109,135.44 | 127,740.00 |
| 60420 · Public Involv. & Education Com. | | |
| 60420.1 · PIE1-Col PEP/PPP Annual act. | 42,154.39 | 53,780.00 |
| 60420.2 · PIE2-Col PEP/PPP 5yr activities | 8,154.79 | 14,700.25 |
| Total 60420 · Public Involv. & Education Com. | 50,309.18 | 68,480.25 |
| 60430 · Technical Committee | | |
| 60430.5 · IDEP Investigations | 34,785.17 | 30,000.00 |
| 60432.1 · TC1-Col IDEP/TMDL annual | 15,437.50 | 50,520.00 |
| 60432.2 · TC2-Col IDEP/TMDL 5yr | 3,907.50 | 8,200.00 |
| Total 60430 · Technical Committee | 54,130.17 | 88,720.00 |
| Total 60400 · ARC Awards and Grants | 213,574.79 | 284,940.25 |
| 604608 · SPAC11 RRAC Facilitation 2020 | 31,067.17 | 35,000.00 |
| 606651 · WC EPA1 HFE Fishway | 560.00 | 500.00 |
| 606653 · EPA3 Tamarack/Johnson Creek | 8,900.00 | 8,900.00 |
| 606655 · EPA5-Seeley Creek Hab Restor. | 29,660.04 | 704,500.00 |
| 606656 · EPA4-Implement Tam/Johnson Crk | 1,140,274.64 | 2,200,000.00 |
| 606657 · WC EPA3 AOC Parks Habitat Rest. | 200,918.52 | 200,000.00 |
| 606658 · EPA6A-RR AOC Venoy | 55,581.89 | 790,000.00 |
| 606659 · EPA6B-RR AOC Colonial | 59,758.85 | 790,000.00 |
| 606660 · EPA7 WC 5 Park Implementation | 20,441.25 | 1,241,500.00 |
| 606661 · FS4 20-22 Reduce Runoff | 44,713.75 | 249,083.00 |
| 606662 · EPA8 LTU Wetland Design | 32,242.05 | 75,000.00 |
| 606663 · EPA9 - Wil/Phoe/Ink Design | 12,535.00 | 225,000.00 |
| 60900 · Business Expenses | 317.99 | |

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11/12/21

Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
January through December 2021

| | Jan - Dec 21 | Budget |
|--|---------------------|---------------------|
| 62100 · Contract Services | | |
| 62110 · FC1-Accounting Fees | 19,425.00 | 20,500.00 |
| 62140 · FC1-Legal Fees | 0.00 | 1,000.00 |
| 62150 · Outside Contract Services | 0.00 | 0.00 |
| 65120 · FC2-Insurance - D&O | 1,012.00 | 1,500.00 |
| 65121 · Mailbox and web hosting fee | 480.00 | |
| Total 62100 · Contract Services | 20,917.00 | 23,000.00 |
| Total Expense | 1,871,462.94 | 6,827,423.25 |
| Net Ordinary Income | 235,122.22 | 127,807.75 |
| Net Income | 235,122.22 | 127,807.75 |

**Alliance of Rouge Communities
DRAFT 2021 Budget**

ORIGINALLY APPROVED: 9/24/2020
 AMENDMENTS: FC1 - 1/25/2021
 FC2 - 4/27/21
 FC3 - 5/25/21
 FC4 - 8/10/21
 FC6-9/21/21

2021 Anticipated Dues from Communities and in-kind services \$370,303
 Rollover funds from 2020 (actual) ⁽³⁾ \$145,074
Total ARC Dues Available \$515,377
 2021 ARC Activities Budgeted \$319,440
 2021 estimated balance (estimated 2022 rollover) \$195,937

TOTAL 2021 ARC FUNDING \$481,877
TOTAL 2021 OUTSIDE FUNDING \$6,586,083
TOTAL 2021 FUNDING \$7,067,960
TOTAL 2021 ACTIVITY COST (Committee & Grants) \$6,872,023
TOTAL 2021 ESTIMATED BALANCE (ALL SOURCES) \$195,937

Note ⁽³⁾, in 2019 \$50,000 was put aside for future use to meet sampling requirements and is not included on this budget.

| Proposed ARC Budget Items | Activity Cost | ARC Dues | Funding Source | | | | | Other Source/Match | "Provider" Using Budget (1) |
|---|---|-------------------|-----------------|------------------|--------------------|------------------|--------------------|--------------------|------------------------------------|
| | | | State of MI | USFS | EPA | Wayne County | Other Source/Match | | |
| Organization Committee | | | | | | | | | |
| OC1 Executive Director Operational Services | | | | | | | | | |
| 101-Program | \$ 62,100 | \$ 62,100 | | | | | | | ED |
| 102-Management | \$ 53,800 | \$ 53,800 | | | | | | | ED |
| 103-Fundraising | \$ 11,840 | \$ 11,840 | | | | | | | ED |
| ARC Operations - Direct Expenses | \$ 1,500 | \$ 1,500 | | | | | | | ARC |
| Organization Committee Total | \$ 129,240 | \$ 129,240 | | | | | | | |
| Finance Committee | | | | | | | | | |
| FC1 Accounting/Legal Services | \$ 21,500 | \$ 21,500 | | | | | | | ARC |
| FC2 ARC Insurance | \$ 1,500 | \$ 1,500 | | | | | | | ARC |
| Finance Committee Total | \$ 23,000 | \$ 23,000 | | | | | | | |
| ARC Operational Services Total | \$ 152,240 | \$ 152,240 | | | | | | | |
| Public Education and Involvement Committee | | | | | | | | | |
| PIE1 Collaborative PEP/PPP Annual permit activities | \$ 29,780 | \$ 29,780 | | | | | | | ED |
| Watershed Monitoring | \$ 10,000 | \$ 10,000 | | | | | | | FOTR |
| Printing and Reporting | \$ 14,000 | \$ 14,000 | | | | | | | ARC/FOTR/SEMCOG |
| PIE2 Collaborative PEP/PPP -Syr Permit Cycle activities | \$ 9,050 | \$ 9,050 | | | | | | | ED |
| Permit Cycle Support | \$ 5,650 | \$ 5,650 | | | | | | | ED/ARC/FOTR |
| PIE Committee Total | \$ 68,480 | \$ 68,480 | | | | | | \$ - | |
| Technical Committee | | | | | | | | | |
| TC1 Collaborative IDEP/TMDL annual permit activities | \$ 50,520 | \$ 50,520 | | | | | | | ED |
| IDEP Investigation | \$ 40,000 | \$ 10,000 | | | | | \$30,000 | | WC/ED |
| TC2 Storm Sewer GIS/Facility Dye Testing/Reporting | \$ 4,700 | \$ 4,700 | | | | | | | ED |
| IDEP Training | \$ 3,500 | \$ - | | | | | | \$3,500 | WC |
| Technical Committee Total | \$ 98,720 | \$ 65,220 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 33,500 | |
| Total Amount Requested by All Committees | \$ 319,440 | \$ 285,940 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 33,500 | |
| Grants (2) | | | | | | | | | |
| | Activity Cost | ARC Match Dues | State of MI | USFS | EPA | Wayne County | Other Source/Match | | Outside Funding |
| SPAC11 | RRAC - Facilitation, habitat & fish thru 2/28/22 (total award \$95,000) | \$52,000 | \$0 | \$52,000 | | | | | |
| WCEPA1 | HFE Dam Fishway Implementation thru 8/1/21 (total authorized \$663,000) | \$500 | \$0 | | | \$500 | | | |
| WCEPA3 | AOC WC Parks Habitat Restoration thru 10/31/21 (total authorized \$731,000) | \$200,000 | \$0 | | | \$200,000 | | | |
| EPA4 | Rouge AOC Habitat Restoration Implementaion - Tamarack/Johnson thru 4/01/23 (total award \$3,367,559) | \$2,200,000 | \$0 | | \$2,200,000 | | | | |
| EPA5 | Rouge AOC Seeley Creek Habitat Restoration thru 10/29/21 (total award \$815,000) | \$704,500 | \$0 | | \$704,500 | | | | |
| EPA6 (A&B) | Rouge River AOC Colonial & Venoy Habitat Restoration thru 5/14/22 (total award \$1,834,000) | \$1,580,000 | \$0 | | \$1,580,000 | | | | |
| EPA7 | Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/23 (total award \$4,222,090) | \$1,241,500 | \$0 | | \$1,241,500 | | | | |
| EPA8 | Rouge River AOC Habitat Restoration Design - LTU Wetland Habitat thru 9/30/22 (total award \$125,000) | \$75,000 | \$0 | | \$75,000 | | | | |
| EPA9 | Rouge River AOC Habitat Restoration Design - Wilcox/Phoenix/Inkster Habitat thru 2/3/23 (total award \$785,100) | \$225,000 | \$0 | | \$225,000 | | | | |
| FS4 | USDA FS Reducing Runoff in the Rouge River AOC thru 9/30/22 (total award \$261,780 & inkind match \$65,445) | \$249,083 | \$0 | \$200,000 | | | \$49,083 | | FOTR, ARC community provided match |
| GLWA1 | GLWA Regional Investigational Monitoring Work Plan for Southeast Michigan thru 2022 (total award \$40,000) | \$25,000 | \$0 | \$25,000 | | | | | |
| Total Other Grants: | \$6,552,583 | \$0 | \$77,000 | \$200,000 | \$6,026,000 | \$200,500 | \$49,083 | | \$6,586,083 |
| TOTAL OUTSIDE FUNDING | | | \$77,000 | \$200,000 | \$6,026,000 | \$200,500 | \$82,583 | | \$6,586,083 |

TOTAL ARC DUES AND IN-KIND SERVICES AVAILABLE \$515,377
TOTAL ACTIVITIES BUDGETED \$319,440
Available Unallocated ARC Budget (total income minus total ARC Dues budget) \$ 195,937

Notes
 (1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County, FOTR - Friends of the Rouge, SEMCOG.
 (2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.
 (3) In 2019 \$50,000 was put aside for future use to meet sampling requirements and is not included on this budget.

Budget Amendments/Adjustments

- FC1** Added FS4 2020-2022 US Forest Service Reducing Runoff in the Rouge River AOC: total amount is \$327,224 with grant funds of \$261,780 & 20% inkind match of \$65,445. \$249,083 budgeted for 2021 with the remainder budgeted in 2022.
- FC2** Increases SPAC11 budget by \$20,000 for a total project budget of \$95,000 with \$52,000 budgeted in 2021 and the remainder budgeted in 2022.
- FC3** Added EPA8 LTU Wetland design: total amount is \$125,000 with \$75,000 budgeted in 2021 and the remainder budgeted in 2022.
- FC4** Added EPA9 Wilcox/Phoenix/Inkster design: total amount is \$785,100 with \$225,000 budgeted in 2021 and the remainder budgeted in 2022.
- FC5** 9/15/21 DRAFT - Increase TC1/TC2 budget by \$10,000 for additional IDEP investigation
- FC6** Add GLWA1: total amount is \$40,000 with \$25,000 budgeted in 2021 and the remainder in 2022



Working together, restoring the river

**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2021 BUDGET AMENDMENT: FINANCE COMMITTEE
AMENDMENT 5**

REQUEST DATE: September 9, 2021

LINE ITEM: Modify TC1 and TC2 – Collaborative IDEP Plan Permit Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This amendment requests a \$10,000 increase in budget for TC1 and TC2 to conduct additional illicit discharge investigations support the implementation of the Collaborative IDEP Plan that was approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 29, 2017.

DESCRIPTION OF ANTICIPATED ACTIVITIES:

BMP #3. IDEP Investigations. ED staff will:

- Conduct additional field investigations in priority areas to further isolate problem areas, identify illicit connections, and support community efforts to remove them.
- Summarize each field investigation in a written report.
- Cover the cost of up to 20 DNA analysis needed to advance investigations being led by Wayne County.

RATIONALE (including why needed): This task is consistent with the Phase II permit and the EGLE-approved Collaborative IDEP Plan.

BUDGET (including how the amount requested was established): The estimated budget for this amendment is \$10,000 as summarized in the table below and will come from unallocated ARC dues. This increases the budget for this line item to \$65,220. An additional \$33,500 is provided by Wayne County in matching funds. The detail for the ED’s budget can be found in the ED’s contract and Work Order 2021-1.

Estimated Budget and Responsible Parties by Activity

| TASK | RESPONSIBLE PARTY | AMOUNT | MATCH |
|-------------------------------------|-------------------|--------------------|--------------------|
| TC1: Annual Activities | | | |
| <i>Previous Budget TC1</i> | | <i>\$50,520.00</i> | <i>\$30,000.00</i> |
| BMP #3 – Requested amount | ED Staff | \$10,000.00 | |
| <i>Revised Subtotal TC1</i> | | <i>\$60,520.00</i> | <i>\$30,000.00</i> |
| TC2: Permit Cycle Activities | | | |
| <i>Previous Subtotal TC2</i> | | <i>\$4,700.00</i> | <i>\$3,500.00</i> |
| Total TC Budget | | \$65,220.00 | \$33,500.00 |

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The responsible parties for each element are outlined in the table above. The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.

WORK ORDER No. 2021-1 IDEP (Revised September 13, 2021)

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2019 between Environmental Consulting & Technology, Inc., and its Affiliates* (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

PARAGRAPH I--SCOPE OF SERVICES

The Consultant will follow-up on the findings of the 2020 illicit discharge investigations within Oakland County communities. As such, the Consultant will perform professional services as follows:

- Meet with community staff in the priority areas, gather maps to identify the drainage areas and obtain feedback on potential sources.
- Conduct concentrated field investigations in priority areas within Oakland County to further isolate problem areas and identify illicit connections. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary, to locate illicit discharge sources.
- Prepare a report to summarize investigation results and recommended next steps for subsequent years.

Prior to expending budget, the Consultant will present the 2020 priority areas for review and approval by the ARC Technical Committee.

Added Scope:

ECT will conduct additional illicit discharge activities than previously planned. This includes the following:

- *Conduct additional field investigations in priority areas (specifically Beverly Hills, Northville and Inkster) to further isolate problem areas, identify illicit connections, and support community efforts to remove them.*
- *Summarize each field investigation in a written report.*
- *Analyze 20 water samples for HF183 (human E. coli biomarker) to advance investigations being led by Wayne County.*

PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is increased by \$10,000.00 from \$30,000.00 to \$40,000.00 as shown below.

| Key Staff/ Classifications | Rate/hr | Hrs | Cost |
|-----------------------------------|----------------|------------|--------------------|
| Annette DeMaria, P.E. | \$210 | 30 | \$6,300 |
| Mid-level Engineer/Scientist | \$145 | 173 | \$25,100 |
| Reimbursable Expenses | | | \$8,600 |
| Total | | | \$40,000.00 |

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than December 31, 2021.

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.
and its AFFILIATES***

By 

Sanjiv Sinha, P.E.

Its Vice President

Date 9/13/21

ALLIANCE OF ROUGE COMMUNITIES

By _____

Doug Moore

Title Chair

Date _____

**Alliance of Rouge Communities
DRAFT 2022 Budget**

ORIGINALLY APPROVED:
AMENDMENTS:

| | | | |
|---|------------------|---|--------------------|
| 2022 Anticipated Dues from Communities (\$343,539) and In-kind Services | \$373,539 | TOTAL 2022 ARC FUNDING | \$539,476 |
| Rollover funds from 2021 (estimate) ⁽³⁾ | \$195,937 | TOTAL 2022 OUTSIDE FUNDING | \$5,246,694 |
| Total ARC Dues Available | \$569,476 | TOTAL 2022 FUNDING | \$5,786,170 |
| 2022 ARC Activities Budgeted | <u>\$426,565</u> | TOTAL 2022 ACTIVITY COST (Committee & Grants) | <u>\$5,643,259</u> |
| 2022 estimated balance (estimated 2023 rollover) | \$142,911 | TOTAL 2022 ESTIMATED BALANCE (ALL SOURCES) | \$142,911 |

Note ⁽³⁾: in 2019 \$50,000 was put aside for future use to meet sampling requirements and is not included on this budget.

| Proposed ARC Budget Items | Activity Cost | ARC Dues | Funding Source | | | | | Other Source/Match | "Provider" Using Budget (1) |
|--|--------------------|-------------------|-----------------|-----------------|--------------------|--------------|--------------------|------------------------------------|-----------------------------|
| | | | SPAC or State | USFS | EPA | Wayne County | Other | | |
| Organization Committee | | | | | | | | | |
| OC1 Executive Director Operational Services | | | | | | | | | |
| 101-Program | \$ 60,000 | \$ 60,000 | | | | | | ED | |
| 102-Management | \$ 58,000 | \$ 58,000 | | | | | | ED | |
| 103-Fundraising | \$ 12,295 | \$ 12,295 | | | | | | ED | |
| ARC Operations - Direct Expenses | \$ 1,750 | \$ 1,750 | | | | | | ARC | |
| Organization Committee Total | \$ 132,045 | \$ 132,045 | | | | | | | |
| Finance Committee | | | | | | | | | |
| FC1 Accounting/Legal Services | \$ 21,500 | \$ 21,500 | | | | | | ARC | |
| FC2 ARC Insurance | \$ 1,500 | \$ 1,500 | | | | | | ARC | |
| Finance Committee Total | \$ 23,000 | \$ 23,000 | | | | | | | |
| ARC Operational Services Total | \$ 155,045 | \$ 155,045 | | | | | | | |
| Public Education and Involvement Committee | | | | | | | | | |
| PIE1 Collaborative PEP/PPP Annual permit activities | \$ 29,780 | \$ 29,780 | | | | | | ED | |
| Watershed Monitoring | \$ 10,000 | \$ 10,000 | | | | | | FOTR | |
| Printing and Reporting | \$ 12,500 | \$ 12,500 | | | | | | ARC/SEMCOG | |
| PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities | \$ 17,920 | \$ 17,920 | | | | | | ED | |
| Permit Cycle Support | \$ 28,360 | \$ 28,360 | | | | | | ED/ARC/FOTR | |
| PIE Committee Total | \$ 98,560 | \$ 98,560 | | | | | \$ - | | |
| Technical Committee | | | | | | | | | |
| TC1 Collaborative IDEP/TMDL annual permit activities | \$ 20,800 | \$ 20,800 | | | | | | ED | |
| IDEP Investigation | \$ 70,000 | \$ 40,000 | | | | | \$ 30,000 | ED/WC | |
| TC2 Storm Sewer GIS/Facility Dye Testing/Reporting | \$ 16,160 | \$ 16,160 | | | | | | ED | |
| TC3 TMDL Sampling | \$ 66,000 | \$ 66,000 | | | | | | ED | |
| Technical Committee Total | \$ 172,960 | \$ 142,960 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | | |
| Total Amount Requested by All Committees | \$ 426,565 | \$ 396,565 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | | |
| Grants (2) | | | | | | | | | |
| | Activity Cost | ARC Match Dues | SPAC or State | USFS | EPA | Wayne County | Other Source/Match | Outside Funding | |
| SPAC11 RRAC - Facilitation, habitat & fish thru 2/28/22 (total award \$95,000) | \$43,000 | \$0 | \$43,000 | | | | | | |
| WCEPA1 HFE Dam Fishway Implementation thru 8/1/21 (total authorized \$663,000) | \$500 | \$0 | | | | \$500 | | | |
| EPA4 Rouge AOC Habitat Restoration Implementaion - Tamarack/Johnson thru 4/01/23 (total award \$3,367,559) | \$1,167,559 | \$0 | | | \$1,167,559 | | | | |
| EPA5 Rouge AOC Seeley Creek Habitat Restoration thru 10/29/21 (total award \$815,000) | \$110,500 | \$0 | | | \$110,500 | | | | |
| EPA6 (A&B) Rouge River AOC Colonial & Venoy Habitat Restoration thru 5/14/22 (total award \$1,834,000) | \$254,000 | \$0 | | | \$254,000 | | | | |
| EPA7 Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/23 (total award \$4,222,090) | \$2,950,590 | \$0 | | | \$2,950,590 | | | | |
| EPA8 Rouge River AOC Habitat Restoration Design - LTU Wetland Habitat thru 9/30/22 (total award \$125,000) | \$50,000 | \$0 | | | \$50,000 | | | | |
| EPA9 Rouge River AOC Habitat Restoration Design - Wilcox/Phoenix/Inkster Habitat thru 2/3/23 (total award \$785,100) | \$560,100 | \$0 | | | \$560,100 | | | | |
| FS4 USDA FS Reducing Runoff in the Rouge River AOC thru 9/30/22 (total award \$261,780 & inkind match \$65,445) | \$65,445 | 0 | | \$49,083 | | | \$16,362 | FOTR, ARC community provided match | |
| GLWA1 GLWA Regional Investigational Monitoring Work Plan for Southeast Michigan thru 2022 (total award \$40,000) | \$15,000 | 0 | \$15,000 | | | | | | |
| Total Other Grants: | \$5,216,694 | \$0 | \$58,000 | \$49,083 | \$5,092,749 | \$500 | \$16,362 | | |
| TOTAL OUTSIDE FUNDING | | | \$58,000 | \$49,083 | \$5,092,749 | \$500 | \$46,362 | \$5,246,694 | |

| | |
|---|------------------|
| TOTAL ARC DUES AND IN-KIND SERVICES AVAILABLE | \$569,476 |
| TOTAL ACTIVITIES BUDGETED | <u>\$426,565</u> |
| Available Unallocated ARC Budget (total income minus total ARC Dues budget) | \$ 142,911 |

- Notes**
- (1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County, FOTR - Friends of the Rouge, SEMCOG.
 - (2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.
 - (3) In 2019 \$50,000 was put aside for future use to meet sampling requirements and is not included on this budget.

Budget Amendments/Adjustments



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2022 WORKPLAN RECOMMENDATION

REQUEST DATE: September 9, 2021

LINE ITEM: OC1 Executive Director Services

COMMITTEE MAKING REQUEST: Organization Committee

BACKGROUND: The ARC hired, through a public RFP process, Environmental Consulting & Technology (ECT) in October 2018 to provide Executive Director and Operational & Technical Support Services to the ARC for a 5-year period beginning in 2019.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services as outlined in Work Order No. 2019-1. The duties for 2021 are summarized below (see Work Order for complete list of activities):

- **Executive Director Annual Services (\$130,295)**
 - **Operational Services** – Staffing, meeting preparation and facilitation of the full ARC (2 meetings); the Executive Committee (up to 4 meetings); and the Finance Committee (2 meetings) and 1 meeting for other committees as needed (organization, nominating etc.). This task includes the day-to-day ARC activities with staff, consultants and contractors, response to FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, administration of subcontractors and preparing the 2021 ARC Annual Report, market non-ARC member communities, coordinate activities with cooperating partners and RRAC, contract/IAA preparation, update or prepare policies/procedures, bylaws and strategic plan as necessary, budget preparations, and maintain storage of ARC records. This task also includes maintaining the ARC's accounting using Quickbooks to track payables and receivables and conducting all procedures associated with the ARC Accounting Procedures Manual. Staff will work with an outside accountant to prepare the ARC's taxes and audit annually. Staff will maintain/develop/review contracts and IAAs as necessary.
 - **Assistance Services** – Executive Director Staff will monitor, research and prepare up to 3 grant applications. Staff will maintain the ARC's logins and eligibility status under various agencies. Upon grant awards staff will conduct discussions with granting agencies and review grant awards and secure signatures. Executive Director Staff will promote the ARC as an advocate for the Rouge River Watershed and foster external relationships with other agencies, organizations and individuals. ARC staff will provide review/recommendations as necessary on various topics and serve on agency boards to promote the ARC. ARC Staff will coordinate presentations and activities with other watershed groups. ARC staff will respond to outside data/information requests. ARC staff will act as the primary liaison to state and federal agencies. ARC staff will staff the ARC booth at member community events and serve as primary liaison to all members and cooperating partners assisting with member questions and requests for information (general & technical). ARC staff will host the ARC's phone number and work with member communities to respond to citizen requests/concerns and conduct member surveys as necessary. ARC staff will also provide formal and informal interaction with government officials and provide technical support as requested.
- **ARC Operational Direct Expenses (\$1,750)** – This includes web hosting fees and the ARC's mailbox fee.

RATIONALE: The ARC needs an executive director to manage its day-to-day activities and finances.

BUDGET: An estimated 2021 budget of \$132,045 for operational services is requested as follows: Executive Director Services: \$130,295 and ARC Direct: \$1,750.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will report to the ARC Chair.



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2022 RECOMMENDED WORKPLAN

REQUEST DATE: September 12, 2021

LINE ITEM: FC1 – Accounting and Legal Services

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: The Alliance of Rouge Communities began budgeting for legal and accounting fees in 2010. In 2011 the ARC was designated by the IRS as a 501(c)(3) organization. Because of the federal grants received, the ARC is required to provide a Single Audit if the ARC receives more than \$750,000 in federal funds. The ARC is also responsible for preparing taxes. This line item also provides budget for legal advice regarding contracts or other legal issues that may arise during the year.

DESCRIPTION OF ANTICIPATED ACTIVITIES: These funds will be used for the preparation of the taxes, preparation of the financial report and the anticipation of needing a Single Audit. These funds would also cover any legal issues that may arise related to the ARC.

RATIONALE: The budget allocation would cover the costs incurred by a law firm and accounting firm.

BUDGET: \$21,500 (legal - \$1,000, accounting - \$20,500). This budget item will be paid with 100% ARC dues.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Finance Committee will oversee this task on behalf of the Finance Committee. The ARC Executive Director staff will work with the law firm and accounting firm.



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2022 RECOMMENDED WORKPLAN

REQUEST DATE: September 12, 2021

LINE ITEM: FC2 - ARC Insurance

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: In previous years, the ARC approved an insurance contract for liability insurance coverage for its directors and officers. This request is a continuation of the same policy coverage as in previous years.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The insurance is needed to protect the directors and officers (and any other ARC member) against claims filed against them as executives of the organization.

RATIONALE (including why needed): The ARC Bylaws require that the ARC have insurance.

BUDGET (including how the amount requested was established): ARC Staff anticipate the cost to be similar to the 2021 insurance cost of \$1,012. The actual 2022 cost is anticipated to be received before the end of the year. ARC staff is recommending a budget of \$1,500 for 2022.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2022.



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**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE
2022 RECOMMENDED WORKPLAN**

REQUEST DATE: September 13, 2021

LINE ITEM: PIE1 & PIE2

COMMITTEE MAKING REQUEST: PIE Committee

BACKGROUND: This request supports the implementation of the Collaborative Plans for Public Education (PEP) and Public Participation (PPP) that were approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) in 2017. These plans directly support the stormwater permitting requirements for the ARC members listed in Table 1.

Table 1. ARC Members Participating in the Collaborative PEP Plan

| COMMUNITIES | | |
|---------------------------|--------------------------|--------------------------|
| Beverly Hills, Village of | Franklin, Village of | Oak Park, City of |
| Bingham Farms, Village of | Garden City, City of | Plymouth, City of |
| Birmingham, City of | Inkster, City of | Plymouth Township |
| Bloomfield Hills, City of | Lathrup Village, City of | Redford Township |
| Bloomfield Township | Livonia, City of | Southfield, City of |
| Canton Township | Melvindale, City of | Troy, City of |
| Dearborn Heights, City of | Northville, City of | Walled Lake, City of |
| Farmington, City of | Northville Township | Wayne, City of |
| Farmington Hills, City of | Novi, City of | West Bloomfield Township |
| | | Westland, City of |
| COUNTIES | SCHOOLS | |
| Oakland County | Henry Ford College | |
| Wayne County | Schoolcraft College | |

DESCRIPTION OF ANTICIPATED ACTIVITIES

PIE1 – 2022 ANNUAL PERMIT ACTIVITIES

BMPO – PIE Committee Support and PPP (ARC Staff)

This task will include holding up to 2 PIE Committee meetings if necessary. ARC Staff will provide meeting facilitation, agendas and handouts. ARC Staff will also report on topics of interest to the PIE Committee throughout the year and will develop budget recommendations and provide supporting documentation. This task will also include documentation of public comments on the Collaborative Plans and will promote the Plans on the ARC website and Facebook. ARC Staff will also participate in regional partnership activities on behalf of the ARC members. ARC Staff will prepare the annual reporting information for the ARC Members.

BMP1 – Design/Distribute Materials (ARC Staff, ARC Direct, SEMCOG)

ARC Staff will create at least 24 Facebook posts on topics detailed in the Collaborative PEP annually and document social media followers. ARC Staff will distribute public education materials to ARC members

to display at their facilities. This task will also include copies of print materials and purchase of giveaways like the pet waste containers and fertilizer clips. This includes participation in the One Water Public Education Campaign being led by SEMCOG and GLWA.

BMP2 – Articles/Ad Graphics (ARC Staff)

ARC Staff will coordinate/distribute new and existing articles and ad graphics. ARC Staff will develop strategies to increase the ARC visitors to the website and Facebook.

BMP3 – Displays & Posters (ARC Staff)

ARC Staff will rotate the ARC displays in 3-4 ARC member community’s facilities or events.

BMP4 – Promote Hotlines and Educate on IDEP (ARC Staff)

ARC Staff will promote environmental hotlines to educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the Rouge River through materials and the ARC’s website and Facebook.

BMP7 – Promote & Support Volunteer Activities (ARC Staff)

ARC Staff will promote and assist in coordinating Rouge River volunteer activities such as Rouge Rescue, rain barrel sales and local water festivals on the ARC’s website and Facebook and provide information to ARC Members to assist in their promotion of these activities.

BMP8 – Promotion of and Support for Volunteer Monitoring Activities within the Rouge River Watershed (ARC Staff, FOTR)

FOTR will conduct the Winter Stonefly Search which includes the cost for FOTR staff time and supplies to train volunteers, collect the data and develop a report of the findings. ARC Staff will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC’s website and Facebook.

PIE2 –2022 PERMIT CYCLE ACTIVITIES

BMP0 – PIE Committee Support (ARC Staff)

ARC Staff will survey members regarding any local public notice requirements and meet them as appropriate. ARC Staff will invite the public to participate in the implementation and review of the permit which will include advertising it on the ARC website and Facebook and ARC member and partner websites.

ED staff will prepare a progress report for the Collaborative PEP Plan. This will involve polling the communities regarding activities that they may have completed outside of those carried out by ED staff; summarizing the status of community-led and ARC-led activities; and preparing a written report for submission to EGLE by April 1, 2022.

BMP1 – Design/Distribute Materials (ARC Staff)

ARC Staff will design 1 new brochure on a topic to be determined by surveying the ARC member and will be consistent with the Collaborative PEP. Topics may include educating commercial, industrial, educational and institutional entities likely to contribute pollutants to stormwater runoff or additional topics from the Collaborative PEP. Printing of the brochure will be provided under PIE1.

BMP2 – Articles/Ad Graphics (ARC Staff)

ARC Staff, with PIE Committee oversight, will distribute existing and create 1 new article and 1 new ad graphic on topics detailed in the Collaborative PEP for use by ARC Members in their community newsletters, website and social media.

BMP3 – Displays and Posters (ARC Staff)

ARC Staff will update or create 1 new static display consistent with the collaborative PEP. ARC Staff will work with Wayne County to update an existing display or create a new static display. Three sets of this display will be available for loan to ARC member communities.

BMP5 – Development of Homeowner Education Materials (ARC Staff)

ARC Staff will continue strategies to distribute the homeowner’s brochure through homeowner packets and other avenues throughout the ARC member communities. This will include reaching out to community recreation centers, libraries and schools.

BMP6 – Workshops & Presentations (ARC Staff, ARC Direct, FOTR)

FOTR will advertise and host 1 in person (virtual if there are COVID restrictions) Master Rain Gardner series which consists of 5 workshops with at least 15 participants at each workshop. FOTR attendance sheets including name and email address of participants will be provided to ARC Staff for permit requirements. ARC Staff will promote the workshops on the ARC website and social media.

BMP7 – Promote & Support Volunteer Activities (ARC Staff, FOTR)

ARC Staff will assist FOTR in planning and determining locations for 1 workdays at an ARC community green infrastructure site. FOTR will plan and facilitate the workday. FOTR attendance sheets including name and email address of participants will be provided to ARC Staff for permit requirements.

FOTR will host up to 2 rain barrel sales events in ARC member communities. ARC staff will work with FOTR to coordinate participation from ARC member communities to host the rain barrel sale.

BMP9 – Rouge River Watershed Signage (ARC Staff, ARC Direct)

ARC Staff have been surveying the Rouge River Watershed documenting the street signs (“you are entering the Rouge River Watershed – Ours to Protect”). ARC staff have GPS’d signs and used Google Maps and summarized the findings and created a map to document the type of sign, location and condition. Activities in 2022 will include determining the maintenance needs and high priority new sign locations. ARC staff will survey ARC member communities to determine their availability to install signs and will research other avenues to save time and money to purchase and install signage where possible. This task will also include the cost of new signs and installation if necessary.

RATIONALE: These actions will fulfill those best management practices (BMPs) identified in the ARC Collaborative PEP/PPP.

BUDGET: The total budget for this workplan is \$98,560.25 as outlined below. Detail on ARC Staff’s budget can be found in the Executive Director’s contract.

2022 Budget Allocation

| TASK | RESPONSIBLE PARTY | BUDGET |
|--|-------------------|---------------------------|
| <i>PIE1: 2021 Annual Activities</i> | | |
| BMP 0. Facilitation/Reporting BMP 1. Design/Distribute Materials BMP 2. Brochures BMP 3. Static Displays BMP 4. IDEP Hot Lines BMP 7. Volunteer Workdays BMP 8. Volunteer Monitoring | ARC Staff | \$29,780 |
| BMP 1. Design/Distribute Materials | ARC Direct | \$7,500 |
| BMP 1. Design/Distribute Materials | SEMCOG | \$5,000 |
| BMP 8. Volunteer Monitoring | FOTR | \$10,000 |
| <i>Sub-total PIE1</i> | | <i>\$52,280.00</i> |
| <i>PIE2: 2021 Permit Cycle Activities</i> | | |
| BMP 0. Facilitation/Reporting BMP 2. Brochures BMP 5. Homeowners Brochure BMP 6. Workshops/Presentations BMP 7. Volunteer Workdays BMP 9. Watershed Signs | ARC Staff | \$17,920.25 |
| BMP 3. Printing of displays | ARC Direct | \$660 |
| BMP 6. Workshops/Presentations | ARC Direct | \$500 |
| BMP 6. Workshops/Presentations | FOTR | \$8,200 |
| BMP 7. Volunteer Workdays | FOTR | \$3,000 |
| BMP 9. Watershed Sign printing/installation | ARC Direct | \$16,000 |
| <i>Sub-total PIE2</i> | | <i>\$46,280.25</i> |
| TOTAL 2022 PIE Budget | | \$98,560.25 |

Person/Agency Responsible for Implementation

The responsible parties for each task are listed above. The Chair of the Public Involvement and Education Committee will oversee ARC Staff efforts and ARC Staff will oversee FOTR’s and SEMCOG’s efforts.



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

2022 Workplan Recommendation

Working together, restoring the river

REQUEST DATE: September 9, 2021

LINE ITEM: TC1 and TC2 – Collaborative IDEP Plan Permit Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This request supports the implementation of the Collaborative IDEP Plan that was approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 29, 2017. The plan directly supports the stormwater permitting requirements for the ARC members listed in Table 1.

Table 1. ARC Members Participating in the Collaborative IDEP Plan

| COMMUNITIES | | |
|---------------------------|--------------------------|--|
| Beverly Hills, Village of | Franklin, Village of | Oak Park, City of |
| Bingham Farms, Village of | Garden City, City of | Plymouth, City of |
| Birmingham, City of | Inkster, City of | Plymouth Township |
| Bloomfield Hills, City of | Lathrup Village, City of | Redford Township |
| Bloomfield Township | Livonia, City of | Southfield, City of |
| Canton Township | Melvindale, City of | Troy, City of |
| Dearborn Heights, City of | Northville, City of | Walled Lake, City of |
| Farmington, City of | Northville Township | Wayne, City of |
| Farmington Hills, City of | Novi, City of | West Bloomfield Township |
| | | Westland, City of |
| COUNTIES | SCHOOLS | OTHER |
| Oakland County | Henry Ford College | Wayne County Airport Authority – Willow Run |
| Wayne County | | |

The Collaborative IDEP Plan elements to be addressed in this budget request are as follows:

- IDEP #0. Meetings and Facilitation (not included in the Plan but needed to facilitate implementation of the Plan)
- IDEP #1. Storm Sewer GIS
- IDEP #3. Investigations
- IDEP #6. Facility Dye Testing
- IDEP #9. Effectiveness Reporting

DESCRIPTION OF ANTICIPATED ACTIVITIES:

IDEP #0. Meetings and Facilitation. Executive Director (ED) staff will

- Conduct up to two Technical Committee meetings including preparation of agenda and handouts; meeting facilitation; and the distribution of meeting summaries including recommendations for the Executive Committee;
- Develop budget recommendations for the following year’s budget and provide supporting documentations;
- Survey members on various topics as necessary including the identification of additional priority areas;
- Coordinate an IDEP training session with SEMCOG; and
- Report on topics of interest to the Technical Committee throughout the year.

IDEP #1. Storm Sewer GIS. ED staff will request updates to communities’ storm sewer and outfall GIS layers. Any updates will be added to master GIS database. As of September 2021, storm sewer GIS has already been supplied from 28 of 29 permittees and outfall GIS data has been collected from all 29 permittees. The communities who have yet to complete this work are listed below.

| COMMUNITY | STILL NEED STORM SEWER IN GIS |
|---------------|-------------------------------|
| Beverly Hills | X |

IDEP #3. IDEP Investigations. Conduct concentrated field investigations in priority areas (See Attachment A) to further isolate problem areas, identify illicit connections, and support community efforts to remove them. Work within Wayne County will be addressed by Wayne County Department of Public Services (WCDPS) and ED staff. Work within Oakland County will be undertaken by ED staff unless it falls within a county drain. County drain work will be undertaken by Oakland County Water Resources Commission (OCWRC) staff. Work by WCDPS and OCWRC will be funded outside of the ARC’s budget.

The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary, to locate illicit discharge sources. A report will be prepared by ED and WC staff to summarize the results of their investigations and recommended next steps for subsequent years. The budget includes analysis of 20 samples for human DNA to be used by WCDPS.

Prior to expending budget for this task, Wayne County and ED staff will each present a scope of work and budget for review and approval by the Technical Committee.

IDEP #6 Facility Dye Testing. ED staff will follow-up with permittees who have not completed dye testing of their municipal facilities. As of April 2021, the 25 of 29 permittees have completed this work. The communities that have yet to complete this work are listed below.

| COMMUNITY | STILL NEED FACILITIES DYE TESTED |
|------------------|----------------------------------|
| Beverly Hills | X |
| Bloomfield Hills | X |
| Novi | X |
| Walled Lake | X |

IDEP #9. Effectiveness Reporting. ED staff will prepare a progress report for the Collaborative IDEP Plan. This will involve polling the communities regarding activities that they may have completed outside of

those carried out by ED staff; summarizing the status of community-led and ARC-led activities; and preparing a written report for submission to EGLE by April 1, 2022.

RATIONALE (including why needed): These tasks are consistent with the Phase II permit and the EGLE-approved Collaborative IDEP Plan.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$106,960 as summarized in the table below. A portion of this funding (\$76,960) will be provided by ARC dues which is \$14,420 under the budget established for IDEP activities in the 5-Year Plan. This savings is the direct result of Wayne County providing services at no cost to the ARC. The detail for the ED’s budget can be found in the ED’s contract and Work Order 2021-1.

Estimated Budget and Responsible Parties by Activity

| TASK | RESPONSIBLE PARTY | AMOUNT | MATCH |
|--|-------------------|--------------------|---------------------|
| TC1: Annual Activities | | | |
| IDEP 0. Meetings and Facilitation | ARC Staff | \$20,800 | 0 |
| IDEP 3. IDEP Oversight & Investigations* | | \$40,000 | |
| IDEP 3. IDEP Investigations* | WC | 0 | \$30,000 |
| Subtotal TC1 | | \$60,800.00 | \$30,000.00 |
| TC2: Permit Cycle Activities | | | |
| IDEP 1. Storm sewer GIS | ARC Staff | \$580 | 0 |
| IDEP 6. Facility Dye Testing | | \$580 | |
| IDEP 9. Effectiveness Reporting | | \$15,000 | |
| Subtotal TC2 | | \$16,160.00 | 0 |
| Total TC Budget | | \$76,960.00 | \$30,000.00 |
| Total with Match | | | \$106,960.00 |

*Scopes of work to be defined and approved prior to budget expenditures.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The responsible parties for each element are outlined in the table above. The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.

**Attachment A.
Outstanding IDEP Investigations for 2021***

| Permittee | Outfall ID | Status | Result |
|------------------------------|-----------------------------------|--------------------|---|
| WITHIN OAKLAND COUNTY | | | |
| Beverly Hills | BV51 | Ongoing | Unknown |
| WITHIN WAYNE COUNTY | | | |
| Livonia | U2008221 | Began | Sewage sources suspected |
| | 6038 | Ongoing | |
| | 13002 | Ongoing | |
| | U2008231 | Ongoing | |
| | M2008117 | Ongoing | |
| | U2008238 | Ongoing | |
| | 2680 | Ongoing | |
| | L1619 | Ongoing | |
| | L3582 | Ongoing | |
| | Levan Rd South 42" | Ongoing | Sewage sources suspected |
| Plymouth | PY8 | Ongoing | Sewage sources suspected |
| | PY27 | Completed | Investigation completed 2020- no further investigation needed. No sewage sources found |
| | PY5 | Ongoing | |
| | Holbrook Street | Ongoing | New investigation area 2021 workplan |
| | Harvey St (with Beech/Palmer St.) | Ongoing | 4 illicit sewage connections (corrected) Follow up sampling initiated in selected laterals and outfall |
| | Mill/Park St. | Pending correction | 3 illicit sewage connections |
| | Amelia St. | Pending correction | 1 illicit sewage connection |
| Westland | SWOF-00278 | Ongoing | Non-bacteria issue. Referred back to the City of Westland |

*Subject to change based on work completed in the 4th quarter of 2020.



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

2022 Workplan Recommendation

Working together, restoring the river

REQUEST DATE: October 21, 2021

LINE ITEM: TC3 – Collaborative TMDL Plan Permit Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This request supports the implementation of the Collaborative TMDL Plan that was approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 9, 2019. The plan directly supports the stormwater permitting requirements for the ARC members listed in Table 1.

Table 1. ARC Members Participating in the Collaborative IDEP Plan

| COMMUNITIES | | |
|---------------------------|--------------------------|---|
| Beverly Hills, Village of | Franklin, Village of | Oak Park, City of |
| Bingham Farms, Village of | Garden City, City of | Plymouth, City of |
| Birmingham, City of | Inkster, City of | Plymouth Township |
| Bloomfield Hills, City of | Lathrup Village, City of | Redford Township |
| Bloomfield Township | Livonia, City of | Southfield, City of |
| Canton Township | Melvindale, City of | Troy, City of |
| Dearborn Heights, City of | Northville, City of | Walled Lake, City of |
| Farmington, City of | Northville Township | Wayne, City of |
| Farmington Hills, City of | Novi, City of | West Bloomfield Township |
| | | Westland, City of |
| COUNTIES | SCHOOLS | OTHER |
| Oakland County* | Henry Ford College | Wayne County Airport Authority – Willow Run |
| Wayne County | Schoolcraft College | |

*Participating but this plan is not part of their pending permit application.

The Collaborative TMDL Plan elements to be addressed in this budget request are as follows:

- Dissolved oxygen (DO) monitoring
- *E. coli* sampling
- Suspended solids sampling

DESCRIPTION OF ANTICIPATED ACTIVITIES:

Dissolved Oxygen Monitoring: Executive Director (ED) staff will conduct DO monitoring of Johnson Creek at 7 Mile and Sheldon roads. This will consist of equipment installation, equipment download and data analysis of continuous DO readings for a period of two months during the summer. These results will be compared with the 2017 result to determine if improvements are detected.

E. coli Sampling: ED staff will conduct dry weather sampling at the terminus of the initial priority areas and at priority outfalls that had *E. coli* concentrations > 1,000 cfu/100 mL based on outfall screening completed in 2018 (See Attachment A). In addition, 55 outfalls with *E. coli* <1,000 cfu/100 ml will also be sampled so that a minimum of 100 locations are sampled as required by the State. These outfalls will be selected based on which had flow during dry weather conditions and instream *E. coli* results from 2017. The results will be compared to the Event 1 samples to determine the effectiveness of reducing *E. coli* levels.

Suspended Solids Monitoring ED staff will conduct total suspended sediment (TSS) sampling during wet weather at 28 sites where the average wet weather TSS values exceeded 80 mg/l or where single sample values exceeded 120 mg/L in 2017. The planned locations are listed in Table 2. This sampling will occur one time during wet weather. These samples will be compared with the 2017 data to determine any significant changes in TSS concentrations.

Table 2. Planned TSS Sampling Locations

| Branch | Site IDs | Total Sites |
|------------|--|-------------|
| Lower u/s | LW12 | 1 |
| Lower | L01 | 1 |
| Lower d/s | G97, L05D, LW08, US1 | 4 |
| Main | M15, G42, US7 | 3 |
| Main d/s | G46, G59, H60, MN08, MN09, MN10, MN12, MN13, MN14, MN15, MN17, MN18, US5 | 13 |
| Middle u/s | D62 | 1 |
| Middle d/s | D06, MD03 | 2 |
| Upper d/s | U02, U05, UP04 | 3 |

RATIONALE (including why needed): These tasks are consistent with the Phase II permit and the EGLE-approved Collaborative TMDL Plan. Based on this plan, these tasks are scheduled to be completed between May and October 2022.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$66,000. The detail for the ED’s budget can be found in Work Order 2019-1, as revised.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.

Attachment A.

2018 Outfall Screening Sampling Results – Categories A, B and C (arranged by *E. coli* Concentration)

| City | Outfall ID | Investigation Category | Diameter (in) | Material | <i>E. coli</i> MPN/100 mL | Comment |
|---------------------------|--|------------------------|---------------|----------|---------------------------|------------------------|
| Westland | SWOF-00278 | A | 54 | | | NA physical conditions |
| Livonia | U2008220B | A | 18 | RCP | | NA physical conditions |
| Farmington Hills | fhc54B | A | | RCP | | 10 physical conditions |
| Farmington Hills | fhc.01 | A | 21 | RCP | | >24,196 |
| Plymouth | PY8 | A | 36 | Clay | | >24,196 |
| Livonia | U2008221 | A | 30 | RCP | | >24,196 |
| Livonia | 411 | A | 42 | RCP | | >24,196 |
| Northville | NV03 | A | 48 | RCP | | 24,196 |
| Livonia | U2008223 | A | 24 | RCP | | 17,329 |
| Birmingham | 32 | A | 24 | Concrete | | 12,997 |
| Beverly Hills | 66 | A | 24 | Concrete | | 12,033 |
| Livonia | 6038 | B | 36 | RCP | | 9,208 |
| Farmington | AH5 | B | 18 | RCP | | 8,664 |
| Livonia | 13002 | B | 76 | RCP | | 8,664 |
| Novi | NO23 | B | 18 | RCP | | 7,701 |
| Farmington | AH8 | B | 18 | CMP | | 7,270 |
| Livonia | U2008231 | B | 12 | CMP | | 7,270 |
| Livonia | M2008117 | B | 72 | RCP | | 7,270 |
| Plymouth | PY27 | B | 24 | RCP | | 6,488 |
| Livonia | U2008238 | B | 36x48 | RCP | | 6,131 |
| Livonia | 2680 | B | 36x48 | RCP | | 5,172 |
| Wayne | 21 | C | 36 | RCP | | 4,352 |
| Livonia | 5626 | C | 36 | RCP | | 4,352 |
| Northville | NV57 | C | unknown | | | 3,873 |
| Westland | SWOF-00355 | C | 36 | | | 3,255 |
| Beverly Hills | 51 | C | 24 | CMP | | 3,076 |
| Northville | NV23 | C | 42 | RCP | | 3,076 |
| Wayne | 29 | C | 30 | RCP | | 3,076 |
| Northville | NV22 | C | 42 | RCP | | 2,755 |
| Dearborn Heights | OUT10SW001 | C | unknown | RCP | | 2,400 |
| Livonia | 3582 | C | 48x36 | RCP | | 2,382 |
| Livonia | 48 | C | 29x46 | RCP | | 2,282 |
| Dearborn Heights | OUT20SW001 | C | 36 | RCP | | 2,098 |
| Livonia | M2008183 | C | 36 | RCP | | 2,064 |
| Livonia | 1619 | C | 72 | RCP | | 2,064 |
| Livonia | 6187 | C | 120 | RCP | | 1,935 |
| Walled Lake | 1 | C | 12 | CMP | | 1,670 |
| Livonia | 2129 | C | 36 | RCP | | 1,607 |
| Plymouth | PY5 | C | 30 | RCP | | 1,500 |
| Beverly Hills | 2 | C | 12 | CMP | | 1,334 |
| Farmington | AH | C | 24 | CMP | | 1,296 |
| Plymouth | PY20 | C | 48 | RCP | | 1,274 |
| Livonia | U2008220 | C | 18 | RCP | | 1,198 |
| Dearborn Heights | OUT05SE002 | C | 36 | CMP | | 1,054 |
| Livonia | 4456 | C | 36 | CMP | | 1,050 |
| Investigation Categories: | A: <i>E. coli</i> >10,000 MPN/100 mL or Unexplained physical characteristics | | | | Next Steps: | Investigate |
| | B: <i>E. coli</i> between 5,001 and 10,000 MPN/100 mL | | | | | Investigate |
| | C: <i>E. coli</i> between 1,001 and 5,000 MPN/100 mL | | | | | Resample (twice) |

WORK ORDER No. 2019- ECT1
(Revision 10/28/21)

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2019, between Environmental Consulting & Technology, Inc., and its Affiliates* (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

PARAGRAPH I--SCOPE OF SERVICES

Consultant shall perform professional services as outlined the attached scope of work (Attachment A). This scope has been revised to include the additional services related to water quality sampling efforts required by the ARC’s Collaborative Total Maximum Daily Load (TMDL) Plan which was approved by the Michigan Department of Environment, Great Lakes and Energy (EGLE) after the Consultant’s original work order was approved by the ARC. The revised scope of services is included (*in italics*) in Attachment A along with the original scope of services.

PARAGRAPH II—COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is increased by \$37,045 resulting in a total budget of \$1,089,105. This increase is in the MS4 Technical Services Total 5-Year Budget from \$177,160 to \$214,205. ECT’s original cost proposal is included as Attachment B (per ECT proposal dated September 11, 2018) along with the budget for the additional scope of services. A summary of the budget is presented below. An annual budget cost will be authorized through the ARC’s budget process.

Summary of Consultant’s Total Cost Proposal

| | |
|---|--------------------|
| Executive Director Services Total 5-Year Budget | \$646,415 |
| MS4 PIE Services Total 5-Year Budget | \$228,485 |
| MS4 Technical Services Total 5-Year Budget | \$214,205 |
| Consultant’s Total 5-Year Budget | \$1,089,105 |

Summary of the ECT cost proposal dated September 11, 2018, Attachment B:

- The maximum cost of Executive Director Services (ED1) is \$ 646,415. This maximum cost is broken into five annual amounts of \$127,740 (2019, 2020, 2022), \$130,295 (2022) and \$132,901 (2023).
- The maximum cost of MS4 PIE Services is \$228,485. This is broken in PIE1- Annual Services at \$148,900 total or five annual amounts of \$29,780 (2019, 2020, 2021, 2022, 2023). And PIE2 – Permit Cycle Service of \$79,585.
- The maximum cost of MS4 Tech Services \$214,205. This is broken in TC- Annual Services at \$104,000 total or five annual amounts of \$20,800 (2019, 2020, 2021, 2022, 2023). And TC2 – Permit Cycle Service of \$110,205.

PARAGRAPH III--SCHEDULE

The 5-year permit cycle services in this Work Order shall be completed no later than December 31, 2023. Annual services defined in Attachment A shall be completed each by the end of calendar year: 2019, 2020, 2021, 2022, 2023.

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.
and its AFFILIATES***

By _____

John O'Meara, P.E. _____

Its Vice President _____

Date _____

ALLIANCE OF ROUGE COMMUNITIES

By _____

Title _____

Date _____

WORK ORDER ATTACHMENT A (Modified 10/28/21)

EXECUTIVE DIRECTOR OPERATIONAL & ASSISTANCE SUPPORT SERVICES, MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE) SERVICES, & MS4 COLLABORATIVE TECHNICAL (TC) SERVICES

Scope of Services

Scope of work modifications in italics.

The purpose of the contract, as identified in the ARC RFP for services dated August 13, 2018, is to provide support services for the full ARC, its Executive Committee, ARC standing and Ad-Hoc committees, as well as oversee the development and implementation of the member's MS4 permits.

TASK 1.0 EXECUTIVE DIRECTOR OPERATIONAL & ASSISTANCE SUPPORT SERVICES (ED1) EXECUTIVE DIRECTOR ANNUAL OPERATIONAL SERVICES

ECT will provide the following operational services as the ARC Staff.

FULL ARC MEETINGS

- Hold 2 Full ARC meetings annually
- Schedule speakers/presentations to share with Full ARC
- Email meeting notices/reminders to ARC members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Provide committee activities for Committee Chairs to report on to Full ARC
- Preparation/distribution of meeting summary
- Prepare retirement resolutions when necessary
- Survey members on various topics as necessary

EXECUTIVE COMMITTEE

- Hold 4 Executive Committee meetings annually (2 via conference call)
- Email meeting notices/reminders to Exec. Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Preparation/distribution of meeting summary
- Documenting recommendations to move to Full ARC

FINANCE COMMITTEE

- Monitor budget and make recommendations for amendments and provide supporting documentation
- Develop budget recommendations and provide supporting documentation
- Administer the annual budget and work plan
- Hold 2 Finance Committee meetings annually

- Email meeting notices/reminders to Finance Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Documenting recommendations to move to Executive Committee
- Research costs and quotes for outside services as necessary

OTHER COMMITTEES (up to 5 meetings over 5 years)

- Provide support to Organization Committee when necessary
- Provide support to Nominating Committee when necessary

ADMINISTRATION

The ARC does not have a physical location to house office operations. Further, the ARC does not own any vehicles, equipment, computers, phones, etc. for ECT utilize. Such provisions will be provided by ECT for the duration of the term of the contract for services and be part of the service fee charged to the ARC. The required services include:

- Oversight of day-to-day activities of ARC staff, consultants and contractors
- Track, prepare and distribute the ARC Executive Director's Annual Report
- Draft and secure inter-agency agreements as required
- Draft and secure subcontracts
- Respond to FOIA requests
- Market non-ARC member communities to become ARC members
- Coordinate activities with the Rouge River Advisory Council (RRAC) and other cooperating partners
- Secure vendors as necessary
- Research, prepare, and update policies/procedures as necessary
- Research, prepare, and update strategic plan as necessary
- Assist committees with stormwater permit-related budget preparation
- Support shall include the maintenance and electronic storage of all records of the ARC

FINANCIAL

- Prepare and distribute ARC membership invoices during the first two quarters
- Record payments in a three-part Cash Receipts book and forward a receipt to the member and include a receipt with the member payment for the deposit
- Record all receivables and payables using financial software with appropriate general ledger account numbers.
- Provide Request for Payment forms and invoices to the ARC Treasurer for review and approval. If necessary, they will also be submitted to the ARC Grant Representative for additional review and signature. Records when the invoices are reviewed and approved by ARC staff (except ED staff invoices which are reviewed by the ARC Treasurer)
- Other items recorded on the Request for Payment form are: the expense account the invoice is charged to, when the invoice is entered into Quickbooks as a payable, when it is processed for payment, when the grant request for payment is done, when the grant

reimbursement is received, when the check to pay the invoice is prepared, when match dollars are recorded, when the administrative staff reviews the check for correctness, when the staff mails the check.

- Use the Disbursement Log to record and prepare all checks and obtain the required two signatures on all checks.
- Monthly and annual financial reports will be prepared for ARC members and officers.
- Prepare and submit Grant Reimbursement Requests as necessary.
- Reviews all grant contracts for financial and progress reporting requirements.
- Prepare information for Federal Grant audits as necessary.
- Prepare and monitor the Budget Preparation Schedule.
- Provide support to ARC committees as they prepare their budget recommendations.
- Work with the Finance Committee to update the ARC Accounting Procedures Manual, as necessary, to meet grant requirements.
- Maintenance and renewal of the ARC's registration under the federal government's System for Award Management (SAM) which allows the ARC to be eligible for federal grants.
- Monitor vendors in accordance with the ARC's Vendor Management Policy and distribute W-9 requests as necessary.
- Provide all financial documentation and information to the ARC's outside accountant and auditor in the annual preparation of the ARC's taxes, financial statement, license to solicit and A133 audit.
- Prepare renewal forms for the ARC's liability insurance coverage for its directors and officers annually.
- Develop vendor contracts as necessary.
- Maintain past financial files to meet the ARC Record Retention Policy.
- Maintain weekly/monthly backups of the ARC Quickbooks files.
- Record sales and monitor inventory of rain barrels/compost bins.
- Following the Purchasing Policy, work with vendors to get the required quotes for services if necessary.
- Monitors the use of MBE/WBE grant requirements and prepares federal reports as necessary.

EXECUTIVE DIRECTOR ANNUAL ASSISTANCE SERVICES

ECT will promote the ARC as an advocate for the Rouge River Watershed and will: 1) serve as the primary spokesperson for the ARC, 2) respond to requests for information, 3) seek opportunities to promote ARC awareness, 4) respond to requests for assistance from individual residents and businesses on watershed management issues, 5) 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, and 6) perform other duties assigned by the ARC officers or Executive Committee. The three overarching areas requiring attention are:

GRANT OPPORTUNITIES

- Monitor & research grants opportunities
- Attend grant webinars

- Provide letters of support for other agency grants and projects
- Make recommendations on grants for the ARC and individual member communities
- Prepare grant applications including narratives, work plans and costs
- Draft and gather letters of support, design documents, site photos and other required project information
- Maintain ARC's eligibility status with granting agencies including grants.gov and the System for Award Management
- Maintain ARC logins with all granting agencies
- Discussions with granting agencies on behalf of the ARC during the grant award process
- Review grant awards and secure signatures

ROUGE ADVOCATE

- Promote the ARC as an advocate for the Rouge River Watershed
- Foster external relationships with other agencies, organizations and individuals
- Serve as primary spokesperson for the ARC (i.e., SEMCOG Clean Partners Group, SPAC)
- Plan and host the Great Lakes Restoration Celebration at The Henry Ford
- Provide review/recommendations on outside reports as requested by other agencies
- Serve on other agency boards to promote/represent the ARC
- Staff ARC booth at conferences
- Prepare and present presentations at conferences on behalf of the ARC
- Prepare posters and papers for conferences on behalf of the ARC
- Coordinate ARC activities with other watershed groups
- Respond to requests for information from outside agencies (i.e., data requests and reproducing PIE materials in other watershed)
- Respond to newspaper requests on ARC projects and activities
- Seek opportunities to promote ARC awareness
- Serve as primary liaison to state government including MDEQ
- Serve as primary liaison to federal government officials, legislators and staff

MEMBER ASSISTANCE

- Staff ARC booth at member community events
- Serve as primary liaison to all members and cooperating partners
- Conduct member surveys as necessary
- Assist with member questions and requests for information (general & technical)
- Provide formal and informal interaction with government officials (general & technical)
- Host the ARC's phone number and work with member communities to respond to citizen requests/concerns (general & technical)

TASK 2.0 MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE)

The ARC communities as MS4 permittees have developed Collaborative Public Participation and Public Education plans (PPP and PEP) applicable to 29 permittees plus Wayne County. There are required activities that occur annually and others that occur over the 5-year permit cycle. The full approved PPP and PEP plans are available for review on the ARC website at:

PEP -

<http://www.allianceofroungecommunities.com/PDFs/membership/FINALAPPROVEDColPEP32117.pdf>

PPP -

<http://www.allianceofroungecommunities.com/PDFs/membership/FINAL%20APPROVEDcolPPP22717.pdf>

ANNUAL PIE SERVICES (PIE1)

BMPO - PIE Committee Support

- Hold 2 PIE Committee meetings annually
- Email meeting notices/reminders to PIE Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meeting
- Provide meeting facilitation
- Preparation/distribution of meeting summaries if necessary
- Documenting recommendations to move to Executive Committee and Full ARC
- Hold/staff special PIE Committee meetings when necessary
- Develop budget recommendations and provide supporting documentations
- Report on topics of interest to the PIE Committee throughout the year
- Post collaborative plans and permit on the ARC website and promote through social media and document dates
- Document public comments on collaborative plans
- Annual Reporting
- Participate in regional partnership activities

BMP1 – Design/Distribute Materials

Distribute pollution prevention literature on various topics through brochures, educational materials and other media:

- 24 Facebook posts
- Distribute materials to members to display at their facilities
- Document social media followers
- Print materials

BMP2 – Articles/Ad Graphics

Coordinate and distribute community articles and ad graphics on pollution prevention and watershed restoration and stewardship:

- Develop 1 new article/1 new ad graphic per year (total of 5 during permit cycle) (cost of printing paid by ARC)
- Coordinate/distribute existing articles/ad graphics

BMP3 – Displays & Posters

Provide existing static displays and posters on pollution prevention and watershed restoration and stewardship:

- Displays - use at 3-4 ARC member community events per year with a minimum of 2 events in each of the 7 subwatersheds

BMP4 – Promote hotlines and educate on IDEP

Promote environmental hotlines to educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the MS4:

- Distribute materials with hotline referenced
- Promote on ARC website and Facebook

BMP7 – Promote & Support Volunteer Activities

- Promote Rouge River volunteer activities on website and Facebook (Rouge Rescue, Water Festivals)

BMP8- Promotion of and support for volunteer monitoring activities within the Rouge River Watershed

- Assist with planning and coordinating volunteer monitoring activities and promote on ARC website and Facebook

5-YEAR PERMIT CYCLE PIE SUPPORT SERVICES (PIE2)

BMPO - PIE Committee Support

- Survey members regarding any local public notice requirements and meet them as appropriate
- Invite the public to participate in the implementation and periodic review of the permit at least 2 times during the permit cycle by advertising it on the ARC website and cooperating partners websites
- Conduct a public awareness survey during the permit cycle and compare to previous survey results to evaluate changes in public awareness/behavior and modify Collaborative PEP to address ineffective implementation
- Prepare progress reports on the effectiveness of the PE Plan every 2 years for inclusion in permittees’ progress reports to MDEQ.

BMP1 – Design/Distribute Materials

Distribute pollution prevention literature on various topics through brochures, educational materials and other media

- Create at least 2 new brochures/materials including one to educate commercial/industrial/educational & institutional entities (cost of printing paid for by ARC)

BMP2 – Articles/Ad Graphics

Coordinate and distribute community articles and ad graphics on pollution prevention and watershed restoration and stewardship

- Activities to increase website traffic and Facebook views

BMP3 – Displays & Posters

Provide static displays and posters on pollution prevention and watershed restoration and stewardship

- Distribute 4 seasonal posters, post & rotate seasonally at least 3 times
- Update/create at least 3 static displays (cost of printing paid for by ARC)

BMP5 – Development of Homeowner Education Materials

Distribution of “homeowner” materials to promote the importance of pollution prevention and watershed restoration and stewardship

- Design and distribute Homeowners Brochure (cost of printing paid by ARC)

BMP6 – Workshops & Presentations

Develop and promote educational workshops and presentations

- Plan topics, coordinate content and present 6 workshops
- Promote on ARC website and Facebook

BMP7 – Promote & Support Volunteer Activities

- DURING PERMIT CYCLE
 - Plan and coordinate up to 4 workdays at new or existing green infrastructure project sites

BMP9 – Rouge River Watershed Signage

- Develop at least 1 new sign or sticker
- During first 2 years survey watershed signage for maintenance and future sign locations
- Create map documenting survey results
- Implement maintenance and/or new signage at high-priority locations during first permit cycle

TASK 3.0 MS4 COLLABORATIVE TECHNICAL (TC) SERVICES

The ARC communities as MS4 permittees have developed Collaborative IDEP and TMDL plans that are applicable to 29 permittees plus Wayne County. There are required activities that occur annually and others that occur over the 5-year permit cycle. The approved IDEP and draft TMDL plans are available for review on the ARC website at:

IDEP -

<http://www.allianceofrougecommunities.com/PDFs/membership/FINALAPPROVEDCollIDEP09292017.pdf>

TMDL -

<http://www.allianceofrougecommunities.com/PDFs/technical/Draft%20Collaborative%20TMDL%2005%202018.pdf>

ANNUAL TECH SERVICES (TC1)

TECH 0 - TECH Committee Support

- Hold 2 Technical Committee meetings annually
- Email meeting notices/reminders to Technical Com. members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Preparation/distribution of meeting summaries
- Document recommendations to move to Executive Committee and Full ARC
- Hold/staff special Technical Committee meetings when necessary (assume none for costing purposes)

- Develop budget recommendations and provide supporting documentation
- Survey members on various topics as necessary
- Report on topics of interest to the Technical Committee throughout the year

COLLABORATIVE IDEP

IDEP3– IDEP Investigations

- Solicit permittees for additional priority areas
- Coordinate advanced investigations being completed by county agencies
- Oversee the preparation of annual status report (by county) of the investigations.

IDEP4 – IDEP Training

- Maintain a list of IDEP Investigator contacts for each permittee

IDEP5 – Pollution Complaints

- Maintain a list of IDEP Investigator contacts for each permittee

5-YEAR PERMIT CYCLE TECH SUPPORT SERVICES (TC2)

COLLABORATIVE IDEP

IDEPO – Evaluate & Report

- Request and compile assessment metrics from the permittees every 2 years
- Prepare progress reports on the effectiveness of the IDEP Plan every 2 years for inclusion in permittees’ progress reports to MDEQ

IDEP1 – Storm Sewer GIS

- Request updated outfall and storm sewer network GIS data from the permittees and update watershed-wide outfall GIS database. As of June 30, 2018, storm sewer GIS data is collected from 20 of the 29 permittees and outfall GIS data is collected from 27 of the 29 permittees.

IDEP4 – IDEP Training

- Conduct an Advanced Investigator Training (2 times)
- Conduct an online IDEP Alert Observer training (3 times)
- Personalize contact information on IDEP Tip Card for permittees as request.

IDEP6 – Municipal Facility Dye Testing

- Follow-up on permittees commitments for dye testing. As of June 30, 2018, 23 of 29 permittees have completed dye testing (Table 2 of the IDEP Plan).

COLLABORATIVE TMDL

- 2nd round data collection
 - Conduct suspended sediment sampling at 40 sites across the watershed during wet weather conditions (1 sample/site)
 - *Conduct dissolved oxygen monitoring at 1 site (Johnson Creek at Hines Drive/7 Mile Road) for a period of two months. Include securing a Wayne County permit for equipment installation.*
 - *Conduct E. coli sampling at 100 locations across the watershed during dry weather conditions (1 sample/site).*
 - Perform data analysis

- Prepare a report
- Effectiveness reporting
 - Request and compile assessment metrics from the permittees
 - Prepare a progress report on the effectiveness of the TMDL Plan

ATTACHMENT B

| SHEET A. ARC Operational Services Annual Budget | | EXECUTIVE DIRECTOR OPERATIONAL SERVICES | | | | | | | | | | | | | | EXECUTIVE DIRECTOR ASSISTANCE SERVICES | | | | | | Executive Director Total Service | | | | |
|---|---------|---|----------|------------------------------------|-----------|------------------------------------|----------|--|----------|----------------|-----------|--------------------|-----------|--|-----------|--|-----------|-------------------------------|-----------|-------------------------------------|-----------|-------------------------------------|-------------|---|-------------|-----|
| | | Full ARC Meetings | | Executive Committee Meetings | | Financial committee meetings | | Other Committee (Org, Nominating...) | | Administration | | Financial Services | | <i>ED Operational Services Total</i> | | Grant Opps (80 hours) | | Rouge Advocate (260 hours) | | Member Assistance (300 hours) | | | | <i>ED Assistance Service Totals</i> | | |
| Key Staff/ Classifications | Rate/hr | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | |
| James Ridgway, P.E. | \$250 | 3 | \$750 | 4 | \$1,000 | | \$0 | | \$0 | | \$0 | | \$0 | 7 | \$1,750 | | \$0 | 20 | \$5,000 | | \$0 | 20 | \$5,000 | 27 | \$6,750 | |
| Annette DeMaria, P.E. | \$210 | 12 | \$2,520 | 24 | \$5,040 | 12 | \$2,520 | 4 | \$840 | 20 | \$4,200 | | \$0 | 72 | \$15,120 | 4 | \$840 | 80 | \$16,800 | 110 | \$23,100 | 194 | \$40,740 | 266 | \$55,860 | |
| John O'Meara, P.E. | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | 16 | \$3,360 | | \$0 | 16 | \$3,360 | 4 | \$840 | 20 | \$4,200 | | \$0 | 24 | \$5,040 | 40 | \$8,400 | |
| Chris O'Meara | \$95 | 20 | \$1,900 | 40 | \$3,800 | 24 | \$2,280 | 8 | \$760 | 76 | \$7,220 | 312 | \$29,640 | 480 | \$45,600 | 20 | \$1,900 | 20 | \$1,900 | 50 | \$4,750 | 90 | \$8,550 | 570 | \$54,150 | |
| Meghan Price | \$130 | 4 | \$520 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 4 | \$520 | | \$0 | 40 | \$5,200 | 50 | \$6,500 | 90 | \$11,700 | 94 | \$12,220 | |
| Tennille Newsome | \$60 | 4 | \$240 | 4 | \$240 | 4 | \$240 | | \$0 | 16 | \$960 | 112 | \$6,720 | 140 | \$8,400 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 140 | \$8,400 | |
| Marty Boote | \$165 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | | \$0 | | \$0 | 20 | \$3,300 | 20 | \$3,300 | 20 | \$3,300 | |
| Alice Bailey, P.E. | \$155 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 16 | \$2,480 | 10 | \$1,550 | 20 | \$3,100 | 46 | \$7,130 | 46 | \$7,130 | |
| Ryan Higuchi | \$140 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | | \$0 | 40 | \$5,600 | 50 | \$7,000 | 90 | \$12,600 | 90 | \$12,600 | |
| Susan Rusinwoski, EIT | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | | \$0 | 20 | \$2,100 | | \$0 | 20 | \$2,100 | 20 | \$2,100 | |
| Principal Staff | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 0 | \$0 | |
| Sr. Level Staff | \$180 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 16 | \$2,880 | | \$0 | | \$0 | 16 | \$2,880 | 16 | \$2,880 | |
| Mid Level Staff | \$145 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 20 | \$2,900 | 10 | \$1,450 | | \$0 | 30 | \$4,350 | 30 | \$4,350 | |
| Jr. Level Staff | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 0 | \$0 | |
| Technician | \$65 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 0 | \$0 | |
| Administrative | \$60 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 | 0 | \$0 | |
| Reimbursable Expenses Total | | | \$500 | | \$200 | | \$200 | | \$200 | | \$200 | | \$1,500 | | \$2,600 | | \$500 | | \$500 | | \$1,000 | | \$3,600 | | \$3,600 | |
| Sub contractor cost (fee inclusive) | | | | | | | | | | | | | | | \$0 | | | | | | | \$0 | | \$0 | | \$0 |
| TOTAL ANNUAL COST | | 43 | \$ 6,430 | 72 | \$ 10,280 | 40 | \$ 5,240 | 12 | \$ 1,600 | 128 | \$ 15,940 | 424 | \$ 37,860 | 719 | \$ 77,350 | 80 | \$ 11,840 | 260 | \$ 44,300 | 300 | \$ 48,250 | 640 | \$ 104,390 | 1359 | \$ 181,740 | |
| ECT Discount | | | | | | | | | | | | | | | | | | | | | | | \$ (54,000) | | \$ (54,000) | |
| ECT FINAL TOTAL ANNUAL COST | | | | | | | | | | | | | | | \$ 77,350 | | | | | | | \$ 50,390 | | \$ 127,740 | | |

| | Executive Director Operation Services | Executive Director Assistance Services | Executive Director Total Service |
|---|---------------------------------------|--|----------------------------------|
| TOTAL ANNUAL COST YEAR 1: | \$ 77,350 | \$ 50,390 | \$ 127,740 |
| TOTAL ANNUAL COST YEAR 2: | \$ 77,350 | \$ 50,390 | \$ 127,740 |
| TOTAL ANNUAL COST YEAR 3: | \$ 77,350 | \$ 50,390 | \$ 127,740 |
| TOTAL ANNUAL COST YEAR 4: Escalation %: 2% | \$ 78,897 | \$ 51,398 | \$ 130,295 |
| TOTAL ANNUAL COST YEAR 5: Escalation %: 2% | \$ 80,475 | \$ 52,426 | \$ 132,901 |
| TOTAL SERVICE COST FOR 5-YEAR CONTRACT | \$ 391,422 | \$ 254,994 | \$ 646,415 |

The Proposer is responsible for the accuracy of the cost spreadsheet



| SHEET B. ARC MS4 PIE SUPPORT Annual Permit Activities Budget | | BMP 0 PIE Committee Support | | BMP 1 Design/Distribute Materials | | BMP 2 Articles/Ad Graphics | | BMP 3 Displays & Posters | | BMP 4 Promote hotlines and educate on IDEP | | BMP 7 Promote & Support Volunteer Activities | | BMP 8 Promote & Support Volunteer Monitoring Activities | | PIE Total Annual Service | |
|--|---------|-----------------------------------|-----------------|---|-----------------|-------------------------------|-----------------|-----------------------------|-----------------|--|-----------------|--|-----------------|--|-----------------|--------------------------|------------------|
| | | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost |
| Key Staff/ Classifications | Rate/hr | | | | | | | | | | | | | | | | |
| James Ridgway, P.E. | \$250 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Annette DeMaria, P.E. | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| John O'Meara, P.E. | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Chris O'Meara | \$95 | 36 | \$3,420 | 36 | \$3,420 | 48 | \$4,560 | 24 | \$2,280 | 12 | \$1,140 | 12 | \$1,140 | 16 | \$1,520 | 184 | \$17,480 |
| Meghan Price | \$130 | 24 | \$3,120 | | \$0 | 16 | \$2,080 | | \$0 | | \$0 | | \$0 | 16 | \$2,080 | 56 | \$7,280 |
| Tennille Newsome | \$60 | 4 | \$240 | 24 | \$1,440 | | \$0 | 12 | \$720 | 12 | \$720 | | \$0 | | \$0 | 52 | \$3,120 |
| Marty Boote | \$165 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Alice Bailey, P.E. | \$155 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Ryan Higuchi | \$140 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Susan Rusinowski, EIT | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Principal Staff | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Sr. Level Staff | \$180 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Mid Level Staff | \$145 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Jr. Level Staff | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Technician | \$65 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Administrative | \$60 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Reimbursable Expenses Total | | | \$200 | | \$1,200 | | | | \$500 | | | | | | | | \$1,900 |
| Sub contractor cost (fee inclusive) | | | | | | | | | | | | | | | | | \$0 |
| TOTAL ANNUAL COST | | 64 | \$ 6,980 | 60 | \$ 6,060 | 64 | \$ 6,640 | 36 | \$ 3,500 | 24 | \$ 1,860 | 12 | \$ 1,140 | 32 | \$ 3,600 | 292 | \$ 29,780 |

| Annual Permit Activities Cost | | | | Permit Cycle Activities Cost | Total PIE Permit Cost |
|---|-----------|----------------|-----------|------------------------------|-----------------------|
| TOTAL ANNUAL COST YEAR 1: | \$ | 29,780 | | | |
| TOTAL ANNUAL COST YEAR 2: | \$ | 29,780 | | | |
| TOTAL ANNUAL COST YEAR 3: | \$ | 29,780 | | | |
| TOTAL ANNUAL COST YEAR 4: | \$ | 29,780 | | | |
| TOTAL ANNUAL COST YEAR 5: | \$ | 29,780 | | | |
| TOTAL MS4 PIE SERVICE COST FOR 5-YEAR CONTRACT | \$ | 148,900 | \$ | 79,585 | \$ 228,485 |

The Proposer is responsible for the accuracy of the cost spreadsheet

| SHEET C. ARC MS4 PIE SUPPORT 5-Year Permit Cycle Activities Budget | | | | | | | | | | | | | | | | | | | |
|---|---------|-----------------------------------|-----------------|---|-----------------|----------------------------------|-----------------|-----------------------------|-----------------|--|-----------------|------------------------------------|------------------|---|-----------------|---|------------------|---------------------------|------------------|
| | | BMP 0 PIE Committee Support | | BMP 1 Design/Distribute Materials | | BMP 2 Articles/Ad Graphics | | BMP 3 Displays & Posters | | BMP 5 Development of Homeowner education materials | | BMP 6 Workshops & Presentations | | BMP 7 Promote & Support Volunteer Activities | | BMP 9 Rouge River Watershed Signage | | PIE Total Permit Cycle | |
| Key Staff/ Classifications | Rate/hr | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost |
| James Ridgway, P.E. | \$250 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Annette DeMaria, P.E. | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 8 | \$1,680 | | \$0 | | \$0 | 8 | \$1,680 |
| John O'Meara, P.E. | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Chris O'Meara | \$95 | 60 | \$5,700 | 72 | \$6,840 | 40 | \$3,800 | 30 | \$2,850 | 40 | \$3,800 | 40 | \$3,800 | 33 | \$3,135 | 36 | \$3,420 | 351 | \$33,345 |
| Meghan Price | \$130 | 10 | \$1,300 | 16 | \$2,080 | 24 | \$3,120 | | \$0 | 22 | \$2,860 | 40 | \$5,200 | | \$0 | 24 | \$3,120 | 136 | \$17,680 |
| Tennille Newsome | \$60 | | \$0 | | \$0 | | \$0 | 30 | \$1,800 | | \$0 | 8 | \$480 | | \$0 | | \$0 | 38 | \$2,280 |
| Marty Boote | \$165 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Alice Bailey, P.E. | \$155 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Ryan Higuchi | \$140 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Susan Rusinowski, EIT | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Principal Staff | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Sr. Level Staff | \$180 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Mid Level Staff | \$145 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Jr. Level Staff | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 130 | \$13,650 | 130 | \$13,650 |
| Technician | \$65 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 130 | \$8,450 | 130 | \$8,450 |
| Administrative | \$60 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Reimbursable Expenses Total | | | \$500 | | | | | | \$500 | | | | \$500 | | | | \$1,000 | | \$2,500 |
| Sub contractor cost (fee inclusive) | | | | | | | | | | | | | | | | | | | \$0 |
| TOTAL COST | | 70 | \$ 7,500 | 88 | \$ 8,920 | 64 | \$ 6,920 | 60 | \$ 5,150 | 62 | \$ 6,660 | 96 | \$ 11,660 | 33 | \$ 3,135 | 320 | \$ 29,640 | 793 | \$ 79,585 |
| The Proposer is responsible for the accuracy of the cost spreadsheet | | | | | | | | | | | | | | | | | | | |



| SHEET D. ARC MS4 TECH SUPPORT Annual Permit Activities Budget | | | | | | | | | | | |
|---|---------|--------------------------------|-----------------|-------------------------------------|-----------------|------------------|-----------------|-----------------------------|---------------|---------------------------|------------------|
| | | Tech 0: Tech Committee Support | | IDEP 3. Oversee IDEP Investigations | | IDEP 4. Training | | IDEP5. Pollution Complaints | | TECH Total Annual Service | |
| Key Staff/ Classifications | Rate/hr | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost |
| James Ridgway, P.E. | \$250 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Annette DeMaria, P.E. | \$210 | 24 | \$5,040 | 20 | \$4,200 | 20 | \$4,200 | 2 | \$420 | 66 | \$13,860 |
| John O'Meara, P.E. | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Chris O'Meara | \$95 | 8 | \$760 | | \$0 | 8 | \$760 | | \$0 | 16 | \$1,520 |
| Meghan Price | \$130 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Tennille Newsome | \$60 | | \$0 | | \$0 | | \$0 | 4 | \$240 | 4 | \$240 |
| Marty Boote | \$165 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Alice Bailey, P.E. | \$155 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Ryan Higuchi | \$140 | 16 | \$2,240 | 16 | \$2,240 | | \$0 | | \$0 | 32 | \$4,480 |
| Susan Rusinowski, EIT | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Principal Staff | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Sr. Level Staff | \$180 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Mid Level Staff | \$145 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Jr. Level Staff | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Technician | \$65 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Administrative | \$60 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Reimbursable Expenses Total | | | \$100 | | \$100 | | | | | | \$200 |
| Sub contractor cost (fee inclusive) | | | | | | | \$500 | | | | \$500 |
| TOTAL ANNUAL COST | | 48 | \$ 8,140 | 36 | \$ 6,540 | 28 | \$ 5,460 | 6 | \$ 660 | 118 | \$ 20,800 |

| | Annual Permit Activities Cost | Permit Cycle Activities Cost | Total TECH Permit Cost |
|--|-------------------------------|------------------------------|------------------------|
| TOTAL ANNUAL COST YEAR 1: | \$ 20,800 | | |
| TOTAL ANNUAL COST YEAR 2: | \$ 20,800 | | |
| TOTAL ANNUAL COST YEAR 3: | \$ 20,800 | | |
| TOTAL ANNUAL COST YEAR 4: | \$ 20,800 | | |
| TOTAL ANNUAL COST YEAR 5: | \$ 20,800 | | |
| TOTAL MS4 TECH SERVICE COST FOR 5-YEAR CONTRACT | \$ 104,000 | \$ 73,160 | \$ 177,160 |

The Proposer is responsible for the accuracy of the cost spreadsheet

| SHEET E. ARC MS4 TECH SUPPORT 5-year Permit Cycle Permit Activities Budget | | | | | | | | | | | | | | | |
|---|---------|---|------------------|--------------------------------|-----------------|-----------------------|-----------------|--|---------------|-----------------------------------|------------------|------------------------------|------------------|---------------------------------|------------------|
| | | IDEP 0. Evaluate Effectiveness/ Reporting | | IDEP 1. Update Storm Sewer GIS | | IDEP 4. IDEP Training | | IDEP 6. Municipal Facility Dye Testing | | TMDL 2nd round of data collection | | TMDL Effectiveness Reporting | | TECH Total Permit Cycle Service | |
| Key Staff/ Classifications | Rate/hr | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost | Hrs | Cost |
| James Ridgway, P.E. | \$250 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Annette DeMaria, P.E. | \$210 | 28 | \$5,880 | 2 | \$420 | 24 | \$5,040 | | \$0 | 8 | \$1,680 | 40 | \$8,400 | 102 | \$21,420 |
| John O'Meara, P.E. | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Chris O'Meara | \$95 | 20 | \$1,900 | | \$0 | 4 | \$380 | | \$0 | 8 | \$760 | | \$0 | 32 | \$3,040 |
| Meghan Price | \$130 | | \$0 | | \$0 | | \$0 | | \$0 | 40 | \$5,200 | 20 | \$2,600 | 60 | \$7,800 |
| Tennille Newsome | \$60 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Marty Boote | \$165 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Alice Bailey, P.E. | \$155 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Ryan Higuchi | \$140 | | \$0 | | \$0 | | \$0 | 4 | \$560 | | \$0 | | \$0 | 4 | \$560 |
| Susan Rusinowski, EIT | \$105 | 100 | \$10,500 | 20 | \$2,100 | | \$0 | | \$0 | 68 | \$7,140 | 60 | \$6,300 | 248 | \$26,040 |
| Principal Staff | \$210 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Sr. Level Staff | \$180 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Mid Level Staff | \$145 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Jr. Level Staff | \$105 | | \$0 | | \$0 | | \$0 | | \$0 | 40 | \$4,200 | | \$0 | 40 | \$4,200 |
| Technician | \$65 | | \$0 | | \$0 | | \$0 | | \$0 | 60 | \$3,900 | | \$0 | 60 | \$3,900 |
| Administrative | \$60 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | | \$0 | 0 | \$0 |
| Reimbursable Expenses Total | | | | | | | | | | | \$6,200 | | | | \$6,200 |
| Sub contractor cost (fee inclusive) | | | | | | | | | | | | | | | \$0 |
| TOTAL PERMIT CYCLE COST | | 148 | \$ 18,280 | 22 | \$ 2,520 | 28 | \$ 5,420 | 4 | \$ 560 | 224 | \$ 29,080 | 120 | \$ 17,300 | 546 | \$ 73,160 |
| The Proposer is responsible for the accuracy of the cost spreadsheet | | | | | | | | | | | | | | | |



| Work Order 2019-1 Revision 10/28/21 Additional Scope of Services Budget | | Event 2 Data Collection & Reporting | |
|--|-------|--|-----------------|
| Professional Services | | Hrs | Cost |
| Annette DeMaria, | \$210 | 24 | \$5,040 |
| Mid Level Staff | \$145 | 16 | \$2,320 |
| Meghan Price | \$130 | 120 | \$15,600 |
| Junior Staff | \$105 | 94 | \$9,870 |
| Chris O'Meara | \$95 | | \$0 |
| Tennille Newsome | \$60 | | \$0 |
| Expenses: | | | |
| Lab Fees | | | \$500 |
| Field Supplies | | | \$240 |
| Vehicle | | | \$375 |
| DO Sonde | | | \$3,100 |
| Totals | | 254 | \$37,045 |