



James W. Ridgway, P.E.  
Executive Director

**DRAFT AGENDA**  
November 21, 2017 1:30 – 3:30 p.m.  
Summit on the Park  
46000 Summit Parkway, Canton

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

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

<b>1. Welcome</b> –Brandy Siedlaczek, Chair	<b>Information</b>	<b>Page</b>
a. Roll Call/Determination of Quorum		
b. Introductions of ARC guests		
c. Additions or changes to the Draft Meeting Agenda		
d. Approval of August 3, 2017 Meeting Summary	<b>Action</b>	<b>2</b>
<b>2. Executive Director Report</b> – ARC Staff		
a. Grant Status Report – J. O’Meara/A. DeMaria	<b>Information</b>	<b>14</b>
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<b>3. Rouge River Watershed Council Update</b> – Karen Mondora, Technical Committee Chair	<b>Information</b>	<b>16</b>
<b>4. Treasurers/Finance Committee Report</b> – Jill Rickard, Treasurer		
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d. 2017 Budget/Scope Amendment	<b>Action</b>	<b>35</b>
i. FC5 – SAW1 Outfall Screening		
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g. 2013 ECT Contract Amendments	<b>Action</b>	<b>52</b>
i. Revision to Appendix I – increase scope/budget to include FC5		
ii. Revision to Appendix A – 2018 Basic Services		
<b>5. Standing Committee Reports</b> – Brandy Siedlaczek		
a. Organization Committee Progress Report (N. Mullett, Chair)	<b>Information</b>	
b. PIE Committee Progress Report (C. Markus, Chair)	<b>Information</b>	
c. Technical Committee Progress Report (K. Mondora, Chair)	<b>Information</b>	
<b>6. Report from Cooperating Partners</b> – Brandy Siedlaczek	<b>Information</b>	
<b>7. Report from Counties</b> – Brandy Siedlaczek	<b>Information</b>	
<b>8. Report from MDEQ</b> – Brandy Siedlaczek	<b>Information</b>	
<b>9. Opportunity for Public Comment</b> – Brandy Siedlaczek		
<b>10. Summary of Actions of Full Alliance</b> – Chris O’Meara	<b>Information</b>	
<b>11. Other Business</b>		
<b>12. Adjourn</b>	<b>Action</b>	

James W. Ridgway, P.E.  
Executive Director



Working together, restoring the river

## DRAFT MEETING SUMMARY ALLIANCE OF ROUGE COMMUNITIES

August 3, 2017, 1:30 p.m.

Novi Civic Center

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.  
Pontiac  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Troy  
University of  
Michigan-Dearborn  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport  
Authority  
West Bloomfield Twp.  
Westland  
Wixom

### 1. Welcome (Brandy Siedlaczek, Chair)

**a. Roll Call /Determination of Quorum** - Roll call was taken. The 22 members listed below were in attendance, which was sufficient for a quorum.

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

### b. Introduction of ARC guests

Brandy Siedlaczek, Chair, asked all guests in attendance to introduce themselves.

### c. Additions or Changes to the Draft Meeting Agenda

Item 6 was moved up to after item 1. For the purpose of the meeting summary they will be documented in the original order on the agenda.

### d. Approval of March 23, 2017 Meeting Summary

The motion was made by Jill Rickard, Northville Twp., to approve the March 23, 2017 meeting summary. It was seconded by Karen Mondora, Farmington Hills, and passed unanimously.

#### Cooperating Partners:

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

**e. Resolution**

Brandy Siedlaczek announced the resolution prepared for Wayne Domine who is retired from Bloomfield Township. She thanked him for his advocacy and dedication to the ARC and the Rouge River. The Alliance of Rouge Communities extends its gratitude to Wayne and wishes him all the best in retirement.

**2. Executive Director Report**

**a. Grant Status Report**

John O’Meara, ARC Staff, gave the grant project status report.

**ONGOING GRANTS**

FOTR-ARC Merger Investigation

Grant funded work is complete.

Collaborative Invasive Species Control in Rouge and Detroit River AOC

The project is being led by Wayne County DPS. Grant extension was granted and IAA amendment signed. Some additional treatments are being planned at Waterford Pond.

SAW Grant: Monitoring and Stormwater Management Planning

**Public Education**

Collaborative PEP and PPP plans were approved on March 28, 2017

Completed the development of the Public Attitudes Survey (PAS). It will be distributed in mid-July and continue through the fall workshops. Dates have been scheduled for 2 workshops to promote the PAS October 26 in West Bloomfield Twp., Oakland County and October 11 in Canton Twp., Wayne County. Traveling display banners have been in Livonia, Redford Twp., Northville Twp., Westland and Canton Twp.

**IDEP**

Held meetings with MDEQ regarding the plan. Prepared a draft response to MDEQ’s latest comments which is under review by the members. Revised IDEP plan due to MDEQ on July 25.

Completed a draft outfall location GIS layer for all IDEP plan participant. It can be viewed online.

Permit applications No feedback from MDEQ on the individual applications.

**TMDL**

Revised plan submitted to MDEQ on March 30, 2017. No response from MDEQ.

**Monitoring**

Completed water quality monitoring plan. Completed 10 weeks of E. coli and suspended solids sampling at 90 sites thru July 7<sup>th</sup>. Completed the gage and monitoring equipment installation on Johnson Creek. Completed 10 weeks of continuous dissolved oxygen monitoring at 6 sites thru July 7<sup>th</sup>. Distributing results of the E. coli sampling to ARC members monthly.

**Stormwater Financing**

Completed data collection and initial data analysis for 3 pilot communities. Held individual meetings with the pilot communities to discuss community specific details to better understand GIS data and stormwater costs.

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

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

2016 Rouge River Public Advisory Council (RRAC) Support

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

NOAA Regional Partnership

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

EPA Wayne County Rouge AOC Habitat Projects

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

**Henry Ford Estate Dam Fish Passage**

Began completing construction plans by adding construction details for bidding. Correspondence with Michigan SHPO office on status of clearance. Responded to MDEQ draft permit. Final draft permit submitted to Wayne County Parks June 2017. Conducted site visit with agency officials.

Begin drafting contract front end specifications. Anticipate bidding project by August 2017.

**Oxbow Phase III Implementation**

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

**GRANTS SUBMITTED**MDEQ OGL Public Advisory Support

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

GLRI USDA Forest Service

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

**b. Call for Projects**

John O'Meara asked members to forward any projects they may have in mind that ARC Staff can begin to research funding mechanisms. There was some discussion about an MDEQ grant for green infrastructure with a 25% match requirement. Meghan Price stated that she would send the information if any member had a project that may fit this funding.

**3. Rouge River Watershed Council (RRWC) update**

Karen Mondora informed the Full ARC that the option available to the new organization which would maintain the grant eligibility status was to enter into a joint venture or continue in our current contractual relationship. The RRWC met to decide the board members and to discuss the structure of the new organization. The ongoing discussions will focus on the possible structure along with potential roles and responsibilities.

**4. Fishway at the Henry Ford Estate**

Alice Bailey, ARC Staff, gave a presentation on this project. The presentation can be found on the ARC website.

**5. Treasurers/Finance Committee Report (Jill Rickard, Treasurer)**

**a. 2017 Membership Dues**

Chris O'Meara reported that all dues invoices have been sent out and we have received almost all dues.

**b. 2017 A/R & A/P Reports**

Chris O'Meara reviewed the accounts receivable and payables reports.

**c. 2017 Budget/Scope Amendment**

**FC2-TC2 – Rouge River Macroinvertebrate Monitoring and Outfall Mapping**

John O'Meara reviewed the amendment and stated that based on questions from MDEQ on the Collaborative IDEP Plan, ARC staff needs to pull together GIS information on the stormwater outfalls to the Rouge. This is a required element of the ARC's SAW grant. ARC staff will collect regulated outfall data from each ARC member in GIS format and create a data layer that contains all outfalls in the watershed. Ideally the provided data will include and identify discharge points and outfalls. If not, ARC staff will use whatever data is available. If smaller communities do not have their data in GIS format, ARC staff will create a data layer based on the site description or hard copy maps. The resulting GIS layer will be shared with ARC members using a web-based format.

**FC3- Adding OC2 ARC-FOTR Integration**

John O'Meara reviewed the addition of FC3. ARC staff will assist on the ARC's behalf by reviewing documents that are presented for consideration (mission, bylaws, policies, etc.), providing input on organizational framework, providing financial information, and providing template policies.

**FC4 – Adding Scope to SAW1**

John O'Meara reviewed the additional scope. Due to efficiencies in completing the scope of work, there are currently unallocated funds associated with the SAW grant. These funds are eligible to be used for monitoring and planning activities to support ARC

member's permit applications. Based on input from the Technical Committee, the following activities are recommended:

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

The motion was made by Jill Rickard, Northville Twp., to approve the scope/budget amendment FC2 which reallocates budget from Wayne County to ARC Staff, FC3 which adds \$10,000 from unallocated ARC dues to support the ARC's efforts in the RRWC integration and FC4 which adds scope to SAW1 using unallocated SAW grants funds. The motion was seconded by Kathryn Hagaman, Bingham Farms, and passed unanimously.

**d. 2013 ECT Contract Amendment**

**Revision to Appendix A – to include FC2 and FC3**

John O'Meara reviewed the contract amendment which would add \$35,000 to include budget for the ARC/FOTR integration under ECT Services at a cost of \$10,000 and Outfall Mapping under TC1 at a cost of \$25,000.

**Revision to Appendix I – to include FC4**

John O'Meara reviewed the contract amendment which would add \$295,210 to include budget for IDEP methods review, SWPPP inspections, additional monitoring efforts, DO monitoring and bacterial source tracking analysis.

The motion was made by Jacy Garrison, Oakland County, to approve the revision to Appendix A to include FC2 – Outfall Mapping and FC3 – ARC/FOTR integration and Appendix I to include FC4 – Additional SAW activities. The motion was seconded by Charles Markus, Bloomfield Twp., and passed unanimously.

**e. 2018 Budget Preparation Schedule**

Chris O'Meara reviewed the Budget Preparation Schedule.

## 6. Standing Committee Reports

### a. Organization Committee

Chris O'Meara stated that the Organization Committee has nothing to report.

### b. PIE Committee

Charles Markus, Bloomfield Twp., reported that the native plant seeds were a success. He reported that ARC staff will also be doing the tree seedlings in the fall.

The ARC staff have scheduled Septic Systems Workshops in Farmington Hills on September 21 and Van Buren Township on September 14. Two additional Stewardship Workshops are being designed and are scheduled for October 26 in West Bloomfield Twp. and October 11 in Canton Twp. and will promote the ARC's survey and inform the general public on activities that they can do at home to help protect water quality.

ARC staff are beginning to design a homeowner's brochure as part of the ARC's Collaborative PEP permit requirements. This will be available to ARC members in the fall for distribution.

ARC staff created and ordered 1,000 garden kneeling pads with a native planting message on them. Because these are a higher cost they will be used at ARC workshops and community events where the ARC display is at.

The ARC's traveling banners which are part of the Collaborative PEP have been making the rounds in the watershed and have made stops at Livonia, Canton, Redford, Westland and Northville Twp. Please contact ARC staff to schedule a 2-week period to host it at your community offices.

A reminder to ARC member communities to like/share/follow the ARC on Facebook. These will be used in reporting activities on the Collaborative PEP.

### c. Technical Committee

Karen Mondora, Farmington Hills, reported that the Technical Committee has turned in our 3<sup>rd</sup> round of revisions for the Collaborative IDEP. The major changes include outfall screening in 20% of each city/township. We anticipate doing this in 2018 using SAW funds in the priority areas. The ARC and the Counties will prioritize the areas where suspicious discharges are found.

## 7. Report from Cooperating Partners

### Cranbrook Institute of Science

Michele Arquette Palermo said that the Institute of Science is available to host meetings if any member has something coming up. She also stated that the Rouge River Water Festival hosted by Cranbrook is coming up in September and if anyone would like to volunteer they need presenters. Michele also asked for any photos of people fishing to be used on an upcoming project.

### Friends of the Rouge

Marie McCormick reported that they will be doing Rain Gardens to the Rescue under an Erb Foundation grant which will focus on reducing stormwater charges. She reported

that Friends of the Rouge will take over care of the Rouge River Water Trail and that the Rouge Education Project will be wrapping up.

#### Rouge River Advisory Council

Bill Craig reported that the efforts on the Lower Rouge River channel are moving along with efforts from the Office of the Great Lakes along with 7 different communities.

### **8. Report from Counties**

Jacy Garrison, Oakland County, reported that the Stormwater Summit is scheduled for October 20 at Lawrence Tech with registration beginning after September 1. She reported that the calendar contest will run from September 5 through October 6 for 4<sup>th</sup> and 5<sup>th</sup> grade Oakland County students.

Jacy reported that the Oakland County IAA with the ARC was approved July 25 and paving work will begin on priority area drains.

Jack informed the Full ARC that they continue to work with MDEQ on the Stormwater Standards and that they will not be implemented until after the other counties are approved. This may not happen for another year.

### **9. Report from MDEQ**

Hae-Jin Yoon reported that the IDEP is almost ready to approve. She also suggested that communities look at their ordinances in regard to post-construction procedures so that they are ready to adopt them.

### **10. Opportunity for Public Comment**

Meghan Price informed the Full ARC that ECT, as part of our SAW grant, has approval to install new DO monitoring equipment in Novi on the Main Branch of the Rouge River. This will do continuous sampling. We are also working on 5 other locations. Our hope is that this will substantially reduce the portions of the Rouge that are listed as impaired for DO (areas downstream of CSO discharges cannot be removed from the listing).

### **11. Summary of Actions of Full Alliance (Chris O'Meara, ARC staff)**

- The March 23, 2017 meeting summary was approved.
- The resolution was presented to Wayne Dominic.
- The 2017 budget/scope amendments for FC2-TC1 Rouge River Macroinvertebrate Monitoring and Outfall Mapping, FC3-OC2 ARC-FOTR Integration and FC4-SAW1 were approved.
- The 2013 ECT contract amendments including revisions to Appendix A to include FC2 and FC3 and to Appendix I to increase scope/budget for FC4 were approved.

### **12. Other Business**

Brandy Siedlaczek, Southfield, reported that the ARC has received an award from the APWA Michigan Chapter for governmental cooperation for our work on the US Forest Service grant.

### **13. Adjourn**

The motion was made by Jill Rickard, Northville Twp., to adjourn the meeting. The motion was seconded by Karen Mondora, Farmington Hills, and passed unanimously.



# Alliance of Rouge Communities Attendance List

Meeting Date: 8/3/17

Name		Community	Attended	Initials
			<input type="checkbox"/>	
		Redford Township	<input type="checkbox"/>	
Akers	Ron	Van Buren Twp.	<input type="checkbox"/>	
Arquette-Palermo	Michele	Cranbrook Institute of Science	<input checked="" type="checkbox"/>	<i>[Signature]</i>
Ballnik	Dan	RRAC	<input type="checkbox"/>	
Bayley	Nicholas	Westland (OHM)	<input checked="" type="checkbox"/>	<i>USB</i>
Beisel	John	Farmington Hills	<input type="checkbox"/>	
Belair	Bob	Canton Township	<input checked="" type="checkbox"/>	<i>[Signature]</i>
Best	Matthew	Van Buren Twp.	<input type="checkbox"/>	
Bivins	Jerome	Inkster	<input type="checkbox"/>	
Boote	Marty	ECT	<input type="checkbox"/>	
Borton	Cory	Bloomfield Hills (HRC)	<input type="checkbox"/>	
Borton	Cory	<u>Birmingham</u> (HRC)	<input checked="" type="checkbox"/>	<i>CB</i>
Borton	Cory	Village of Beverly Hills (HRC)	<input checked="" type="checkbox"/>	
Buiten	Mike	Wayne	<input checked="" type="checkbox"/>	<i>MB</i>
Byrd	Jim	Wixom	<input checked="" type="checkbox"/>	<i>J.R.B.</i>
Casari	Tom	Northville Township	<input type="checkbox"/>	
Cassady	Erin	Friends of the Rouge	<input type="checkbox"/>	
Cave	Kelly	WCDPS	<input type="checkbox"/>	
Coogan	Colleen	Walled Lake	<input type="checkbox"/>	
Craig	Bill	RRAC	<input checked="" type="checkbox"/>	<i>White</i>
Cravens	Jay	Bloomfield Hills	<input type="checkbox"/>	
Creech	James	Village of Franklin	<input type="checkbox"/>	
Davis	Paul	Rochester Hills	<input type="checkbox"/>	
Dean	Lillian	SOCWA	<input type="checkbox"/>	
DeMaria	Annette	ECT	<input type="checkbox"/>	

Meeting Date: 8/31/17

Name	Community	Attended	Initials
Dotson	Trisha Livonia	<input type="checkbox"/>	
Douville	Jeff Bingham Farms	<input type="checkbox"/>	
El-Gharib	Ramzi Westland	<input type="checkbox"/>	
<del>Eudy</del>	Chuck John Deslype Farmington OHM	<input checked="" type="checkbox"/>	JD
Faas	Tim Canton Township	<input type="checkbox"/>	
Fellrath	Patrick Plymouth Township	<input checked="" type="checkbox"/>	PF
Fletcher	Austin Birmingham	<input type="checkbox"/>	
Fortura	Rocco Oak Park	<input type="checkbox"/>	
Gallogly	James Northville	<input checked="" type="checkbox"/>	JG
Garrison	Jacy Oakland County	<input checked="" type="checkbox"/>	JLb
Hagaman	Kathryn Bingham Farms	<input checked="" type="checkbox"/>	KPH
Hammond	Bruce Melvindale	<input type="checkbox"/>	
Hanna	Souzan Troy (HRC)	<input type="checkbox"/>	
Hanna	Karen Friends of the Rouge	<input type="checkbox"/>	
James	Jay Commerce Township	<input checked="" type="checkbox"/>	JJ
Kahle	Chris University of Michigan-Dearborn	<input checked="" type="checkbox"/>	CK
Kaplan	Steven West Bloomfield Township	<input type="checkbox"/>	
Keenan	Shawn Auburn Hills	<input type="checkbox"/>	
Kelley	Harold Henry Ford College	<input type="checkbox"/>	
Kern	Ryan Garden City (Hennessey Engineer)	<input type="checkbox"/>	
Kramarz	Kristina Dearborn Heights	<input type="checkbox"/>	
Kurleto	James Cranbrook Institute of Science	<input type="checkbox"/>	
Labadie	Marshall West Bloomfield Township	<input checked="" type="checkbox"/>	LB
Ladd	Dan Walled Lake	<input checked="" type="checkbox"/>	DL
Leach	Josh Farmington	<input type="checkbox"/>	
LeMarbe	Scott Oak Park	<input type="checkbox"/>	
MacDonell	Matt Washtenaw County Road Commis	<input type="checkbox"/>	

Meeting Date: 8/3/17

Name	Community	Attended	Initials
Markus Charles	Bloomfield Township	<input checked="" type="checkbox"/>	CJM
Marshall Ellen	SOCWA	<input type="checkbox"/>	
Marten Ken	Lathrup Village	<input checked="" type="checkbox"/>	KM
McCallum Gerry	Orchard Lake Village	<input type="checkbox"/>	
McCormick Marie	Friends of the Rouge	<input type="checkbox"/>	
Melchert Ron	Auburn Hills	<input type="checkbox"/>	
Melistas George	Novi	<input checked="" type="checkbox"/>	GDM
Meszler Thomas	Village of Beverly Hills	<input type="checkbox"/>	
Mondora Karen	Farmington Hills	<input checked="" type="checkbox"/>	KM
Moore Doug	Livonia	<input checked="" type="checkbox"/>	Ger
Mullett Noel	WCDPS	<input type="checkbox"/>	
Mullin Christopher	Wayne County Airport Authority	<input type="checkbox"/>	
Nash Jim	Oakland County	<input type="checkbox"/>	
Olsztyn Olivia	Bloomfield Township	<input type="checkbox"/>	
O'Meara John	ECT	<input checked="" type="checkbox"/>	eej
Ordus Larrie	Melvindale	<input checked="" type="checkbox"/>	LLO
Ortiz Richard	Melvindale	<input type="checkbox"/>	
Paletko Dan	Dearborn Heights	<input type="checkbox"/>	
Pasciolla Angela	Bloomfield Township	<input checked="" type="checkbox"/>	AP
Perez Thomas	University of Michigan-Dearborn	<input type="checkbox"/>	
Petrella Sally	FOTR	<input type="checkbox"/>	
Pollizzi Tim	Rochester Hills	<input checked="" type="checkbox"/>	TP
Porman Chris	Plymouth	<input type="checkbox"/>	
Potter Andrew	Lathrup Village	<input type="checkbox"/>	
Pratt Evan	Washtenaw County Water Resour	<input type="checkbox"/>	
Price Meghan	ECT	<input checked="" type="checkbox"/>	MP
Radtke Jana	Plymouth Township	<input type="checkbox"/>	

Meeting Date: 8/3/17

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Rice	Heather	Washtenaw County Water Resour	<input type="checkbox"/>	
Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	<i>JR</i>
Ridgway	Jim	ECT	<input checked="" type="checkbox"/>	<i>car</i>
Ritter	Kathy	Romulus	<input type="checkbox"/>	
Rohraff	Don	Livonia	<input type="checkbox"/>	
Roney	Kevin	Garden City	<input type="checkbox"/>	
Ross	Cyndi	FOTR	<input type="checkbox"/>	
Saif	Sermed	Orchard Lake Village (Tri-Co. Eng.	<input checked="" type="checkbox"/>	<i>SS</i>
Scappaticci	Roberto	Romulus	<input type="checkbox"/>	
Schultz	Leigh	Southfield	<input type="checkbox"/>	
Scott	David	Commerce Township	<input type="checkbox"/>	
Selmi	John	Redford Township	<input type="checkbox"/>	
Siddall	Sheryl	Washtenaw County Road Commis	<input type="checkbox"/>	
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	<i>BS</i>
Sikma	Tim	Wixom	<input type="checkbox"/>	
Sincock	Paul	Plymouth	<input type="checkbox"/>	
Smrka	Barb	Farmington Hills	<input type="checkbox"/>	
Staup	Aaron	Novi	<input checked="" type="checkbox"/>	<i>AS</i>
Sullivan	Patrick	Northville	<input type="checkbox"/>	
Tucker	Eric	Inkster	<input type="checkbox"/>	
Vandette	Steven	Troy	<input type="checkbox"/>	
Wagoner	Bryan	Wayne County Airport Authority	<input type="checkbox"/>	
Wieczorek	Mike	Henry Ford College	<input type="checkbox"/>	
Wilson	Tom	Livonia	<input type="checkbox"/>	
Wineka	Jim	Oakland County	<input type="checkbox"/>	

Meeting Date: 8/3/17

Name	Community	Attended	Initials
Hae-Jin Yoon	MDEA-WRD	<input checked="" type="checkbox"/>	HJY
Martin Hedges	MDEA-WRD	<input checked="" type="checkbox"/>	MH
Kamye Marsh	Beverly Hills	<input checked="" type="checkbox"/>	KM
ED QUEEN	CITY OF WAYNE	<input checked="" type="checkbox"/>	EQ
WAYNE DOMINE	Resident	<input checked="" type="checkbox"/>	WD
Rob Myllyoja	Stantec	<input checked="" type="checkbox"/>	RM
T MCB ZUER	Beverly Hills	<input checked="" type="checkbox"/>	TMC
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
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## **ONGOING ARC GRANT PROJECTS STATUS – 11/8/2017**

### **NOAA GLRI Habitat Restoration: Henry Ford Estate Dam Fish Passage (design)**

Completed and Final report approved.

### **Collaborative Invasive Species Control in Rouge and Detroit River AOC**

The project is being led by Wayne County DPS. The ARC will be conducting a controlled burn of invasive species in Southfield during the month of November 2017.

### **SAW Grant: Monitoring and Stormwater Management Planning**

- Public Education
  - Collaborative PEP and PPP plans were approved on March 28, 2017
  - Completed the development of the Public Attitudes Survey (PAS). It will be distributed in mid-July and continue through the fall workshops.
  - Dates have been scheduled for 2 workshops to promote the PAS October 26 in West Bloomfield Twp., Oakland County and October 11 in Canton Twp., Wayne County.
  - Traveling display banners have been in Livonia, Redford Twp., Northville Twp., Westland and Canton Twp.
  - Developed list of responsibilities by permittee-type
  -
- IDEP
  - Collaborative IDEP Plan was approved by MDEQ on Sept 29, 2017.
  - Developed list of responsibilities by permittee-type.
  - Outfall GIS layer updated: Missing West Bloomfield Twp and Dearborn Hgts. Review of the IDEP methods of non-Rouge MS4s is in progress.
- Permit applications
  - Municipal facility inspections – no requests to date.
  - Marty Hedges is interim MDEQ MS4 coordinator for the Rouge.
  - No feedback from MDEQ on the individual applications.
- TMDL
  - Met with MDEQ in July 2017 to discuss their comments on the Plan. Prepare a written response and sent it on September 5, 2017.
- Monitoring
  - Completed 20 weeks of E. coli and suspended solids sampling at 90 sites.
  - Captured continuous dissolved oxygen and flow data at 6 sites.
  - Completed 10 weeks of continuous dissolved oxygen monitoring at Meadowbrook Road. Summary report in progress.
  - Distributed results of the E. coli sampling to ARC members on a periodic basis. Shared final results to FOTR for their use.
  - Bacterial source tracking sampling – none to date.
- Stormwater Financing
  - Met with pilot communities to review GIS and cost information.
  - Began drafting report.

### **NOAA Regional Partnership**

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

**EPA Wayne County Rouge AOC Habitat Projects**

- **Henry Ford Estate Dam Fish Passage**
  - Received Michigan SHPO clearance.
  - Received MDEQ permit.
  - Received T&E permit
  - Drafted Wayne County Contract Documents.
  - Project advertised for Bid November 2017.
  - Pre-Bid meeting scheduled for November 10, 2017.
  - Bids due December 7, 2017.
  
- **Oxbow Phase III Implementation**
  - Received USACE Section 408 clearance.
  - Drafted Wayne County Contract Documents.
  - Project advertised for Bid in October 2017.
  - Pre-Bid meeting held November 1, 2017.
  - Bids due December 5, 2017

**MDEQ OGL Public Advisory Support**

Held RRAC meeting in October 2017.

**GLRI USDA Forest Service**

The ARC was awarded the grant from the USDA Forest Service for trees to “Mitigate Emerald Ash Borer (EAB) Impacts. Contract agreements being completed. ARC staff will begin working with the 19 members that are participating this last quarter of 2017.

**GRANTS SUBMITTED**

None at this time.



**To:** Full ARC Board  
**From:** Karen Mondora, ARC Technical Committee Chair  
**RE:** **Status of Merger between ARC and FOTR**  
**Date:** November 10, 2017

*Working together, restoring the river*

---

The ARC Officers are recommending that the ARC not merge with Friends of the Rouge (FOTR) at this time. After reviewing a great deal of information, we do not anticipate a cost-savings on permit-required activities. Further, the municipalities may have limited control on how their dues are to be spent.

As an alternative to the merger, the ARC Executive Committee has identified and began implementing the steps needed to potentially expand the contractual relationship with FOTR as it meets the needs of the ARC.

Since June 2017, the ARC and FOTR have met several times to discuss the practical aspects of merging the two organizations. In June, the name of the potential new organization was selected (Rouge River Watershed Council) and a Board of Directors (Board) was proposed consisting of representatives from both entities and officers were selected<sup>i</sup>. The Board held subsequent meetings which were facilitated by FOTR's Executive Director with support from FOTR and ARC staff and the Great Lakes Environmental Law Center.

Through this process the following was discovered:

- The new organization would need to incorporate both as a watershed alliance/watershed council and a non-profit in order to be eligible for funding targeted at municipalities (Ex: state revolving fund) and non-profits (ex: private foundation donations and individual donations); and
- It would be difficult for RRWC to hire the technical personnel needed to perform the permit activities for the municipalities. (This shortage of engineers/scientists is currently being experienced by many municipalities within the ARC.) Therefore, the work would likely be contracted out to a consultant. It is unlikely that this would result in a cost savings to the ARC.

In lieu of a full merger as this time, Great Lakes Environmental Law Center suggested a contractual relationship between the ARC and FOTR. This would provide the opportunity for the two organizations to increase their collaboration while assuring that the permit requirements are fulfilled. As this relationship continues, there may be another opportunity to consider merging.

To this end, ARC staff have developed a 5-year scope of work for services that are anticipated under the new stormwater permits and collaborative plans. The required services have been clearly detailed which will allow potential collaborators to provide an accurate cost estimate. This scope could be included in the Executive Director Request for Proposals that will be let out in 2018.

---

<sup>i</sup> Proposed New Board of Directors:

- President: Brandy Siedlaczek, City of Southfield and current ARC Chair
- Vice President: Mike Darga, Giffels Webster and current FOTR President
- Secretary: Laura Wagner, Ford Motor Company
- Treasurer: Bob Belair, Canton Township
- Member-at-Large: Sue Thompson, Wayne County DPS
- Alice Bailey, ECT, Charles Markus, Bloomfield Twp., Karen Mondora, City of Farmington Hills, Doug Moore, City of Livonia, Dave Norwood, City of Dearborn



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11/14/17

**Alliance of Rouge Communities**  
**A/R Aging Summary**  
 As of November 14, 2017

---

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
MDEQ SAW Grant	0.00	213,785.23	0.00	0.00	0.00	213,785.23
Pontiac	0.00	0.00	0.00	0.00	0.00	0.00
Wayne County Airport Authority	0.00	0.00	0.00	0.00	0.00	0.00
Wayne County DOE	0.00	51,914.49	0.00	0.00	0.00	51,914.49
<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>265,699.72</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>265,699.72</u></b>

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11/14/17

**Alliance of Rouge Communities**  
**A/P Aging Summary**  
**As of November 14, 2017**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Engineering Reproduction, Inc.	0.00	0.00	390.00	0.00	0.00	390.00
Environmental Consulting & Technology, In	67,730.89	105,113.70	97,660.76	0.00	0.00	270,505.35
Tina L. Cusac, CPA	296.00	0.00	0.00	0.00	0.00	296.00
Wayne County - DOE	0.00	0.00	34,993.63	0.00	0.00	34,993.63
<b>TOTAL</b>	<b><u>68,026.89</u></b>	<b><u>105,113.70</u></b>	<b><u>133,044.39</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>306,184.98</u></b>

TINA L. CUSAC

10317 DURHAM RD. CLARKSTON, MI 48348  
C: 248.895.3164 F: 248.575.4224 E: TLCUSAC@AOL.COM

**ALLIANCE OF ROUGE COMMUNITIES**  
**INDEPENDENT AUDITOR'S REPORT**  
**AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

**INDEPENDENT AUDITOR'S REPORT****FINANCIAL STATEMENTS -**

Statement of Financial Position

Statement of Activities

Statement of Cash Flows

Notes to the Financial Statements

Government Auditing Standards Compliance

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
**ALLIANCE OF ROUGE COMMUNITIES**  
Canton, Michigan

I have audited the accompanying financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016, and the related statement of activities and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Alliance of Rouge Communities as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, I have also issued my report dated June 23, 2017, on my consideration of Alliance of Rouge Communities' internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Alliance of Rouge Communities' internal control over financial reporting and compliance.



Tina L. Cusac, CPA  
Clarkston, Michigan  
June 23, 2017

**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2016**

**ASSETS**

<b>CURRENT ASSETS:</b>	
Cash and cash equivalents	\$ 282,358
Accounts receivable	153,057
Inventory	<u>400</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 435,815</u></u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES:</b>	
Accounts payable	<u>\$ 177,275</u>
<b>TOTAL LIABILITIES</b>	177,275
<b>NET ASSETS - unrestricted</b>	<u>258,540</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 435,815</u></u>

See accompanying notes to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

**REVENUE:**

Membership Dues	\$ 251,432
Grants	801,279
Contributions	21,627
Rain Barrel Sales, net of costs of \$50 and \$0	(25)
Total Revenue	<u>1,074,313</u>

**EXPENSES:**

Organization Committee	
Executive Director Services	84,007
Public Involvement and Education Committee	
Green Infrastructure Campaign	17,848
Public Education Materials	19,891
Website Maintenance	3,148
Watershed Steward. & Reporting/Septic System	810
Public Education Campaigns	15,264
Total Public Involvement and Education Committee	<u>56,961</u>
Technical Committee	
Rouge River Watershed Monitoring Activities	46,711
ARC Collaborative IDEP and E. coli TMDL Plan	52,271
Pursuing Grant Opportunities	6,325
Total Technical Committee	<u>105,307</u>
Event	
GLR Breakfast	6,891
GLRI Projects	
Restoring Tree Canopy in the Rouge River	89,646
Invasive Species Control in the Rouge and Detroit Rivers	8,799
Total GLRI Projects	<u>98,445</u>
MDEQ/Great Lakes Commission Projects	
RRAC Facilitation 2014	-
RRAC Facilitation 2015	15,712
RRAC Facilitation 2016	15,208
Stormwater, Asset Management and Wastewater	437,535
Total Great Lakes Commission Projects	<u>468,455</u>

See accompanying to the financial statements.



**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2016**

NOAA Projects	
Oxbow Phase III Design	-
Henry Ford Estate Dam Fish Passage	234,002
Total NOAA Projects	<u>234,002</u>
Erb Family Foundation	
Reorganization Investigation with Friends of the Rouge	1,342
General	
Legal and Accounting	14,849
Registration Fees	-
Insurance	910
Other	480
Total General	<u>16,239</u>
Total Expenses	<u>1,071,649</u>
<b>CHANGE IN NET ASSETS</b>	2,664
<b>NET ASSETS - beginning of year</b>	<u>255,876</u>
<b>NET ASSETS - end of year</b>	<u><u>\$ 258,540</u></u>

See accompanying to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**CASH FLOW TO OPERATING ACTIVITIES:**

CHANGE IN NET ASSETS	\$ 2,664
Changes in operating assets and liabilities which increase (decrease) cash flow -	
Accounts receivable	197,887
Inventory	50
Accounts payable	<u>(72,703)</u>
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<b><u>\$ 127,898</u></b>

<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 127,898</b>
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<b>CASH AND CASH EQUIVALENTS</b>	
BALANCE - beginning of year	<u>154,460</u>
 BALANCE - end of year	 <u><u>\$ 282,358</u></u>

**Supplemental disclosures of cash flow information:**

Cash paid during the year for:	
Interest	\$ -
Income taxes	-

See accompanying notes to the financial statements.

**ALLIANCE OF ROUGE COMMUNITIES  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

Nature of Organization

Alliance of Rouge Communities (ARC) was formed in 2005 as an unincorporated association operating under and authorized by Part 312 of the Michigan Natural Resources and Environmental Protection Act. ARC is a voluntary public watershed entity. Its members consist primarily of municipal governments located in Wayne, Oakland and Washtenaw counties. ARC's purpose is to encourage watershed-wide cooperation and mutual support to meet water quality permit requirements and to restore beneficial uses of the Rouge River to the area residents.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

Financial Statement Presentation

Financial statement presentation follows requirements of the Not-for-Profit Entities Topic of the Accounting Standards Codification. Net assets of ARC are classified as unrestricted, temporarily restricted, or permanently restricted. Contributions and income received by ARC are held in various funds which are classified as follows:

Unrestricted net assets consist of resources that are neither permanently restricted nor temporarily restricted by donor-imposed stipulations.

Temporarily restricted net assets consist of resources of which the use by ARC is limited by donor-imposed stipulations that either expire by the passage of time or can be fulfilled and removed by actions of ARC pursuant to those stipulations. As of December 31, 2016, ARC had no temporarily restricted funds.

Permanently restricted net assets would consist of beneficial interest in perpetual trusts and funds created by donors. There are no permanently restricted funds.

Cash and Cash Equivalents

The organization considers all cash and amounts due from depository institutions to be cash equivalents for purposes of the statement of cash flows.

**ALLIANCE OF ROUGE COMMUNITIES  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued):**

Revenue and Expenses

Membership dues are recognized in the period for which they cover. Dues cover the calendar year in which they are billed. Grant reimbursements are recognized in the period in which the reimbursable expenses are recognized.

Use of Estimates

The preparation of financial statements in conformity with general accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Tax Status

Alliance of Rouge Communities is exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service may examine the form 990 of the organization for a period of three years after the return is filed or the due date, whichever is later. Therefore, the organization is no longer subject to U.S. federal tax examinations by authorities for years before 2013.

**NOTE 2 - RELATED PARTY TRANSACTIONS:**

The Organization has a contract with ECT, Inc. for Executive Director services. The Executive Director is a shareholder and employee of ECT, Inc. The amount billed from ECT, Inc. for services and reimbursable expenses were \$739,811 for the year.

**NOTE 3 - CONCENTRATION OF CREDIT RISK:**

The Organization maintains its cash account in a commercial bank located in Michigan. The account is guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2016, the balance exceeded the FDIC limit by \$32,358.

**NOTE 4 - RECEIVABLES:**

Accounts receivable consists of membership dues that have not been paid at the end of each year and unsubmitted requests for reimbursement from local and federal agencies under the various grant agreements.

**ALLIANCE OF ROUGE COMMUNITIES  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**NOTE 4 - RECEIVABLES (continued):**

The Organization believes all receivables are collectible and therefore no allowance for doubtful accounts has been recorded.

**NOTE 5 - DONATED SERVICES:**

The Organization received donated services from a non-profit organization and a local government agency for assistance with tasks related to the public involvement and education committee and technical committee. For the year ended December 31, 2016, the total fair value of all donated services received was \$21,627.

**NOTE 7 - SUBSEQUENT EVENTS:**

Subsequent events have been evaluated through June 23, 2017, the date which the financial statements were available to be issued.

**ALLIANCE OF ROUGE COMMUNITIES**

**GOVERNMENT AUDITING STANDARDS  
COMPLIANCE**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS***

Schedule of Findings and Responses

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
**ALLIANCE OF ROUGE COMMUNITIES**  
Canton, Michigan

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated June 23, 2017.

**Internal Control over Financial Reporting**

In planning and performing my audit of the financial statements, I considered Alliance of Rouge Communities' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alliance of Rouge Communities' internal control. Accordingly, I do not express an opinion on the effectiveness of Alliance of Rouge Communities' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. I did identify a deficiency in internal control, described in the accompanying schedule of findings and responses that I consider to be a deficiency, included as item 2016-1.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Alliance of Rouge Communities' financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance, but is considered an other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2016-1.

**Alliance of Rouge Communities' Response to Findings**

Alliance of Rouge Communities' response to the findings identified in my audit is described in the accompanying schedule of findings and responses. Alliance of Rouge Communities' response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.



**Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Firm's signature

A handwritten signature in cursive script that reads "Tina L. Cusac, CPA".

Tina L. Cusac, CPA  
Clarkston, MI  
June 23, 2017

**ALLIANCE OF ROUGE COMMUNITIES  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2016**

**Summary of Auditor's Results**

1. The auditor's report expresses an unqualified opinion on the financial statements of Alliance of Rouge Communities.
2. Internal control over financial reporting: No significant deficiencies relating to the audit of the financial statements are reported in the Auditor's Report on Internal Controls over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of Alliance of Rouge Communities were disclosed during the audit.

**Findings – Financial Statements Audit**

1. While performing testing of the requests for reimbursement under the various grant agreements, three instances were noted where noncash donations received by Alliance of Rouge Communities were not recorded in the financial statements.

**Responses – Financial Statements Audit**

1. Upon discovery of the above-mentioned instances where noncash donations had not been recorded, Alliance of Rouge Communities' management was notified and recommended to implement additional internal controls to prevent the omission of noncash donations from being recorded in the financial statements. Alliance of Rouge Communities' management was in agreement regarding the finding and has made the appropriate corrections to the financial statements to include the noncash donations. Furthermore, Alliance of Rouge Communities has implemented an additional internal control step to prevent the omission of noncash donations from the financial statements in the future. I believe that the additional internal control implemented, related to the noncash donations, is sufficient to prevent further incidents of omission from the financial statements.

**Alliance of Rouge Communities  
DRAFT 2017 Budget**

**Anticipated Revenues Available for 2017**

2017 Anticipated Dues from Communities	\$263,730
SPAC Grant	\$29,972
GLRI Grant	\$200,000
Wayne County Grants	\$324,323
SAW Grant	\$940,153
Corporate Support	\$0
County IDEP Match	\$15,000
Rollover Dues from 2016 Budget (per audit)	\$125,931
	\$1,899,109

**Approved by Full ARC on 11-15-16**

**Budget Amendments:**

- #1 3-23-17 Approved by Full ARC
- #2 8-3-17 Approved by Full ARC
- #3 11-2-17 Draft

Proposed ARC Budget Items	Committee Budget	Funding Source(3)							"Provider" Using Budget (2)
		ARC Dues	SPAC Grant	GLRI/NOAA Grant		SAW Grant	Wayne County	Other Source/Match	
<b>Organization Committee</b>									
(1)OC1 Executive Director Services	\$ 90,000	\$ 90,000							EDS
Pursuing Grant Opportunities		\$ -							EDS
OC2 ARC-FOTR Integration	\$ 10,000	\$ 10,000							
<b>Organization Committee Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>							
<b>Finance Committee</b>									
FC1 Accounting/Legal Services	\$ 20,000	\$ 20,000							outside purchase
FC2 ARC Insurance	\$ 1,500	\$ 1,500							outside purchase
<b>Finance Committee Total</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>							
<b>Public Education and Involvement Committee</b>									
PIE1 Development and Implementation	\$ 65,000	\$ 65,000							EDS/WC/FOTR
		\$ -							
<b>PIE Committee Total</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>						\$ -	
<b>Technical Committee</b>									
TC1 Rouge River Macroinvertebrate Monitoring	\$ 58,500	\$ 58,500							FOTR/WC/EDS
TC2 IDEP Activities	\$ 81,000	\$ 66,000						\$ 15,000	EDS/WC/OC
<b>Technical Committee Total</b>	<b>\$ 139,500</b>	<b>\$ 124,500</b>						\$ 15,000	
<b>Total Amount Requested by All Committees</b>	<b>\$ 326,000</b>	<b>\$ 311,000</b>	<b>\$ -</b>						<b>\$ 15,000</b>
			ARC Dues	SPAC Grant	GLRI/NOAA Grant	FOTR/Erb Found.	SAW Grant	Wayne County	Other Source/Match
<b>Other Grants (3)</b>									
SAW1 SAW grant 5/1/15-12/31/18	\$940,153						\$940,153		EDS/WC/FOTR/OC
WCGL1 Wayne County Inv. Species Col. 6/1/15-2/1/17	\$14,323							\$14,323	EDS
NOAA3 NOAA HFE Dam Fish Passage Design 9/1/15-4/30/17	\$200,000			\$200,000					EDS/WC
SPAC8 SPAC8 RRAC Facilitation 6/16 - 6/30/17	\$14,972			\$14,972					EDS/WC
SPAC9 SPAC9 RRAC - Facilitation, habitat & fish 4/1/17-6/30/18	\$15,000			\$15,000					
WCEPA1 HFE Dam Fishway Implementation 12/1/16-6/30/18	\$180,000							\$180,000	
WCEPA2 Oxbow Restoration Phase 3 12/1/16-6/30/18	\$130,000							\$130,000	
<b>Total Other Grants:</b>	<b>\$1,494,448</b>	<b>\$0</b>							
<b>TOTAL BUDGET</b>	<b>\$1,820,448</b>	<b>\$311,000</b>	<b>\$29,972</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$940,153</b>	<b>\$324,323</b>	<b>\$15,000</b>	
<b>TOTAL INCOME</b>	<b>\$1,899,109</b>								
<b>Available Unallocated ARC Budget (total income minus total budget)</b>	<b>\$ 78,661</b>								

**Notes**

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

**Amendments 3/2/17**

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

**Amendments 6/27/17**

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

**DRAFT Amendments 11/2/17**

FC5 Adds scope to SAW1 with unallocated SAW funds for outfall screening activities. There is no increase to the overall budget.



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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2017 BUDGET AMENDMENT: Finance Committee  
Amendment 5**

**REQUEST DATE:** October 13, 2017

**LINE ITEM:** SAW1

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** Due to efficiencies in completing the scope of work, there are currently unallocated funds associated with the SAW grant. These funds are eligible to be used for monitoring and planning activities to support ARC member's permit applications. To further the Collaborative IDEP Plan, outfall monitoring is needed to identify priority areas for illicit discharge investigations.

Based on data provided to the ARC, there is an estimated 2,284 regulated outfalls owned by the 22 cities and villages participating in the IDEP Plan. A minimum of 20% of these outfalls need to be screened according to the IDEP Plan (See Table 1).

**DESCRIPTION OF ANTICIPATED ACTIVITIES:**

ED staff will review available information and develop a list of priority outfalls that require sampling. This will include review of the 2017 monitoring data, outfall characteristics, proximity to recreation areas, history of the area, and the previous IDEP report for each community (see IDEP Plan, page 9). A list of priority outfalls will be developed for each community with the rationale for selection.

Each priority outfall will be inspected and sampled for *E. coli* according to the procedures outlined in Attachment C of the IDEP Plan. The resulting data will be analyzed and suspicious discharges will be identified (see IDEP Plan, pages 9-10). A summary report will be developed for each community which identifies the outfalls screened, screening data, sampling results and suspicious discharges. In addition, a watershed-wide summary report will be prepared that identifies the suspicious outfalls across the watershed. For budgeting purposes, it is assumed that 450 outfalls will be screened and half of them will be discharging and subject to *E. coli* sampling.

**Deliverables:** Priority outfall spreadsheet (by community)  
Outfall screening reports (by community)  
Suspicious discharge report (watershed wide)

**Timeline:** Identify Priority Outfalls by March 30, 2018  
Complete outfall screening reports by August 30, 2018  
Complete suspicious discharge report by September 30, 2018

**Table 1. Outfall Screening Needs per the Collaborative IDEP Plan**

<b>IDEP Plan Permittee</b>	<b>No. of Outfalls (and Discharge Points*)</b>	<b>Minimum No. of Outfalls requiring screening (20%)</b>
Beverly Hills	54	11
Bingham Farms	15	3
Birmingham	32	7
Bloomfield Hills	64	13
Bloomfield Twp.		
Canton Twp.		
Dearborn Heights	0	0
Farmington	29	6
Farmington Hills	135	27
Franklin	7	2
Garden City	6	2
Inkster	10	2
Lathrup Village	8	2
Livonia	753	151
Melvindale	2	1
Northville	68	14
Northville Twp.		
Novi	35	7
Oakland County		
Oak Park	1	1
Plymouth	191	39
Plymouth Twp.		
Redford Twp.		
Southfield	72	15
Troy	60	12
Walled Lake	29	6
Wayne	98	20
West Bloomfield Twp		
Westland	561	113
Wayne County		
Henry Ford College		
<b>Total</b>	<b>2,230</b>	<b>454</b>

Permittees not subject to the Outfall Screening requirement

\*Discharge points do not need to be screened

**RATIONALE (including why needed):** These activities will support the Collaborative IDEP Plan.

**BUDGET (including how the amount requested was established):** The budget for this effort is \$128,774 with the detailed budget attached as Table 2.

This task uses current budgeted SAW grant funds and therefore does not increase the ARC's 2017 budget. However, there are only \$113,863 unallocated funds left in the SAW grant. Therefore, it is suggested that the budget (\$19,660) for municipal facility pollution prevention inspections be

reallocated to this task. To date, no ARC member has requested these inspections. This reallocation will allow this task to be fully funded by the SAW grant and leave \$4,749 in unallocated SAW funds.

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

Table 2. ARC Outfall Screening Budget

		Identify & Screen Priority Outfalls		Total	
	rates	Hrs	Cost	Hrs	Cost
<b>ECT Professional Services</b>					
Jim	\$200		\$0	0	\$0
John	\$170		\$0	0	\$0
Annette	\$140	80	\$11,200	80	\$11,200
Chris	\$95		\$0	0	\$0
sr	\$135		\$0	0	\$0
mid	\$100	287	\$28,700	287	\$28,700
jr	\$75	968	\$72,600	968	\$72,600
Administrative	\$65	22	\$1,430	22	\$1,430
<b>Totals</b>		<b>1357</b>	<b>\$113,930</b>	<b>1357</b>	<b>\$113,930</b>
<b>Expenses:</b>					
Lab			\$8,750		\$8,750
Field Supplies			\$1,375		\$1,375
Vehicle			\$4,719		\$4,719
Misc. Expenses					\$0
<b>Expense Total</b>			<b>\$14,844</b>		<b>\$14,844</b>
<b>TOTAL COST</b>			<b>\$128,774</b>		<b>\$128,774</b>

## Outfall Screening Detail

<u>Labor</u>	events	hours	personnel	Total
Develop process selecting priority outfalls (2,230 outfalls to be pre-screened)	1	10	1	10
Gather IDEP reports and outfall data	22	2	1	44
Review IDEP reports and outfall data	22	4	1	88
QA/QC outfalls selected	1	11	1	11
Field prep	1	12	1	12
outfall inspections - Assume 450 outfalls	55	8	2	880
Data assessment	22	4	1	88
Summary report for each community (22)	22	8	1	176
QA/QC reports and formating	22	1	1	22
<u>ODCs</u>	trips	units	rate	
Mileage-meeting	22	50	\$ 0.54	\$ 594
Truck		55	\$ 75	\$ 4,125
Field supplies		55	\$ 25	\$ 1,375
<i>Subtotal</i>				<i>\$ 14,844</i>

**Alliance of Rouge Communities  
DRAFT 2018 Budget**

**Anticipated Revenues Available for 2018**

2018 Anticipated Dues from Communities	\$316,476.00
SPAC Grant	\$12,000
USFS Grant	\$100,000
Wayne County Grants	\$426,000
SAW Grant	\$750,000
Corporate Support	\$0
County IDEP Match	\$15,000
Rollover Dues from 2017 Budget (estimate)	\$34,000
	<u>\$1,653,476</u>

Approved by Full ARC on

Budget Amendments:

Proposed ARC Budget Items	Committee Budget	Funding Source(3)						"Provider" Using Budget (2)
		ARC Dues	SPAC Grant	GLR/NOAA Grant	SAW Grant	Wayne County	Other Source/Match	
<b>Organization Committee</b>								
(1)OC1 Executive Director Services	\$ 75,000	\$ 75,000						ED
Pursuing Grant Opportunities	\$ 5,000	\$ 5,000						ED
Rouge Advocate	\$ 5,000	\$ 5,000						ED
Member Assistance	\$ 5,000	\$ 5,000						ED
ARC Operations - Direct Expenses	\$ 1,250	\$ 1,250						outside purchase
<b>Organization Committee Total</b>	<b>\$ 91,250</b>	<b>\$ 91,250</b>						
<b>Finance Committee</b>								
FC1 Accounting/Legal Services	\$ 20,000	\$ 20,000						outside purchase
FC2 ARC Insurance	\$ 1,500	\$ 1,500						outside purchase
<b>Finance Committee Total</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>						
<b>ARC Operational Services Total</b>	<b>\$ 112,750</b>	<b>\$ 112,750</b>						
<b>Public Education and Involvement Committee</b>								
PIE1 Collaborative PEP/PPP Annual permit activities	\$ 45,560	\$ 45,560						EDS/WC/FOTR/outside
PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities (1/5)	\$ 25,016	\$ 25,016						ED/WC/FOTR
<b>PIE Committee Total</b>	<b>\$ 70,576</b>	<b>\$ 70,576</b>					\$ -	
<b>Technical Committee</b>								
TC1 Collaborative IDEP/TMDL annual permit activities	\$ 94,600	\$ 79,600					\$15,000	WC/OC/ED
TC2 Collaborative IDEP/TMDL 5yr permit cycle activities (1/5)	\$ 11,384	\$ 11,384						WC/ED
TC3 5-yr permit cycle -Large Scale Outfall (1/5)	\$ 25,755	\$ 25,755						Save for Future Need
TC4 5-yr permit cycle -Large Scale Monitoring (1/5)	\$ 34,650	\$ 34,650						Save for Future Need
<b>Technical Committee Total</b>	<b>\$ 166,389</b>	<b>\$ 151,389</b>	\$ -	\$ -	\$ -	\$ -	\$ 15,000	
<b>Total Amount Requested by All Committees</b>	<b>\$ 349,715</b>	<b>\$ 334,715</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
		ARC Dues	SPAC Grant	USFS	SAW Grant	Wayne County	Other Source/Match	
<b>Other Grants (3)</b>								
SAW1 SAW grant 5/1/15-10/1/18	\$750,000				\$750,000			EDS/WC/USGS
WCGL1 Wayne County Inv. Species Col. 6/1/15-2/1/17	\$1,000					\$1,000		EDS
SPAC9 SPAC9 RRAC – Facilitation, habitat & fish 4/1/17-6/30/18	\$12,000		\$12,000					ED/FOTR
WCEPA1 HFE Dam Fishway Implementation 12/1/16-12/30/18	\$225,000					\$225,000		ED
WCEPA2 Oxbow Restoration Phase 3 12/1/16-12/30/18	\$200,000					\$200,000		ED
FS1 US Forest Service Tree Grant	\$100,000			\$100,000				ED/Communities
<b>Total Other Grants:</b>	<b>\$1,288,000</b>	<b>\$0</b>						
<b>TOTAL BUDGET</b>	<b>\$1,637,715</b>	<b>\$334,715</b>	<b>\$12,000</b>	<b>\$100,000</b>	<b>\$750,000</b>	<b>\$426,000</b>	<b>\$0</b>	
<b>TOTAL INCOME</b>	<b>\$1,653,476</b>					<b>\$1,288,000</b>		
<b>Available Unallocated ARC Budget (total income minus total budget)</b>	<b>\$ 15,761</b>							

**Notes**

- (1) Includes fiduciary services, advocacy and administration
- (2) EDS - Executive Director Services, WC - Wayne County, OC - Oakland County Officers and committee members provide assistance to implement most of the ARC tasks.
- (3) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.



**ARC MEMBER DRAFT 2018 DUES**

<b>Community/County</b>	<b>2017 Dues</b>	<b>Change</b>	<b>2018 Dues</b>
Canton Twp.	\$27,297	\$5,459	\$32,756
Dearborn Heights	\$8,837	\$1,767	\$10,605
Garden City	\$6,405	\$1,281	\$7,686
Inkster	\$5,662	\$1,132	\$6,794
Livonia	\$28,502	\$5,700	\$34,203
Melvindale	\$2,628	\$526	\$3,154
Northville	\$1,680	\$336	\$2,016
Northville Twp.	\$10,437	\$2,087	\$12,525
Plymouth	\$2,222	\$444	\$2,667
Plymouth Twp.	\$10,383	\$2,077	\$12,460
Redford Twp.	\$11,610	\$2,322	\$13,933
Romulus	\$2,124	\$425	\$2,548
Van Buren Twp.	\$6,652	\$1,330	\$7,982
Wayne	\$4,922	\$984	\$5,907
Westland	\$19,828	\$3,966	\$23,794
Wayne County	\$0	\$0	\$0
Auburn Hills	\$267	\$53	\$320
Beverly Hills	\$2,851	\$570	\$3,421
Bingham Farms	\$644	\$129	\$772
Birmingham	\$3,114	\$623	\$3,737
Bloomfield Hills	\$2,544	\$509	\$3,053
Bloomfield Twp.	\$15,827	\$3,165	\$18,993
Commerce Twp.	\$549	\$110	\$659
Farmington	\$2,594	\$519	\$3,112
Farmington Hills	\$24,935	\$4,987	\$29,922
Franklin	\$1,498	\$300	\$1,798
Lathrup Village	\$1,197	\$239	\$1,436
Novi	\$16,635	\$3,327	\$19,963
Rochester Hills	\$1,911	\$382	\$2,293
Southfield	\$17,943	\$3,589	\$21,532
Troy	\$4,411	\$882	\$5,294
Walled Lake	\$754	\$151	\$905
Wixom	\$535	\$107	\$642
Oakland County	\$0	\$0	\$0
West Bloomfield Twp.	\$12,295	\$2,459	\$14,754
Oak Park	\$151	\$30	\$182
Orchard Lake	\$117	\$23	\$140
Henry Ford Community College	\$750	\$150	\$900
University of Michigan-Dearborn	\$750	\$150	\$900
WCAA	\$2,266	\$453	\$2,719
Washtenaw County	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$263,730</b>	<b>\$52,746</b>	<b>\$316,476</b>



Alliance  
of Rouge  
Communities

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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2018 BUDGET RECOMMENDATION

**REQUEST DATE:** November 9, 2017

**LINE ITEM:** OC1 Operational Services

**COMMITTEE MAKING REQUEST:** Organization Committee

**BACKGROUND:** The ARC hired Environmental Consulting & Technology (ECT) in early 2007 to provide Executive Director Services to the ARC. In 2012, the ARC put out an RFP for Executive Director Services, and on October 4, 2012, the Executive Committee recommended that ECT be selected to provide those services.

**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. Additional duties for 2017 include:

- **Executive Director Services (\$75,000)** – Staffing, meeting preparation and facilitation of the full ARC (2 meetings); the Executive Committee (4 meetings); and the Finance Committee (2 meetings). This task will also include FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, administration of subcontractors and preparing the 2017 ARC Annual Report. 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.
- **Pursuing Grant Opportunities (\$5,000)** – 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.
- **Rouge Advocate (\$5,000)** – 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.
- **Member Assistance (\$5,000)** – 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.
- **Direct Expenses (\$1,250)** – 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:** ECT has submitted an estimated 2018 budget of \$91,250 for operational services.

**RECOMMENDATION:** Executive Director Services: \$90,000 and ARC Direct: \$1,250.

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



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## ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

### 2018 BUDGET REQUEST

**REQUEST DATE:** October 30, 2017

**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 an A133 audit if the ARC receives more than \$500,000 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 A133 audit if required. 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:** \$20,000 (legal - \$2,000, accounting - \$18,000). 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

### 2018 BUDGET REQUEST

**REQUEST DATE:** October 30, 2017

**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 ACTIVITES:** 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):** \$1,500, based on an estimated budget. The ARC's insurance agent has consistently been able to get a lower rate for the ARC and the actual 2017 cost for insurance was \$923. It is anticipated that this line item will again be similar, but ARC staff is recommending the \$1,500 budget in case there is an increase. The insurance cost will be confirmed prior to the November, 2017 Full ARC meeting.

**PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:** The Executive Director will ensure the insurance coverage does not lapse in 2018.



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## ALLIANCE OF ROUGE COMMUNITIES

### FINANCE COMMITTEE

#### 2018 BUDGET RECOMMENDATION

**REQUEST DATE:** October 25, 2017

**LINE ITEM:** PIE1 & PIE2

**COMMITTEE MAKING REQUEST:** PIE Committee

**BACKGROUND:** The activities outlined below will meet the requirements detailed in the ARC's Collaborative PEP/PPP approved in 2017 and at the same time continue the efforts of the PIE committee with an increased focus on maintaining consistent messaging. By building upon materials created over the past few years, we will continue our efforts of raising the public awareness of the Rouge River Watershed and the impact they can have on water quality during everyday activities

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

**TOTAL BUDGET:** \$70,576

#### **DESCRIPTION OF ANTICIPATED ACTIVITIES:**

##### **PIE1 – Annual Permit Activities - \$45,560**

##### **BMP0 – PIE Committee Support and PPP (ARC Staff: \$7,040, FOTR: \$1,500, Wayne County: \$1,000)**

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, Wayne County and Friends of the Rouge will also prepare the annual reporting information for the ARC Members.

##### **BMP1 – Design/Distribute Materials (ARC Staff: \$6,480, ARC: \$12,500)**

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 \$12,500 to print materials and giveaways like the pet waste containers and fertilizer clips.

**BMP2 – Articles/Ad Graphics (ARC Staff: \$6,800)**

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: \$4,060)**

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: \$1,920)**

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: \$1,140)**

ARC Staff will promote Rouge River volunteer activities such as Rouge Rescue 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: \$3,120)**

ARC Staff will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC's website and Facebook.

**PIE2 –2018 Permit Cycle Activities - \$25,016** (\$24,800 budget in 2018 detailed below and \$216 will be used in future years)

**BMP0 – PIE Committee Support (ARC Staff: \$1,460)**

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 once in 2018 which will include advertising it on the ARC website and Facebook and ARC member and partner websites.

**BMP1 – Design/Distribute Materials (No cost under PIE2)**

No anticipated activities in 2018.

**BMP2 – Articles/Ad Graphics (ARC Staff: \$1,240)**

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 & Posters (ARC Staff: \$1,400, ARC: \$1,000)**

ARC Staff will update, print and distribute the ARC's seasonal posters once in 2018. ARC Staff will create one static display in 2018 to be made available for ARC members to use in their facilities. The printing of the posters is included in PIE1-BMP1. This also includes \$1,000 for printing of one display.

**BMP5 – Development of Homeowner Education Materials (ARC Staff: \$1,200)**

ARC Staff will develop strategies to distribute the homeowners brochure through homeowner packets and other avenues throughout the ARC member communities. This will include researching homeowner associations and ARC member and community programs.

**BMP6 – Workshops & Presentations (ARC Staff: \$1,500, ARC: \$1,000, Wayne County: \$3,500)**

The ARC will fund 2 River Residency Workshops in Green Schools within the ARC communities using the University of Michigan’s River Table. This will include budget for use of the River Table along with time for Wayne County to organize these workshops. ARC Staff will host 1 webinar on another topic such as septic systems or stewardship activities. Past in-person workshops have shown low attendance, so ARC Staff feel we may get more attendees along with a different demographic using the webinar technology.

**BMP7 – Promote & Support Volunteer Activities (ARC Staff: \$500, FOTR: \$2,000)**

The ARC will fund 1 workday in the Rouge River Watershed at a new or existing green infrastructure project site to be planned, coordinated and staffed by Friends of the Rouge. ARC Staff will assist with planning and promote the volunteer activities on the ARC’s website and Facebook.

**BMP9 – Rouge River Watershed Signage (ARC staff: \$10,000)**

ARC Staff will begin surveying the Rouge River Watershed signage (“you are entering the Rouge River Watershed – Ours to Project” street signs) with roughly half of the watershed surveyed in 2018 and the remainder surveyed in 2019. This will include discussions with ARC member communities to determine if they have previously documented sign locations. This will also include field staff traveling throughout the watershed to GPS signs and document condition.

**Person/Agency Responsible for Implementation:**

The Chair of the Public Involvement and Education Committee and ARC staff will oversee these tasks on behalf of the PIE Committee. Wayne County and FOTR will coordinate presentations and workday events and generate an annual report on its activities.

**2018 Budget Allocation:**

TASK	RESPONSIBLE PARTY	BUDGET
PIE1: Annual Activities	ARC Staff	\$30,560
	ARC Direct	\$12,500
	FOTR	\$1,500
	Wayne County	\$1,000
<i>Sub-total PIE1</i>		<i>\$45,560</i>
PIE2: 2018 Permit Cycle Activities	ARC Staff	\$17,300
	ARC Direct	\$2,000
	FOTR	\$2,000
	Wayne County	\$3,500
<i>Sub-total PIE2</i>		<i>\$24,800</i>
<i>Remainder to be used in future years</i>		<i>\$216</i>
<b>TOTAL 2018 PIE Budget</b>		<b>\$70,576</b>



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**ALLIANCE OF ROUGE COMMUNITIES  
FINANCE COMMITTEE**

**2018 Budget Recommendation  
Technical Committee**

**REQUEST DATE:** November 2, 2017

**LINE ITEM:** TC1 – Annual Permit IDEP Activities

**COMMITTEE MAKING REQUEST:** Technical Committee

**BACKGROUND:** This request supports the implementation of the Collaborative IDEP Plan that was approved by MDEQ on September 29, 2017. This plan directly supports the stormwater permit applications 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	
Oakland County	Henry Ford College	
Wayne County		

As part of development of the IDEP plan, priority areas were selected for additional investigations:

Wayne County Priority areas:

- North Branch Tonquish Creek and the Middle Rouge in Plymouth/Plymouth Township from the north side of Joy Road just west of Lilley Road;
- Tributary to the Bell Branch at the north end of Bicentennial Park which north of 7 Mile Road and west of Gill Road in Livonia;
- Lower Rouge in Canton Township from Proctor and Denton roads west including Superior Township; and
- Sines and Arnold Drain in Canton Township at Sheldon Road 0.5 miles north of Michigan Ave and the McKinstry Drain in Canton Township south of Michigan Ave between Lilley and Beck roads including Van Buren and possibly Ypsilanti townships.



Oakland County Priority areas:

- Claude Stevens No. 1, 3, 4 and 10, Bloomfield Highlands and Devonshire drainage areas in Bloomfield Township; and
- Austin, Eight Mile Road, Fracassi, Flannery and Owens Relief drainage areas in Southfield.

In addition to investigations, IDEP training is needed to support the Collaborative IDEP plan.

It should be noted that the priority areas are being reevaluated in 2018 based on the screening of the priority outfalls. This will result in a new set of priority areas for 2019 and beyond which will focus on community MS4s.

#### **DESCRIPTION OF ANTICIPATED ACTIVITIES:**

**A. Meetings.** Executive Director (ED) staff will conduct 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. Report on topics of interest to the Technical Committee throughout the year.

**B. Field Investigations.** Conduct concentrated field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. This work would be overseen and coordinated by ED staff to ensure field efforts in each county are occurring in a manner that is most beneficial to the ARC. The field work will be undertaken by Wayne and Oakland County's IDEP staff with cooperation of the local communities. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary.

Prior to Oakland and Wayne counties expending budget for this task, they will each present a scope of work and budget for review by the Technical Committee and approval by the ED. Two inter-agency agreements (one for each county) will be drafted by the ED staff for approval by each county and the ED. That being said, the anticipated scope of work for 2018 (subject to change) for both counties is as follows:

Wayne County:

- N. Branch Tonquish Creek in Plymouth
- Perrin Drain in Inkster
- Other areas as dictated by 2017 monitoring results

Oakland County:

- Fracassi Drain
- Austin, Eight Mile Road, Flannery and Owens Relief drains

**C. IDEP Training.** ED and Wayne County staff will provide staff for two IDEP Training workshops. We anticipate that one workshop will be the Investigator training which will be hosted by an ARC member. Wayne County staff will handle the advertisement, scheduling, registration, and meeting room arrangements. The second workshop will be an awareness-type training offered in a web-based format. This format is being considered in order to reach more municipal staff who are critical to identifying potential problems in their community. ED staff will provide the logistics for the webinar training. WC staff will provide the presenter for the training.

ED staff will also participate in the development of a 5-year MS4 training plan with other partners in southeast MI. We anticipate that SEMCOG will lead that effort.

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

**BUDGET (including how the amount requested was established):** The estimated total budget for this initiative is \$94,600 as summarized in the table below. A portion of this funding (\$79,600) will be provided by ARC dues. The remaining funding (\$15,000) will be provided by Oakland and Wayne counties as matching effort.

### Budget Estimate

Task	Responsible Party	Estimated ARC Budget	Match Budget	Rationale
A. Meetings	ED	\$6,590	\$0	48 hours: facilitate 2 meetings, meeting summaries, and budget recommendations plus mileage
B. IDEP Field Investigations	ED, WC and OC	OC: \$30,000 WC: \$30,000 ED: \$5,140	OC: \$7,500 WC: \$7,500	OC: \$37,500* WC: \$37,500* ED: 36 hours: scope of work preparation, final report review, oversight, technical input and reporting to ARC, plus mileage
C. IDEP Training	WC and ED	WC: \$3,500 ED: \$4,370	\$0	WC: \$3,000 for training prep and participation ED: 36 hours: trainer participation, webinar logistics and facilitation, training plan development, plus expenses
<b>Total:</b>		<b>\$79,600</b>	<b>\$15,000</b>	

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

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



October 16, 2017

Ms. Brandy Siedlaczek, Chair  
Alliance of Rouge Communities  
46036 Michigan Ave, Suite 126  
Canton, MI 48188

**RE: Environmental Consulting & Technology, Inc. Contract Extension 2018**

Dear Ms. Siedlaczek:

Environmental Consulting & Technology, Inc. (ECT) is writing to inform you that ECT's current contract with the Alliance of Rouge Communities (ARC) is scheduled to end at the end of this year, December 31, 2017. Per Section III. Term of Contract:

*"The Contract Period ("Contract Period") shall be from January 1, 2013, through December 31, 2015. At its discretion, the ARC may negotiate with the CONTRACTOR for continuing services on an annual basis for similar services up to three (3) subsequent fiscal years. The Contract Period may be extended at the sole discretion of the ARC under the terms agreed to in writing by the CONTRACTOR and the ARC unit it authority as authorized by its bylaws."*

Therefore, ECT is requesting an annual extension of our contract, under its current terms, be considered and granted. This would extend the current contract end date to December 31, 2018, and be the final potential one-year extension.

ECT truly appreciates the opportunity to serve as ARC staff and believes the extension will provide continuity of current services as the ARC moves forward. ECT also believes its institutional knowledge will be a great asset to the ARC as it works through any potential structural changes that it may choose to investigate.

Should you have any questions please do not hesitate to contact myself or any of the other ECT "ARC Staff".

Respectfully submitted,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**

James. W. Ridgway, P.E.  
Vice President

2200 Commonwealth  
Blvd, Suite 300  
Ann Arbor, MI  
48105

(734) 769-3004

FAX  
(734) 769-3164

Alliance of Rouge Communities  
 ECT-ARC 2013 Contract, Appendix I  
 Scope of Services for  
 SAW Grant - Stormwater Management Plans, Monitoring & Funding  
 2<sup>nd</sup> Amendment  
 Environmental Consulting & Technology, Inc.  
 May 1, 2015 – October 1, 2018

**The total compensation for this scope of services is increased by \$109,114 to \$1,448,063. The ARC will be reimbursed by SAW for this cost minus the grant match requirement. All additional scope is presented in bold italics within the document.**

**The Project:**

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

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

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

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

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

**Task 1. Public Education Planning**

1a. Public Participation Plan

- Develop a procedure for public input on the member stormwater management plans.

1b. Collaborative Public Education Plan

- Complete the plan with an estimate of cost to implement.
- Negotiate as needed with MDEQ to come to consensus on plan content.

1c. Public Attitudes Survey

- Develop and implement a stormwater attitudes and awareness public survey. Results from the survey will be compared to previous surveys to determine the change in the public's attitudes. These results will be summarized in a report and provided to the MDEQ.

**Task 2. IDEP Planning**

2a. Collaborative IDEP Plan

- Complete the plan with an estimate of cost to implement.
- Negotiate as needed with MDEQ to come to consensus on plan content.

2b. Ordinance Review

- Review each community's existing ordinances to identify compliance with MDEQ's IDEP Ordinance requirements.
- Suggest modifications to existing ordinances as needed and provide to each community.

IDEP Methods Review

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

**Task 3. Municipal Facility Pollution Prevention/Good Housekeeping Planning**

3a. Municipal Facilities

- Inventory Municipal facilities, prioritize for their potential impact on stormwater, and map stormwater controls on an aerial.
- Identify high priority facilities and develop a facility pollution prevention plan for each.

### 3b., 3c., and 3d. Storm Sewer System Maintenance

- Develop common and individual community SOPs for system maintenance.
- Prioritize street sweeping and catch basins and other controls for maintenance on a community basis.
- Review and update the Greater Lansing Area BMP manual to ensure applicability to ARC members.

### 3e. Assessment

- Develop consensus measurable goals and methods to assess effectiveness of the GH/P2 efforts.

### 3f. GH/P2 Training

- Develop a procedure for training municipal employees on GH/P2 and IDEP topics. The procedure will include a schedule and available training mechanisms.

### 3g. Contractor Requirements

- Identify what communities are currently using.
- Develop a one or more procedures for notifying contactors of the municipality's GH/P2 procedures and providing oversight to ensure these procedures are followed.

### 3h. Construction Runoff SOPs

- Develop permittee-specific standard operating procedures (SOPs) for managing stormwater from construction sites.

#### SWPPP Inspections

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

#### **Task 4. TMDL Implementation Plan**

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

##### **Task 4.1 Stormwater Management Plan Compilation**

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

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

#### **Task 5. Ecosystem Monitoring**

- Develop a sustainable monitoring plan that is expected to include Flow Monitoring, Dissolved Oxygen Monitoring, Macroinvertebrate Monitoring, and grab samples for E. coli, total suspended solids, and phosphorus. Grab sample collection may be completed with volunteers to minimize costs and support public education efforts.
  - Draft and enter into agreements with subcontractors (laboratory) and partners (USGS, FOTR).
  - Conduct monitoring.
  - Analyze data.
  - Prepare multiple technical reports and one summary report.
- A. Additional monitoring activities being preformed  
ARC staff have been and are conducting the following additional activities associated with the SAW monitoring task:
- Wayne County Construction Permit for stream gage installation. One of the locations required permitting by Wayne County. Therefore, staff collaborated with Wayne County and USGS to develop the permit application package and permit fee.
  - Supply flow monitoring equipment to USGS. Flow monitoring equipment was rented for USGS in order to meet monitoring needs and deadlines.
  - Communication with MDEQ regarding the DO impairments and potential delisting. Staff worked with MDEQ to review existing data to assist in the potential delisting of segments of the Rouge River
  - Staff have added flow monitoring at 10 sites over the 20 weeks to help with flow duration curve development.
  - Staff will be sampling at 90 sites instead of 70 sites originally proposed in order to refine and provide better rationale to MDEQ on the Collaborative IDEP Plan.
- B. Dissolved oxygen monitoring  
ARC staff has discussed with MDEQ Surface Water Assessment staff the data needed to remove portions of the Rouge River from the impaired waters list for low dissolved oxygen conditions. ARC staff will develop a sampling plan for MDEQ review and approval. ARC staff will secure a permit/permission to install dissolved oxygen probes at six road crossings. Currently, the following sites are anticipated:
1. Main Branch at 7 Mile Road (M15)
  2. Ingersol Creek at Meadowbrook Road (MD18)
  3. Bell Branch at Inkster Road (U03)
  4. Upper Branch at Graham Road (U05)
  5. Tonquish Creek at Wayne Road (MD03)
  6. Johnson Creek at Napier Road (MD13)

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

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

C. Bacterial source tracking analysis

ARC staff will

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

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

**Task 6. Stormwater Funding Framework**

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

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

Deliverables:

- Collaborative PPP
- Collaborative PEP
- Public Attitude Survey Report
- Collaborative IDEP
- Permittee-specific Assessment of IDEP-related Codes/Ordinances
- Suggested language to modify existing ordinances (permittee-specific)
- Stormwater Outfall Map
- Permittee-Specific Municipal Facility Pollution Prevention Plans



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

**Task 7.            *Outfall Screening***

***ED staff will review available information and develop a list of priority outfalls that require sampling. This will include review of the 2017 monitoring data, outfall characteristics, proximity to recreation areas, history of the area, and the previous IDEP report for each community (see IDEP Plan, page 9). A list of priority outfalls will be developed for each community with the rationale for selection.***

***Each priority outfall will be inspected and sampled for E. coli according to the procedures outlined in Attachment C of the IDEP Plan. The resulting data will be analyzed, and suspicious discharges will be identified (see IDEP Plan, pages 9-10). A summary report will be developed for each community which identifies the outfalls screened, screening data, sampling results and suspicious discharges. In addition, a watershed-wide summary report will be prepared that identifies the suspicious outfalls across the watershed. For budgeting purposes, it is assumed that 450 outfalls will be screened and half of them will be discharging and subject to E. coli sampling.***

**Deliverables:**

- ***Priority outfall spreadsheet (by community)***
- ***Outfall screening reports (by community)***
- ***Suspicious discharge report (watershed wide)***

**Alliance of Rouge Communities  
Executive Director Services  
Appendix A- Scope of Services for Basic Services for 2018  
Environmental Consulting & Technology, Inc.  
January 1, 2018 to December 31, 2018**

The total compensation for the scope of services included in Appendix A is \$153,960. The scope of services is described in the following paragraphs.

**TOTAL CONTRACT AMOUNT (operational, PIE & Technical detailed below): \$153,960**

**OC1: OPERATIONAL SERVICES \$90,000**

- **Full ARC Meetings**
  - Hold 2 Full ARC meetings
  - 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
  
- **Executive Committee**
  - Hold 4 Executive Committee meetings
  - 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
  - Hold/staff special Executive Committee meetings when necessary
  
- **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
  - 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

- **Administration**
  - 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 RRAC and other cooperating partners
  - Secure vendors as necessary
  - Research, prepare and update policies and procedures as necessary
  - Research, prepare and update strategic plan as necessary
  - Assist committees with budget preparation
  
- **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.
- **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 for up to 1 application
    - Draft and gather letters of support or 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., IDEP WorkGroup, SPAC, Great lakes Advisory Board)
    - 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**
    - 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)

## **PIE COMMITTEE SERVICES - \$47,860**

### **PIE1: Public Permit Activities -Annual \$30,560**

- **BMP0 – PIE Committee Support and PPP:** 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, Wayne County and Friends of the Rouge will also prepare the annual reporting information for the ARC Members.
- **BMP1 – Design/Distribute Materials:** 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.
- **BMP2 – Articles/Ad Graphics:** ARC Staff will coordinate/distribute new and existing articles and ad graphics.
- **BMP3 – Displays & Posters:** 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 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 will promote Rouge River volunteer activities such as Rouge Rescue 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 will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC's website and Facebook.

### **PIE2: Public Permit Activities – Permit Cycle Activities in 2018 \$17,300**

- **BMP0 – PIE Committee Support:** 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 once in 2018 which will include advertising it on the ARC website and Facebook and ARC member and partner websites.
- **BMP2 – Articles/Ad Graphics:** 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 & Posters:** ARC Staff will update and distribute the ARC's seasonal posters once in 2018. ARC Staff will create one static display in 2018 to be made available for ARC members to use in their facilities.
- **BMP5 – Development of Homeowner Education Materials:** ARC Staff will develop strategies to distribute the homeowners brochure through homeowner packets and other avenues throughout the ARC member communities. This will include researching homeowner associations and ARC member and community programs.

- **BMP6 – Workshops & Presentations:** ARC Staff will host 1 webinar on a topic such as septic systems or stewardship activities.
- **BMP7 – Promote & Support Volunteer Activities:** ARC Staff will assist with promoting the volunteer activities on the ARC’s website and Facebook.
- **BMP9 – Rouge River Watershed Signage:** ARC Staff will begin surveying the Rouge River Watershed signage (“you are entering the Rouge River Watershed – Ours to Project” street signs) with roughly half of the watershed surveyed in 2018. This will include discussions with ARC member communities to determine if they have previously documented sign locations. This will also include field staff traveling throughout the watershed to GPS signs and document condition.

#### **TECHNICAL COMMITTEE SERVICES - \$16,100**

##### **TC1: TECHNICAL PERMIT ACTIVITIES-ANNUAL \$16,100**

- **Meetings:** Executive Director (ED) staff will conduct 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. Report on topics of interest to the Technical Committee throughout the year.
- **Field Investigations:** ED staff to ensure field efforts in each county are occurring in a manner that is most beneficial to the ARC. Prior to Oakland and Wayne counties expending budget for this task, they will each present a scope of work and budget for review by the Technical Committee and approval by the ED. Two inter-agency agreements (one for each county) will be drafted by the ED staff for approval by each county and the ED.
- **IDEP Training:** ED will provide staff for two IDEP Training workshops. We anticipate that one workshop will be the Investigator training which will be hosted by an ARC member. The second workshop will be an awareness-type training offered in a web-based format. ED staff will provide the logistics for the webinar training. ED staff will also participate in the development of a 5-year MS4 training plan with other partners in southeast MI.