



Working together, restoring the river

Annette DeMaria, P.E., PMP
Executive Director

DRAFT AGENDA
EXECUTIVE COMMITTEE MEETING

November 12, 2019, 1:30 p.m.
Livonia DPW
12973 Farmington Rd., Livonia

1. **Welcome** – Doug Moore, Chair
2. **Roll Call of Members** (ARC Staff) and record of others present

<i>Alliance of Rouge Communities</i> <i>Executive Committee</i>		
Officers		
Chair	Doug Moore	Livonia
Vice-Chair	Charles Markus	Bloomfield Twp.
Treasurer	Jill Rickard	Northville Twp.
Past Chair	Brandy Siedlaczek	Southfield
Counties		
Oakland Co. – Rep.	Jim Nash	OCWRC
Oakland Co. – Alt.	Jacy Garrison, Jim Wineka	OCWRC
Washtenaw Co.- Rep.	Evan Pratt	WCWRC
Washtenaw Co.- Alt.	Heather Rice	WCWRC
Wayne Co. - Rep.	Noel Mullett	WCDPS
Wayne Co. - Alt.	Vacant	WCDPS
SWAGs		
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield
Main 1 & 2 - Alt.	Olivia Olsztyn-Budry	Bloomfield Twp.
Main 3 & 4 - Rep.	George Bednarski	Redford Twp.
Main 3 & 4 - Alt.	Vacant	
Upper - Rep.	Karen Mondora	Farmington Hills
Upper - Alt.	Trisha Gabriel	Livonia
Middle 1 - Rep.	Bob Belair	Northville Twp.
Middle 1 - Alt.	Kate Richardson	Novi
Middle 3 - Rep.	Ramzi El-Gharib	Westland
Middle 3 - Alt.	<i>Invitation sent</i>	<i>Kristina Kramarz, Dearborn Heights</i>
Lower 1 - Rep.	Brad Lear	Canton Twp.
Lower 1 – Alt.	Vacant	
Lower 2 - Rep.	Mike Buiten	Wayne
Lower 2 - Alt.	Jerome Bivins	Inkster
Lower 2 – Alt.	Kathy Hood	Romulus

Cooperating Partners:

- Cranbrook Institute of Science*
- Friends of the Rouge*
- Great Lakes Water Authority*
- Rouge River Advisory Council*
- SEMCOG*
- Southeastern Oakland County Water Authority*
- The Henry Ford*

3. Additions or Changes to Draft Agenda		
4. Summary of September 24, 2019 Executive Committee Meeting	Action	3
5. Executive Director Report (ARC Staff)		
A. MS4 Permit Update	Information	
B. Stormwater Utility		
C. Great Lakes Restoration Celebration	Information	
D. Construction contracting	Information	
6. Standing Committee Reports		
A. <u>Finance Committee (Rickard, Treasurer/C. O'Meara)</u>		
1. A/P, A/R & Profit/Loss Report	Information	10
2. 2013 ECT Contract Email Vote Ratification	Action	14
a. 2013 Contract Amendment to Appendix M		
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B. <u>Organization Committee (Mullett/C. O'Meara)</u>		
1. Revision to ARC Bylaws	Action	31
C. <u>PIE (Public Involvement and Education) Committee (Garrison, Chair)</u>		
1. Status Report	Information	
D. <u>Technical Committee (Mondora, Chair)</u>		
1. Status Report	Information	
7. Report from Counties		
8. Other Business		
9. Summary of Executive Committee Actions (O'Meara)		
10. Upcoming Meetings		
11. Adjourn		



Annette DeMaria, P.E., PMP
Executive Director

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

September 24, 2019, 1:00 p.m.
12973 Farmington Rd., Livonia

1. Welcome – Doug Moore, Chair

2. Roll Call of Members

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

ARC Executive Committee			Attended Meeting
Officers			
Chair	Doug Moore	Livonia	Y
Vice-Chair	Charles Markus	Bloomfield Twp.	Y
Treasurer	Jill Rickard	Northville Twp.	Y
Past Chair	Brandy Siedlaczek	Southfield	Y
Counties			
Oakland Co. – Rep.	Jim Nash	OCWRC	N
Oakland Co. – Alt.	Jim Wineka, Jacy Garrison	OCWRC	Y-JG, N-JW
Washtenaw Co.- Rep.	Evan Pratt	WCWRC	N
Washtenaw Co.- Alt.	Heather Rice	WCWRC	Y
Wayne Co. - Rep.	Noel Mullett	WCDPS	Y
Wayne Co. - Alt.	Vacant	WCDPS	
SWAGs			
Main 1 & 2 - Rep.	Olivia Olsztyn-Budry	Bloomfield Township	N
Main 1 & 2 - Alt.	VACANT		
Main 3 & 4 - Rep.	George Bednarski	Redford Township	Y
Main 3 & 4 - Alt.	VACANT		
Upper - Rep.	Karen Mondora	Farmington Hills	Y
Upper - Alt.	Trisha Gabriel	Livonia	N
Middle 1 - Rep.	Bob Belair	Northville Township	Y
Middle 1 - Alt.	Kate Richardson	Novi	Y
Middle 3 - Rep.	Ramzi El-Gharib	Westland	N
Middle 3 - Alt.	Invitation sent Kristina Kramarz	Dearborn Heights	N
Lower 1 - Rep.	Brad Lear	Canton Township	N
Lower 1 – Alt.	VACANT		
Lower 2 - Rep.	Mike Buiten	Wayne	Y
Lower 2 - Alt.	Jerome Bivins	Inkster	Y
Lower 2 – Alt.	Kathy Hood	Romulus	Y

Others Present: Annette DeMaria, John O’Meara, Chris O’Meara, ECT Staff

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

Cooperating Partners:

Cranbrook Institute of Science
Friends of the Rouge
Great Lakes Water Authority
Rouge River Advisory Council
SEMCOG
Southeastern Oakland
County Water Authority
The Henry Ford

3. Additions or Changes to Draft Agenda

There were no changes or additions to the draft agenda.

4. Summary of May 14, 2019 Executive Committee Meeting

The motion was made by Bob Belair, Northville Twp., to accept the May 14, 2019 meeting summary. The motion was seconded by Jill Rickard, Northville Twp., and passed unanimously.

5. Executive Director Report

a. Grant Status Report

Annette DeMaria and John O'Meara, ARC Staff, provided an update on the following grants.

SAW Grant: Monitoring and Stormwater Management Planning

- Project complete.
- ARC's final Reimbursement request on hold until permits are issued (\$22,294.08).

2019 Michigan Volunteer River, Stream and Creek Cleanup Program (VRSCCP)

- Rouge Rescue River Cleanup
 - o ARC is acting as fiduciary for \$4,500 GLC grant for FOTR Rouge Rescue materials. ARC has received the grant reimbursement and will pay FOTR.

EPA Wayne County Rouge AOC Habitat Projects

- Henry Ford Estate Dam Fish Passage
 - o Working through construction issues. Work will start back up this fall and continue through next summer.
- Oxbow Phase III Implementation
 - o Work completed other than some vegetation plantings and maintenance.
 - o Project won Keep Michigan Beautiful Michigan Award.

GLRI USDA Forest Service

The project has been completed and the final report will be turned in by the end of September.

EPA Rouge River AOC Habitat Restoration Design- Tamarack/Fish Hatchery

The ARC received a grant from EPA for design engineering for the restoration of Tamarack Creek/wetland and habitat restoration on Johnson Creek at Fish Hatchery Park. These two priority projects were considered the next one that would have significant impact on the removal of the BUIs in the Rouge AOC. Activities include T&E assessments, fish sampling field work, design activities, working with property owners and preparing EGLE permit applications.

EPA Rouge River AOC Habitat Restoration Implementation - Tamarack/Fish Hatchery

The ARC has received from EPA the official notification of award of the grant for Johnson Creek and Tamarack Implementation in September 2019.

EPA Rouge River AOC Seeley Creek Habitat Restoration

The ARC is expecting official notification from EPA of award of the grant for Seeley Creek in Farmington Hills.

NOAA Partnership with Friends of Detroit River

Friends of Detroit River was notified in August 2019 of a partnership award. This partnership is for completing Detroit River, Rouge River, and Raisin River AOC projects. The first two projects will be the completion of the final two Detroit River projects then work will begin on the other two rivers.

GRANTS SUBMITTED

USDA Forest Service

Grant submitted in June with 17 Communities participating. There is a 20% match for this round. ARC staff feel that differences in tree prices along with community staff time to manage their grant can be used.

MDEQ OGL Public Advisory Support (2019-2020)

Jennifer Tewkesbury (EGLE) informed the ARC staff that the current transition within the state has OGL putting PAC grants on hold for the next round which would fund RRAC activities for the next year.

b. MS4 Permit

Annette DeMaria reported that the TMDL Collaborative Plan was approved by EGLE. This allows the permits to move forward for the townships, the cities will have to be later because of the post construction standards are still being finalized. Noel Mullett, Wayne County, stated that they have sent a joint submittal several weeks ago to EGLE but they have heard nothing new. Heather Rice, Washtenaw County added that Ann Arbor has their own inspection program and that County maintenance is included in the deed restrictions. Issues of concern for the Committee included how to track and inspect and how fees would be applied. This could be passed on to the HOA to perform the maintenance.

Annette DeMaria shared that the storm water utility legislation is still moving forward in the state.

Noel Mullet reported that they will be hosting a stakeholder meeting on the post construction standards jointly with Wayne, Washtenaw and Oakland County.

c. Great Lakes Restoration Celebration

John O'Meara invited all ARC members to attend the Great Lakes Restoration Celebration scheduled for October 18 held at The Henry Ford as in previous years. Confirmed attendance by Senator Stabenow and Wayne County Executive Warren Evans. Federal agencies attending include EPA, NOAA, and the USDA-Forest Service. The space is being donated by The Henry Ford, ECT will be sponsoring the continental breakfast and SEMCOG will be donating the printing of the book detailing the restoration projects being completed by watershed groups in southeast Michigan. The is no fee to attend. There will also be a grand opening ribbon cutting for the Rouge River Oxbow Restoration at The Henry Ford.

6. Standing Committee Reports

a. Finance Committee

A/P, A/R Report & Profit/Loss Report

C. O'Meara reported that all dues invoices have been sent out and checks are being received. She reported that payables are being paid and receivables are coming in which include dues payments and grant reimbursements.

2018 Audit

Tina L. Cusac, CPA attended the Executive Committee meeting to review the 2018 Audit and explain some of the new changes for nonprofits. She discussed the difference in a regular audit, the yellow-book audit which is more detailed in its review of the ARC's programs and a single audit which is required by the IRS when federal funding received exceeds \$750,000. She recommended that the

ARC do a regular audit for 2019 with the anticipation of needing the single audit for 2020 because the federal grant funds are anticipated to exceed the \$750,000 limit.

The motion was made by Mike Buiten, Wayne, to recommend to the Full ARC the approval of the 2018 Audit as presented by the Finance Committee. The motion was seconded by Karen Mondora, Farmington Hills, and passed unanimously.

2019 Budget Amendment

John O’Meara reviewed the budget amendments adding the grant projects to construct the Tamarack/Johnson Creek restoration and upon grant award the activities to restore Seeley Creek. ARC staff have been in conversation with EPA regarding the Seeley Creek award and they anticipate this happening prior to the next Full ARC meeting but to keep activities moving forward we ask that this be added to the budget prior to the award (subsequent update – Grant has been awarded). The motion was made by Brandy Siedlaczek, Southfield, to recommend to the Full ARC the approval of the 2019 Budget Amendments adding EPA4 Tamarack/Johnson Creek Implementation and upon grant award EPA5 Seeley Creek Restoration as presented by the Finance Committee. The motion was seconded by Karen Mondora, Farmington Hills, and passed unanimously. Chris O’Meara reported that these items will be sent to the Full ARC through an email vote so that the projects can begin as some of the activities are weather dependent in order to keep the projects moving forward according to the grant timelines.

2019 ECT Contract Amendment

John O’Meara reviewed the contract amendments adding the work orders for the Tamarack/Johnson Creek Implementation activities and upon grant award the activities associated with the Seeley Creek Restoration project. The motion was made by Jacy Garrison, Oakland County, to recommend to the Full ARC the approval of the 2019 contract amendments adding work order 2019-4 Tamarack/Johnson Creek Implementation and upon grant award work order 2019-3 Seeley Creek Restoration as presented by the Finance Committee. The motion was seconded by Kathy Hood, Romulus and passed unanimously. Chris O’Meara reported that these items will be sent to the Full ARC through an email vote so that the projects can begin as some of the activities are weather dependent in order to keep the projects moving forward according to the grant timelines.

b. PIE (Public Involvement and Education) Committee

J. Garrison, Oakland County, reported that a Septic webinar is planned for 11/4/19 and notices have gone to communities to post on social media. The homeowners brochure went to the PIE Committee for review and ARC staff received many comments and will be working on incorporating those. ARC staff are researching realtors in watershed to disseminate brochure to in addition to providing copies to ARC communities. ARC Staff continue to survey the watershed signage (“entering the Rouge River watershed”) to determine locations, condition and need for additional signage. She also reported that a community newsletter article and ad graphic are being developed on “Do you live in a watershed” and will be shared within the next month. The pet waste containers are going like hot cakes and ARC staff hope to reorder those before the end of the year.

c. Technical Committee

Karen Mondora reported that IDEP investigations are underway including IDEP investigations for the Cat A and B outfalls. This involved sampling at upstream locations to narrow down the potential illicit discharge. In addition, resampling of all Category C outfalls was completed. About 1/3 of those outfalls will be elevated to Cat A and B and therefore require IDEP investigations. These outfalls are located in Wayne, Livonia, Plymouth, Northville and Beverly hills. Karen added that IDEP Investigator and Alert Observer trainings are planned for October 23 and October 24 at the Lathrup Village City

Hall. This effort is being facilitated by SEMCOG and will include training sessions targeting pollution prevention/good housekeeping for DPW facilities and maintenance yards.

7. Report from Counties

Jacy Garrison, Oakland County, informed the Committee of the upcoming Storm Water Summit on October 4, 2019 and invited everyone to attend using the link on their website. She also stated that Oakland County is working on the stormwater biannual report and she will send it to ARC Staff to post to the ARC's website for use by communities.

Heather Rice, Washtenaw County, informed the Committee that they would be hosting a master rain gardener certification online and that an in-person class is not planned for this winter.

Noel Mullett, Wayne County, reported that they expect the MS4 public notice any day, while their post construction standards are being finalized. He also stated that a Household Hazardous Waste event is scheduled for October 19 in Taylor from 8 a.m. – 2 p.m.

8. Other Business

John O'Meara informed the Committee that ARC staff have researched and had discussions with various communities on the ARC managing construction contracts with the upcoming grant funded projects. In the past the ARC has had a community provide the construction contracts. Moving forward ARC staff will give the host community a choice of using the ARC with the community jointly or issuing their own separate contracts. . Joint contracts appear to allow for "local requirements" with less contracting.

9. Summary of Executive Committee Actions

- The motion was approved to accept the May 14, 2019 meeting summary.
- The motion was approved to recommend to the Full ARC the approval of the 2018 Audit.
- The motion was approved to recommend to the Full ARC the approval of the 2019 Budget Amendments adding EPA4 Tamarack/Johnson Creek Implementation and upon grant award EPA5 Seeley Creek Restoration
- The motion was approved to recommend to the Full ARC the approval of the 2019 Contract Amendment adding work order 2019-4 Tamarack/Johnson Creek Implementation and upon grant award work order 2019-3 Seeley Creek Restoration

10. Upcoming Meeting(s)

- Full ARC meeting, November 20, 2019 at 1:00 p.m., Inkster.

11. Adjourn

The motion to adjourn the meeting was made by Jill Rickard, Northville Twp., and seconded by Mike Buiten, Wayne. The motion passed.

ARC Executive Committee Attendance List

Meeting Date: 9/24/19

Name		Community	Attended	Initials
Bednarski	George	Redford Township	<input checked="" type="checkbox"/>	GB
Belair	Bob	Northville Township	<input checked="" type="checkbox"/>	FAB
Bivins	Jerome	Inkster	<input checked="" type="checkbox"/>	JOB
Buiten	Mike	Wayne	<input checked="" type="checkbox"/>	MB
Casari	Tom	Northville Township	<input type="checkbox"/>	—
DeMaria	Annette	ECT	<input checked="" type="checkbox"/>	AD
El-Gharib	Ramzi	Westland	<input type="checkbox"/>	—
Fellrath	Patrick	Plymouth Township	<input type="checkbox"/>	—
Gabriel	Trisha	Livonia	<input type="checkbox"/>	—
Garrison	Jacy	Oakland County	<input checked="" type="checkbox"/>	JG
Hood	Kathy	Romulus	<input checked="" type="checkbox"/>	KH
Hysinger	Angela	Bloomfield Township	<input type="checkbox"/>	—
Lear	Brad	Canton Township	<input type="checkbox"/>	—
Markus	Charles	Bloomfield Township	<input checked="" type="checkbox"/>	CM
Mondora	Karen	Farmington Hills	<input checked="" type="checkbox"/>	KM
Moore	Doug	Livonia	<input checked="" type="checkbox"/>	DM
Mullett	Noel	WCDPS	<input checked="" type="checkbox"/>	NM

Meeting Date: 9/24/19

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Nash	Jim	Oakland County	<input type="checkbox"/>	—
Olsztyn	Olivia	Bloomfield Township	<input type="checkbox"/>	—
O'Meara	John	ECT	<input checked="" type="checkbox"/>	<u>JO</u>
Pratt	Evan	Washtenaw County Water Resour	<input type="checkbox"/>	—
Rice	Heather	Washtenaw County Water Resour	<input checked="" type="checkbox"/>	<u>HR</u>
Richardson	Kate	Novi	<input checked="" type="checkbox"/>	<u>KR</u>
Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	<u>JR</u>
Ridgway	Jim	ECT	<input type="checkbox"/>	—
Rohraff	Don	Livonia	<input type="checkbox"/>	—
Runkel	Rebecca	Novi	<input type="checkbox"/>	—
Scappaticci	Roberto	Romulus	<input type="checkbox"/>	—
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	<u>BS</u>
Smrka	Barb	Farmington Hills	<input type="checkbox"/>	—
Runkel -Staup	Rebecca -Aaren	Novi	<input checked="" type="checkbox"/>	<u>RR</u>
Wilson	Tom	Livonia	<input type="checkbox"/>	—
Wineka	Jim	Oakland County	<input type="checkbox"/>	—

11:08 AM

11/08/19

Alliance of Rouge Communities
A/P Aging Summary
As of November 8, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Environmental Consulting & Technolo...	38,886.47	0.00	0.00	0.00	0.00	38,886.47
TOTAL	<u>38,886.47</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>38,886.47</u>

Alliance of Rouge Communities
A/R Aging Summary
 As of November 8, 2019

11/08/19

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Bloomfield Hills	0.00	0.00	0.00	0.00	3,114.00	3,114.00
MDEQ SAW Grant	0.00	0.00	0.00	0.00	22,294.08	22,294.08
Schoolcraft College	918.00	0.00	0.00	0.00	0.00	918.00
Wayne County Airport Auth...	0.00	-2,773.00	0.00	0.00	0.00	-2,773.00
TOTAL	<u>918.00</u>	<u>-2,773.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,408.08</u>	<u>23,553.08</u>

11:07 AM

11/08/19

Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
4789 · 2019 ARC Membership Dues	323,724.00	322,805.00
47200 · Program Income - Other	0.00	
Total 47200 · Program Income	323,724.00	322,805.00
47500 · Contributions	0.00	7,500.00
48000 · Grants		
48912 · GLC PAC Supt 10 RRAC Fac18-19	0.00	8,000.00
60665 · WC EPA1 HFE Fishway	83,878.74	50,000.00
60666 · WC EPA2 Oxbow Phase 3	147,882.52	200,000.00
60667 · EPA3 Tamarack/Johnson Creek	74,623.65	475,000.00
60668 · FS3 2017 USDA Forest Service	86,803.75	80,000.00
60669 · VRSCCP FOTR grant	4,500.00	4,500.00
Total 48000 · Grants	397,688.66	817,500.00
Total Income	721,412.66	1,147,805.00
Expense		
60400 · ARC Awards and Grants		
60410 · Executive Director Services		
60410.1 · OC1-Exec. Dir. Services	59,161.88	127,740.00
60410.2 · 101 Program Support	19,483.12	
60410.3 · 102 MGT Admin & Financial	7,286.39	
60410.4 · 103 Funding - grants	1,895.00	
Total 60410 · Executive Director Services	87,826.39	127,740.00
60420 · Public Involv. & Education Com.		
60420.1 · PIE1-Col PEP/PPP Annual act.	20,812.72	49,780.00
60420.2 · PIE2-Col PEP/PPP 5yr activit...	9,696.25	25,084.00
Total 60420 · Public Involv. & Education ...	30,508.97	74,864.00
60430 · Technical Committee		
60430.5 · IDEP Investigations	10,928.55	
60432.1 · TC1-Col IDEP/TMDL annual	11,880.00	88,400.00
60432.2 · TC2-Col IDEP/TMDL 5yr	9,410.91	2,900.00
Total 60430 · Technical Committee	32,219.46	91,300.00
604607 · SPAC10 RRAC Facilitation 2018	12,377.29	8,000.00
60602 · FS3 - US Forestry EAB2017	75,073.75	80,000.00
Total 60400 · ARC Awards and Grants	238,005.86	381,904.00
606651 · WC EPA1 HFE Fishway	56,009.91	50,000.00
606652 · WC EPA2 Oxbow Phase 3	132,042.02	200,000.00
606653 · EPA3 Tamarack/Johnson Creek	257,862.85	475,000.00
606654 · GLC VRSCCP2019	4,500.00	4,500.00
60900 · Business Expenses	317.95	
62100 · Contract Services		
62110 · FC1-Accounting Fees	15,255.00	18,000.00
62140 · FC1-Legal Fees	0.00	1,000.00
65120 · FC2-Insurance - D&O	0.00	1,000.00
65121 · Mailbox and web hosting fee	588.90	1,250.00
Total 62100 · Contract Services	15,843.90	21,250.00

11:07 AM

11/08/19

Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
 January through December 2019

	<u>Jan - Dec 19</u>	<u>Budget</u>
65100 · Other Types of Expenses		
65160 · Other Costs	4.00	
Total 65100 · Other Types of Expenses	4.00	
Total Expense	704,586.49	1,132,654.00
Net Ordinary Income	16,826.17	15,151.00
Net Income	<u>16,826.17</u>	<u>15,151.00</u>

Alliance of Rouge Communities
 Revision 1 ECT-ARC 2013 Contract Appendix M
 Scope of Services for WCEPA1
 Henry Ford Estate Dam Fishway Implementation Restoration Project

Environmental Consulting & Technology, Inc.
 December 1, 2016 to December 31, 2020

The total compensation for this scope of services is increased by \$150,000 from \$296,000 to \$446,000. The ARC will be reimbursed by Wayne County for 100% of this cost. The scope of work is also extend until December 31, 2020.

Project

A natural channel fishway will be constructed to design specifications and permit conditions to allow fish to bypass the Henry Ford Estate Dam. The project activities strives to not only pass a diversity of fish species at varying life stages in the most efficient manner possible over the widest range of flow conditions possible, but also to provide suitable aquatic habitat for many of the organisms that live in the river. The construction of this fish passage is simple and ecologically minded. It will achieve a good fit with the natural riverine floodplain aesthetics. Additionally, for the fishway's long-term sustainability maintenance access will be constructed Task summaries below provide the activities required in order to achieve the project objectives.

Project Tasks

Task 1. Grant Reporting/Administration/Public Outreach

This task includes the following elements associated with the overall grant and projects that will be completed by primarily Wayne County with assistance from the ARC staff:

- Perform Grant Management Activities - Grant management services and assure compliance with terms and conditions of the grant will be provided.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Public Outreach - The ARC will be posting information related to the all projects under this grant on the ARC web site and informational flyers will be distributed to interested organizations and the public at large.

Task 2. Contract Documents

The design plans and technical specifications developed under the previous NOAA Grant for the HFE Fishway to the ARC will be finalized into contract bid documents. As Engineer of Record, for the continuing HFE Fishway Project ECT will assist the bidding processes by attending the pre-bid meetings, answering questions/providing clarifications to bidders, drafting addendum as needed, evaluating bids submitted and providing a recommendation to Wayne County for contractor selection. This task will include the following subtasks to aid the in the procurement of a qualified contractor.

- Prepare for a Pre-Bid Meeting, to include a site field trip;
- Respond to questions for clarification on the contract documents;
- Prepare, as needed, Addendum for the bid process;
- Review/analysis of Contractor's bids;
- Provide Engineer's Recommendation for contractor selection; and
- Budget vs. Bid analysis and site recommendations;

Task 3. Construction Oversight

The contractor selected will complete the construction in accordance with the construction documents under Wayne County's administration. As Engineer of Record, for the continuation of the HFE Dam Fishway ECT will provide construction oversight with assistance from Wayne County during construction for those projects. Quantitative and qualitative measures will be employed to track progress in both project implementation and to assess project results.

Field Engineering Oversight Services

This will include all functions and activities necessary to provide the oversight necessary so that all materials provided and work performed is in conformance with the project plans and specifications. The functions and activities of this task include those typically associated with a project of this nature, including:

- Prepare for and conduct a Pre-Construction site inspection and meeting;
- Respond to inquiries and /or requests for information;
- Attend bi-weekly construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide daily on-site oversight at intervals appropriate to the various stages of construction in order to observe the contractor's activities to verify that the progress and quality of the project is being constructed in conformance with the project plans and specifications;
- Verify that the contractor uses equipment and methods approved in or specified by the contract;
- Inspect materials to be used in the work, verifying they meet the project specifications;
- Verify that the contractor complies with all contract requirements related to the protection of utilities, property, and the environment;
- Verify that the contractor complies with all permit requirements as they pertain;
- Conduct review of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed;
- Coordinate project testing services with the Contractor and the testing company;
- Provide design engineering, specification and design drawing development when changes or modifications to the project plans are necessary;
- Conduct site walks with the Contractor to develop the project "punch list" and for updating of those items;
- Conduct an inspection to determine if the work is substantially complete for acceptance as it relates to the contract documents and time; and

Construction Administration

Contract administration tasks typically associated with a project of this nature, included:

- Review proposals/claims and make recommendations related to contract modifications, extra work, extra compensation, and/or extensions of contract time;
- Process and maintain records for contract modifications and/or work order;
- Review and make recommendations on Contractor construction estimates;
- Generate Monthly Construction Progress Summaries;
- Track and maintain status of miscellaneous submittals and Requests for information;
- Review Contractor's final submission of "as-builts" plans for compliance with the specifications and the work complete.

ECT will support the additional activities associated with the HFE Fishway project:

- ***Contractor corrective action discussions/direction***

- *Activities outlined in the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE) letter dated April 24, 2019.*
- *Correspondence and reporting with EGLE regarding site activities.*
- *Construction oversight associated with site corrective actions.*

Alliance of Rouge Communities DRAFT 2020 Budget

5-yr Budget Approved: 11/19/18

2020 Anticipated Dues from Communities	\$329,261	TOTAL 2020 ARC FUNDING	\$427,512
Rollover funds from 2019 (estimate)*	\$98,251	TOTAL 2020 OUTSIDE FUNDING	\$4,919,329
Total ARC Dues Funds	\$427,512	TOTAL 2020 FUNDING	\$5,346,841
2019 ARC Dues Budget Items	\$322,180	TOTAL 2020 ACTIVITY COST (Committee & Grants)	\$5,241,509
2020 estimated balance (estimated 2021 rollover)	\$105,332	TOTAL 2020 ESTIMATED BALANCE (ALL SOURCES)	\$105,332

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

Proposed ARC Budget Items	Activity Cost	Funding Source						"Provider" Using Budget (1)
		ARC Dues					Other Source/Match	
Organization Committee								
OC1 Executive Director Operational Services	\$ 127,740	\$ 127,740						ED
ARC Operations - Direct Expenses	\$ 1,500	\$ 1,500						ARC
Organization Committee Total	\$ 129,240	\$ 129,240						
Finance Committee								
FC1 Accounting/Legal Services	\$ 19,000	\$ 19,000						ARC
FC2 ARC Insurance	\$ 1,000	\$ 1,000						ARC
Finance Committee Total	\$ 20,000	\$ 20,000						
ARC Operational Services Total	\$ 149,240	\$ 149,240						
Public Education and Involvement Committee								
PIE1 Collaborative PEP/PPP Annual permit activities	\$ 29,780	\$ 29,780						ED
Watershed Monitoring	\$ 5,000	\$ 5,000						
Printing and Reporting	\$ 14,000	\$ 14,000						ARC/FOTR/WC
PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 23,270	\$ 23,270						ED
Permit Cycle Support	\$ 6,310	\$ 6,310						ARC/WC/FOTR
PIE Committee Total	\$ 78,360	\$ 78,360					\$ -	
Technical Committee								
TC1 Collaborative IDEP/TMDL annual permit activities	\$ 20,800	\$ 20,800						ED
IDEP Investigation	\$ 71,000	\$ 63,500					\$7,500	WC/Outside
TC2 Collaborative IDEP/TMDL 5yr permit cycle activities (1/5)	\$ 10,280	\$ 10,280						ED
Technical Committee Total	\$ 102,080	\$ 94,580	\$ -	\$ -	\$ -	\$ -	\$ 7,500	
Total Amount Requested by All Committees	\$ 329,680	\$ 322,180	\$ -	\$ -	\$ -	\$ -	\$ 7,500	
Grants (2)								
	Activity Cost	ARC Match Dues	SPAC Grant	USFS	EPA	Wayne County	Other Source/Match	Outside Funding
SPAC10 RRAC - Facilitation, habitat & fish thru 2/15/19	\$8,690	\$0	\$8,690					
WCEPA1 HFE Dam Fishway Implementation thru 11/1/19	\$25,000	\$0				\$25,000		
WCEPA2 Oxbow Restoration Phase 3 thru 11/1/19	\$200,000	\$0				\$200,000		
FS1 US Forest Service Tree Grant thru 9/30/19	\$80,000	\$0		\$80,000				
EPA3 Rouge AOC Habitat Tamarack & JC Hatchery Design thru 7/31/20	\$475,000	\$0			\$475,000			
EPA4 Rouge AOC Habitat Restoration Implementaion - Tamarack/Johnson thru 12/31/21	\$3,308,139	\$0			\$3,308,139			
EPA5 Rouge AOC Seeley Creek Habitat Restoration thru 10/29/21	\$815,000	\$0			\$815,000			
Total Other Grants:	\$4,911,829	\$0	\$8,690	\$80,000	\$4,598,139	\$225,000	\$0	
TOTAL OUTSIDE FUNDING			\$8,690	\$80,000	\$4,598,139	\$225,000	\$7,500	\$4,919,329

TOTAL ARC INCOME	\$427,512
TOTAL ARC DUES BUDGETED	\$322,180
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 105,332

- Notes**
- (1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County.
 - (2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.
 - (3) \$50k set aside annually for future anticipated permit activities fund

ARC 5 YEAR BUDGET FOR OPERATIONAL AND PERMIT SERVICES
5-YR Budget approved: 11-19-18, Revised: 11-7-2019

Budget Summary	2019	2020	2021	2022	2023
Balance Rollover from 2018 (originally \$133,000, \$50k held as rainy-day savings)	\$ 83,000	\$ 98,251	\$ 105,332	\$ 138,458	\$ 99,986
ARC Recommended Dues (2% annual increase)	\$ 322,805	\$ 329,261	\$ 335,846	\$ 342,563	\$ 349,415
Estimated Funds Available	\$ 405,805	\$ 427,512	\$ 441,178	\$ 481,021	\$ 449,400
Operations and Permit Budget Costs	\$ 307,554	\$ 322,180	\$ 302,720	\$ 381,035	\$ 342,221
Year End Balance	\$ 98,251	\$ 105,332	\$ 138,458	\$ 99,986	\$ 107,179

Annual Operations and Permit Services						
	2019	2020	2021	2022	2023	Entity
Organization Committee						
ED1 Executive Director Operational Services	\$ 127,740	\$ 127,740	\$ 127,740	\$ 130,295	\$ 132,901	ED
ARC Operations - Direct Expenses	\$ 1,250	\$ 1,500	\$ 1,500	\$ 1,750	\$ 1,750	ARC
Organization Committee Total	\$ 128,990	\$ 129,240	\$ 129,240	\$ 132,045	\$ 134,651	
Finance Committee						
FC1 Accounting/Legal Services	\$ 19,000	\$ 19,000	\$ 19,500	\$ 19,500	\$ 20,500	ARC
FC2 ARC Insurance	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	ARC
Finance Committee Total	\$ 20,000	\$ 20,000	\$ 21,000	\$ 21,000	\$ 22,000	
ARC Operational Services Total	\$ 148,990	\$ 149,240	\$ 150,240	\$ 153,045	\$ 156,651	
Public Education and Involvement Committee						
PIE1 Collaborative PEP/PPP Annual permit activities	\$ 29,780	\$ 29,780	\$ 29,780	\$ 29,780	\$ 29,780	ED
Watershed Monitoring	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Printing and reporting	\$ 15,000	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	ARC/FOTR
PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 20,584	\$ 23,270	\$ 9,050	\$ 15,570	\$ 11,110	ED
PEP Effectiveness Reporting (BMP0)	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	
Design/Distribute Materials (BMP1)		\$ 4,460		\$ 4,460		
Articles/Ad Graphics (BMP2)	\$ 1,384	\$ 1,384	\$ 1,384	\$ 1,384	\$ 1,384	
Displays & Posters (BMP3)		\$ 1,550		\$ 1,550	\$ 1,550	
Develop Homeowner Ed Materials (BMP5)	\$ 3,330	\$ 833	\$ 833	\$ 833	\$ 833	
Workshops/presentations (BMP6)	\$ 3,720	\$ 1,860	\$ 1,860	\$ 1,860	\$ 1,860	
Workdays at GI sites (BMP7)		\$ 784	\$ 784	\$ 784	\$ 784	
Rouge River Watershed Signage (BMP9)	\$ 10,000	\$ 10,000	\$ 2,640	\$ 3,000	\$ 3,000	
Mileage (BMP0, 3, 6, 9)	\$ 750	\$ 1,000	\$ 150	\$ 300	\$ 300	
Permit Cycle Support	\$ 4,500	\$ 6,310	\$ 4,650	\$ 5,260	\$ 21,260	ARC/FOTR
ARC printing of displays (BMP3)		\$ 660		\$ 660	\$ 660	ARC
ARC printing/mailing (BMP6)	\$ 1,000	\$ 500	\$ 500	\$ 500	\$ 500	ARC
ARC watershed metal signs (BMP9)					\$ 16,000	ARC
Wayne County (BMP6) done by FOTR in 2020	\$ 3,500	\$ 3,150	\$ 2,150	\$ 2,100	\$ 2,100	WC
FOTR (BMP7)		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	FOTR
PIE Committee Total	\$ 74,864	\$ 78,360	\$ 63,480	\$ 70,610	\$ 82,150	
Technical Committee						
TC1 Collaborative IDEP/TMDL annual permit activities	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800	\$ 20,800	ED
IDEP Investigation and Training	\$ 60,000	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500	ARC/WC
TC2 Collaborative IDEP/TMDL 5yr permit cycle activities	\$ 2,900	\$ 10,280	\$ 4,700	\$ 73,080	\$ 19,120	ED
IDEP Effectiveness Reporting	\$ 2,060	\$ 7,080	\$ 2,060	\$ 7,080		
Update Storm sewer GIS	\$ 840	\$ 840	\$ 840			
IDEP Training		\$ 1,800	\$ 1,800		\$ 1,820	
Facility Dye Testing		\$ 560				
TMDL Second Round Sampling				\$ 66,000		
TMDL Effectiveness Reporting					\$ 17,300	
Technical Committee Total	\$ 83,700	\$ 94,580	\$ 89,000	\$ 157,380	\$ 103,420	
Total Amount Requested by All Committees	\$ 307,554	\$ 322,180	\$ 302,720	\$ 381,035	\$ 342,221	\$ 1,655,711

Updated to reflect EGLE-Approved TMDL Plan 11-7-2019



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2020 BUDGET RECOMMENDATION

Working together, restoring the river

REQUEST DATE: September 20, 2109

LINE ITEM: OC1 Executive Director Services

COMMITTEE MAKING REQUEST: Organization Committee

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

DESCRIPTION OF ANTICIPATED ACTIVITIES: The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services as outlined in Work Order No. 2019-1. The duties for 2020 are summarized below (see Work Order for complete list of activities):

- **Executive Director Annual Services (\$127,740)**
 - **Operational Services** – Staffing, meeting preparation and facilitation of the full ARC (2 meetings); the Executive Committee (4 meetings); and the Finance Committee (2 meetings) and 1 meeting for other committees (organization, nominating etc.). This task includes the day-to-day ARC activities with staff, consultants and contractors, FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, administration of subcontractors and preparing the 2019 ARC Annual Report, market non-ARC member communities, coordinate activities with cooperating partners and RRAC, contract/IAA preparation, update policies/procedures, bylaws and strategic plan as necessary, budget preparations, and maintain storage of ARC records. This task also includes maintaining the ARC's accounting using Quickbooks to track payables and receivables and conducting all procedures associated with the ARC Accounting Procedures Manual. Staff will work with an outside accountant to prepare the ARC's taxes and audit annually. Staff will maintain/develop/review contracts and IAAs as necessary.
 - **Assistance Services** – Executive Director Staff will monitor, research and prepare up to 3 grant applications. Staff will maintain the ARC's logins and eligibility status under various agencies. Upon grant awards staff will conduct discussions with granting agencies and review grant awards and secure signatures. Executive Director Staff will promote the ARC as an advocate for the Rouge River Watershed and foster external relationships with other agencies, organizations and individuals. ARC staff will provide review/recommendations as necessary on various topics and serve on agency boards to promote the ARC. ARC Staff will coordinate presentations and activities with other watershed groups. ARC staff will respond to outside data/information requests. ARC staff will act as the primary liaison to state and federal agencies. ARC staff will staff the ARC booth at member community events and serve as primary liaison to all members and cooperating partners assisting with member questions and requests for information (general & technical). ARC staff will host the ARC's phone number and work with member communities to respond to citizen requests/concerns and conduct member surveys as necessary. ARC staff will also provide formal and informal interaction with government officials.
- **ARC Operational Direct Expenses (\$1,500)** – This includes web hosting fees and the ARC's mailbox fee.

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

BUDGET: An estimated 2020 budget of \$128,990 for operational services is requested.

RECOMMENDATION: Executive Director Services: \$127,740 and ARC Direct: \$1,500.

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



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2020 RECOMMENDED WORKPLAN

REQUEST DATE: September 23, 2019

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 \$750,000 in federal funds. The ARC is also responsible for preparing taxes. This line item also provides budget for legal advice regarding contracts or other legal issues that may arise during the year.

DESCRIPTION OF ANTICIPATED ACTIVITIES: These funds will be used for the preparation of the taxes, preparation of the financial report and the 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: \$19,000 (legal - \$1,000, 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

2020 RECOMMENDED WORKPLAN

REQUEST DATE: September 23, 2019

LINE ITEM: FC2 - ARC Insurance

COMMITTEE MAKING REQUEST: Finance Committee

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

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

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

BUDGET (including how the amount requested was established): ARC Staff anticipate the cost to be similar to the 2019 insurance cost of \$961. The actual 2020 cost is anticipated to be received before the November Full ARC meeting. ARC staff is recommending a budget of \$1,000 for 2020.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2020.



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ALLIANCE OF ROUGE COMMUNITIES

FINANCE COMMITTEE

2020 RECOMMENDED WORKPLAN

REQUEST DATE: October 8, 2019

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 2019 BUDGET REQUEST: \$78,360.25

DESCRIPTION OF ANTICIPATED ACTIVITIES:

Total PIE1 – 2019 Annual Permit Activities	\$48,780
<i>Collaborative PEP/PPP Annual permit activities</i>	<i>\$29,780</i>
<i>Watershed Monitoring</i>	<i>\$ 5,000</i>
<i>Printing and reporting</i>	<i>\$14000</i>

MON1 – Support for Watershed Monitoring Activities

This task will support winter stonefly monitoring and spring/fall bug hunts along with other volunteer monitoring training/presentations.

BMP0 – PIE Committee Support and PPP (ARC Staff, FOTR)

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

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

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)

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

BMP3 – Displays & Posters (ARC Staff)

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

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

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

BMP7 – Promote & Support Volunteer Activities (ARC Staff)

ARC Staff will promote 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)

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

<u>PIE2 –2019 Permit Cycle Activities</u>	<u>\$29,580.25</u>
<i>Collaborative PEP/PPP 5 yr. permit cycle activities</i>	<i>\$23,270.25</i>
<i>Permit cycle support</i>	<i>\$ 6,310.00</i>

BMP0 – PIE Committee Support (ARC Staff)

ARC Staff will survey members regarding any local public notice requirements and meet them as appropriate. ARC Staff will invite the public to participate in the implementation and review of the permit once in 2019 which will include advertising it on the ARC website and Facebook and ARC member and partner websites.

BMP1 – Design/Distribute Materials (ARC Staff)

ARC Staff will design 1 new brochure on a topic consistent with the Collaborative PEP. Topics may include educating commercial, industrial, educational and institutional entities likely to contribute pollutants to stormwater runoff or additional topics from the Collaborative PEP.

BMP2 – Articles/Ad Graphics (ARC Staff)

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

BMP3 – Displays and Posters (ARC Staff)

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

BMP5 – Development of Homeowner Education Materials (ARC Staff)

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

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

FOTR will train two teachers who will lead classrooms (about 50 elementary, middle or high school students) through the Rouge Education Project. This includes 20 hours of education consisting of classroom sessions and a hands-on field trip where students assess the biological, physical, and chemical parameters of the river. The training topics include pollution prevention and watershed stewardship. FOTR is responsible for teacher training, providing equipment and planning resources to schools, compiling data, and coordinating volunteers to assist teachers with carrying out the work.

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, FOTR)

ARC Staff will assist FOTR in planning and determining locations for 1 workdays at an ARC community green infrastructure site. FOTR will plan and facilitate the workday.

BMP9 – Rouge River Watershed Signage (ARC Staff)

ARC Staff will survey the remainder of the Rouge River Watershed signage (“you are entering the Rouge River Watershed – Ours to Project” street signs). 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.

2020 Budget Allocation

TASK	RESPONSIBLE PARTY	BUDGET
PIE1: 2020 Annual Activities	ARC Staff	\$29,780
	ARC Direct	\$12,500
	Monitoring	\$5,000
	FOTR	\$1,500
Sub-total PIE1		\$48,780
PIE2: 2020 Permit Cycle Activities	ARC Staff	\$23,270.25
	ARC Direct	\$1,160
	FOTR	\$5,150
Sub-total PIE2		\$29,580.25
TOTAL 2020 PIE Budget		\$78,360.25



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2020 Budget Recommendation
Technical Committee**

Working together, restoring the river

REQUEST DATE: November 7, 2018

LINE ITEM: TC1 – Annual Permit Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This request supports the implementation of the Collaborative IDEP Plan that was approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 29, 2017. 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		

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

- IDEP BMP #3. Investigations
- IDEP BMP #4. Training
- IDEP BMP #5. Pollution Complaints

In addition, technical committee meetings are included to facilitate the implementation of the IDEP Plan.

The outfall screening conducted in 2018 identified 21 outfalls that require follow-up investigations and 24 outfalls that need to be resampled as showed in Attachment A. These efforts are the focus of the Investigations BMP.

DESCRIPTION OF ANTICIPATED ACTIVITIES:

Meetings and Facilitation. 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 including the identification of additional priority areas; and
- Report on topics of interest to the Technical Committee throughout the year.

IDEP BMP #3a and 3b: IDEP Investigations. Conduct concentrated field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. Work within Wayne County will be addressed by Wayne County staff with oversight by ED staff. Work within Oakland County will be undertaken by ED staff unless it falls within a county drain. County drain work will be undertaken by county staff outside of the ARC's budget. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary, to locate illicit discharge sources. A report will be prepared by ED and WC staff to summarize the results of their investigations and recommended next steps for subsequent years.

Prior to expending budget for this task, Wayne County and ED staff will each present a scope of work and budget for review and approval by the Technical Committee. An inter-agency agreement will be drafted by the ED staff for approval by Wayne County.

IDEP BMP #4. IDEP Training. ED staff will coordinate with SEMCOG to schedule an IDEP Investigator and Stormwater Pollution Prevention training. Coordination of this training is included in the ARC's budget, but facility, administration and presenter costs will be funded by others.

ED and Wayne County staff will provide staff for one IDEP Investigator Training workshop. Wayne County staff will handle the advertisement, scheduling, registration, and meeting room arrangements.

IDEP BMP #5. Pollution Complaints. ED staff will maintain a list of IDEP investigator contacts for each permittee. This list will be shared with the permittees to aid in cross jurisdiction investigations.

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

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$91,800 as summarized in the table below. A portion of this funding (\$84,300) will be provided by ARC dues. The remaining funding (\$7,500) will be provided by Wayne County as matching effort. The detail for the ED's budget can be found in the ED's contract.

Budget Item	Amount	Match	Responsible Party
Meetings and Facilitation			
3a. IDEP Oversight	\$20,800		ED
4. IDEP Training	\$3,500		WC
5. Pollution Complaints			
3b. IDEP Investigations*	\$30,000		ED
	\$30,000	\$7,500	WC
Total	\$84,300	\$7,500	

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

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



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2020 RECOMMENDED WORKPLAN
Technical Committee**

Working together, restoring the river

REQUEST DATE: September 22, 2019

LINE ITEM: TC2 – 5-Year Permit Cycle Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This request supports the implementation of the Collaborative IDEP Plan that was approved by Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 29, 2017. 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		

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

- IDEP BMP #1. Storm Sewer GIS
- IDEP BMP #9. Effectiveness Reporting

DESCRIPTION OF ANTICIPATED ACTIVITIES:

IDEP BMP #1. Storm Sewer GIS. ED staff will request updates to communities' storm sewer and outfall GIS layers. As of September 2019, storm sewer GIS has already been supplied from 21 of 29 permittees and outfall GIS data has been collected from 28 of 29 permittees. The communities who have yet to complete this work are listed below.

Community	Still Need Outfalls in GIS	Still Need Storm Sewer in GIS
Beverly Hills		X
Bingham Farms		X
Birmingham		X
Franklin		X
Lathrup Village		X
Livonia	City is updating	
Melvindale		X
Redford Township		X
Walled Lake		X

IDEP BMP #6 Facility Dye Testing. ED staff will follow-up with permittees who have not completed dye testing of their municipal facilities. As of June 2018, the 23 of 29 permittees have completed this work. The communities that have yet to complete this work are listed below.

Community	Still Need Facilities Dye Tested
Beverly Hills	X
Birmingham (golf courses)	X
Bloomfield Hills	X
Lathrup Village	X
Novi	X
Walled Lake	X

IDEP BMP #9. Effectiveness Reporting. ED staff will compile metric data from the permittees and prepare the IDEP Plan Assessment Report which is due to EGLE on February 28, 2020. The metric data includes the following:

- Portion of watershed where MS4 outfalls and storm sewer are available in GIS
- Number of priority outfalls identified, screened and sampled
 - Number of suspicious discharges identified
- Portion of drainage area investigated within investigation Categories A and B
 - Number and type of illicit discharges identified and resolved
- Number of municipal staff trained
- Number of pollution complaints received, referred and investigated
 - Number of pollution issues identified and resolved
- Number of permitted-owned facilities dye tested
 - Number of issued identified and resolved
- Number of IDEP-focused meetings per year
 - Number of members in attendance
 - Number of meeting summaries

RATIONALE (including why needed): These tasks are consistent with the MS4 permit and the EGLE-approved Collaborative IDEP Plan.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$10,280 which will be funded by ARC dues. The detail for the budget can be found in the ED's contract.

Budget Item	Amount	Responsible Party
1. Storm sewer GIS 6. Facility Dye Testing 9. Effectiveness Reporting	\$10,280	ED

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

1. Primary Members

The voting shares for city, township and village members shall be based upon the financial contribution of each based upon the approved ARC annual budget and assessment of costs to members. The specific voting shares will be proportional to the annual assessments to each city, township and village as determined under Article V. of these Bylaws with one voting share based upon the annual assessment for each divided by \$750 rounded to the nearest whole number. If an assessment is less than \$750, one voting share shall be provided.

The combined voting shares of the three counties and county agencies combined shall be limited to twelve percent (12%) of total voting shares and the allocation of voting shares between the three counties shall be determined by the proportional amount of land in each county within the Rouge River watershed. For the purposes of these Bylaws, counties are defined as the appointed/elected Road Commission, the elected County Water Resources Commissioners, the elected County Executive, or the elected County Commission. Provided, however, only one member or designated alternative shall represent each county.

2. Associate Members

The specific voting shares will be proportional to the annual assessments to each with one voting share based upon the annual assessment for each divided by \$750 rounded to the nearest whole number. If an assessment is less than \$750, one voting share shall be provided.

3. Cooperating Partners

Cooperating Partners shall not have voting privileges but shall be invited to participate in meetings of standing committees and noticed of all meetings of the ARC and its Executive Committee.

F. Meetings

An effort shall be made to schedule meetings at locations throughout the Rouge River Watershed, allowing any member community or agency to host a meeting. All meetings of the Full ARC and Executive Committee shall operate under the Robert's Rules of Order unless modified by a majority vote of the ARC members.

1. Alliance of Rouge Communities

The Full ARC shall meet at least twice each calendar year at a designated time and location established by the Executive Committee. Agendas for ARC meetings will be distributed and circulated to all members in advance of all meetings. All official actions of the Full ARC including the election of officers, adoption of budgets, assessment of costs to members, and all other matters not otherwise specifically delegated to the elected officers, committees or Executive Director shall be by the Full ARC at a regular meeting consistent with the voting procedures in Article IV. D. and E. of these Bylaws.

2. Executive Committee

~~The ARC Executive Committee will meet at least four times each year at the call of the Chair~~The Chair shall convene regularly scheduled Executive Committee meetings each year.

3. Other Committees

Other committees shall meet as needed.