



James W. Ridgway, P.E.
Executive Director

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 Community 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
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

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

November 17, 2015, 1:00 p.m.
Southfield Parks & Recreation, Room 223/224

1. **Welcome** – Brandy Siedlaczek, 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	Brandy Siedlaczek	Southfield	Y
Vice-Chair	Jill Rickard	Northville Twp.	Y
Treasurer	Bob Belair	Canton	Y
Past Chair	Gary Mekjian	Farmington Hills	N
Counties			
Oakland Co. – Rep.	Jim Nash	OCWRC	N
Oakland Co. – Alt.	Jim Wineka, Jacy Garrison	OCWRC	Y
Washtenaw Co.- Rep.	Evan Pratt	WCWRC	N
Washtenaw Co.- Alt.	Heather Rice	WCWRC	Y
Wayne Co. - Rep.	Kelly Cave	WCDPS	N
Wayne Co. - Alt.	Noel Mullett/Razik Alsaigh	WCDPS	N
SWAGs			
Main 1 & 2 - Rep.	Wayne Domine	Bloomfield Township	Y
Main 1 & 2 - Alt.	Charles Markus	Bloomfield Township	N
Main 3 & 4 - Rep.	VACANT		
Main 3 & 4 - Alt.	VACANT		
Upper - Rep.	Karen Mondora	Farmington Hills	Y
Upper - Alt.	Doug Moore	Livonia	Y
Middle 1 - Rep.	Tom Casari	Northville Township	N
Middle 1 - Alt.	Adam Wayne	Novi	Y
Middle 3 - Rep.	Kevin Roney	Garden City	N
Middle 3 - Alt.	VACANT		
Lower 1 - Rep.	Tim Faas	Canton Township	N
Lower 1 - Alt.	VACANT		
Lower 2 - Rep.	Ramzi El-Gharib/Mike Buiten	Wayne	Y
Lower 2 - Alt.	Roberto Scappaticci	Romulus	N

Others Present: John O’Meara, and Chris O’Meara, ECT Staff

3. Additions or Changes to Draft Agenda

There were no additions to the agenda.

4. Summary of August 10, 2015 Executive Committee Meeting

The motion was made by Jill Rickard, Northville Twp., to accept the August 10, 2015 meeting summary. The motion was seconded by Heather Rice, Washtenaw County. Motion passed.

5. Executive Director Report

a. Grant Status Report

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

ONGOING GRANTS

2015 Rouge River Public Advisory Council (RRAC) Support

The ARC submitted an application to the Great Lakes Commission to continue facilitation of the RRAC. The budget was \$16,545 for 12 months with no match. This project was awarded. The first meeting will be November 24, 2015.

FOTR-ARC Merger Investigation

FOTR and the ARC were awarded a grant from the Erb Family Foundation in the amount of \$110,000 to explore merging the organizations. The Reorganization Investigation Committee (RIC) has met several times and are developing a recommendation for the ARC and FOTR boards to consider. The recommendation will outline the financial and non-financial benefits to merging, a draft scope of work, budget, job descriptions, organizational structure, and enabling state legislation under which we would form.

Collaborative Invasive Species Control in Rouge and Detroit River AOC

Wayne County was awarded an EPA for a grant in the amount of \$634,736 to establish and begin implementing an effective management program to address invasive species in the Rouge River and Detroit River Areas of Concern. Wayne County has executed the IAA with the ARC. The ARC will begin working with Wayne County of invasive species identification training for 2016.

US Forestry Service 2014 Tree Grant

The ARC received award of a \$100,000 grant from the US Forestry Service to purchase and plant an estimated 680 trees. No match is required. A few communities have installed trees this fall with the remaining participating communities installing in spring 2016. Communities will complete their planting, locating, and project summaries by June 2016 and the ARC will finalize the grant reporting next summer.

SAW Grant: Monitoring and Stormwater Management Planning

The ARC received the SAW funding grant agreement last week and returned for execution November 10, 2015. The grant covers development of member MS4 permit applications, monitoring, and stormwater funding planning efforts. ARC staff have had initial meetings with each of the communities on the permit process and begun scheduling community facility inspections. Staff have been working on identifying match (\$355,333 required) for the grant.

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

ARC and NOAA established the agreement for this project in September. The ARC and NOAA have had an initial kickoff call to review the project. ARC staff have drafted the QAPP and submitted to NOAA for review and approval. Staff have reviewed the previously USACE documents and identified additional data needs for the design. The ARC hosted a Project Partners (NOAA, ARC, Wayne

County, RRAC, MDEQ, USACE, National Park Service, and Henry Ford Estate) meeting November 9, 2015 to discuss the project and alternative for design.

PENDING GRANT APPLICATIONS

None at this time.

b. MS4 Permit and SAW Grant Update

J. O'Meara suggested bringing OHM and HRC on board to assist with the SAW grant permits as it makes sense to have them assist with the communities that they are already a consultant for. They will provide the meetings and site visits and draft their permit applications. J. O'Meara discussed the need for additional match for the SAW grant. Because the 2015 budget was reduced and the monitoring done by FOTR and Wayne County was eliminated, the SAW match being provided by the ARC was reduced. The 2015 budget was originally reduced because of the uncertainty of Livonia being a member. Because of this, when they eventually paid their dues the ARC had a large amount of unallocated funds. The suggestion was made by ARC staff to include an amendment to fund the monitoring activities that were done by FOTR and Wayne County in 2015 so that it could then be used as match for the SAW grant. The committee agreed and it will be voted on later in the agenda.

J. O'Meara stated that the ARC Staff are looking at how to incorporate the communities with portions outside the Rouge.

The SAW Grant would also include funding for the stormwater funding framework activities that the ARC has done in the past.

It was also noted that the ARC would be doing a public survey. There was a discussion of how to advertise the survey, suggestions were post cards, flyers in water bills, using Survey Monkey. The possibility of having a drawing for prizes of those that complete the survey as a way of encouraging participation.

6. Standing Committee Reports

a. Finance Committee (B. Belair, Treasurer)

2015 Membership Dues

Chris O'Meara reported that there are a few communities with outstanding dues and reminders have been sent.

A/R and A/P Reports

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

2015 Budget Amendment 5

FC5 – SPAC7 RRAC Facilitation

John O'Meara reviewed the FC5 Amendment. The ARC has received a \$16,545 grant from the Great Lakes Commission to facilitate the Rouge RAP Advisory Council. The ARC was awarded the funding in September, 2015, with activities beginning on September 25, 2015 and ending March 31, 2016. RRAC and ARC applied for this grant to fund activities to continue to facilitate RRAC meetings and general business activities in the Rouge River Area of Concern (AOC). These activities include re-establishing a larger active membership list, facilitating RRAC meetings and continuing to support the Rouge RAP Advisory Council website. Additionally, this grant funding will allow ARC staff to provide communications support with MDEQ regarding the Rouge Habitat Restoration Project List which includes a list of priority projects that need to be completed in order to remove the Fish and Wildlife Habitat beneficial use impairment (BUI).

The motion was made by Karen Mondora, Farmington Hills, to recommend to the Full ARC the approval of the 2015 Budget Amendment adding the SPAC7 RRAC Facilitation grant as presented by the Finance Committee. The motion was seconded by Jacy Garrison, Oakland County, and passed unanimously.

FC6 – PIE2 Public Ed Materials

Chris O’Meara reviewed this budget amendment. Approximately \$5,000 will not be spent under task FC1 – Accounting/Legal Services. This is because the ARC was not required to have an A133 audit done because the ARC did not expend more than \$500,000 in federal funds. The ARC staff is requesting that \$1,100 of this be transferred to PIE2 to pay for the printing of the FOG brochure (5,000 copies).

The motion was made by Karen Mondora, Farmington Hills, to recommend to the Full ARC the approval of the 2015 Budget Amendment transferring \$1,100 from FC1 to PIE2 to pay for the printing of the new FOG brochure as presented by the Finance Committee. The motion was seconded by Jacy Garrison, Oakland County, and passed unanimously.

FC7 – TC1 SAW Grant Monitoring

John O’Meara reviewed this budget amendment which was discussed earlier in the agenda. Expend \$35,000 (\$20,000 to Wayne County and \$15,000 to FOTR) in unallocated ARC funds and reallocate FOTR 2015 budget of up to \$3,500 from PIE1 and up to \$1,000 from PIE4 to support the 2015 benthic macroinvertebrate monitoring program. FOTR will invoice the ARC \$19,500 and Wayne County \$20,000 for benthic monitoring expenses accrued in 2015. In addition, Wayne County and FOTR will provide backup for potential match for the ARC to use for the SAW grant (WC \$35,000-\$55,000 and FOTR \$20,000).

The motion was made by Karen Mondora, Farmington Hills, to recommend to the Full ARC the approval of the 2015 Budget Amendment transferring funds from PIE1 and PIE4 and adding unallocated funds to TC1 to fund Rouge River monitoring activities by FOTR and Wayne County as presented by the Finance Committee. The motion was seconded by Jacy Garrison, Oakland County, and passed unanimously.

2013 ECT Contract Amendment

Appendix K – RRAC Facilitation (SPAC7)

John O’Meara, ARC Staff, reviewed the ECT contract amendment to the scope of services for the Executive Director Services Contract which adds the grant awarded to the ARC to facilitate the RRAC and finalize the habitat project list.

The motion was made by Heather Rice, Washtenaw County, to recommend to the Full ARC the approval of the 2013 ECT Contract Amendment adding Appendix K, SPAC7, as presented by the Finance Committee. The motion was seconded by Karen Mondora, Farmington Hills, and passed unanimously.

2016 Budget Recommendations

Bob Belair, Treasurer, reviewed the budget recommendations for 2016 as presented by the Finance Committee.

Executive Director Services:

- ARC Meetings (OC1a) - Staffing and facilitation of the full ARC (3 meetings); the Executive Committee (3 meetings); the Finance Committee (3 meetings); the Organization Committee (1 meeting); the Technical Committee (up to 2 meetings and budget support); and the PIE Committee (up to 2 meetings and budget support). This task will also include FOIA requests and activities to meet the Open Meetings Act requirements.
- Financial Services and Reporting (OC1b) – The Executive Director Staff will use Quickbooks for the financial tracking for the ARC including payables and receivables activities.
- Administration and Communication (OC1c) - This task includes communication with ARC members, administration of subcontractors and preparing the 2015 ARC Annual Report. This task also includes the Executive Director serving as the primary liaison and advocate for the Rouge River Watershed.
- Pursuing Grant Opportunities (OC1d) – Executive Director Staff will research and prepare up to 3 grant applications.

PIE Committee:

The 2016 PIE budget reflects a slight decrease (\$2,000) in cost from the 2015 budget and is summarized below:

- (PIE 1) *The Green Infrastructure Activities* – (\$23,500). The Green Schools program has the same budget as previous years. The workshops will have a similar overall budget, but will have a different focus in 2016 and may include *Native landscaping & maintenance for homeowners/businesses, riparian/streambank stabilization, backyard habitat and/or garden tour experiences* (workshop titles to be determined at a later date).
- (PIE 2) *The Public Education Materials* task – (\$15,000) This task supports the purchase and distribution of seedlings/plants at local events, such as community events, and HHW collection days. The printing budget will pay for seedling/plant packaging, reprinting of public education materials and printing of four (4) seasonal posters. The PIE would like to have the seedling monies available for plants, not just seedlings.
- (PIE 3) *The Website Maintenance* – (\$5,500) The task budget remains the same as it was in the 2015 budget and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) *New Public Education Campaigns Implementation* – (\$13,000) The committee will implement the campaign created in 2015 by the PIE and FOTR that will cover the various pathways of stormwater and will create four (4) seasonal stewardship posters related to stormwater management along with public education billboards and bus signage relating to permit required public education.
- (PIE 5) *The Watershed Stewardship and Reporting* – (\$1,500) This task supports the annual reporting of monitoring and public education activities conducted by FOTR, which are items that can also be used by ARC members in their stormwater permit reporting.

Tech Committee:

The 2016 Technical Committee (TC) budget is \$131,000 which is \$55,500 more than the 2015 budget. The increase is the refunding the FOTR macroinvertebrate task under TC1. TC1 funding was reduced in 2014 and unfunded in 2015 because of budget constraints. Wayne and Oakland County will each provide \$7,500 in matching effort under TC2. The 2016 TC activities are summarized below:

- (TC1) –Rouge River Macroinvertebrate Monitoring – (\$58,500). This is an important indicator for stream habitat and water quality and promotes stewardship within the watershed. It will also serve as match to the SAW grant funding.
- (TC2) - IDEP Activities – (\$72,500 and includes \$15,000 in match provided by Wayne and Oakland County) The task continues field investigations in priority areas and allows for an

IDEP Training session provided by SEMCOG. TC2 allows the ARC to address illicit discharges on a watershed-wide basis consistent with the Collaborative IDEP plan.

Note that the ARC's SAW grant will fund additional activities that are typically carried out by the TC. These activities include development of a monitoring plan, finalization of the collaborative IDEP Plan, and conducting other ecosystem monitoring.

The motion was made by Mike Buiten, Wayne, to recommend to the Full ARC the approval of the 2016 ARC Budget as presented by the Finance Committee. The motion was seconded by Jill Rickard, Northville Township and passed unanimously.

b. Organization Committee

The Organization Committee had nothing to report at this time.

c. PIE (Public Involvement and Education) Committee

Chris O'Meara, ARC Staff, reported on behalf of Charles Marcus, reported that the ARC Staff are preparing for two Septic System Maintenance workshops, one in Bloomfield Twp. and one in Northville Twp. At this point the attendance for the Bloomfield Twp. workshop is low and may be canceled. There was a discussion of how to advertise the workshop better and included postcards or flyers in water bills. Chris O'Meara also reported that the PIE is also working with FOTR to create a billboard campaign for November and December in various locations throughout the watershed. The FOG brochure is also being developed for printing and distribution by the beginning of 2016. It was also requested that a tent card be developed to put out with the pet waste containers to explain the benefit to them.

d. Technical Committee

Karen Mondora, Farmington Hills, reported that ARC staff continue the SAW grant activities including meeting with communities and starting site visits.

Green Infrastructure Maintenance Service

There was a discussion regarding the need for rain garden/grow zone maintenance and an inventory of sites. Some communities have asked for either a paid service or information packet to use for maintenance of these sites. ARC staff were asked to survey the ARC members on the desire for this type of maintenance service.

7. Report from Counties

Heather Rice, Washtenaw County, reported that the IDEP training had 69 people attend and it was successful. There was a request to prepare a resolution thanking Dean Tuomari, who recently retired from Wayne County, for his participation with the IDEP activities.

8. Other Business

There was no other business.

9. Summary of Executive Committee Actions

- The motion was approved to accept the August 10, 2015 meeting summary.
- The motion was approved to forward the 2015 Budget Amendment 5, SPAC7 to the Full ARC.
- The motion was approved to forward the 2015 Budget Amendment 6, PIE2 to the Full ARC.
- The motion was approved to forward the 2015 Budget Amendment 7, TC1 to the Full ARC.
- The motion was approved to forward the 2013 ECT Appendix K contract amendment to the Full ARC.
- The motion was approved to forward the 2016 ARC Budget to the Full ARC.

10. Upcoming Meeting(s)

- Full ARC Meeting, November 18, 1:00 p.m. – 3:00 p.m., Washtenaw County Learning Resource Center

11. Adjourn

The motion to adjourn the meeting was made by Mike Buiten, Wayne, and seconded by Bob Belair, Canton. The motion passed.