



Working together, restoring the river

DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

September 15, 2020, 1:30 p.m.

<https://global.gotomeeting.com/join/572596829>

Or call-in: 646-749-3122 Access Code: 572-596-829

Annette DeMaria, P.E., PMP
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 College
Inkster
Lathrup Village
Livonia
Melvindale
Northville
Northville Twp.
Novi
Oak Park
Oakland County
Orchard Lake
Plymouth
Plymouth Twp.
Redford Twp.
Rochester Hills
Romulus
Schoolcraft College
Southfield
Troy
University of
Michigan-Dearborn
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport
Authority
West Bloomfield Twp.
Westland
Wixom

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

<i>Alliance of Rouge Communities Executive Committee</i>		
Officers		
Chair	Doug Moore	Livonia
Vice-Chair	Charles Markus	Bloomfield Twp.
Treasurer	Kate Richardson	Novi
Past Chair & Interim Treasurer	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.	Paul Horen	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

	<u>Page</u>
3. Additions or Changes to Draft Agenda	
4. Executive Director Report (ARC Staff)	
A. MS4 Permit Update	Information
B. Grant Report	Information
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5. Standing Committee Reports	
A. <u>Finance Committee (Richardson, Treasurer/C. O'Meara)</u>	
1. A/P, A/R & Profit/Loss Report	Information
2. 2020 Membership dues	Information
3. Ratify E-mail Votes from 8/7/20 - 24 yay and 0 nay votes, passed	Action
a. 2020 ARC Budget Amendment FC4: Adding the new grant EPA7 line item – Rouge River AOC Habitat Restoration Implementation - Wayne County Parkland \$4.2 M total award, added \$30k to 2020 budget	
b. 2020 ECT Contract Amendment: Adding Work Order 2020-5 to ECT's contract to include activities related to the EPA7 Budget Amendment above.	
4. 2020 Budget Amendments & Adjustments	11
a. Amendment to EPA4 - Implementation of Tamarack/Johnson Creek Fish Hatchery	Action
b. Amendment to TC1 – Annual IDEP Activities	Action
5. ECT Contract Amendment	23
a. Amendment to ECT Work Order 2019-4	Action
b. Amendment to ECT Work Order 2020-1	Action
6. 2020 dues freeze for 2021 due to COVID	Discussion/Action
7. 2021 Budget Recommendations	Action
B. <u>Organization Committee (Mullett/C. O'Meara)</u>	
1. Status Report	Information
C. <u>Nominating Committee (Belair/C. O'Meara)</u>	
1. Slate for 2021-2022	Information
D. <u>PIE (Public Involvement and Education) Committee (Garrison, Chair)</u>	
1. Status Report	Information
E. <u>Technical Committee (Mondora, Chair)</u>	
1. Status Report	Information
6. Report from Counties	
7. Other Business	
A. Update to Rouge River Watershed Management Plan	Discussion
8. Summary of Executive Committee Actions (O'Meara)	
9. Upcoming Meetings	
A. Full ARC Meeting 9/24/20 at 1:30 p.m. (virtual)	
10. Adjourn	

ONGOING ARC GRANT PROJECTS STATUS – 9/9/2020

SAW Grant: Monitoring and Stormwater Management Planning

- ARC's final reimbursement request was approved, direct deposit received and grant closed out.

EPA Wayne County Rouge AOC Habitat Projects

- **Henry Ford Estate Dam Fish Passage**
 - Work has been completed on the site less some punch list items, site restoration, and vegetation maintenance. Lowering of the water control will not take place for at least one year.
- **Oxbow Phase III Implementation**
 - Work completed. Replacement of a few trees to occur this month.

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

- **Tamarack Wetland and Creek Restoration**
 - Property owners' meetings & authorizations
 - MDOT Permit
 - 99% design completed
 - EGLE permit application submitted
 - Technical specs drafted
 - Anticipated bidding Jan 2021
- **Johnson Creek Fish Hatchery Restoration**
 - Project was bid in April 2020

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

The ARC has received from EPA the grant for Johnson Creek and Tamarack Implementation.

- QAPP was approved by EPA.
- Time Extension to April 2023 and Cost Increase for Tamarack FEMA CLOMAR approved
- **Johnson Creek Fish Hatchery Restoration**
 - Construction started in August 2020
 - Project Substantial completion October 2020
- **Tamarack Creek Restoration**
 - None at this time

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

The ARC has received from EPA of award of the grant for Seeley Creek in Farmington Hills.

- After the QAPP was completed and approved, topographical survey was completed in early December 2019
- Desk top T&E Review was conducted in January 2020
- Started existing conditions hydraulic analysis in February 2020
- Stream assessment, habitat assessment, and wetland delineation occurred in March and April 2020
- Vegetation mapping, data processing, and proposed conditions modeling conducted in May 2020
- Design started and base map generation occurred in June 2020
- Design progressed, including stream structure layout, bankfull bench layout, and invasive species treatment layout in July 2020
- EGLE/ USACE permit application was started and design drawings progressed in August 2020

EGLE Rouge River AOC PAC Support (\$75,000)

EGLE awarded a grant to the ARC to continue coordination role for RRAC and development of the AOC habitat list project narratives. Also included in this grant are fish surveys in 2020/2021 and fall macroinvertebrate surveys in 2020/2021 to be completed by FOTR.

- FOTR QAPP For Benthic and Fish Monitoring approved
- FOTR fish survey in July 2020

- Update 3 Project Narratives
- Update AOC habitat project funding listing
- RRAC meeting held June 3, 2020
- Plan RRAC meeting for September 29, 2020.

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

Wayne County received a GLRI grant to complete the design on 5 AOC habitat projects located within Wayne County Parks. Wayne County has initiated an IAA with the ARC to complete this work.

- QAPP approved by EPA
- Topo and Tree surveys completed for Riverview, Bell Creek, Lola, and Sherwood
- Wetland & Desktop T&E surveys completed for Riverview, Bell Creek, Lola, and Sherwood
- Field investigation of Lower Rouge project completed
- Design concepts for all 5 project sites completed
- Grant and IAA time extension Until October 2021

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

The ARC has received from EPA of award of the grant for the design and implementation of restoration at Colonial Park and Venoy Park in the Wayne County Park system. Anticipated construction summer 2021 for both sites.

- QAPP approved by EPA
- Topo and Tree surveys completed for both sites
- Wetland field surveys in process

GRANTS AWARDED

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

The ARC has received from EPA of award of the grant for the restoration at the 5 Wayne County parkland sites (Lower Rouge River, Riverview, Bell Creek, Lola, and Sherwood) in the Wayne County Park system. This is the implementation of the designs being developed under the ARC's design work for Wayne County.

- QAPP will be developed in September/October 2020
- Lower Rouge and Sherwood construction 2021
- Bell and Lola construction 2022
- Riverview construction 2023

SUBMITTED GRANTS

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

- Expect award notice in September with start date of October 2020
- Reduce runoff program area – project will intercept a total of 1.3 million gallons annual runoff by planting of 895 trees and installation of 2.9 acres of green infrastructure, throughout the Rouge River Watershed in 17 communities and across 3 counties. In addition to tree installation, green infrastructure will be installed in the form of rain gardens, bio retention installation and expansion, and native plant grow zone areas.

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09/08/20

Alliance of Rouge Communities
A/P Aging Summary
As of September 8, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Environmental Consulting & Technolo...	102,992.84	0.00	0.00	0.00	0.00	102,992.84
fedexOffice	402.78	0.00	0.00	0.00	0.00	402.78
Next Day Flyers	0.00	0.00	0.00	0.00	-0.53	-0.53
TOTAL	<u>103,395.62</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-0.53</u>	<u>103,395.09</u>

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09/08/20

Alliance of Rouge Communities
A/R Aging Summary
 As of September 9, 2020

	<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	3,176.00	3,176.00
Great Lakes Commission - PAC g...	0.00	5,108.50	1,437.50	2,755.00	1,840.00	11,141.00
MDEQ SAW Grant	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	114,351.21	2,865.00	79,597.50	0.00	196,813.71
TOTAL	<u>0.00</u>	<u>119,459.71</u>	<u>4,302.50</u>	<u>82,352.50</u>	<u>5,016.00</u>	<u>211,130.71</u>

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09/08/20

Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
4790 · 2020 ARC Membership Dues	330,142.00	330,143.00
Total 47200 · Program Income	330,142.00	330,143.00
47500 · Contributions		
47500.1 · Contributions-Donated Service	25.00	
Total 47500 · Contributions	25.00	
48000 · Grants		
48913 · GLC PAC Supt 11 RRAC Fac 20-22	11,141.00	40,000.00
60665 · WC EPA1 HFE Fishway	39,577.38	45,000.00
60666 · WC EPA2 Oxbow Phase 3	1,003.75	2,500.00
60666.1 · WC EPA3 AOC Parks Habitat R...	191,771.61	731,000.00
60667 · EPA3 Tamarack/Johnson Creek	148,177.89	175,000.00
60667.1 · EPA4-Implement Tam/Johnson...	14,605.43	2,000,000.00
60667.2 · EPA5-Seeley Creek Hab Res	26,604.45	115,000.00
60667.3 · EPA6A-RR AOC Venoy	2,950.00	180,500.00
60667.4 · EPA6B-RR AOC Colonial	2,950.00	
60667.5 · EPA7-WC 5 Parks Implementati...	0.00	30,000.00
Total 48000 · Grants	438,781.51	3,319,000.00
Total Income	768,948.51	3,649,143.00
Expense		
60400 · ARC Awards and Grants		
60410 · Executive Director Services		
60410.2 · 101 Program Support	41,328.38	62,100.00
60410.3 · 102 MGT Admin & Financial	27,163.86	53,800.00
60410.4 · 103 Funding - grants	11,638.75	11,840.00
Total 60410 · Executive Director Services	80,130.99	127,740.00
60420 · Public Involv. & Education Com.		
60420.1 · PIE1-Col PEP/PPP Annual act.	27,207.25	53,780.00
60420.2 · PIE2-Col PEP/PPP 5yr activit...	11,115.85	29,580.00
Total 60420 · Public Involv. & Education ...	38,323.10	83,360.00
60430 · Technical Committee		
60430.5 · IDEP Investigations	15,162.29	30,000.00
60432.1 · TC1-Col IDEP/TMDL annual	15,367.86	20,800.00
60432.2 · TC2-Col IDEP/TMDL 5yr	15,375.00	10,280.00
Total 60430 · Technical Committee	45,905.15	61,080.00
Total 60400 · ARC Awards and Grants	164,359.24	272,180.00
604608 · SPAC11 RRAC FACilitation 2020	13,641.00	40,000.00
606651 · WC EPA1 HFE Fishway	46,549.58	45,000.00
606652 · WC EPA2 Oxbow Phase 3	1,766.25	2,500.00
606653 · EPA3 Tamarack/Johnson Creek	148,979.14	175,000.00
606655 · EPA5-Seeley Creek Hab Restor.	39,486.95	115,000.00
606656 · EPA4-Implement Tam/Johnson Crk	19,741.68	2,000,000.00
606657 · WC EPA3 AOC Parks Habitat Rest.	236,557.10	731,000.00
606658 · EPA6A-RR AOC Venoy	5,175.00	180,500.00
606659 · EPA6B-RR AOC Colonial	5,460.00	
606660 · EPA7 WC 5 Park Implementation	0.00	30,000.00
60900 · Business Expenses	4.00	

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09/08/20

Accrual Basis

Alliance of Rouge Communities
Profit & Loss Budget vs. Actual
 January through December 2020

	Jan - Dec 20	Budget
62100 · Contract Services		
62110 · FC1-Accounting Fees	18,513.00	18,000.00
62140 · FC1-Legal Fees	0.00	1,000.00
65120 · FC2-Insurance - D&O	986.00	1,000.00
65121 · Mailbox and web hosting fee	104.85	1,500.00
Total 62100 · Contract Services	<u>19,603.85</u>	<u>21,500.00</u>
Total Expense	<u>701,323.79</u>	<u>3,612,680.00</u>
Net Ordinary Income	<u>67,624.72</u>	<u>36,463.00</u>
Net Income	<u><u>67,624.72</u></u>	<u><u>36,463.00</u></u>

Chris E. O'Meara

From: Chris E. O'Meara
Sent: Friday, August 07, 2020 9:13 AM
To: Chris E. O'Meara
Subject: Full ARC E-votes PASSED

ARC Members,

Thank you for your e-votes! With 24 yay and 0 nay the below items have passed and will be added to the ARC's budget. If you have not voted, you don't need to at this point since we are with the majority. Thank you all for your quick responses!

Chris O'Meara
 ARC Staff

Working remotely, please use my cell phone: 734-740-5010

734-272-0289
 Alliance of Rouge Communities
 46036 Michigan Ave., Suite 126
 Canton, MI 48188

-----Original Message-----

From: Chris E. O'Meara <comeara@ectinc.com>
Sent: Monday, August 03, 2020 10:00 AM
To: Chris E. O'Meara <comeara@ectinc.com>
Subject: Full ARC E-votes needed

ARC Members,

I have 2 items that I am hoping to get your vote on by Friday 8/7/20. Below is a brief description, and the detailed items are attached. These have already been reviewed and approved by the Executive Committee and now move to you to vote as the Full ARC.

1. 2020 ARC Budget Amendment FC4: Adding the new grant EPA7 line item – Rouge River AOC Habitat Restoration Implementation - Wayne County Parkland. Below is a summary and the detailed Budget Amendment is attached for your review.

The EPA awarded a GLRI grant in the amount of \$4,222,090 to the ARC. The project period is from August 1, 2020 – December 31, 2023. This grant is to restore 122 acres of habitat, eliminate 10 debris jams, and create 10 fish habitat structures in the Rouge River Area of Concern in Wayne County Parklands including Riverview, Sherwood, Lola Valley, Bell Creek, and along the Lower Rouge River. This restoration will also contribute primarily towards Action Plan III, Measure of Progress 1.1.2, Beneficial Use Impairments (BUIs) removed in Areas of Concern, addressing three BUIs: Degraded Fish and Wildlife Populations, Degradation of Benthos, Loss of Fish and Wildlife Habitat. The Catalog of Federal Domestic Assistance (CFDA) title is Great Lakes Program and the CFDA number is 66.469. The federal grant number is GL-00E02896.

This amendment will add \$30,000 to the 2020 budget with any budget remaining at the end of 2020 incorporated into future budgets as the project period is August 1, 2020 – December 31, 2023. The ARC will be reimbursed by 100% grant funds for this line item and it will require no additional funds from the ARC.

2. 2020 ECT Contract Amendment: Adding Work Order 2020-5 to ECT's contract to include activities related to the EPA7 Budget Amendment above. This Work Order will increase ECT's contract by \$531,840. Activities include Grant Reporting/Administration/Public Outreach, Construction Contractor Selection and Construction Oversight including field engineering oversight and administration oversight services. Detailed activities can be found in the attached Work Order.

This Work Order will be paid by 100% grant funds with no additional cost to the ARC.

Please let me know if you have any questions or require additional information.

Please respond to this email with your Yay or Nay vote in the subject line by 8/7/20 if possible.

Thank you.

Chris O'Meara
ARC Staff

Working remotely, please use my cell phone: 734-740-5010

734-272-0289
Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, MI 48188

**Alliance of Rouge Communities
DRAFT 2020 Budget**

APPROVED: 11/20/2019
AMENDMENTS: 3/0/2020, 5/26/20, 8/7/20

2020 Anticipated Dues from Communities	\$330,143 ⁽¹⁰⁾	TOTAL 2020 ARC FUNDING	\$428,394
Rollover funds from 2019 (estimate) ⁽³⁾	<u>\$98,251</u>	TOTAL 2020 OUTSIDE FUNDING	<u>\$3,357,500</u>
Total ARC Dues Available	\$428,394	TOTAL 2020 FUNDING	\$3,785,894
2020 ARC Activities Budgeted	<u>\$315,030</u>	TOTAL 2020 ACTIVITY COST (Committee & Grants)	<u>\$3,672,530</u>
2020 estimated balance (estimated 2021 rollover)	\$113,364	TOTAL 2020 ESTIMATED BALANCE (ALL SOURCES)	\$113,364

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

Proposed ARC Budget Items	Activity Cost	Funding Source						"Provider" Using Budget (1)
		ARC Dues					Other Source/Match	
Organization Committee								
OC1 Executive Director Operational Services								
101-Program	\$ 62,100	\$ 62,100						ED
102-Management	\$ 53,800	\$ 53,800						ED
103-Fundraising	\$ 11,840	\$ 11,840						ED
ARC Operations - Direct Expenses	\$ 1,500	\$ 1,500						ARC
Organization Committee Total	\$ 129,240	\$ 129,240						
Finance Committee								
FC1 Accounting/Legal Services	\$ 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	\$ 10,000	\$ 10,000						FOTR
Printing and Reporting	\$ 14,000	\$ 14,000						ARC/FOTR/SEMCOG
PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 23,270	\$ 23,270						ED
Permit Cycle Support	\$ 6,310	\$ 6,310						ED/ARC/FOTR
PIE Committee Total	\$ 83,360	\$ 83,360					\$ -	
Technical Committee								
TC1 Collaborative IDEP/TMDL annual permit activities	\$ 20,800	\$ 20,800						ED
IDEP Investigation ⁽⁹⁾⁽¹⁴⁾	\$ 92,350	\$ 51,350					\$ 41,000	WC/Outside
TC2 Collaborative IDEP/TMDL 5yr permit cycle activities (1/5)	\$ 10,280	\$ 10,280						ED
Technical Committee Total	\$ 123,430	\$ 82,430	\$ -	\$ -	\$ -	\$ -	\$ 41,000	
Total Amount Requested by All Committees	\$ 356,030	\$ 315,030	\$ -	\$ -	\$ -	\$ -	\$ 41,000	
Grants (2)	Activity Cost	ARC Match Dues	SPAC Grant	USFS	EPA	Wayne County	Other Source/Match	Outside Funding
SPAC1 ⁽⁴⁾ RRAC - Facilitation, habitat & fish thru 2/28/22	\$40,000	\$0	\$40,000					
WCEPA1 ⁽⁸⁾ HFE Dam Fishway Implementation thru 8/1/21	\$45,000	\$0				\$45,000		
WCEPA3 ⁽⁵⁾ AOC WC Parks Habitat Restoration thru 12/31/20	\$731,000	\$0				\$731,000		
EPA3 Rouge AOC Habitat Tamarack & JC Hatchery Design thru 7/31/20	\$175,000	\$0			\$175,000			
EPA4 ⁽⁶⁾⁽¹³⁾ Rouge AOC Habitat Restoration Implementation - Tamarack/Johnson thru 12/31/21	\$2,000,000	\$0			\$2,000,000			
EPA5 ⁽⁷⁾ Rouge AOC Seeley Creek Habitat Restoration thru 10/29/21	\$115,000	\$0			\$115,000			
EPA6 (A&B) ⁽¹⁾ Rouge River AOC Colonial & Vency Habitat Restoration thru 5/14/22	\$180,500	\$0			\$180,500			
EPA7 ⁽¹²⁾ Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/23	\$30,000	\$0			\$30,000			
Total Other Grants:	\$3,316,500	\$0	\$40,000	\$0	\$2,500,500	\$776,000	\$0	
TOTAL OUTSIDE FUNDING			\$40,000	\$0	\$2,500,500	\$776,000	\$41,000	\$3,357,500

TOTAL ARC DUES AVAILABLE	\$428,394
TOTAL ACTIVITIES BUDGETED	\$315,030
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 113,364

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

Budget Amendments/Adjustments

(4)	3/30/20 BUDGET AMENDMENT: ADDING SPAC11 - total award is \$75,000: \$40,000 budgeted for 2020 and remaining \$35,000 will be budgeted for 2021
(5)	3/30/20 BUDGET AMENDMENT: ADDING WCEPA3 - total award is \$731,000 budgeted for 2020
(6)	3/30/20 BUDGET ADJUSTMENT: To correct budget to \$2,000,000 available in 2020 and the remaining \$1,308,139 will be budgeted in 2021
(7)	3/30/20 BUDGET ADJUSTMENT: To correct budget to \$115,000 available in 2020 and the remaining \$700,000 will be budgeted in 2021
(8)	3/30/20 BUDGET ADJUSTMENT: To correct budget to \$45,000 available in 2020 and the remaining \$5,000 will be budgeted in 2021
(9)	3/30/20 BUDGET ADJUSTMENT: To reduce Wayne Co.'s budget and increase the match provided by Wayne Co.
(10)	3/30/20 BUDGET ADJUSTMENT: Dues increase with the addition of Schoolcraft College
(11)	5/26/20 EMAIL BUDGET AMENDMENT: ADDING EPA6 A & B - total award \$1,834,000: \$180,500 budgeted for 2020 and remaining will be allocated in 2021-22
(12)	8/7/20 EMAIL BUDGET AMENDMENT: ADDING EPA7 - total award \$4,222,090: \$30,000 budgeted for 2020 and remaining will be allocated in 2021-22
(13)	9/9/20 BUDGET AMENDMENT: Increasing EPA4 overall budget to \$3,367,559 with increase spent in future years
(14)	9/9/20 BUDGET AMENDMENT: Increasing TC1 \$21,350 for additional IDEP investigations in the Lower Rouge



Alliance
of Rouge
Communities

OURS TO PROTECT

Working together, restoring the river

**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**2020 BUDGET AMENDMENT: Executive Committee
Amendment 1**

REQUEST DATE: September 1, 2020

LINE ITEM: EPA4

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND:

The EPA awarded a revision to the GLRI grant for Implementation of Tamarack and Johnson Creek Fish Hatchery in the amount of \$59,840 on 8/20/20. This increased the overall grant from \$3,308,139 to \$3,367,559. The project period was also extended and now is from 09/01/2019 until 04/01/23. This grant is for the Rouge River AOC Habitat Implementation Projects at Tamarack Creek in Southfield and Johnson Creek Fish Hatchery Park in Northville. The ARC will implement and oversee construction. This is a new grant that provides for implementation of the ARC's EPA GLRI design grant for the same sites.

SUPPLEMENTAL GRANT REQUEST

The supplemental EPA Grant request was based on the need for site access agreements and submission of a 100-year floodplain revision to FEMA for the Tamarack project. Under the GLRI Grant - Rouge River AOC Habitat Restoration Design- Tamarack/Fish Hatchery GL - 00E02344 – 3: Tamarack portion, site authorizations were needed from the property owners to allow for State of Michigan permitting. However, to allow for the physical construction on their properties the property owners are requiring site access agreements be developed. Also, due to the final design under the design grant, the Tamarack project is now altering the 100-year floodplain and an updated 100-year floodplain revision will need to be submitted to FEMA upon completion of the construction. These needs have resulted in the additional funding and time extension being requested.

- **Tamarack Creek Stream and Wetland Restoration** - Restoration of Tamarack Creek is necessary in conjunction with wetland restoration to help improve hydrology and in-stream flows. Wetland restoration will repair wetland hydrology, manage invasive species, and plant native wetland plants to diversify the flora
- **Johnson Creek Fish Hatchery Park Restoration** - Fish and Wildlife habitat associated with Johnson Creek have been lost and impacted by sedimentation, loss or conversion of riparian vegetation, and streambank armoring, reducing its viability as a cold-water fishery; the only remaining cold water fishery in the Rouge River

The Tamarack Creek Stream and Wetland Restoration project will produce the following outputs:

- 2.2 acres of restored wetland
- 1,800 lft of stream corridor (3,600 feet of streambank corridor) restored
- 20 constructed habitat structures

The Johnson Creek Fish Hatchery Restoration project will produce the following outputs:

- Naturalize 1,050 lft of streambank (one side of creek where concrete was)
- Restore and connect 0.5 acres of backwater habitat (the pond) to Johnson Creek
- Restore 0.5 acres of riparian habitat

DESCRIPTION:

Task 1. Grant Reporting/Administration/Public Outreach – Overall Grant/Projects

This task includes the following elements associated with the overall grant and projects that will be completed:

- Grant Management Activities
- EAGL Reporting
- Health and Safety Hazard Assessment Development
- QAPP Development
- Coordinate with Partners
- Public Outreach
- Final Report

Deliverables: Semi- Annual Reporting, QAPP, HASP, Flyer, Final Report

Task 2. Construction

The contractor selected under the USEPA Design Grant, through advertisement and bid selection, will complete the construction in accordance with the construction documents under the ARC's administration. The contractor will obtain all permits required for the physical construction activities. Quantitative and qualitative measures will be employed to track progress in both project implementation and to assess project results

Deliverables: Submittals, As-built

Task 3. Construction Oversight

The ARC will provide construction oversight (field engineering and project, installation, and assembly administration) during construction of the projects.

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 construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide 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;
- 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; and
- 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.

Administration Oversight Services

Project, installation, and assembly 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 approve or make recommendations on Contractor construction estimates;
- Track and maintain status of miscellaneous submittals and Requests for information;
- Review and balance all pay item quantities;
- Provide complete project documentation and files, specifically as they relate to correspondence, meeting minutes, submittals, contract modifications, work orders, material certifications, test reports, and interim progress estimates; and
- Review Contractor’s final submission of “as-builts” plans for compliance with the specifications and the work complete.

Deliverables: Submittal approvals, field notes, field meeting minutes, and updated plans/specs (if required)

Task 4. Tamarack Access & FEMA Documentation


To allow for the construction of the Tamarack Restoration, site access agreements with the property owners will be developed. Also, due to the final design (under the design grant GL-00E02344-2) the Tamarack project alters the 100 -year floodplain, therefore an updated 100-year floodplain revision will be submitted to FEMA upon completion of the construction.

FEMA 100 – year Floodplain Revision -_The Letter of Map Revision is the official legal documentation for the change in the FEMA 100 – year floodplain documentations. Therefore, verbal and written consultation with FEMA will be necessary. A FEMA Conditional Letter of Map Revision application package will be prepared. This will include Property Information Form, Elevation Form; Community Acknowledgment Form. The FEMA hydraulic model used to conduct the Flood Insurance Study for the area will be utilized. Design model follow up will be conducted following construction with the use of as-built data and the FEMA cross-section. The revision will require FEMA review (about 4-6 month) and approval.

RATIONALE (including why needed): This grant project will address three Beneficial Use Impairments (BUIs) associated with fish and wildlife habitat: Degraded Fish and Wildlife Populations, Degradation of Benthos, Loss of Fish and Wildlife Habitat.

BUDGET (including how the amount requested was established): *This amendment will add \$59,840 to the \$3,308,139 previously budgeted. This will be included in future years 2021-2023 budgets as the project period is 09/01/2019 - 04/01/2023. The ARC will be reimbursed by 100% grant funds for this line item and it will not require any additional funds from the ARC.*

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: Work will be completed by the ARC Executive Director Staff, outside construction contractor, ARC members (City of Southfield, City of Northville, and Northville Township) staff and the Technical Committee Chair will oversee this task on behalf of the ARC.

	U.S. ENVIRONMENTAL PROTECTION AGENCY Assistance Amendment	GRANT NUMBER (FAIN): 00E02478 MODIFICATION NUMBER: 1 PROGRAM CODE: GL	DATE OF AWARD 08/20/2020
		TYPE OF ACTION Revision: Scope & Increase	MAILING DATE 08/27/2020
		PAYMENT METHOD: ASAP	ACH# 50568
		Send Payment Request to: Research Triangle Park Finance Center	
RECIPIENT TYPE: Not for Profit		RECIPIENT:	
RECIPIENT: Alliance of Rouge Communities 46036 Michigan Ave., Suite 126 Canton, MI 48188-2304 EIN: 22-3931720		PAYEE: Alliance of Rouge Communities 46036 Michigan Ave., Suite 126 Canton, MI 48188-2304	
PROJECT MANAGER John O'Meara 46036 Michigan Ave., Suite 126 Canton, MI 48188-2304 E-Mail: jomeara@ectinc.com Phone: 734-272-0754		EPA PROJECT OFFICER Benjamin Alsip 77 West Jackson Blvd., G-9J Chicago, IL 60604-3507 E-Mail: Alsip.Benjamin@epa.gov Phone: 312-886-0988	EPA GRANT SPECIALIST Donna Stingley Assistance Section, MA-10J E-Mail: Stingley.Donna@epa.gov Phone: 312-353-1677
PROJECT TITLE AND EXPLANATION OF CHANGES Rouge AOC Hahbitat Restoration Implementation- Tamarack/Johnson Fish Hatchery <p>This agreement provides assistance to the Alliance of Rouge Communities to implement its project to support the Great Lakes Restoration Initiative (GLRI) to protect and restore the chemical, physical and biological integrity of the Great Lakes Basin ecosystem. Specifically, the recipient will complete two habitat restoration projects (Tamarack Creek and Johnson Creek) within the Rouge River Area of Concern. Completion of these projects will result in 2 acres of wetland, 0.5 acres of backwater habitat restored and reconnected, 0.5 acre of riparian habitat restored, restoration of 2,850 feet of Rouge tributary (1,800 ft of stream corridor and 1,050 of additional streambank naturalization) and 100 native trees and habitat structures installed</p> <p>Increase of Funds (Supplemental); Time Extension (Amendment);</p> <p>This Supplemental amendment obligates federal funding in the amount of \$59,420 and increases total project costs to \$3,367,559. The Supplemental funding supports the need for site access agreements and submission of a 100-year flood plain revision to FEMA for the Tamarack project. The revised workplan activities are in accordance with Clean Water Act Section 118(c)(7) as Amended by PL 114-322 guidelines.</p> <p>Also, this Supplemental amendment extends the budget and project periods to 04/01/2023..</p>			
BUDGET PERIOD 09/01/2019 - 04/01/2023	PROJECT PERIOD 09/01/2019 - 04/01/2023	TOTAL BUDGET PERIOD COST \$3,367,559.00	TOTAL PROJECT PERIOD COST \$3,367,559.00
NOTICE OF AWARD			
<p>Based on your Application dated 07/22/2020 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$59,420. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$3,367,559. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p>			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS U.S. EPA Region 5 Mail Code MA-10J 77 West Jackson Blvd. Chicago, IL 60604-3507		ORGANIZATION / ADDRESS U.S. EPA, Region 5 Great Lakes National Program Office, G-9J 77 W Jackson Blvd. Chicago, IL 60604	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY			
Digital signature applied by EPA Award Official William Massie - Chief, Acquisition and Assistance Branch			DATE 08/20/2020



Alliance
of Rouge
Communities

ALLIANCE OF ROUGE COMMUNITIES
TECHNICAL COMMITTEE

2020 BUDGET AMENDMENT

DRAFT

Working together, restoring the river

REQUEST DATE: September 8, 2020

LINE ITEM: TC1 – Annual IDEP Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND:

Monthly *E. coli* sampling conducted by the City of Dearborn on the Lower Rouge has revealed *E. coli* levels that are higher than the average dry weather concentrations seen as measured in 2017 (See below). This indicates that there is a potential sewage source entering the River upstream of John Daly Road.

The cities of Inkster, Westland and Wayne have several outfalls upstream of John Daly Rd: 3, 13, and 96, respectively (See attached maps). These communities have asked for the ARC's assistance in locating the potential illicit discharges impacting the stream.

2020 *E. coli* Concentrations on the Lower Rouge (MPN/100 ml)

Sites (ordered upstream to downstream)	5/6	5/13	6/9	6/11	7/21	8/13	8/25	2017 Dry Average	2017 Wet Average
John Daly Road (US1) (Dearborn Data)			1600		1600	7300		505	2,498
John Daly Road (US1) (Wayne County Data)		703		>2419	1400	5200	1600		
Beach Daly Outfall Stream/outfall	28		83		380	190			
Beach Daly River	400		1400		4500	6200			
Gulley Bridge	360		920		1300	3500			
Ford Field Bridge	280		980		2900	3600			
Greenfield Bridge (M12)	99		60		2000	600		441	3,448*
48-hour rainfall prior to sampling (")		0.38	0.1	0.2	1.02	0	0.14		

Above the partial body contact standard of 1,000 MPN/100 ml

*Single sample

DESCRIPTION:

ARC staff will survey the MS4 outfalls in dry weather conditions being in Inkster which is the closest community to John Daly. Each outfall will be inspected for signs of sewage and sampled for *E. coli*. If elevated *E. coli* is found, the tributary storm drain will be investigated by sampling at manholes to narrow down the issue. Once the issue has been narrowed down, ARC staff will request that the local community conduct CCTV inspections.

If no issues are found in Inkster, we will move upstream to Westland and then to Wayne, as budget allows.

All work will be coordinated with the local communities.

Concurrent with the outfall surveys, ARC staff will ask Wayne County to perform instream sampling at the major road crossing at and west of John Daly Road. This may help determine the general location of the issue if the outfall sampling doesn't reveal any issues.

RATIONALE (including why needed): This work is consistent with the ARC's Collaborative IDEP Plan and is needed to protect public health for those living near the Lower Branch.

BUDGET (including how the amount requested was established): This amendment will add \$21,350 to the ARC's 2020 budget. Five days of field work are estimated for budgeting purposes. The budget breakdown is provided below.

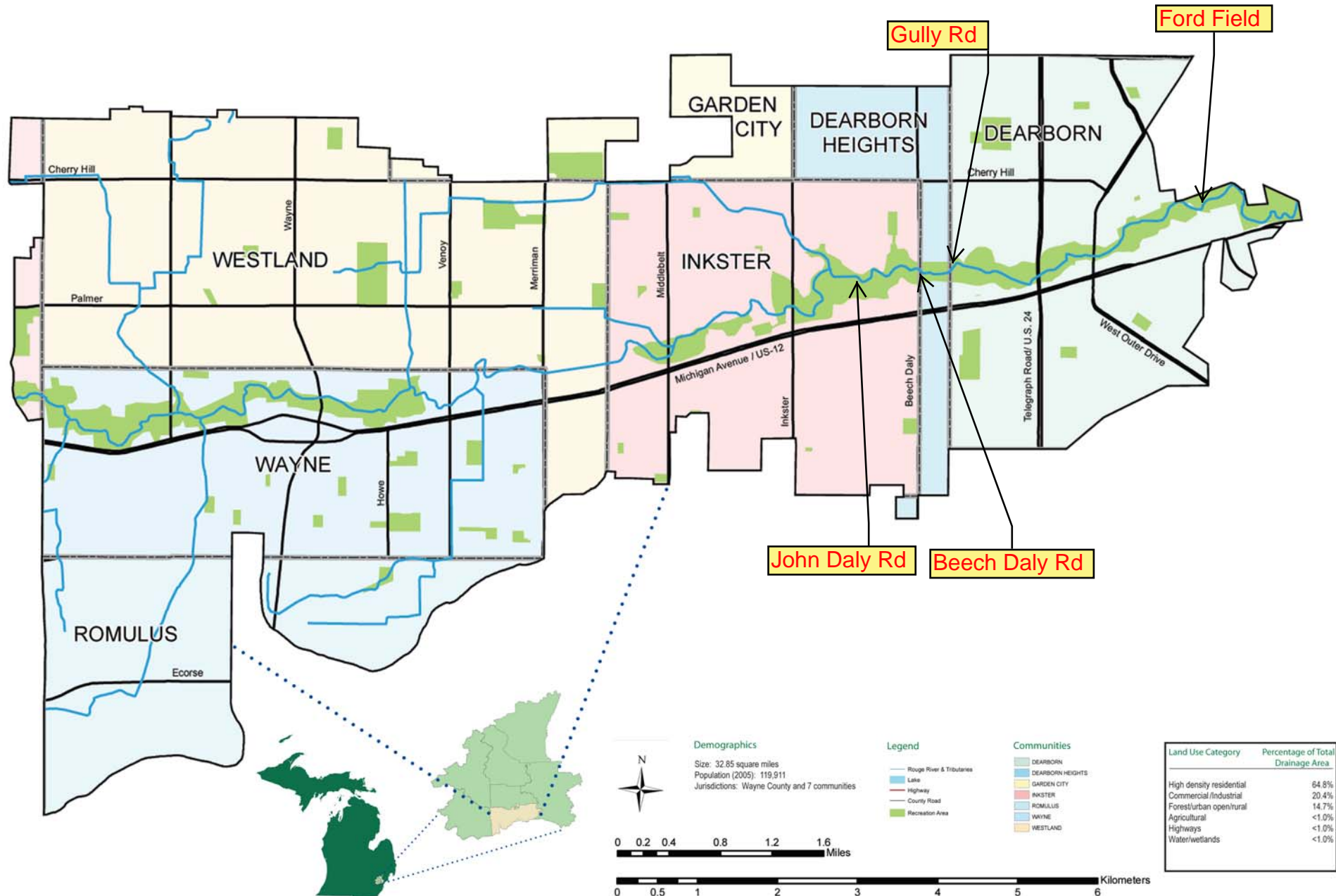
Key Staff/ Classifications	Rate/hr	Hrs	Cost
Executive Director	\$210	20	\$4,200
Mid-level Engineer/Scientist	\$130	100	\$13,000
Reimbursable Expenses	Rate	Qty	
<i>E. coli</i> analysis	\$40	40	\$1,600
DNA analysis	\$135	15	\$2,025
Sampling supplies	\$30/day	5	\$150
Field truck	\$75/day	5	\$375
Total			\$21,350

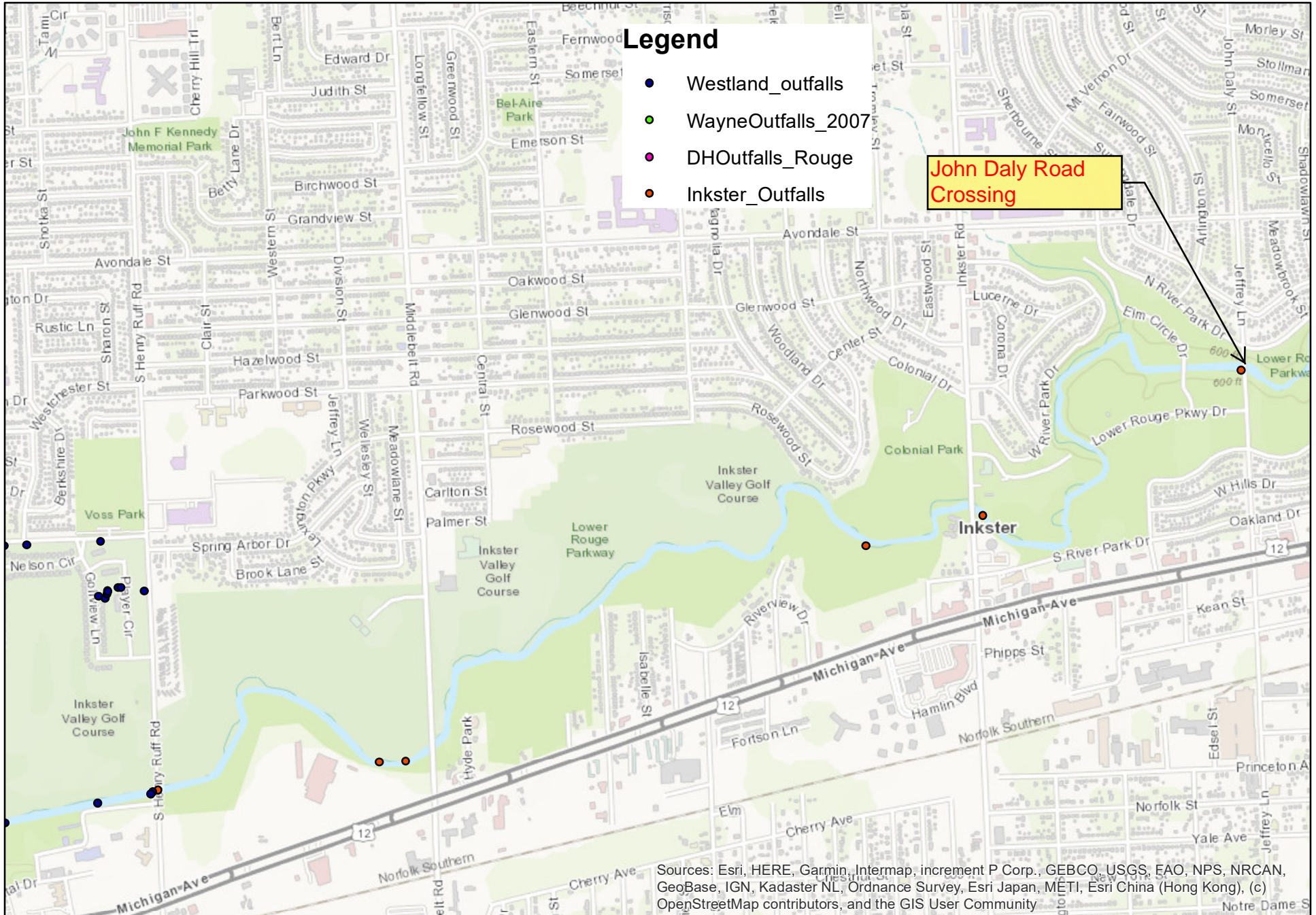
PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: ED staff are responsible for completing this scope of work. The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.

Rouge River Subwatershed

The Lower 2 Rouge River Subwatershed is located entirely in Wayne County and has a drainage area of 21,024 acres, or 32.85 square miles. This subwatershed includes portions of the cities of Dearborn, Dearborn Heights, Garden City, Inkster, Romulus, Wayne, and Westland. The largest land use category is residential housing. The Lower 2 Subwatershed is almost completely built out with only 3% urban open space left in the subwatershed. An estimated 32% of the subwatershed is covered by impervious surfaces such as roads, rooftops and parking lots. The high percentage of impervious surfaces in the Lower 2 Subwatershed delivers runoff much more quickly to the Lower Rouge River which results in high peak flows, much higher velocities and an unstable stream channel. Recreation areas in the Lower 2 subwatershed include: Wayne County's Lower Rouge Parkway which runs through Wayne, Inkster, Dearborn and Dearborn Heights, Inkster Valley Golf Course, Inkster Valley Constructed Wetlands, Dearborn Hills Golf Course and Ford Field in Dearborn.

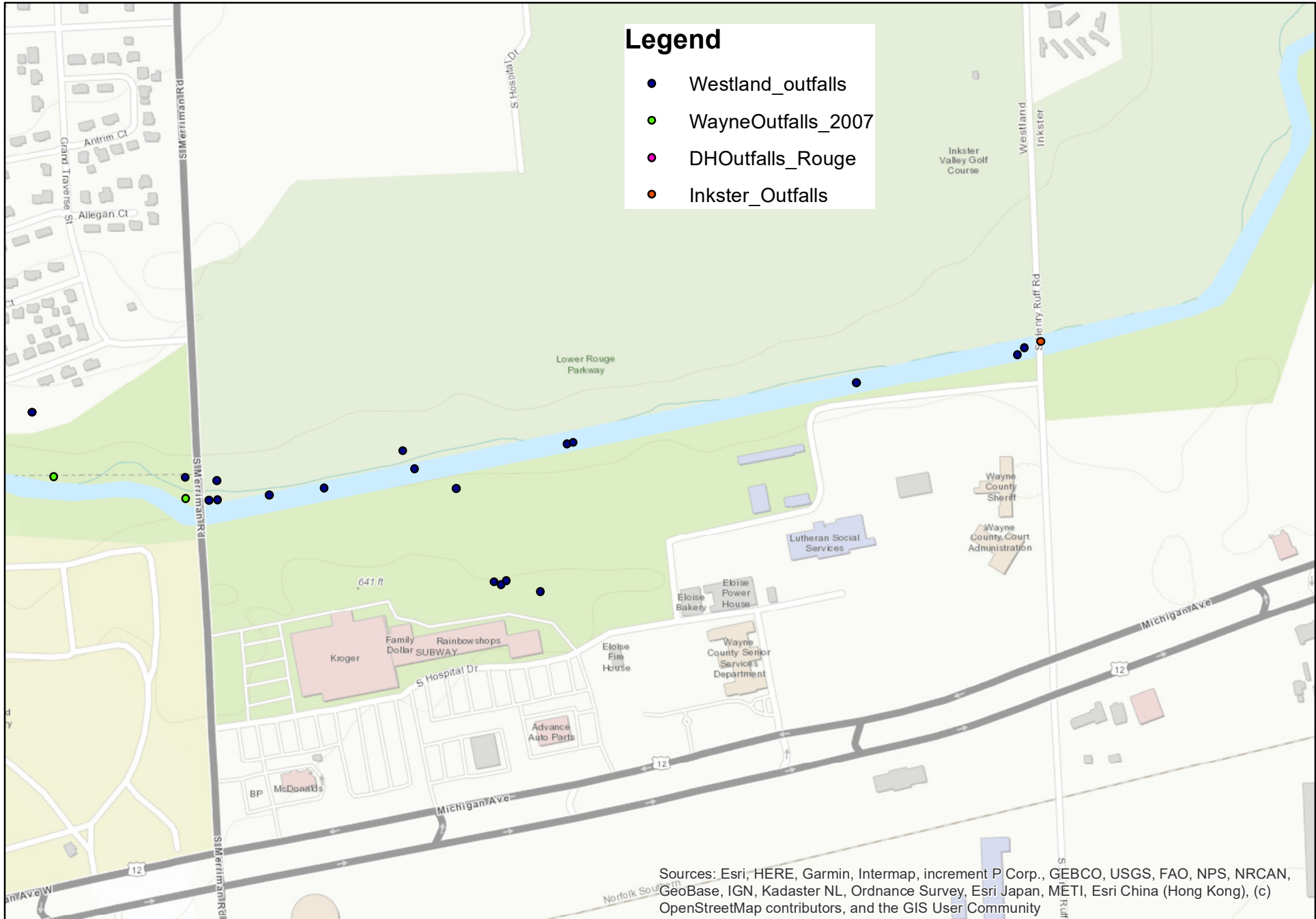
Lower 2





Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



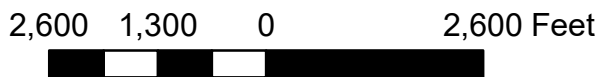
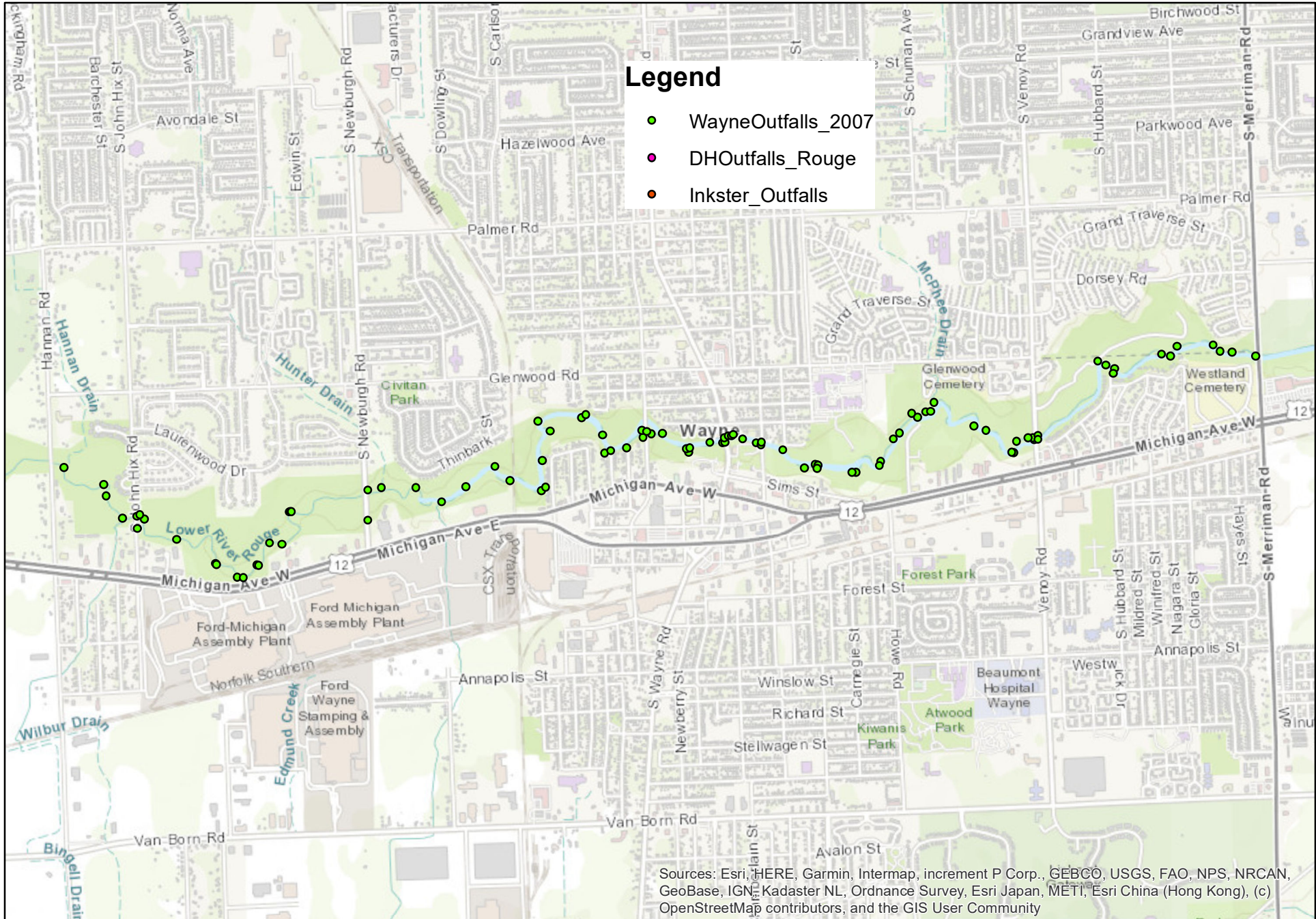


- Legend**
- Westland_outfalls
 - WayneOutfalls_2007
 - DHOutfalls_Rouge
 - Inkster_Outfalls

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

500 250 0 500 Feet





WORK ORDER No. 2019-4 EPA TAM/JC2 (Revised September 1, 2020)

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

PARAGRAPH I--SCOPE OF SERVICES

Consultant shall perform professional services as outlined the attached revised scope of work (Attachment A).

PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is increased by \$59,840 from \$343,729 to \$403,569 as shown in revised estimated project budget table in Attachment A.

PARAGRAPH III--SCHEDULE

The services in this Work Order have been updated to be completed no later than April 1, 2023 (original date December 31, 2021).

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

By _____

Sanjiv Sinha, P.E.

Its Vice President

Date _____

ALLIANCE OF ROUGE COMMUNITIES

By _____

Title _____

Date _____

ATTACHMENT A

ROUGE RIVER AOC HABITAT RESTORATION IMPLEMENTATION- TAMARACK/FISH HATCHERY (Revised September 1, 2020)

SUPPLEMENTAL GRANT REQUEST

The supplemental EPA grant request was based on the need for site access agreements and submission of a 100-year floodplain revision to FEMA for the Tamarack project. Under the GLRI Grant - Rouge River AOC Habitat Restoration Design- Tamarack/Fish Hatchery GL - 00E02344 – 3: Tamarack portion, site authorizations were needed from the property owners to allow for State of Michigan permitting. However, to allow for the physical construction on their properties the property owners are requiring site access agreements be developed. Also, due to the final design under the design grant, the Tamarack project is now altering the 100 -year floodplain and an updated 100-year floodplain revision will need to be submitted to FEMA upon completion of the construction. These needs have resulted in the additional funding and time extension being requested.

PROJECT BACKGROUND

The Rouge River watershed is a designated AOC under the Great Lakes Water Quality Agreement (GLWQA) and has three Beneficial Use Impairments (BUIs) associated with fish and wildlife habitat: Degraded Fish and Wildlife Populations, Degradation of Benthos, Loss of Fish and Wildlife Habitat. The Rouge River Advisory Council (RRAC), the Public Advisory Council (PAC) for the Rouge AOC, approved, in March 2016, a list of projects that need to be completed in order to remove the Rouge AOC habitat BUIs. As part of that list two activities/projects were considered as having significant impact on the removal of the BUIs. These are the restoration of Tamarack Creek/wetland and habitat restoration on Johnson Creek at Fish Hatchery Park. The result of these activities when implemented will result in restoration of 2 acres of wetland, 0.5 acres of backwater habitat restored and reconnected, 0.5 acre of riparian habitat restored, restoration of 2,850 feet of Rouge tributary (1,800 lft of stream corridor and 1,050 of additional streambank naturalization) and 100 native trees and habitat structures installed. Each of the two Rouge River AOC Habitat Restoration Design Project activities is discussed below

Tamarack Creek Stream and Wetland Restoration

Tamarack Creek, a tributary of Evans Creek (and the Middle Rouge River), receives uncontrolled stormwater runoff from a large portion of its drainage area. As a result, Tamarack Creek has been eroded by excessive channel velocity associated with peak flows. Bank erosion is leading to excessive sediment loading and sedimentation of instream habitat. Sedimentation is also exacerbated by nonpoint sources of sediment delivered to Tamarack Creek via stormwater. Excessive channel velocity is also destabilizing large woody debris and gravel/cobble substrates that are important fish and macroinvertebrate habitat.

In order to address the habitat impairments, restoration of Tamarack Creek is necessary in conjunction with wetland restoration to help improve hydrology and in-stream habitat. Wetland restoration will repair wetland hydrology, manage invasive species, and plant native wetland plants to diversify the flora. To restore the wetland habitat, the sediment in the existing wetland will be removed and replaced with clean soil to remove invasive species. The wetland will be replanted with native species. A grade control structure will be constructed to allow water from the wetland to drain slowly into Tamarack Creek. A scour pool just downstream of the wetland outlet structure will assist with energy dissipation as the water moves into the stream.

Stream restoration will increase channel and habitat stability by altering the channel cross-section. To restore the stream habitat, the floodplain will be expanded in areas to a width of approximately 100- 125 linear ft, which will allow the stream to convey large stormwater flows without causing excessive velocities and destabilizing substrate. The new floodplain will be planted with native plants and trees and will include access for maintenance. A new stream channel will be constructed with increased sinuosity to lower the slope and further lower the velocities in Tamarack Creek. Approximately 20 toe wood structures will be incorporated into the design to provide habitat, stabilize stream banks, and reduce erosion. In total, this project will include the excavation of approximately 25,000 cubic yards of soil and the installation of native plants (approximately 5,000 live stakes, 2,500 shrubs, 450 trees, and 9 acres of native seed).

To allow for the construction site access agreements with the property owners will be developed. Also, due to the final design (under the design grant GL-00E02344-2) the Tamarack project is now altering the 100 -year floodplain and an updated 100-year floodplain revision will need to be submitted to FEMA upon completion of the construction.

Restoration Outputs

The Tamarack Creek Stream and Wetland Restoration project when implemented will produce the following outputs:

- 2.2 acres of restored wetland
- 1,800 lft of stream corridor (3,600 feet of streambank corridor) restored
- 20 constructed habitat structures

Johnson Creek Fish Hatchery Park Restoration

Fish and Wildlife habitat associated with Johnson Creek have been lost and impacted by sedimentation, loss or conversion of riparian vegetation, and streambank armoring, reducing its viability as a cold-water fishery; the only remaining cold water fishery in the Rouge River. A spring-fed pond, which flows into Johnson Creek, has been degraded by sediment-laden stormwater runoff from the unimproved parking lot at Fish Hatchery Park. The resulting sediment has been deposited into the pond to a point where it is less than 18 inches deep. This sediment escapes from the pond through the outlet structure and is impairing the stream bottom habitat in Johnson Creek. In addition, the earthen wall separating the pond from Johnson Creek is failing. In time, the wall will collapse which will eliminate the potential cleansing properties of the pond and transfer the accumulated sediment into the creek. In addition to this, streambanks have been impacted by the removal of native vegetation and historic placement of a concrete wall along one bank of the stream.

To restore the habitat of Johnson Creek this project will naturalize the streambanks through the removal of the concrete wall. In order to protect the newly formed bank from erosion, floodplain terraces will be created to allow for a natural and stable floodplain surface for conveyance of storm flows at slower velocities. Other stabilization techniques will be utilized including flattening the streambank slope, installing vegetation, and constructing current-deflecting rock vanes in areas especially prone to erosive forces. The native plantings to naturalize the streambank of Johnson Creek will include approximately 85 trees, 40 shrubs, and 990 live stakes, in addition to live brush layering and native seeding. This work necessitates modifications to an existing pedestrian bridge, which rests on the existing concrete wall. The project will also remove woody debris which is impeding stream flow.

To restore Fish Hatchery Pond, this project will remove accumulated sediment in the pond and modify the pond outlet to create a fish passage channel between the pond and the creek. A bioswale will be constructed to prevent future sedimentation of the pond. Sheet piling is also proposed to stabilize the earth between Fish Hatchery Pond and

Johnson Creek. To accommodate public use inside the park, a fence is proposed above a portion of the floodplain benches for fall protection and fencing around an existing baseball diamond is proposed to be shifted 10 additional feet away from the streambank in order to naturalize it.

Restoration Outputs

The Johnson Creek Restoration project will produce the following outputs:

- Naturalize 1,050 lft of streambank (one side of creek where concrete was)
- Restore and connect 0.5 acres of backwater habitat (the pond) to Johnson Creek
- Restore 0.5 acres of riparian habitat

SCOPE OF WORK (Rev Sept 1, 2020)

ECT will complete the following tasks, for the ARC, in order to complete the Rouge River AOC Restoration Design projects.

Task 1. Grant Reporting/Administration/Public Outreach – Overall Grant/Projects

This task includes the following elements associated with the overall grant and projects that will be completed:

- 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.
- Health and Safety Hazard Assessment Development – A site specific health and safety hazard assessment will be developed for the project. Potential hazards will be identified, and steps will be outlined to reduce risk to employees and visitors to the site.
- QAPP Development - In accordance with federal requirements all environmental measurements undertaken in support of this project will be required to be conducted under a formal quality management protocol. A project specific QAPP will be prepared and submitted for review and approval prior to beginning any data collection activities.
- Coordinate with Partners –Coordination between partners and stakeholders in the project. Throughout the process, active participation will be fostered among the stakeholders.
- Public Outreach –The Alliance of Rouge Communities (ARC) post information related to the project under this grant on the ARC web site and informational flyers will be developed (updated).
- Final Report – A comprehensive final report summarizing all the activities conducted will be completed in draft form and submitted for review. Comments received will be incorporated into a final version for submittal.

Deliverables: Semi- Annual Reporting, QAPP, HASP, Flyer, Final Report

Task 3. Construction Oversight

The ARC will provide construction oversight (field engineering and project, installation, and assembly administration) during construction of the projects.

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;
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- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide 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;
- Coordinate project testing services with the Contractor and the testing company;
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Administration Oversight Services

Project, installation, and assembly 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;
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- Review Contractor's final submission of "as-builts" plans for compliance with the specifications and the work complete.

Deliverables: Submittal approvals, field notes, field meeting minutes, and updated plans/specs (if required)

Task 4. Tamarack Access & FEMA Documentation

To allow for the construction of the Tamarack Restoration, site access agreements with the property owners will be developed. Also, due to the final design (under the design grant GL-00E02344-2) the Tamarack project alters the 100 -year floodplain, therefore an updated 100-year floodplain revision will be submitted to FEMA upon completion of

the construction.

FEMA 100 – year Floodplain Revision -_The Letter of Map Revision is the official legal documentation for the change in the FEMA 100 – year floodplain documentations. Therefore, verbal and written consultation with FEMA will be necessary. A FEMA Conditional Letter of Map Revision application package will be prepared. This will include Property Information Form, Elevation Form; Community Acknowledgment Form. The FEMA hydraulic model used to conduct the Flood Insurance Study for the area will be utilized. Design model follow up will be conducted following construction with the use of as-built data and the FEMA cross-section. The revision will require FEMA review (about 4-6 month) and approval.

ESTIMATED PROJECT BUDGET (Rev Sept 1, 2020)

Environmental Consulting & Technology, Inc. Rouge River AOC Implementation - Tamarack/Fish Hatchery		Task 1: Grant Reporting/Administration/Public Outreach		Task 2: Construction		Task 3: Construction Oversight		Task 4 : Tamarack Access & FEMA		Totals	
	Rates	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
Principal Engineer	\$210	40	\$8,400		\$0	240	\$50,400	40	\$8,400	320	\$67,200
Sr. Level Staff	\$180	40	\$7,200		\$0	600	\$108,000	120	\$21,600	760	\$136,800
Mid-Level Staff	\$145	0	\$0		\$0	300	\$43,500	80	\$11,600	380	\$55,100
Jr-Level Staff	\$105	40	\$4,200		\$0	1000	\$105,000	160	\$16,800	1200	\$126,000
Technician	\$65	0	\$0		\$0		\$0		\$0	0	\$0
Administrative Support	\$60	100	\$6,000		\$0	120	\$7,200	24	\$1,440	244	\$14,640
Labor Totals		220	\$25,800		\$0	2260	\$314,100		\$59,840	2904	\$399,740
Expenses											
Vehicle and mileage			\$500				\$2,329				\$2,829
Field Equipment							\$1,000				\$1,000
Expense Total			\$500		\$0		\$3,329		\$0		\$3,829
TOTAL COST			\$ 26,300		\$ -		\$ 317,429		\$ 59,840		\$ 403,569

WORK ORDER No. 2020-1 IDEP (Revised September 8, 2020)

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

PARAGRAPH I--SCOPE OF SERVICES

The Consultant will follow-up on the findings of the 2019 illicit discharge investigations within Oakland County communities. As such, the Consultant will perform professional services as follows:

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

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

In addition, the Consultant shall conduct illicit discharge investigations along the Lower Branch as result of the unusually high *E. coli* results detected at and downstream of John Daly Road. The Consultant will survey the MS4 outfalls in dry weather conditions being in Inkster which is the closest community to John Daly. Each outfall will be inspected for signs of sewage and sampled for *E. coli*. If elevated *E. coli* is found, the tributary storm drain will be investigated by sampling at manholes to narrow down the issue. Once the issue has been narrowed down, the Consultant will request that the local community conduct CCTV inspections.

If no issues are found in Inkster, the Consultant will move upstream to Westland and then to Wayne, as budget allows.

All work will be coordinated with the local communities.

Concurrent with the outfall surveys, the Consultant will ask Wayne County to perform instream sampling at the major road crossing at and west of John Daly Road. This may help determined the general location of the issue if the outfall sampling doesn't reveal any issues.

PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is increased from \$30,000.00 to \$51,350.00 as shown below.

Key Staff/ Classifications	Rate/hr	Hrs	Cost
Annette DeMaria, P.E.	\$210	40	\$8,400
Mid-level Engineer/Scientist	\$130	100	\$13,000
Shelby Dix, EIT	\$105	200	\$21,000
Reimbursable Expenses			\$8,950
Total		340	\$51,350.00

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than December 31, 2020.

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

By _____

Sanjiv Sinha, P.E.

Its Vice President

Date _____

ALLIANCE OF ROUGE COMMUNITIES

By _____

Title _____

Date _____

ARC 5 YEAR PLAN FOR OPERATIONAL AND PERMIT SERVICES

Approved: 11-19-18, Revised: 11-7-2019

Cash Flow	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							Entity
		2019	2020	2021	2022	2023	
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	FOTR
	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
	Permit Cycle Support	\$ 4,500	\$ 6,310	\$ 4,650	\$ 5,260	\$ 21,260	ARC/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
2021 Budget Request By Agency**

9/10/2020

Line Items		ED	ARC Direct	Wayne Co.*	FOTR	SEMCOG	Total
ED1	Executive Director Operational Services	127,740.00	1,500.00				129,240.00
FC1	Accounting/Legal Services		21,500.00				21,500.00
FC2	ARC Insurance		1,500.00				1,500.00
PIE1	PEP/PPP: Annual permit activities	29,780.00	7,500.00		6,500.00	5,000.00	48,780.00
PIE2	PEP/PPP: 5yr permit cycle activities	9,050.25	500.00		5,150.00		14,700.25
TC1	IDEP/TMDL: Annual permit activities	50,520.00		0*			50,520.00
TC2	IDEP/TMDL: 5yr permit cycle activities	4,700.00					4,700.00
Total Requested		221,790.25	32,500.00	0.00	11,650.00	5,000.00	270,940.25

**Plus \$33,500 in matching effort*

5-year Plan budget: \$302,720

**Alliance of Rouge Communities
DRAFT 2021 Budget**

APPROVED:
AMENDMENTS:

2% dues increase 2020 dues freeze

2021 Anticipated Dues from Communities	\$336,803	\$330,199	TOTAL 2021 ARC FUNDING	\$471,517
Rollover funds from 2020 (estimate) ⁽³⁾	\$134,714	\$134,714	TOTAL 2021 OUTSIDE FUNDING	\$5,995,000
Total ARC Dues Available	\$471,517	\$464,913	TOTAL 2021 FUNDING	\$6,466,517
2021 ARC Activities Budgeted	\$270,940	\$270,940	TOTAL 2021 ACTIVITY COST (Committee & Grants)	\$6,265,940
2021 estimated balance (estimated 2022 rollover)	\$200,577	\$193,973	TOTAL 2021 ESTIMATED BALANCE (ALL SOURCES)	\$200,577

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

Proposed ARC Budget Items	Activity Cost	ARC Dues	Funding Source					Other Source/Match	"Provider" Using Budget (1)
			ARC Dues	SPAC Grant	USFS	EPA	Wayne County		
Organization Committee									
OC1 Executive Director Operational Services									
101-Program	\$ 62,100	\$ 62,100						ED	
102-Management	\$ 53,800	\$ 53,800						ED	
103-Fundraising	\$ 11,840	\$ 11,840						ED	
ARC Operations - Direct Expenses	\$ 1,500	\$ 1,500						ARC	
Organization Committee Total	\$ 129,240	\$ 129,240							
Finance Committee									
FC1 Accounting/Legal Services	\$ 21,500	\$ 21,500						ARC	
FC2 ARC Insurance	\$ 1,500	\$ 1,500						ARC	
Finance Committee Total	\$ 23,000	\$ 23,000							
ARC Operational Services Total	\$ 152,240	\$ 152,240							
Public Education and Involvement Committee									
PIE1 Collaborative PEP/PPP Annual permit activities	\$ 29,780	\$ 29,780						ED	
Watershed Monitoring	\$ 5,000	\$ 5,000						FOTR	
Printing and Reporting	\$ 14,000	\$ 14,000						ARC/FOTR/SEMCOG	
PIE2 Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 9,050	\$ 9,050						ED	
Permit Cycle Support	\$ 5,650	\$ 5,650						ED/ARC/FOTR	
PIE Committee Total	\$ 63,480	\$ 63,480					\$ -		
Technical Committee									
TC1 Collaborative IDEP/TMDL annual permit activities	\$ 50,520	\$ 50,520						ED	
IDEP Investigation	\$ 30,000	\$ -					\$30,000	WC	
TC2 Storm Sewer GIS/Facility Dye Testing/Reporting	\$ 4,700	\$ 4,700						ED	
IDEP Training	\$ 3,500	\$ -					\$3,500	WC	
Technical Committee Total	\$ 88,720	\$ 55,220	\$ -	\$ -	\$ -	\$ -	\$ 33,500		
Total Amount Requested by All Committees	\$ 304,440	\$ 270,940	\$ -	\$ -	\$ -	\$ -	\$ 33,500		
Grants (2)									
	Activity Cost	ARC Match Dues	SPAC Grant	USFS	EPA	Wayne County	Other Source/Match	Outside Funding	
SPAC11 RRAC – Facilitation, habitat & fish thru 2/28/22 (total award \$75,000)	\$35,000	\$0	\$35,000						
WCEPA1 HFE Dam Fishway Implementation thru 8/1/21 (total authorized \$663,000)	\$500	\$0				\$500			
WCEPA3 AOC WC Parks Habitat Restoration thru 10/31/21 (total authorized \$731,000)	\$200,000	\$0				\$200,000			
EPA4 Rouge AOC Habitat Restoration Implementaion - Tamarack/Johnson thru 4/01/23 (total award \$3,367,559)	\$2,200,000	\$0			\$2,200,000				
EPA5 Rouge AOC Seeley Creek Habitat Restoration thru 10/29/21 (total award \$815,000)	\$704,500	\$0			\$704,500				
EPA6 (A&B) Rouge River AOC Colonial & Venoy Habitat Restoration thru 5/14/22 (total award \$1,834,000)	\$1,580,000	\$0			\$1,580,000				
EPA7 Rouge River AOC Habitat Restoration Implenetation - Wayne Co. Parkland thru 12/31/23 (total award \$4,222,090)	\$1,241,500	\$0			\$1,241,500				
Total Other Grants:	\$5,961,500	\$0	\$35,000	\$0	\$5,726,000	\$200,500	\$0		
TOTAL OUTSIDE FUNDING			\$35,000	\$0	\$5,726,000	\$200,500	\$33,500	\$5,995,000	

TOTAL ARC DUES AVAILABLE	\$471,517
TOTAL ACTIVITIES BUDGETED	\$270,940
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 200,577

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

Budget Amendments/Adjustments



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2021 WORKPLAN RECOMMENDATION

REQUEST DATE: September 4, 2020

LINE ITEM: OC1 Executive Director Services

COMMITTEE MAKING REQUEST: Organization Committee

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

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

- **Executive Director Annual Services (\$127,740)**
 - **Operational Services** – Staffing, meeting preparation and facilitation of the full ARC (2 meetings); the Executive Committee (up to 4 meetings); and the Finance Committee (2 meetings) and 1 meeting for other committees (organization, nominating etc.). This task includes the day-to-day ARC activities with staff, consultants and contractors, response to FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, administration of subcontractors and preparing the 2020 ARC Annual Report, market non-ARC member communities, coordinate activities with cooperating partners and RRAC, contract/IAA preparation, update or prepare policies/procedures, bylaws and strategic plan as necessary, budget preparations, and maintain storage of ARC records. This task also includes maintaining the ARC's accounting using Quickbooks to track payables and receivables and conducting all procedures associated with the ARC Accounting Procedures Manual. Staff will work with an outside accountant to prepare the ARC's taxes and audit annually. Staff will maintain/develop/review contracts and IAAs as necessary.
 - **Assistance Services** – Executive Director Staff will monitor, research and prepare up to 3 grant applications. Staff will maintain the ARC's logins and eligibility status under various agencies. Upon grant awards staff will conduct discussions with granting agencies and review grant awards and secure signatures. Executive Director Staff will promote the ARC as an advocate for the Rouge River Watershed and foster external relationships with other agencies, organizations and individuals. ARC staff will provide review/recommendations as necessary on various topics and serve on agency boards to promote the ARC. ARC Staff will coordinate presentations and activities with other watershed groups. ARC staff will respond to outside data/information requests. ARC staff will act as the primary liaison to state and federal agencies. ARC staff will staff the ARC booth at member community events and serve as primary liaison to all members and cooperating partners assisting with member questions and requests for information (general & technical). ARC staff will host the ARC's phone number and work with member communities to respond to citizen requests/concerns and conduct member surveys as necessary. ARC staff will also provide formal and informal interaction with government officials and provide technical support as requested.
- **ARC Operational Direct Expenses (\$1,500)** – 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 2021 budget of \$129,240 for operational services is requested as follows: Executive Director Services: \$127,740 and ARC Direct: \$1,500.

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



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2021 RECOMMENDED WORKPLAN

REQUEST DATE: September 8, 2020

LINE ITEM: FC1 – Accounting and Legal Services

COMMITTEE MAKING REQUEST: Finance Committee

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

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

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

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

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



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2021 RECOMMENDED WORKPLAN

REQUEST DATE: September 8, 2020

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 2020 insurance cost of \$986. The actual 2021 cost is anticipated to be received before the end of the year. ARC staff is recommending a budget of \$1,500 for 2021.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2021.



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ALLIANCE OF ROUGE COMMUNITIES

FINANCE COMMITTEE

2021 RECOMMENDED WORKPLAN

REQUEST DATE: September 8, 2020

LINE ITEM: PIE1 & PIE2

COMMITTEE MAKING REQUEST: PIE Committee

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

Table 1. ARC Members Participating in the Collaborative PEP Plan

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

DESCRIPTION OF ANTICIPATED ACTIVITIES

PIE1 – 2021 ANNUAL PERMIT ACTIVITIES

BMPO – 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, SEMCOG)

ARC Staff will create at least 24 Facebook posts on topics detailed in the Collaborative PEP annually and document social media followers. ARC Staff will distribute public education materials to ARC members to display at their facilities. This task will also include copies of print materials and purchase of giveaways like the pet waste containers and fertilizer clips. This includes participation in the One Water Public Education Campaign being led by SEMCOG and GLWA.

BMP2 – Articles/Ad Graphics (ARC Staff)

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

BMP3 – Displays & Posters (ARC Staff)

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

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

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

BMP7 – Promote & Support Volunteer Activities (ARC Staff)

ARC Staff will promote 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, FOTR)

The ARC will support the winter stonefly search event which is organized by FOTR. This includes the cost for FOTR staff time and supplies to train volunteers, collect the data and develop a report of the findings. ARC Staff will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC's website and Facebook.

PIE2 –2021 PERMIT CYCLE ACTIVITIES**BMP0 – PIE Committee Support (ARC Staff)**

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

BMP1 – Design/Distribute Materials (ARC Staff)

No anticipated activities in 2021.

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)

No anticipated activities in 2021.

BMP5 – Development of Homeowner Education Materials (ARC Staff)

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

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 members on a topic for a new metal sign, sticker or vehicle magnet to be made available to ARC Members. ARC staff will design the new item and printing will be provided under PIE1.

ARC Staff have been surveying the Rouge River Watershed documenting the street signs (“you are entering the Rouge River Watershed – Ours to Protect”). Over the last two years field staff have been traveling throughout the watershed to GPS signs and using Google Maps to document location and condition. In 2021 ARC Staff will summarize the findings and create a map to document the type of sign, location and condition. They will also prioritize the need for maintenance and document suggested locations for new signage.

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

BUDGET: The total budget for this workplan is \$63,480.25 as outlined below. Detail on ARC Staff's budget can be found in the Executive Director's contract.

2021 Budget Allocation

TASK	RESPONSIBLE PARTY	BUDGET
PIE1: 2021 Annual Activities		
BMP 0. Facilitation/Reporting BMP 1. Design/Distribute Materials BMP 2. Brochures BMP 3. Static Displays BMP 4. IDEP Hot Lines BMP 7. Volunteer Workdays BMP 8. Volunteer Monitoring	ARC Staff	\$29,780
BMP 0. Reporting	FOTR	\$1,500
BMP 1. Design/Distribute Materials	ARC Direct	\$7,500
BMP 1. Design/Distribute Materials	SEMCOG	\$5,000
BMP 8. Volunteer Monitoring	FOTR	\$5,000
Sub-total PIE1		\$48,780.00
PIE2: 2021 Permit Cycle Activities		
BMP 0. Facilitation/Reporting BMP 2. Brochures BMP 5. Homeowners Brochure BMP 6. Workshops/Presentations BMP 7. Volunteer Workdays BMP 9. Watershed Signs	ARC Staff	\$9,050.25
BMP 6. Workshops/Presentations	ARC Direct	\$500
BMP 6. Workshops/Presentations	FOTR	\$3,150
BMP 7. Volunteer Workdays	FOTR	\$2,000
Sub-total PIE2		\$14,700.25
TOTAL 2021 PIE Budget		\$63,480.25

Person/Agency Responsible for Implementation

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



Alliance
of Rouge
Communities

**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

2021 Workplan Recommendation

Working together, restoring the river

REQUEST DATE: September 8, 2020

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

COMMITTEE MAKING REQUEST: Technical Committee

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

Table 1. ARC Members Participating in the Collaborative IDEP Plan

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

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

- BMP #0. Meetings and Facilitation (not included in the Plan but needed to facilitate implementation of the Plan)
- BMP #1. Storm Sewer GIS
- BMP #3. Investigations
- BMP #4. Training
- BMP #5. Pollution Complaints
- BMP #6. Facility Dye Testing

DESCRIPTION OF ANTICIPATED ACTIVITIES:

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

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

BMP #1. Storm Sewer GIS. ED staff will request updates to communities' storm sewer and outfall GIS layers. Any updates will be added to master GIS database. As of March 2020, storm sewer GIS has already been supplied from 24 of 29 permittees and outfall GIS data has been collected from all 29 permittees. The communities who have yet to complete this work are listed below.

COMMUNITY	STILL NEED STORM SEWER IN GIS
Beverly Hills	X
Franklin	X
Lathrup Village	X
Melvindale	X
Redford Township	X

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

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

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.

BMP #4. IDEP Training. ED staff will coordinate with SEMCOG to schedule an IDEP Investigator and Stormwater Pollution Prevention training. The ARC will also provide 3 trainers for the IDEP Investigator Training (1 from WC and 2 from ED). Facility and administration costs will be funded by others.

BMP #6 Facility Dye Testing. ED staff will follow-up with permittees who have not completed dye testing of their municipal facilities. As of March 2020, 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

BMP #9. Effectiveness Reporting. ED staff will update the previously developed metric data tables based on the results of Activities BMP 1, 3, 4 and 6, as described above. This will be done in preparation of the 2022 progress report.

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 \$89,220 as summarized in the table below. A portion of this funding (\$55,220) will be provided by ARC dues which is \$33,500 under the budget established in the 5-Year Plan. This savings is the direct result of Wayne County providing services at no cost to the ARC. The detail for the ED's budget can be found in the ED's contract and Work Order 2021-1.

TASK	RESPONSIBLE PARTY	AMOUNT	MATCH
TC1: Annual Activities			
BMP 0. Meetings and Facilitation BMP 3. IDEP Oversight & Investigations*	ARC Staff	\$50,520	0
BMP 3. IDEP Investigations*	WC	0	\$30,000
Subtotal TC1		\$50,520.00	\$30,000.00
TC2: Permit Cycle Activities			
BMP 1. Storm sewer GIS BMP 4. IDEP Training BMP 6. Facility Dye Testing BMP 9. Effectiveness Reporting	ARC Staff	\$4,700	0
BMP 4. IDEP Training	WC	0	\$3,500
Subtotal TC2		\$4,700.00	\$3,500.00
Total TC Budget		\$55,220.00	\$33,500.00

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

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

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

Permittee	Outfall ID	Status	Result
WITHIN OAKLAND COUNTY			
Beverly Hills	BV66	Ongoing	Illicit connection identified. Waiting for correction to conduct verification sampling.
	BV51	Ongoing	Unknown
Farmington Hills	FH01	Ongoing	Conflicting results
Northville	NV03	Ongoing	Illicit connection identified. Waiting for correction to conduct verification sampling.
	NV22	Ongoing	Unknown
	NV23	Ongoing	Likely animal
	NV57	Ongoing	Human source suspected
WITHIN WAYNE COUNTY (pending update)			
Livonia	U2008221	Began	Sewage sources suspected
	6038	Not yet started	
	13002	Not yet started	
	U2008231	Not yet started	
	M2008117	Not yet started	
	U2008238	Not yet started	
	2680	Not yet started	
	L1619	Not yet started	
	L3582	Not yet started	
	Levan Rd South 42"	Ongoing	Sewage sources suspected
Plymouth	PY8	Ongoing	Sewage sources suspected
	PY27	Not yet started	
	PY5	Not yet started	
	Harvey St (with Beech/Palmer St.)	Ongoing	4 illicit sewage connections (corrected)
	Mill/Park St.	Ongoing	3 illicit sewage connections
	Amelia St.		1 illicit sewage connection
	McKinley St.		1 illicit sewage connection (corrected)
	Hartsough St.	Completed	1 illicit sewage connection (corrected)
Wayne	WN21A	Completed	No sources found
Westland	SWOF-00278	Ongoing	Non-bacteria issue

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