



**Rouge River Watershed Local Management Assembly
Executive Committee Meeting**
February 27, 2004 at 1:00pm
Livonia

Local Management
Assembly

DRAFT MINUTES

Allen Park
Auburn Hills
Beverly Hills
Bingham Farms
Birmingham
Bloomfield Hills
Bloomfield Twp.
Canton Twp.
Commerce Twp.
Dearborn
Dearborn Heights
Farmington
Farmington Hills
Franklin
Garden City
Inkster
Lathrup Village
Livonia
Melvindale
Northville
Northville Twp.
Novi
Oakland County
Plymouth
Plymouth Twp.
Pontiac
Redford Twp.
Rochester Hills
Romulus
Southfield
Superior Twp.
Troy
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
West Bloomfield Twp.
Westland
Wixom
Ypsilanti Twp.

1. Welcome

Tom Biasell, Chair of the Rouge River Watershed Local Management Assembly (Rouge Assembly), welcomed everyone to the meeting and thanked Bob Beckley of Livonia for hosting the meeting.

Jack Bails provided meeting handout materials for inclusion in Rouge Assembly Executive Committee member binders.

2. Roll Call of Members (Biasell)

The Executive Committee is made up of the three elected chairs of the Rouge Assembly, a representative of the three counties, and a representative from each of the seven Subwatershed Advisory Groups (SWAGs). The Chair initiated roll call with present members listed below. Also present were Kurt Giberson, City of Dearborn and Membership Committee Chair; Jack Bails, Executive Committee facilitator; Gary Zorza of Farmington Hills representing the Technical Committee as Vice Chair, and Dave Payne of Bloomfield Township representing the Organizational Committee as Co-Chair. In addition, there were several observers in attendance at the meeting.

Member (M) Alternate (A)	Representing	Local Assembly Member Agency
Tom Biasell (M)	Chair Rouge Assembly	Farmington Hills
James Anulewicz (M)	Vice Chair, Rouge Assembly	Plymouth Township
Kurt Heise (M)	Wayne County	Wayne County
Kelly Cave (A)	Wayne County	Wayne County
Michelle Bononi (A)	Washtenaw County	Washtenaw County
Phil Sanzica (A)	Oakland County	Oakland County
Shawn Keenan (M)	Main 1 & 2 SWAG	Auburn Hills
Brandy Bakita (A)	Main 1 & 2 SWAG	Southfield
Robert Beckley (M)	Upper SWAG	Livonia
Ron Caryl (A)	Upper SWAG	Redford Township
Tom Wilson (M)	Middle 3 SWAG	Westland
Dan Swallow (M)	Lower 1 SWAG	Van Buren Township

3. Minutes of December 2, 2003, Executive Committee Meeting

Washtenaw County (Michelle Bononi) moved to approve the December 2, 2003 meeting minutes. The motion was supported by the City of Dearborn (Kurt Giberson). The vote was unanimous.

4. Additions or Changes to Draft Agenda

Wayne County (Kelly Cave) requested the addition of a report from the Rouge Program Office (RPO)/Wayne County service provider and suggested that the topic remain as a standard agenda item. Chair, Tom Biasell, added the report to the agenda as item 7F and agreed to it as a standard topic for upcoming agendas.

The Main 1 & 2 SWAG representative (Shawn Keenan) requested the addition of a discussion of Watershed 2004. The topic was added to the agenda as item 7G.

Wayne County (Kelly Cave) requested an agenda item to discuss and propose a form for designating replacement representatives to the Assembly. The item was added to the agenda as item 4a.

A motion to revise the agenda was made by the Middle 3 SWAG representative (Tom Wilson) and was supported by the Main 1-2 representative.

a. Changing designated representative

Wayne County (Kelly Cave) explained that recent meetings with new elected officials identified an interest in a formal means for changing the designated representative to the Assembly and she presented a proposed form.

The Upper SWAG representative moved to accept the use of the proposed form, which was supported by the Middle 3 SWAG representative. The vote was unanimous.

5. Chair Communications (Biasell)

a. Change in Deadline for updating SWPPIs and Assembly letter to MDEQ

The Chair requested that the SWAGs coordinate with their communities to determine which will not be requesting modifications to their SWPPIs and to report that to the Assembly by April 19, 2004. Written responses should be sent to Jack Bails who will prepare a joint submittal to MDEQ on behalf of the Chair, Tom Biasell and the Rouge Assembly by the May deadline. (Note: an email was sent to the SWAG facilitators following the meeting that explained the process).

b. Response to Assembly Resolution Sent to Governor Granholm

The Chair reported the response from the State regarding the Sanitary Sewer Overflow (SSO) resolution adopted by the full Assembly on December 10, 2003 requesting a one-year suspension of the implementation and enforcement of the MDEQ SSO policy for Rouge communities. No immediate response from the State was provided even though a governor's office representative was at the December 10th Assembly meeting. An indirect response, addressed to a state representative and copied to the Assembly, from MDEQ Director Steven Chester dated February 13, 2004 was received. It stressed the public health and environmental threat posed by SSOs and rejected the request for a suspension in the policy. It did commend Rouge communities for their role in continually improving the water quality of the Rouge River. Since Kurt Heise and Dave Payne, Co-Chairs of the Organization Committee who drafted the resolution were not yet present, the question of how the Rouge Assembly should respond was deferred.

c. Executive Committee Concurrence with Round VI Grants

Wayne County (Kelly Cave) reported that copies of the draft Round VI Sub-grant Request for Proposals (RFP) were provided to the Technical Committee for review at the January 12, 2004 meeting. The Committee provided recommendations and the RFPs were revised accordingly. Since it was important to distribute the RFPs prior to the next scheduled meeting of the Rouge Assembly, the Chair requested an electronic vote from the Executive Committee via Email to approve the RFPs for distribution. Seven affirmative votes were tallied via email. Wayne County (Kelly Cave) noted that the Notice of Eligibility was distributed, proposals are due April 30, 2004 and that this will likely be the last round of Rouge Project sub-grant funding unless additional appropriations are made. The deadline for sub-watershed ranking recommendations is May 1, 2004.

d. New MDEQ Contacts for Storm Water

The Chair reported that the Rouge Watershed storm water coordinator for MDEQ Water Division, SE Michigan District Office, Allison McCormick will be replaced by Patricia Huddas for all sub-watersheds with the exception of the Upper, Middle 1 and Lower 1 whose contact will be Martin Hendges.

6. Treasurers Report (Fiduciary WCDOE, Kelly Cave)

a. Status of Membership Assessment Payments

Wayne County (Kelly Cave) provided the financial report in the absence of Treasurer, Gary Mekjian. She reported that all invoices have been paid with

the exception of new member Ypsilanti Township whose invoice was just sent out recently.

b. Status of Assembly Expenditures

Wayne County (Kelly Cave) reviewed handouts noting a 2003 budget balance of approximately \$44,000, noting that some outstanding expenses exist that would likely result in a smaller positive balance once all 2003 expenses are paid. The 2004 budget summary report indicated that although work has begun, no expenses have yet been billed or paid.

7. Standing Committee Reports (Biasell)

a. Finance Committee

Wayne County (Kelly Cave) reported that the Finance committee met last in November; however, Treasurer Gary Mekjian and Razik Alsaigh of Wayne County have been coordinating as necessary. The Finance Committee requests guidance from the Executive Committee regarding when and how to use unassigned funds identified in the budget status report and when to mail out 2004 invoices noting that although we are still in black for 2003, we need to collect for 2004 soon to ensure adequate cash flow. **The Executive Committee stated that standing committees should make any additional funding requests by March 18 for consideration by the full Assembly.** Although 2004 invoices will not be sent out immediately, some communities requested a preliminary notice of the expected amount for planning purposes. It was agreed that the Assembly send a letter to communities indicating the maximum anticipated invoice amount and anticipated due date.

b. Organization Committee (Heise)

i. Summary of Committee Meetings

Kurt Heise of Wayne County and Organizational Committee Co-Chair reported that the last committee meeting focused on the development of the Watershed Alliance legislation to be discussed later in this agenda.

a. Vision

The Committee was charged with assessing the goals of the Rouge Assembly.

Washtenaw County (Michelle Bononi) suggested it would be helpful to develop a Gant chart showing where we are and plan to go with regard to the vision and goals of the Assembly. The committee agreed to prepare such a chart.

ii. Recommendations/Discussion

Steve Mann of Plymouth Township and Bob Beckley of Livonia were recommended to be added to the Organizational Committee. The Chair, Tom Biasell, charged the Organizational Committee with the goal of increasing elected official representation on the committee. More specifically, he requested targeting two additional elected officials preferably representing cities in Wayne and Oakland Counties resulting in a representation of four elected officials distributed throughout watershed. Vice Chair, Jim Anulewicz of Plymouth Township moved that the Executive Committee recommend Steve Mann of Plymouth Township and Bob Beckley of Livonia as the two additional representatives. Phil Sanzica of Oakland County supported the motion that passed with unanimous approval.

c. Public Involvement (Anulewicz)

i. Summary of Committee Meetings

a. Vision and Goals

ii. Recommendations/Discussion

Public Involvement Committee Chair, Jim Anulewicz reported that the full committee met last in January followed by two subcommittee meetings to discuss a survey. The next meeting is scheduled for March 16, 2004 at the Southfield Public Library at 1:30pm. One topic will be a Watershed survey including discussion of combining efforts with SEMCOG. The PIE committee feels the survey is an important tool to measure progress and concluded that coordination with SEMCOG should result in cost savings. It was noted that SEMCOG's funding is coming from USEPA and not through the RPO. A review of sub-watershed management plans and community SWPPIs verified that a survey is included by all communities and sub-watersheds and would therefore support satisfying those requirements watershed-wide.

The January meeting also included discussion of a workshop for elected officials focusing on two perceived information dissemination goals; best management practices (BMPs) and benefits of the Assembly. The discussion did not result in specific plans, but did raise concerns regarding adequate participation. The Chair, Tom Biasell, proposed charging an individual member of the Executive Committee with evaluating such a workshop and recommended Shawn Keenan of the Main 1-2 SWAG and Auburn Hills. After significant discussing regarding the most effective

methods for engaging elected officials, the Executive Committee charged Mr. Keenan with presenting a proposed approach to the full Assembly at the March 18th meeting including an anticipated budget.

The final PIE discussion topic was the presentation of a press kit including the Rouge River Current newsletter and other items sporting a proposed Rouge Assembly name change, “Assembly of Rouge Communities (ARC)”, and logo. The Executive Committee recommends distributing the press kit at the March 18th full Assembly meeting.

d. Technical Committee (Biasell/Zorza)

i. Summary of Committee Meetings

Gary Zorza of Farmington Hills and Vice Chair of the Technical Committee reported that the committee last met on January 23, 2004 at Farmington Hills with three primary agenda items. The first was to review the sub-grant RFPs. The committee commented on priority projects and evaluation criteria and recommended approval to the Executive Committee with requested changes incorporated. The second topic was a charge of the Executive Committee to review and finalize plans developed by the PIE committee to hold a workshop for elected officials. Since the PIE committee hadn't reached resolution on this topic, the agenda item was tabled. The Technical Committee requests further direction from the Executive Committee for future consideration of this topic. The third topic was a presentation of the SWPPI and sub-watershed management plan monitoring requirements and how they relate to the 5 year plan. The next meeting is scheduled for March 29th at 9:30am

ii. Recommendations/Discussion

A monitoring sub-committee was formed to address two issues. Technical Committee members raised concerns that the guidance from MDEQ to other watersheds differs from that provided to the Rouge. Therefore the sub-committee will evaluate the long term monitoring plan, including meeting with the MDEQ to discuss potential discrepancies in guidance and how that may affect our long term monitoring program, specifically when federal grant funding is no longer available. The sub-committee will also help guide the monitoring program by reviewing work plan tasks, contracting, and reporting. The Committee is interested in re-designing deliverables to better reflect the needs of the Rouge Assembly, including how the MDEQ is using the monitoring data, community friendly reporting that demonstrates progress and coordination with the PIE Committee. Bob

Beckley of Livonia suggested making the data available from the web site.

e. Membership Committee (Kurt Giberson)

i. Update

Kurt Giberson, City of Dearborn and Membership Committee Chair reported on how to address communities in the watershed that aren't part of Assembly. The Committee has developed a list of all storm water permit holders from MDEQ and comprised a list of contacts. The Committee plans to talk with MDEQ about nested jurisdictions and evaluate potential membership structure refinements. A three to five member ad hoc committee will be established to prepare a plan to present to group. This should be accomplished with 3-4 meetings.

f. RPO Services – (Kelly Cave)

Wayne County (Kelly Cave) reported on the progress of RPO services. The report included a status report on RPO services and products presented via a task summary table with financial report. Services and products included a summary of the benefits of Assembly membership communicated via the newsletter and press kit, monitoring program planning activities and demonstrated progress towards integrating the Assembly into RPO operations through involvement in the sub-grant RFP process.

g. Watershed 2004 in Dearborn, July 11-14 (Shawn Keenan)

Shawn Keenan, Main 1-2 SWAG representative, suggested that the Assembly consider hosting a reception at the upcoming Water Environment Federation Watershed 2004 conference to be held in Dearborn in July. Shawn Keenan and Main 1-2 SWAG facilitator Jim Ridgway offered to take the lead on organizing such an event.

8. Proposed Draft re: Watershed Alliance Legislation (Heise)

a. Recommendation of Organization Committee

Kurt Heise of Wayne County and Co-Chair of the Organizational Committee presented a draft of a proposed Watershed Alliance Act for the State of Michigan. This proposed legislation is the result of the most recent Organization Committee meeting held in Redford. Mr. Heise reminded the group that a charge of the committee is to evaluate long term ways of perpetuating the Rouge Assembly and that this act can help set the foundation for achieving that goal. He requested conditional approval from the Executive Committee today because its success would depend on immediately starting more aggressive marketing with State legislatures. Phase 2 permits now underway will help get buy-in from elected official across Michigan. He

apologized that the time constraint did not allow for review and comment from the entire membership of the organizational committee.

Washtenaw County commented that the proposed act covers the basic concepts well, but she has some concern regarding the balance of broadness and specificity as well as consistency of language. More specifically she suggested that an alliance should have the ability to incur debt (sell bonds) and that the language authorizing them to vote is not specific enough. She also commented that contributions of in kind services might belong in by-laws or rules as opposed to the act.

Bob Beckley of Livonia recommended a transmittal letter presenting the proposed act to local communities to help market the legislation locally and provide an opportunity to comment. The Committee agreed the transmittal should summarize the legislation, include why are we are doing this, emphasize that it is consistent with what officials bought into with the Rouge Assembly, and that it is not an authority and will not result in raising taxes.

Washtenaw County made a motion to give authorization to further composition and begin marketing the legislation. The Upper supported the motion, which was unanimously approved.

The Organization Committee also presented the position that there is consensus within the committee that communities without in-house legal support might rely on the Assembly to provide this support in an effort to provide legal resources they can turn to if they have questions. It was proposed that the Assembly might authorize an upper limit of financial support for legal assistance. The committee recommends that they propose this to the full Assembly. This topic was deferred for future discussion at the next Organizational Committee meeting scheduled for March 9th in Novi. The Executive Committee authorized to proceed in finding a sponsor for the proposed legislation and to provide an update report at the full Assembly meeting.

9. **Reports from SWAGS** (Comments, Concerns, and/or Recommendations)
 - a. **Main 1 & 2** - Nothing to report.
 - b. **Main 3 & 4** – Nothing to report.
 - c. **Upper** – Bob Beckley of Livonia provided an informational report stating that the City of Livonia still does not have a MDEQ COC for the storm water general permit. Livonia has concerns regarding additional conditions stipulated by MDEQ based on Phase 2 community permit requirements for populations over 100,000. MDEQ included additional annual budget reports and comparisons between baseline monitoring conditions. Livonia’s concern is that they may be expected to pay for

additional monitoring beyond what is being conducted through the Assembly.

- d. **Middle 1** – Nothing to report.
- e. **Middle 3** – Nothing to report.
- f. **Lower 1** – Dan Swallow reported an upcoming meeting in March and stated that the Lower 1 appreciates being on the agenda and that it will facilitate communication between the SWAGS and the Rouge Assembly.
- g. **Lower 2** – Nothing to report.

A general comment was made noting the importance of cooperation between the SWAGs and the Assembly and suggested that Executive Committee representatives work with their facilitators to identify how the SWAGs and the various committees of the Assembly should coordinate their activities. The SWAG representatives will be asked to report on these discussions at the next Executive Committee meeting.

10. Recommendations to Full Assembly (Biasell)

- a. **Summary** – Action taken by Executive Committee
 - i. The Organizational Committee will evaluate developing a Gant chart.
 - ii. The Membership committee will make a request for additional participation at the full Assembly meeting.
 - iii. Individual committees will prepare recommendations for use of reserved 2004 Assembly budget contingency funds as needed.
 - iv. The PIE committee will proceed with the presentation of a press packet to the full Assembly meeting on March 18th.
 - v. Shawn Keenan will prepare a proposal on an elected official seminar including projected costs.
 - vi. Shawn Keenan/Jim Ridgway will coordinate with Watershed 2004 conference organizers to plan a Rouge Assembly reception.
 - vii. Kurt Heise and Davy Payne will identify potential elected representatives from one city within Wayne and one city in Oakland Counties to participate in Organizational Committee. Candidates do not necessarily need to be assembly members but must be from a member community.
 - viii. A transmittal letter will be developed summarizing the Watershed Alliance Act concept that can distributed to local officials.
 - ix. SWAG representatives working with facilitators will re-evaluate the SWAG's operational relationship with the Assembly. SWAG facilitators will be contacting communities to determine their interest in being included in the Assembly letter to MDEQ that will list those communities who will not be modifying their SWPPIs.

- b. New Business Items**
None identified.

11. Follow-Up Items for Officers and Committee Chairs (Biasell)

None identified.

12. 2004 Meeting Schedule of Executive Committee/Assembly

- a. March 18, 2004 Full Assembly Meeting Fairlane Center
- b. Minimum of Two Remaining Full Assembly Meetings
- c. Next Scheduled Meeting of Executive Committee

13. Adjourn

Meeting adjourned at 4:00pm.