



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

Tuesday, June 29, 2010, 1:30 p.m.

Canton Twp. Administrative Bldg., Lower Level Room D
1150 Canton Center Rd.

1. **Welcome** – Tim Faas, Chair
2. **Roll Call of Members**
ECT took roll call of members and others present. A quorum was present.

ARC Executive Committee			Attended Meeting
Officers			
Chair	Tim Faas	Canton	Y
Vice-Chair	Gary Mekjian	Southfield	Y
Interim Treasurer/Past Vice-Chair	Wayne Domine	Bloomfield Township	Y
Counties			
Oakland Co. – Rep.	John McCulloch	OCWRC	N
Oakland Co. – Alt.	Jim Wineka	OCWRC	N
Oakland Co. – Alt.	Joseph Colaianne	OCWRC	N
Washtenaw Co. - Rep.	Janis Bobrin	WCWRC	Y
Washtenaw Co. - Alt.	Michelle Bononi	WCWRC	N
Wayne Co. - Rep.	Kelly Cave	WCDPS	Y
Wayne Co. - Alt.	Noel Mullett	WCDPS	N
SWAGs			
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield	Y
Main 1 & 2 - Alt.	Noah Mehalski	Bloomfield Township	N
Main 3 & 4 - Rep.	Jim Murray	Dearborn	N
Main 3 & 4 - Alt.	Eric Witte	Melvindale	N
Upper - Rep.	Tom Biasell	Farmington Hills	Y
Upper - Alt.	Kevin Maillard	Livonia	N
Middle 1 - Rep.	Jill Rickard	Northville Township	Y
Middle 1 - Alt.	Aaron Staup	Novi	N
Middle 3 - Rep.	Jack Barnes	Garden City	N
Middle 3 - Alt.	Kevin Buford	Westland	N
Lower 1 - Rep.	Bob Belair	Canton Township	Y
Lower 1 - Alt.	Dan Swallow	Van Buren Township	Y
Lower 2 - Rep.	Ramzi El-Gharib	Wayne	N
Lower 2 - Alt.	Tom Wilson	Romulus	N

Others Present: Mark Mikesell, ECT; Jim Ridgway, Executive Director; Zachare Ball, ARC Staff, Annette DeMaria, ARC Staff and Tina Cusac, ARC Accountant

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
Oak Park
Oakland County
Orchard Lake
Plymouth
Plymouth Twp.
Pontiac
Redford Twp.
Rochester Hills
Romulus
Southfield
Troy
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport
Authority
Westland
Wixom

Cooperating Partners:
Friends of the Rouge
Southeastern Oakland
County Water Authority
Wayne State University

3. Additions or Changes to Draft Agenda

The following additions were made to Agenda Item 6 (Executive Director's Report):

- Discussion with the ARC's accountant regarding policy requirements for the GLRI grants.
- The Lower Rouge (Main Branch) Legacy Act Site Investigation in the Rouge Area of Concern
- RPO Round X Grant Awards
- Potential Partnership with the City of Detroit

4. Summary of April 2, 2010 Executive Committee Meeting

A motion was made by Jill Rickard to accept the April 2, 2010 meeting summary. The motion was seconded by Tom Biasell. Motion passed.

5. Summary of 4/29/10 Meeting with SEMCOG on Next Steps (Faas)

Tim Faas gave an update on discussions with SEMCOG about providing additional services to the ARC. He said it was decided that it was best at this time to maintain the status quo. He said SEMCOG has provided good service to the ARC, but there was a concern with SEMCOG's staffing levels and its ability to provide more support than is already being provided. Brandy Siedlaczek suggested that SEMCOG be made a cooperating partner in the ARC and it was agreed to discuss that further.

6. Executive Director Report

- Grant Status Report:** Zachare Ball reported that the ARC had received two grants from the Great Lakes Restoration Initiative: \$499,254 (no match) for the Danvers Pond Dam Removal in Farmington Hills and \$648,750 (\$181,250 match from various sources; \$15,000 match from the ARC) for Rouge Green Infrastructure projects in Southfield, Detroit Parks and Wayne County Parks. Additionally, the ARC was approved for funding of two projects through the Wayne County RPO Round X program: \$57,550 for the design to remove Wayne Road Dam in Wayne (\$57,550 match required) and \$7,350 for green infrastructure projects in the Rouge Green Corridor communities of Birmingham, Beverly Hills and Southfield (no match required).
- Policy Requirements for the GLRI grants:** ARC Accountant Tina Cusac reviewed the policies and procedures that are required by the EPA for grantees receiving funding from the GLRI. They include:
 - Accounting procedures
 - Audited financial statements
 - Conflict of interest Policy
 - Personnel and timekeeping Policies
 - Procurement Policy
 - Property Management Policy
 - Record Retention Policy
 - Travel Policy

She said that an A-133 audit of the ARC will be required when the ARC spends more than \$500,000 in federal funding, which probably won't happen until 2011. She said she would have the regular ARC Audit for 2009 completed in about six weeks, and suggested that the ARC could send Wayne County's audit to the EPA until the ARC's audit is completed. She said that once all of the ARC's paperwork is in and approved by the EPA, the certification would last for three years. She said she would forward example policies to the ARC to help develop the required documents for EPA.

- c. **The Lower Rouge (Main Branch) Legacy Act Site Investigation in the Rouge Area of Concern :** Mark Mikesell, ECT, said this project is focused on contaminated sediment in the industrialized portion of the Rouge River Main Branch, south of the concrete channel. Ultimately, the project will create a list of potentially responsible parties in the study area who may be able to access Legacy Act funding to clean up contaminated sites. The project will also identify data gaps and prioritize any needs for additional studies in this portion of the Rouge River.
- d. **RPO Round X Grant Awards:** Kelly Cave distributed a list of the projects recommended for funding under the Round X grant funding. Seven projects were recommended for CSO/SSO funding (Part A) and 20 projects were recommended for Storm Water General Permit Activities (Part B). Two Part B projects needed further action by the ARC.
- Henry Ford Community College (HFCC) Green Roof and Rain Garden Science Building Addition: The grant RFP required that permit holders applying for grants be members of the ARC. HFCC is eligible to be an Associate Member. It was recommended that the grant be awarded to HFCC with the condition that HFCC become an ARC Associate Member and pay commensurate dues.
 - 2010 Rouge River Water Festival at Cranbrook: The grant required that applicants be covered by a storm water permit if required by the state. It is unclear if Cranbrook is required to obtain a MS4 storm water permit or not. It was recommended that Cranbrook's permit status be determined.

A motion was made by W. Domine to approve the RPO Round X Projects recommended for funding with the above caveats. The motion was seconded by J. Rickard. Motion passed.

- e. **Potential Partnership with the City of Detroit:** Jim Ridgway reported that there is a big push for the City of Detroit to install green infrastructure in its CSO areas. He said that Detroit Parks has been a willing partner with the ARC as evidenced by its inclusion in the GLRI grant-funded project. He requested that the ARC approach DWSD again about partnering with the ARC.

7. Standing Committee Reports

a. Finance Committee

i. Final 2009 Budget vs. Actual Report

Wayne Domine reviewed the ARC's financial documents, including the Status Report (final) on the ARC's 2009 fiscal year. There is \$64,466 in the ARC contingency fund.

ii. 2010 Budget Status Report

1. 2010 ARC Membership Dues: W. Domine said that dues from Beverly Hills, Novi, Orchard Lake and Livonia have been received. Dues for Commerce Township and Wayne County Airport Authority (WCAA) are overdue. He added that WCAA is currently negotiating with the State about whether it is required to have a storm water permit and if it does not need to have a permit, WCAA would drop out of the ARC. Additionally, he said he received a phone call from the City of Allen Park that it was dropping out of the ARC and would not be paying 2010 dues, because there is no money in its budget for dues. He added that a large number of invoices have been sent out which are due at the end of July.

iii. Draft Procedure for Annual Budget Preparation and Request for Budget Amendment

iv. Draft 2011 Budget Preparation Schedule

W. Domine reviewed iii and iv with the Executive Committee.

b. Nominating Committee

i. **Status Report:** Committee Chair T. Biasell recommended the following slate for the 2011 ARC Officers be approved and noted that any additional nominations would be taken from the floor at the next full ARC meeting.

- ARC Chair: Gary Mekjian, City of Southfield
- ARC Vice-Chair: Vice-Chair, Kevin Buford, City of Westland
- ARC Treasurer: Dan Swallow, Van Buren Township

A motion was made by W. Domine to forward the nominations to the full ARC for a vote at the next regularly scheduled meeting. The motion was seconded by J. Rickard. Motion passed.

c. Organization Committee

K. Cave announced that committee co-chair Michelle Bononi has left Washtenaw County. Janis Bobrin added that Meghan Bonfiglio is leaving Bloomfield Township to replace Michelle. K. Cave expressed thanks for all of Michelle's hard work on the committee and for the ARC in general and requested that J. Bobrin appoint someone else to sit on the Organization Committee. Tim Faas said he would make a recommendation for a replacement for M. Bononi as committee co-chair.

- i. Record Retention and Access Policy: K. Cave requested that the Record Retention and Access Policy, which was forwarded directly to the Executive Committee be referred to the Organization Committee for review.
- ii. Additionally, she requested that the Officer Appointments Policy be forwarded to the full ARC for approval.

A motion was made by Gary Mekjian to refer the Record Retention and Access Policy to the Organization Committee for review and the Officer Appointments Policy to the full ARC for approval. The motion was seconded by W. Domine. Motion passed.

She said that the next Organization Committee will be at 9:30 a.m. July 13, 2010 in Southfield and the following items would be addressed:

- Purchasing Policy revisions if needed
- Strategic Plan revisions
- Record Retention Policy
- Other policies required by the GLRI grant.

Additionally, she said a list of potential Cooperating Partners and Associate Partners and draft invitation letters to join the ARC will be brought to the next Executive Committee meeting for approval.

d. Public Involvement and Education (PIE) Committee

i. Status Report: Chair Brandy Siedlaczek said the PIE Committee met in April and has its next meeting scheduled for July 15, 2010 in Beverly Hills. She said the nine 2010 grow zone projects have been installed. The ARC Rain Barrel Sale will be held from 9 a.m. to 3 p.m. Saturday, July 10 in Redford Township.

e. Technical Committee

i. Status Report: Annette DeMaria, ARC staff, gave the report for Gary Zorza. She said 40 people attended the IDEP Training held in Canton Township on May 11, 2010. She said the Land Cover Inventory conducted by Sanborn has been completed and a Technical Committee Meeting was held on June 16, 2010 in Plymouth Township to present the results. Each ARC member will get a CD of the land cover inventory for its area. She distributed a report of some of the land

cover data. K. Cave asked that the land cover totals for the three ARC counties be added to the Rouge River Watershed Land Cover Classification – All communities Table.

8. Report from WCDPS

K. Cave reported that SEMCOG received a GLRI grant award for Green Streets projects in Wayne, Oakland and Macomb counties to install green infrastructure along roadways. She said Wayne County continues to work with the Army Corps of Engineers on the concrete channel restoration. She said the 2009 Rouge River Progress Report is almost complete. She added that her office will be moved from downtown Detroit, but a location has not yet been determined.

9. Report from SWAGS

Nothing to report

10. Other Business

T. Biasell reported that Farmington Hills has received the summary of the storm water permit audit conducted by the MDNRE. He said the MDNRE summary indicated recommended improvements and required improvements.

11. Summary of Executive Committee Actions

- Approval of the 3/23/10 Executive Committee Meeting Summary.
- Approval of Wayne County Rouge Program Office Round X Grant projects with caveats that Henry Ford Community College become an ARC Associate Member and determination of Cranbrook's permit status.
- The 2011 ARC Officer Recommendations is forwarded to the full ARC for approval.
- The revised Officer Appointment Policy is forwarded to the full ARC for approval.
- The draft Record Retention Policy is forwarded to the Organization Committee for review and approval.

12. Upcoming Meetings

- ARC Executive Committee, July 27, 2010, 1:30 p.m., Canton Township.
- PIE Committee Meeting, October 28, 2010, 1:30 p.m. Wayne County Commerce Court, Wayne.

11. Adjourn


The motion to adjourn the meeting was made by J. Rickard and seconded by W. Domine. The motion passed.

ARC Executive Committee Attendance List

Meeting Date: 6/29/10

Name	Community	Attended	Initials
Alsaigh	Razik	<input type="checkbox"/>	_____
Ball	Zachare	<input type="checkbox"/>	<i>SB</i>
Barnes	Jack	<input type="checkbox"/>	_____
Belair	Bob	<input checked="" type="checkbox"/>	<i>RB</i>
Biasell	Thomas	<input checked="" type="checkbox"/>	<i>TB</i>
Bobrin	Janis	<input checked="" type="checkbox"/>	<i>JB</i>
Bonfiglio	Meghan	<input type="checkbox"/>	_____
Buford	Kevin	<input type="checkbox"/>	_____
Buiten	Mike	<input type="checkbox"/>	_____
Cave	Kelly	<input checked="" type="checkbox"/>	<i>KC</i>
Colaianne	Joe	<input type="checkbox"/>	_____
Domine	Wayne	<input checked="" type="checkbox"/>	<i>WD</i>
El-Gharib	Ramzi	<input type="checkbox"/>	_____
Faas	Tim	<input checked="" type="checkbox"/>	<i>TF</i>
Lawson	Jennifer	<input type="checkbox"/>	_____
Maillard	Kevin	<input type="checkbox"/>	_____
McCulloch	John	<input type="checkbox"/>	_____

Meeting Date: 6/29/10

Name	Community	Attended	Initials	
Mehalski	Noah	Bloomfield Township	<input type="checkbox"/>	_____
Mekjian	Gary	Southfield	<input type="checkbox"/>	_____
Mullett	Noel	WCDPS	<input type="checkbox"/>	_____
Murray	Jim	Dearborn	<input type="checkbox"/>	_____
Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	
Ridgway	Jim	ECT	<input type="checkbox"/>	
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	
St. Henry	Paul	Livonia	<input type="checkbox"/>	_____
Staup	Aaron	Novi	<input type="checkbox"/>	_____
Swallow	Dan	Van Buren Township	<input checked="" type="checkbox"/>	
Wilson	Tom	Romulus	<input type="checkbox"/>	_____
Wineka	Jim	Oakland County	<input type="checkbox"/>	_____
Witte	Eric	Melvindale	<input type="checkbox"/>	_____
Zorza	Gary	Farmington Hills	<input type="checkbox"/>	_____
<u>Mikesell Mark</u>	<u>ECT</u>	<input checked="" type="checkbox"/>	_____	
<u>Annette DeMaria</u>	<u>ECT</u>	<input checked="" type="checkbox"/>	_____	
<u>Tina Cusac</u>	<u>PRR Accountant</u>	<input type="checkbox"/>	_____	
_____	_____	<input type="checkbox"/>	_____	
_____	_____	<input type="checkbox"/>	_____	