



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

Thursday, October 14, 2010, 1:30 p.m.
Room 221, Southfield Parks and Recreation Building
26000 Evergreen Rd., Southfield

1. **Welcome** – Gary Mekjian, 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	Gary Mekjian	Southfield	Y
Vice-Chair	Kevin Buford	Westland	Y
Treasurer	Dan Swallow	Van Buren Twp.	N
Past Chair	Tim Faas	Canton Twp.	Y
Counties			
Oakland Co. – Rep.	John McCulloch	OCWRC	N
Oakland Co. – Alt.	Jim Wineka	OCWRC	Y
Oakland Co. – Alt.	Joseph Colaianne	OCWRC	N
Washtenaw Co. - Rep.	Janis Bobrin	WCWRC	N
Washtenaw Co. - Alt.	Meghan Bonfiglio	WCWRC	Y
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	Y
Main 3 & 4 - Alt.	VACANT		
Upper - Rep.	Tom Biasell	Farmington Hills	N
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	Y
Middle 3 - Alt.	VACANT		
Lower 1 - Rep.	Bob Belair	Canton Township	N
Lower 1 - Alt.	VACANT		
Lower 2 - Rep.	Ramzi El-Gharib	Wayne	N
Lower 2 - Alt.	Tom Wilson	Romulus	N

Others Present: Paul St. Henry, Livonia; Jim Ridgway, Executive Director; Zachare Ball, ECT Staff, and Chris O'Meara, ECT Staff

- 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:**
- Cranbrook Institute of Science
 - Friends of the Rouge
 - Southeastern Oakland County Water Authority
 - Wayne State University

3. Additions or Changes to Draft Agenda

There were no additions or changes to the draft agenda.

4. Summary of August 26, 2010 Executive Committee Meeting

The motion was made by Kevin Buford to accept the August 26, 2010, meeting summary. The motion was seconded by Jim Murray. Motion passed.

5. Executive Director Report

a. SPAC Grant award

Zachare Ball reviewed the handout regarding the SPAC Grant that the ARC received to develop a strategy to delist the BUIs in the Rouge River AOC. The project will 1) refine and prioritize the list of activities recommended in 2008 to remove the loss of fish and wildlife habitat beneficial use impairment (BUI) in the Rouge AOC, 2) use the Rouge River Watershed management Plan and other sources to categorize projects that should be in the Rouge AOC delisting strategy, and 3) inform and educate the public on restoration criteria and AOC delisting goals. She stated that this funding request will allow the ARC, Friends of the Rouge and Wayne County to assist the Rouge RAP Advisory council in indentifying projects to address the Rouge BUIs leading to the delisting of the Rouge AOC. The project listed in the delisting strategy will be eligible for federal grant funding through the GLRI and other federal initiatives in the coming years.

6. Standing Committee Reports

a. Finance Committee

2010 Budget Status Report

Chris O'Meara handed out the accounts receivable and payable reports. She informed the committee that we are now following the Accounting Procedures manual and have all the forms required for the new approval process. Letters and statements went out to the communities that have not paid their 2010 dues, these include Commerce Township, Inkster, Plymouth, Pontiac and Wayne County Airport Authority. C. O'Meara stated that Henry Ford Community College has been invoiced for the 4th quarter dues for 2010.

2010 Budget Amendments

Zachare Ball reviewed the Finance Committee's 2010 budget amendment request to add the SPAC grant received that was summarized under the Executive Director's report. The total grant amount is \$22,205.43. No match is required. Forty percent of the grant (\$8,882) will be sent to the ARC in October, 2010. The remaining grant funds will be sent in 2011. This amendment provides for the 2010 grant payment and represents an increase to the overall ARC budget of \$8,882.

C. O'Meara reviewed the Finance Committee's 2010 budget amendment to OC3 – Accounting and Legal Services, increasing the budget from \$5,000 to \$10,100. This amendment will cover unanticipated accounting services that were not budgeted for in 2010. These include assistance from the accountant in preparing the required policies, procedures, accounting manual and the Office of Management and Budget questionnaire as requirements of the EPA GLRI grant. The accountant also met with the Executive Committee and ARC staff on the GLRI requirements. This amendment also covers the additional research and time spent on the ARCs initial audit for fiscal year 2009. Finally, this amendment covers additional research and communications with Wayne County in preparation of Form 990 for the ARC taxes.

The motion was made by James Murray to recommend to the Full ARC the approval of the 2010 budget amendments as presented by the Finance Committee. The motion was seconded by Jill Rickard and passed unanimously.

2011 Budget Requests

Z. Ball reviewed the 2011 budget requests on behalf of Dan Swallow, Treasurer. Both the PIE and Technical Committee were asked by the Finance Committee to bring their budgets in below the ARC dues that are anticipated for 2011. Both committees reduced their budgets nearly 20% to meet this request.

The PIE Committee 2011 budget includes:

- (PIE 1) The Green Infrastructure Activities task budget remains the same and will provide for the design and plant materials for 8-10 grow zones in the watershed; four workshops; rain barrel sales and education and buying trees for new participating Green Schools.
- (PIE 2) The Public Education Materials task has a minor budget for printed materials, but will primarily support the purchase and distribution of seedlings at local events, such as HHW collection days and water festivals.
- (PIE 3) The Website Maintenance task budget increased slightly and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) Watershed Stewardship and Reporting supports Friends of the Rouge conducting grow zone maintenance workshops, native plant workshops for homeowners, promoting an Adopt a Grow Zone program and participation in community events to promote watershed stewardship.

J. Murray asked about the easement requirements and the legal documents required to maintain the grow zones that the ARC is building. Z. Ball stated that currently the ARC requires the commitment by the receiving organization to maintain the grow zone for 5 years. There was discussion on whether some assurance can be made that the grow zones will stay there in the future. K. Cave stated that they may be able to add that the receiving organization would have to pay a portion of the grant back if the grow zone is destroyed

The motion was made by J. Murray to have the Organization Committee research instituting legal documents to maintain the grow zones paid for by an ARC grant. The motion was seconded by K. Buford and passed unanimously.

The Technical Committee 2011 budget includes:

- (TC1) The Rouge River Watershed Monitoring Activities task budget continues work performed last year to address the 5-year monitoring plan for the Rouge River. Activities include continuous stream flow, DO and temperature monitoring; continued work on a geomorphological assessment for the watershed and a summary report of the monitoring data from the previous year. The annual macroinvertebrate monitoring will also be completed by FOTR, but it will be funded by another grant.
- (TC2) The Storm Water Reporting System: Operation and Maintenance task completes a stream-lined, easy web-based mechanism for Phase II permit reporting to the Michigan Department of Natural Resources and Environment (MDNRE). The 2011 effort will include the following: member assistance in system use, maintenance, system modifications and administration of the system.
- (TC3) The IDEP Investigations and Training task continues field investigations in priority areas, IDEP training for municipal staff and allows for collaboration with MDNRE with the hope of obtaining E. coli monitoring assistance to narrow down the priority areas. TC3 allows the ARC to address illicit discharges on a watershed-wide basis, which is far more productive than working on a community by community basis.
- (TC4) The Compliance Initiatives task provides ARC members with resources to aid them in permit compliance. Activities will include continued development and refinement of a Collaborative Action Plan/SWPPI, assistance for ARC members that will be audited by the DNRE (including gathering information from project partners and collaboration with SEMCOG), and

assistance in developing the SWMP and SWPPP required by ARC members holding a jurisdictional permit (including collaboration with SEMCOG).

Meghan Bonfiglio asked for more details regarding the collaborative action plan portion of the Technical Committees budget. J. Wineka and J. Rickard stated that these activities will continue the work that was done previously and refine the report.

The Organization Committee 2011 budget includes:

(OC1)The proposed 2011 Executive Director Services included an increase of about 6% because of overhead adjustments and slight salary increases. However, the Organization Committee recommended that the 2011 ED Services budget remain at the 2010 amount of \$159,771 plus \$10,000 for pursuing grant opportunities for a total of \$169,771, but that the ED staff provide the level of service represented by the original proposed 2011 budget of \$178,803.

- The 2011 increase is \$9,032 over the 2010 ED Services Budget.
- The ED staff proposes to use the \$9,032 to provide some match for ARC grant funded projects, specifically:
 - \$6,693 to provide grant management for the RPO Round X Wayne Road Dam Design project.
 - \$2,339 to provide grant management for the RPO Round X Rouge Green Corridor Urban Habitat Improvement project.

This funding will reduce the amount of ARC dues needed to match the Round X projects, and falls within services typically provided by ED staff.

The Finance Committee 2011 budget includes:

- (FC1)Account services to do the annual audit for 2010 for the ARC along with the annual tax return. These funds will also be used for any potential legal tasks related to the ARC in 2011. This budget item will be paid with 100% ARC dues
- (FC2)The ARC Bylaws require that the ARC have insurance. 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.

Z. Ball reviewed the GLRI, SPAC and Rouge Round X grant budgets as well.

The motion was made by K. Buford to recommend to the Full ARC the approval of the 2011 Proposed Budget Requests as presented by the Finance Committee. The motion was seconded by J. Rickard and passed unanimously.

b. Organization Committee

ARC Purchasing Policy Revision

K. Cave reviewed the revision to the Purchasing Policy which includes the GLRI required text regarding the determination of debarment or suspension status before awarding of contracts.

The motion was made by M. Bonfiglio to recommend to the Full ARC approval of the amended Purchasing Policy to include the excluded parties language as presented. The motion was seconded by Jim Wineka and passed unanimously.

ARC Conflict of Interest Policy renewal

K. Cave informed the Committee that they will need to renew their Conflict of Interest policy for the ARC files for 2011. These can be mailed to Chris O'Meara.

K. Cave stated that the Organization Committee will be reviewing the ARC Bylaws as many items included in them are no longer valid such as the fiduciary services provided by Wayne County. These new bylaws will be worked on in 2011 and will have to go to the communities governing bodies for adoption next year. She stated that the Organization Committee will also be revising the ARC Strategic Plan.

c. PIE (Public Involvement and Education) Committee

Brandy Siedlaczek reported that the PIE Committee held another rain barrel sale in Troy on September 18 and sold 760 rain barrels. A portion of sales will be contributed to the ARC Foundation by the vendor. The committee gave away 1,000 Norway Spruce tree seedlings at the Wayne County HHW event on August 28 at Westland Mall and another 500 seedlings at the rain barrel event in Troy. Another 75 more mature trees will be distributed to the 75 new schools enrolled in the Green Schools Program in Wayne and Oakland counties.

d. Technical Committee

Nothing to report.

K. Cave asked for a status report on the watershed plan and the contested case. Z. Ball stated that the SWAGs will be working on the actions and wish list chapters for the management plan which will be used for future grant funding. She stressed that these are not commitments by the communities, just a wish list. J. Ridgway stated that in regards to the contested case, lawyers are hoping for a court date in April of 2011. They have been taking depositions but he doesn't expect anything until after April of next year.

7. Report from WCDPS

K. Cave shared with the committee the recent Detroit Free Press Shining Light Award given to Ed Bagale of UofM-Dearborn for his service to the Rouge over the years. K. Cave stated that they are beginning to put together the Rouge Annual Report for 2010 and asked that communities forward her their success stories.

8. Report from SWAGS

There was nothing new to report.

9. Other Business

There was no new business.

10. Summary of Executive Committee Actions

- The motion was made to accept the August 26, 2010, meeting summary.
- The motion was made to recommend to the Full ARC the approval of the 2010 budget amendments as presented by the Finance Committee.
- The motion was made to have the Organization Committee research instituting legal documents to maintain the grow zones paid for by an ARC grant.
- The motion was made to recommend to the Full ARC the approval of the 2011 Proposed Budget Requests as presented by the Finance Committee.
- The motion was made to recommend to the Full ARC approval of the amended Purchasing Policy to include the excluded parties language as presented.

11. Upcoming Meeting(s)

- Full ARC Meeting, October 26, 2010 at 1:30 p.m., Redford Township District Library (second floor) located at 25320 Six Mile Rd. in Redford

- PIE Committee Meeting, October 28, 2010 at 1:30 p.m., Wayne County Commerce Court Offices
- Technical Committee Meeting, October 25, 2010 at 10:00 a.m., Southfield Parks and Recreation, Room 221
- Organization Committee Meeting, November 3, 2010 at 1:30 p.m., Conference Room "A", first floor, Public Services Building at the City of Southfield Municipal Complex

11. Adjourn

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

ARC Executive Committee Attendance List

Meeting Date: 10/14/10

Name		Community	Attended	Initials
Alsaigh	Razik	WCDOE	<input type="checkbox"/>	—
Ball	Zachare	ECT	<input checked="" type="checkbox"/>	CB
Barnes	Jack	Garden City	<input checked="" type="checkbox"/>	JAM
Belair	Bob	Canton Township	<input type="checkbox"/>	—
Bobrin	Janis	Washtenaw County	<input type="checkbox"/>	—
Bonfiglio	Meghan	Washtenaw County Water Resour	<input checked="" type="checkbox"/>	MAB
Buford	Kevin	Westland	<input checked="" type="checkbox"/>	K.L.B.
Buiten	Mike	Wayne	<input type="checkbox"/>	—
Cave	Kelly	WCDPS	<input checked="" type="checkbox"/>	KAC
Colaianne	Joe	Oakland County	<input type="checkbox"/>	—
El-Gharib	Ramzi	Wayne	<input type="checkbox"/>	—
Faas	Tim	Canton Township	<input checked="" type="checkbox"/>	TF
Fellrath	Patrick	Plymouth Township	<input type="checkbox"/>	—
LaManes	Paul	Melvindale	<input type="checkbox"/>	—
Lawson	Jennifer	ECT	<input type="checkbox"/>	—
Maillard	Kevin	Livonia	<input type="checkbox"/>	—
McCulloch	John	Oakland County	<input type="checkbox"/>	—

Meeting Date: 10/14/10

Name		Community	Attended	Initials
Mehalski	Noah	Bloomfield Township	<input type="checkbox"/>	
Mekjian	Gary	Southfield	<input checked="" type="checkbox"/>	JH
Mullett	Noel	WCDPS	<input type="checkbox"/>	
Murray	Jim	Dearborn	<input checked="" type="checkbox"/>	JM
Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	JR
Ridgway	Jim	ECT	<input checked="" type="checkbox"/>	JR
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	BS
St. Henry	Paul	Livonia	<input checked="" type="checkbox"/>	PSH
Staup	Aaron	Novi	<input type="checkbox"/>	
Swallow	Dan	Van Buren Township	<input type="checkbox"/>	
Wilson	Tom	Romulus	<input type="checkbox"/>	
Wineka	Jim	Oakland County	<input checked="" type="checkbox"/>	JW
Zorza	Gary	Farmington Hills	<input type="checkbox"/>	
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