



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

Tuesday, October 30, 2012, 1:30 p.m.
Farmington Hills City Hall Community Room
31555 W. Eleven Mile Rd., Farmington Hills

1. **Welcome** – Gary Mekjian, Chair

2. **Roll Call of Members**

ECT took roll call of members and others in attendance. A quorum was present.

ARC Executive Committee			Attended Meeting
Officers			
Chair	Gary Mekjian	Farmington Hills	Y
Vice-Chair	Kevin Buford	Westland	Y
Treasurer	Don Rohraff	Livonia	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.	Heather Rice	WCWRC	Y
Wayne Co. - Rep.	Kelly Cave	WCDPS	N
Wayne Co. - Alt.	Noel Mullett	WCDPS	N
SWAGs			
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield	Y
Main 1 & 2 - Alt.	Wayne Domine	Bloomfield Township	N
Main 3 & 4 - Rep.	Jim Murray	Dearborn	Y
Main 3 & 4 - Alt.	VACANT		
Upper - Rep.	Karen Mondora	Farmington Hills	Y
Upper - Alt.	Kevin Maillard	Livonia	N
Middle 1 - Rep.	Tom Casari	Northville Township	Y
Middle 1 - Alt.	Adam Wayne	Novi	Y
Middle 3 - Rep.	Jack Barnes	Garden City	N
Middle 3 - Alt.	VACANT		
Lower 1 - Rep.	Bob Belair	Canton Township	Y
Lower 1 - Alt.	VACANT		
Lower 2 - Rep.	Ramzi El-Gharib	Wayne	N
Lower 2 - Alt.	Tom Wilson	Romulus	N

Others Present: Annette DeMaria, Zachare Ball, 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
- Henry Ford Community College
- 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
 - Rouge RAP Advisory Council
 - Southeastern Oakland County Water Authority
 - Wayne State University

3. Additions or Changes to Draft Agenda

Gary Mekjian changed 6.a.i to an action item.

4. Summary of October 4, 2012 Executive Committee Meeting

The motion was made by Kevin Buford to accept the October 4, 2012 meeting summary. The motion was seconded by Karen Mondora. Motion passed.

5. Executive Director Report (ARC Staff reported on behalf of Jim Ridgway)

a. Grant Status Report

U.S. Forestry - Emerald Ash Tree Replacement

Zachare Ball reported that the first phase of tree plantings have begun.

b. Legacy Project Update

Annette DeMaria report that ARC Staff have been working on the match element of the project. Marathon has donated their legal team to look at the match issues. ARC Staff has worked with DWSD to collect a great deal of data. The preliminary assessment suggest that the Green Infrastructure activities will, in fact, become eligible as match. If DWSD's efforts are deemed "eligible" as match, the matching issue for the RIFS is solved. The ARC communities will not be asked to provide any match. The ARC's current efforts are being funded by a grant provided by the ERB Foundation. ARC staff continues to work with all parties, including EPA and MDEQ, to gain further commitments from the private industries to assure that once the full scope of the remediation is identified, the industries will take responsibility for matching to "real work." More importantly, the ARC and/or any ARC communities will not find themselves responsible for any aspect of this remediation.

c. Permit Update

Nothing new to report at this time.

6. Standing Committee Reports

a. Executive Director Services RFP Review Committee-Engineering Services (Mekjian)

Gary Mekjian discussed the options drafted for future ARC grants that require engineering services. The options that the Executive Committee is suggesting go to the Organization Committee to be incorporated into the ARC Purchasing Policy are:

- Select ECT to perform design and construction engineering services.
- Use one of the short listed firms (ECT, HRC, OHM team, or CarlisleWartman/CardnoJFNew) to perform design and construction engineering services with ARC staff grant administration.
- If the community/county involved wishes to, they may prepare an RFQ and select a consultant specific to their project as long as the process meets grant procurement requirements. This does not preclude any of the short listed firms from submitting. ARC staff would again provide the grant administration.

The motion was made by Jim Murray to review the three engineering options with the Full ARC and forward them to the Organization Committee to be incorporated into a revision of the Purchasing Policy. The motion was seconded by Kevin Buford and passed unanimously.

b. Finance Committee (C. O'Meara reported on behalf of Don Rohraff)

2011 A133 Audit

Chris O'Meara reviewed the A133 Audit results which showed no instances of noncompliance and no significant deficiencies.

A/R and A/P Reports

Chris O'Meara reviewed the accounts receivable and accounts payable reports. She reported that those communities still owing their dues including Melvindale, Oak Park, and Pontiac. These communities have been sent reminders and Jim Ridgway will be following up with a phone call.

2012 Budget Amendments

Zachare Ball reviewed the PIE Committee Amendment 1 which uses \$5,000 from unused expenses from PIE1 and PIE2 to pay for:

- Green Schools: \$2,500 to buy 25 trees for the Green Schools program for new schools. This budget would be added to the Green Schools – Trees task in the PIE 2012 Budget, which is administered by Wayne County.
- Riparian Homeowners' brochure: \$2,500 for design of the brochure and collecting related content for the ARC website. This budget is lower than originally anticipated because we will be using existing materials (Waterfront Wisdom).

This request requires no budget increase to the overall 2012 ARC budget.

C. O'Meara reviewed the Finance Committee Amendment 4 which increases the FC1 budget from \$15,000 to \$17,640. The budget item, an increase of \$2,640, will cover the final invoice received by the accountant and will be paid with 100% ARC dues. This amendment covers additional work related to the increase in grants from the prior year and because this was the first A133 audit there was additional testing required for the audit and additional financial statement schedules prepared for the taxes that were not budgeted for in 2012. ARC staff have received confirmation that no further costs will be incurred this year for accounting services.

The motion was made by Jim Murray to recommend to the Full ARC approval of the 2012 Budget Amendments (PIE Amendment 1 and FC Amendment 4) as presented by the Finance Committee. The motion was seconded by Tim Faas and passed unanimously.

2012 Contract Amendments

Zachare Ball reviewed the contract amendment to the scope of services for the Great Lakes Restoration Initiative (GLRI2) Appendix B (revised) with ECT. This amendment increases the total compensation for the scope of services from \$95,000 to \$115,000 to increase the funding for the design, construction oversight and grant administration and reporting. This budget is covered by GLRI2: Danvers Pond Dam Removal and stream Restoration.

The budget adjustment has been approved by the U.S. EPA GLRI grant officer and is necessary because of the following reasons:

- Unanticipated increase in the design and permitting of the project. It was anticipated that only contract documents would be required due to the design having been completed previously. Some of this was due to the fact that the design was 3 years old by the time final permitting and construction were taking place therefore due to the dynamics of the stream updated field information was required (bottom profile and sediment samples) and subsequent redesign of portions of the project.
- MDEQ permit application and requirements for dam removals project information had been updated since 2008, so the Permit package was redone to accommodate these needs.
- Project was redesigned to accommodate work only on Farmington Hills property.
- Meetings with property owners and association to discuss project, outcomes, and resolve concerns.
- Channel alignments discussions and summary responses.

- Seawall concern investigation and response.
- Contract documents were redesigned from only City of Farmington Hills property to include the required floodplain work on adjacent properties.
- Developing a project QAPP, conducting mid-project and final Quality Assurance reviews as required by the QAPP.
- Increased grant administration and technical advisory group activities, based on the extended time of the project and contract closeout requirements provided by EPA during the project.
- Development of IAAs for ARC and Farmington Hills.

The motion was made by Kevin Buford to recommend to the Full ARC the approval of the 2012 ECT GLRI2 Contract Amendment as presented by the Finance Committee. The motion was seconded by Jim Wineka and passed unanimously.

2013 Budget Recommendations

ARC Staff reviewed the 2013 budget recommendations. Chris O’Meara reviewed the Finance Committee budget recommendations as follows:

- FC1 – Accounting/Legal Services, \$17,000 - These funds will be used for the preparation of the 2012 taxes, preparation of the financial report and the required A133 audit. These funds would also cover any legal issues that may arise related to the ARC. This line item has increased from previous years due to the costs involved with the A133 audit. This budget item will be paid with 100% ARC dues.
- FC2 – ARC Insurance, \$4,000 – These funds will cover the directors and officers insurance that is required by the ARC Bylaws.
- Executive Director Services, \$178,421 - The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services. Additional duties for 2013 include:
 - Staffing and facilitation of the full ARC (3 meetings); the Executive Committee (6 meetings); the Organization Committee (2 meetings) and the Subwatershed Advisory Groups (SWAGs) (1 meeting for three combined SWAGs).
 - Distribution of meeting materials and FOIA services
 - Serving as the Primary Liaison and Advocate for the Rouge River Watershed
 - Quick Books Monthly Tracking and Reporting
 - Facilitation of the Finance Committee meetings (4 meetings)
 - Administrative Oversight/Contractor Management/Ongoing Support
 - ARC Marketing & Communications
 - Annual Report

This request includes the budget for facilitation and oversight of the Technical Committee (4 meetings) and the Public Involvement and Education Committee (4 meetings) as well as preparation of the 2013 committee budgets.

This request also includes the Grant Preparation budget for up to five grants. This represents \$20,000 in non-federal ARC monies to pursue grants in 2013.

- The 2013 PIE budget reflects a substantial decrease (\$40,180) in cost from the 2012 budget due to the fact that accommodations had to be made to find budget to pay for the benthic macroinvertebrate sampling that had been paid for by the GLRI grant and ERB foundation for 2011 and 2012. (The ARC paid for this in previous years) Because of ARC budget

constraints, the PIE budget was reduced to pay for the sampling, which is the foundation of the ARC's monitoring program. 2013 PIE Committee highlights are:

- (PIE 1) The *Green Infrastructure Activities* task budget is about \$20,000 lower, primarily because the ARC will not be creating new grow zones in 2013, instead choosing to monitor the existing 31 grow zones created by this program since 2009. We have also reduced the budget for rain barrel sales, because not as much ARC staff time is required to hold rain barrel sales since our vendor (Great Lakes Rain Barrels) conducts most of the logistical activities ARC staff once did. We have added a Collaborative PEP activity to develop a Collaborative PEP for ARC members that should reduce the amount of time spent reporting to the MDEQ. Finally, there is a PIE Initiatives subtask to provide budget for activities not described here that we may want to conduct as the year progresses, which will be subject to approval by the Finance Committee
- (PIE 2) The *Public Education Materials* task has decreased budget for printed materials and giveaways and decreased budget for distribution (Wayne County). This task supports the purchase and distribution of seedlings at local events, such as community events, rain barrel sales and HHW collection days. The printing budget will pay for seedling packaging, bookmarks and magnetic clips.
- (PIE 3) The *Website Maintenance* task budget remains the same and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) *Septic System Maintenance Workshops* which were part of previous PIE Committee budgets are being re-instituted to support the findings of the water quality monitoring activities in Main and Upper subwatersheds (CMI grant-funded), which is showing that there could be failing septic systems in some areas. In 2013, two workshops will be held in Franklin/Southfield and Farmington Hills.
- (PIE 5) The *Watershed Stewardship and Reporting* task supports Friends of the Rouge presenting (with assistance from the ARC and Wayne County) four hands-on workshops for homeowners to design native plant gardens and a grow zone maintenance workshop for participants in the ARC's grow zone project from previous years (2009-12). Additionally, FOTR is working with ARC staff, Wayne County and PIE Committee members to facilitate a Grow Zone maintenance subcommittee to investigate ways to provide for ongoing maintenance of grow zones installed by the ARC, FOTR and Wayne County. *FYI, FOTR will provide \$2,500 match for the workshops that can be used by the ARC against the grant it receives from Wayne County.*

- Technical Committee Budget Recommendations include:

TC1 Rouge River Watershed Monitoring Activities, \$153,000 (including \$20,000 in volunteer time)

No Cost Items:

1. Continuous stream flow monitoring at six USGS sponsored sites (US1 – US5, US7).
2. Geomorphology assessment may be funded by other sources.

TC2 Storm Water Reporting System: Operation and Maintenance, \$12,400

1. Macroinvertebrate monitoring at 35 locations in the spring and fall of 2013, plus stonefly monitoring in the winter beginning in January of 2013.
2. Flow monitoring on the Lower Branch at two sites (US9 and L05D).
3. Dissolved oxygen monitoring on the Lower Branch at L05D.
4. Summarizing the 2012 water quality monitoring effort in a brief report for the Technical Committee and communities.
5. Development of a new 5 year monitoring plan for 2014-2018.

The main purpose of this initiative is to assist ARC members in the permit required storm water reporting by focusing on efforts that can be completed on a watershed-wide basis, thereby reducing workload and costs to individual ARC members. This will be accomplished by operating and maintaining the Reporting System previously developed.

This effort will include the following:

- a. Oversight and assistance to ARC members on system use, as requested;
- b. Maintenance of the reporting system including code refining, modifications to web interface and minor content modifications as found to be necessary;
- c. Administration of the reporting system including setting up user names, passwords, and troubleshooting any problems; and
- d. Troubleshooting and repairing programming issues as they arise.

Individual ARC members will be responsible for 1) input their community's information into the Reporting System, 2) printing their community's report from the Reporting System to create an individual report, 3) adding a cover letter and submitting their report to MDEQ, and 4) saving copies of individual reports for their records and audit purposes.

TC3 IDEP Investigations and Training, \$62,500

The tasks addressed under this initiative are A) illicit discharge elimination field investigations, B) IDEP training, and C) Collaborative IDEP plan. We anticipate that the new Phase II permit will allow for collaborative approaches. This watershed-wide approach to IDEP implementation is proposed in lieu of completing the more prescriptive IDEP requirements.

The motion was made by Kevin Buford to recommend to the Full ARC the approval of the 2013 Budget Recommendations as presented by the Finance Committee. The motion was seconded by Karen Mondora and passed unanimously.

c. Organization Committee

Zachare Ball reported that the Organization Committee will be reviewing storm water financing at their next meeting.

d. PIE (Public Involvement and Education) Committee

Brandy Siedlaczek reported that the PIE Committee's next meeting is scheduled for January 16 at 1:30 p.m. in Southfield.

e. Technical Committee

Karen Mondora reported that the Technical Committee will be working on the Collaborative IDEP plan along with reviewing the Funding Mechanisms for Correcting Illicit Connections white paper prepared by the ARC staff.

7. Report from WCDPS

Razik Alsaigh report on behalf of Kelly Cave that they anticipate the IAA's for Round XI will be out in November.

8. Other Business

A request was made to prepare a resolution in honor of Janice Bobrin's service to the ARC at the next Full ARC meeting.

9. Summary of Executive Committee Actions

- The motion was made to accept the October 4, 2012, meeting summary.
- The motion was made to review the three engineering options with the Full ARC and forward them to the Organization Committee to be incorporated into a revision of the Purchasing Policy.
- The motion was made to recommend to the Full ARC the approval of the 2011 A133 Audit and Financial Statement as presented by the Finance Committee.
- The motion was made to recommend to the Full ARC approval of the 2012 Budget Amendments as presented by the Finance Committee.
- The motion was made to recommend to the Full ARC the approval of the 2012 ECT GLR12 Contract Amendment as presented by the Finance Committee.
- The motion was made to recommend to the full ARC the approval of the 2013 Budget Recommendations as presented by the Finance Committee.

10. Upcoming Meeting(s)

- Technical Committee Meeting, November 1, 2012, 1:30 p.m., Northville Twp.
- Full ARC Meeting, November 7, 2012, 1:30 p.m. – 3:30 p.m., Novi Civic Center
- PIE Committee Meeting, January 16, 2013, 1:30 p.m., Southfield

11. Adjourn

The motion to adjourn the meeting was made by Kevin Buford and seconded by Jim Murray. The motion passed.

ARC Executive Committee Attendance List

Meeting Date: 10/30/12

Name	Community	Attended	Initials
Alsaigh	Razik	<input type="checkbox"/>	
Ball	Zachare	<input checked="" type="checkbox"/>	<i>ZB</i>
Barnes	Jack	<input type="checkbox"/>	
Belair	Bob	<input checked="" type="checkbox"/>	<i>FB</i>
Bobrin	Janis	<input type="checkbox"/>	
Buford	Kevin	<input checked="" type="checkbox"/>	<i>KL.B</i>
Buiten	Mike	<input type="checkbox"/>	
Casari	Tom	<input checked="" type="checkbox"/>	<i>TAC</i>
Alsaigh Cave ← FDY →	Razik Kelly	<input type="checkbox"/>	<i>CHA</i>
Colaianne	Joe	<input type="checkbox"/>	
Domine	Wayne	<input type="checkbox"/>	
El-Gharib	Ramzi	<input type="checkbox"/>	
Faas	Tim	<input checked="" type="checkbox"/>	<i>TF</i>
Fellrath	Patrick	<input type="checkbox"/>	
Maillard	Kevin	<input type="checkbox"/>	
McCulloch	John	<input type="checkbox"/>	
Mekjian	Gary	<input checked="" type="checkbox"/>	<i>GM</i>

Meeting Date: 10/30/12

<i>Name</i>		<i>Community</i>	<i>Attended</i>	<i>Initials</i>
Mondora	Karen	Farmington Hills	<input checked="" type="checkbox"/>	KM
Mullett	Noel	WCDPS	<input type="checkbox"/>	
Murray	Jim	Dearborn	<input checked="" type="checkbox"/>	JM
Rice	Heather	Washtenaw County Water Resour	<input checked="" type="checkbox"/>	HR
Ridgway	Jim	ECT	<input type="checkbox"/>	
Rohraff	Don	Livonia	<input type="checkbox"/>	
Siedlaczek	Brandy	Southfield	<input checked="" type="checkbox"/>	BS
Smrka	Barb	Farmington Hills	<input type="checkbox"/>	
Wayne	Adam	Novi	<input checked="" type="checkbox"/>	AW
Wilson	Tom	Romulus	<input type="checkbox"/>	
Wineka	Jim	Oakland County	<input checked="" type="checkbox"/>	JW
<i>Annette Dellera</i>		<i>ARC</i>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	