



DRAFT AGENDA
EXECUTIVE COMMITTEE MEETING
 October 8, 2003
 Farmington Hills, Michigan

Allen Park
 Auburn Hills
 Beverly Hills
 Bingham Farms
 Birmingham
 Bloomfield Hills
 Bloomfield Twp.
 Canton Twp.
 Dearborn
 Dearborn Heights
 Farmington
 Farmington Hills
 Franklin
 Garden City
 Inkster
 Lathrup Village
 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

1. **Welcome** – Tom Biasell, Chair
2. **Role Call and Introduction of Members** – Chair

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
Gary Mekjian (M)	Treasurer, Rouge Assembly	West Bloomfield Twp.
Kurt Heise (M)	Wayne County	Wayne County
Kelly Cave (A)	Wayne County	Wayne County
Janis Bobrin (M)	Washtenaw County	Washtenaw County
Michelle Bononi (A)	Washtenaw County	Washtenaw County
John McCulloch (M)	Oakland County	Oakland County
Phil Sanzica (A)	Oakland County	Oakland County
Shawn Keenan (M)	Main 1 & 2 SWAG	Auburn Hills
Karen Mondora (A)	Main 1 & 2 SWAG	Southfield
John Kozuh (M)*	Main 3 & 4 SWAG	Allen Park
Ron Caryl (A)* *	Upper SWAG	Redford Township
Dave Maurice (A)***	Middle 1 SWAG	Novi
Tom Wilson (M)	Middle 3 SWAG	Westland
Dave Kocsis (A)	Middle 3 SWAG	Garden City
Dan Swallow (M)	Lower 1 SWAG	Van Buren Township
Bob Belair (A)	Lower 1 SWAG	Canton Township
Margaret Horvath (M)	Lower 2 SWAG	Dearborn Heights
Ramzi El-Gharib (A)	Lower 2 SWAG	Wayne

*Main 3 & 4 SWAG has not yet elected an alternate

**Upper SWAG elected Robert Beckley (Livonia) as Member contingent upon Livonia approving membership in Assembly – Alternate will serve in the interim.

***Middle 1 SWAG elected Sue Tepatti (representing Commerce Twp.) as Member contingent upon Commerce Twp. approving membership in Assembly -- Alternate will serve in the interim.

Action Item: Formally accept members/alternates representing counties and SWAGs.

3. **Agenda Additions/Corrections** *Discussion*
4. **Review Executive Committee Responsibilities**– Operations and charges under Memorandum of Agreement (See attached) *Information*
5. **Budget** – Treasurer’s Report *Information/Discussion*
6. **Support Services** – Chair
 - a. Options for 2003 *Discussion*
 - i. Continue RPO services or contract services
 - b. 2004 Support Services *Action*
 - i. Agreements with Wayne County for grants
7. **Transition Issues** – WCDOE/Chair *Discussion*
8. **Direction for Standing and Special Committees** *Discussion/Actions*
 - a. Financial Committee Proposed Charge (See attached)
 - i. Adoption of charge
 - ii. Committee membership
 - b. Technical Committee Proposed Charge (See attached)
 - i. Adoption of charge
 - ii. Committee membership
 - c. Public Involvement Committee Proposed Charge (See attached)
 - i. Adoption of charge
 - ii. Committee membership
 - d. Organization Committee Proposed Charge (See attached)
 - i. Adoption of charge
 - ii. Committee membership
 - e. Membership Committee
 - i. Adoption of charge
 - ii. Committee membership independent of Exec. Com.
9. **Information and Notices**
 - a. Review Calendar
 - b. Schedule for next Executive Committee meeting
10. **Other business**
11. **Adjorn**

EXECUTIVE COMMITTEE
(13 members & 10 Designated Alternates)

Chair: Tom Biasell; No Alternate

Vice Chair: Jim Anulewicz; No Alternate

Treasurer: Gary Mekjian; No Alternate

Wayne County: Kurt Heise; Alternate, Kelly Cave

Oakland County: John McCulloch; Alternate, Phil Sanzica

Washtenaw County: Janis Bobrin; Alternate, Michelle Bononi

Main 1-2: Shawn Keenan (Auburn Hills); Alternate, Karen Mondora (Southfield)

Main 3-4: John Kozuh (Allen Park); No alternate selected

Upper: Alternate, Ron Caryl (Redford Township)*

Middle 1: Alternate, Dave Maurice (City of Novi)*

Middle 3: Tom Wilson (Westland); Alternate, Dave Kocsis (Garden City)

Lower 1: Dan Swallow (Van Buren Township); Alternate, Bob Belair (Canton Township)

Lower 2: Margaret Horvath (Dearborn Heights); Alternate, Ramzi El-Gharib(Wayne)

**Note: Robert Beckley (Livonia) was elected to represent the Upper SWAG contingent upon the Livonia City Council approving membership in the Assembly. Similarly, Sue Tipatti (representing Commerce Twp.) was elected to represent the Middle 1 SWAG contingent upon the Commerce Township Board approving membership in the Assembly. Until appropriate approvals are obtained, the elected alternates will represent the two SWAGs consistent with the requirements of the Memorandum of Agreement.*

(Responsibilities of Executive Committee - Excerpts from Memorandum of Agreement)

“The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members (7) vote in favor of a motion. Each member will have one vote. A County or a SWAG may designate an alternate to serve and vote on behalf of their appointed representative to the Executive Committee.”

“The Executive Committee will meet at least five times each year at the call of the Chair or Vice-Chair. All meetings of the Assembly, Executive Committee, standing committees or special committees established under the Assembly shall operate under the Robert’s Rules of Order unless modified by a majority vote of the Assembly members.”

“The Executive Committee shall have the following duties:

1. Budget

With the advice of the standing committees, supervise the expenditure of Assembly monies consistent with the approved annual budget.

2. Coordinate Transition

Coordinate with Wayne County the transition of responsibility for the storm water management support programs of the Rouge Project to the Assembly.

3. Supervise Staff and Arrange Support Services

Arrange for the services of at least one staff person responsible to the Assembly members to facilitate meetings, prepare agendas, and negotiate and advocate on behalf of the Assembly. Supervise and provide direction to staff of the Assembly, make provisions for necessary management support services for operation of the Assembly.

4. Provide Forum for Discussion

Provide a forum for discussion and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the Assembly.

5. Other Duties

- Assist the standing committees and special committee of the Assembly in meeting their respective responsibilities.
- Maintain a brief written record of each Executive Committee meeting including, as a minimum, attendance, list of issues, and a record of decisions.
- Take other actions that are consistent with the provisions of this Agreement and direction provided by the Assembly.”

FINANCE COMMITTEE

- Elected Committee Chair** – Treasurer, Gary Mekjian (West Bloomfield Township)
- Fiduciary Contact** – Razik Alsaigh, (Grant Manager, Watershed Management Division, WCDOE)
- Committee Resources** – Volunteer members, fiduciary and allocation, if any, from Assembly staff budget
- Charge to Committee:**

1. **Monitor Expenditures and Income**
Reviews and monitor, for consistency with Assembly approved budget, collection of assessments from participating local agencies, and expenditure of funds; and, prepare status reports to the Executive Committee and to the Assembly for presentation at each of their meetings (*Ongoing activity*)
2. **Annual Financial Statement**
Assist Treasurer in preparing written annual report each year, in consultation with the Assembly fiduciary, on revenue and projected expenditures to end of calendar year for presentation to and review by the full Assembly at its annual budget meeting (*Once a year in December*)
3. **Audit Function**
Recommend to the Executive Committee an appropriate approach for year-end accounting (audit) of all funds collected through assessment of members and expenditures made through fiduciary on behalf of Assembly (*Audit process to be completed 75 days following the end of each calendar [fiscal] year*)
4. **Annual Proposed Budget**
Prepare draft recommendations for the next year's Assembly annual budget in consultation with standing committee chairs, and proposes corresponding community assessments for consideration by the Executive Committee (*Once a year in December*)
5. **Assist in Transition**
Assist Treasurer as primary Assembly contact with fiduciary to resolve questions concerning management of assessments collected from Assembly members and expenditure of funds (*Ongoing activity*)
6. **Other Charges**
As may be assigned by the Assembly or the Chair of the Assembly

TECHNICAL COMMITTEE

Elected Committee Chair – Chair of Assembly, Tom Biasell (City of Farmington Hills)

RPO/WCDOE Contacts – Monitoring/Sampling/Reporting (Ed Kluitenberg, CDM)
Other (Kelly Cave, WCDOE)

Committee Resources – Volunteer members, dollars within Assembly monitoring/sampling budget, and allocation, if any, from Assembly staff budget

Charge to Committee:

1. **Sampling/Monitoring**
Review and recommend sampling plans/changes (*On-going activity*)
2. **Permit/Regulation Oversight**
Recommend to Executive Committee, Assembly responses to MDEQ permit requirements (e.g., applications, annual reports, SWPPIs, etc.) (*As needed*)
3. **Assist in Transition**
Recommend transition for review of criteria for future grant applications for Rouge Projects related to storm water (*On-going activity*)
4. **Joint Projects**
Recommend funding joint technical Assembly projects through Executive Committee to investigate/develop BMPs or other storm water related issues with broad applicability to watershed communities (*Consider at least once each year as part of budget process in December*)
5. **SWAG Consultation**
Consult with SWAGs to identify issues that should be considered by Technical Committee (*On-going activity*)
6. **Other Charges**
As may be assigned by the Assembly or the Chair of the Assembly

PUBLIC INVOLVEMENT COMMITTEE

- Elected Committee Chair** – Vice Chair of Assembly, James Anulewicz
(Plymouth Township)
- RPO staff coordinator** – Zachare Ball (RPO/ECT)
- Committee Resources** – Volunteer members, dollars within Assembly
budget for Public Involvement coordination
(\$4,000).

Charge to Committee:

1. **Encourage Membership**
Identify organizations that should be included as participants in the committee (e.g., Friends of the Rouge, RRAC, etc.) and invite them to participate (*On-going activity*)
2. **Propose Procedures**
Recommend to the Executive Committee procedures to encourage public involvement in various activities of the Assembly (*First year and periodically as needed thereafter*)
3. **Identify Priority Activities and Budget**
Identify Recommend to the Executive Committee information, education and public involvement priority activities that should be supported on a watershed-wide basis with Assembly funds and those that could be provided by others on a fee-for-service basis, and prepare budget 2004 recommendation for consideration by Finance and Executive committees (*Once a year for December budget consideration*)
4. **Evaluation Methods**
Consider and recommend to the Executive Committee methods to measure success of information/education efforts to date and those planned in the future (*On-going activity*)
5. **Develop Logo for Assembly**
Recommend letterhead logo that can be used for transmittals and other products of the Assembly (Completed?)
6. **Coordination**
Coordinate Rouge Assembly activities with regional (facilitated by SEMCOG) and statewide (lead by MDEQ) PI&E storm water education efforts (*On-going activity*)
7. **Grant Review**
Review and comment on criteria for future Rouge storm water grant proposals designed to provide public information, education and involvement (*Once a year as needed*)
8. **Other Charges**
As may be assigned by the Assembly or the Chair of the Assembly

ORGANIZATION COMMITTEE

Appointed Committee Co-Chairs – Kurt Heise, Director WCDOE and
Dave Payne, Supervisor Bloomfield
Township (Recommended)

RPO Staff Facilitator – Jack Bails (RPO/PSC)

Committee Resources – Volunteer members, and dollars allocated
from Assembly staff budget

Charge to Committee:

1. **Short Term Changes**

Review any needed short-term changes in the Assembly MOA and make recommendations for action by the Assembly through the Executive Committee (Recognizing that changes in the MOA may require action by individual governing bodies) *(As needed)*

2. **Changes for 2005 and Beyond**

Develop a process to evaluate changes needed to the Assembly MOA targeted for January 2005 and report findings and recommendations to Executive Committee including the following *(Target to finalize recommendation during 2004)*:

a. Purposes of Assembly

Limiting Assembly to storm water issues only, or broader charge that would include such things as SSOs, CSOs etc.

b. Functions of the Assembly

Keep current functions or expand into new areas

c. Legal Status

Recommend best alternative for the Assembly to obtain legal status such as under one of the existing state authorizing statutes covering intergovernmental authorities/councils, and/or formation of a non-profit entity for all or part of its functions

c. Future Structure of Assembly

Coordinate with the Adhoc Membership Committee in recommending appropriate structure for Assembly after January 1, 2005

3. **Consider Formation of Elected Officials Group**

Evaluate the benefits of forming a subgroup of elected officials of watershed communities that would be advocates for issues on behalf of the Assembly, and recommend appropriate action to the Executive Committee *(One time charge)*

4. **Other Charges**

As may be assigned by the Assembly or the Chair of the Assembly

MEMBERSHIP AD HOC-COMMITTEE
(Ad hoc Committee temporarily formed to consider one issue)

Appointed Committee Chair – Kurt Giberson, Dearborn

Staff –

Committee Resources – Volunteer members, and dollars allocated from
Assembly staff budget, if any

Charge to Committee:

1. Broadening Membership

- a. Consider and make recommendations to the Executive Committee regarding expanded membership of the Assembly to include:
 - (1) Public School Districts within the watershed that are required to have an NPDES storm water permit
 - (2) City of Detroit /Detroit Water and Sewerage Department
 - (3) Other public agencies within the watershed that are required to have an NPDES that requires management of storm water (MDOT, other state and local agencies)
- b. If membership is expanded, recommend how Assembly operating costs should be assessed for various categories of membership

2. Special Non-Voting Memberships

- a. Consider and make recommendations to the Assembly concerning special non-voting members of the Assembly such as non-profit organizations, citizen groups, individuals that share common interests and would like to contribute to the work of the Assembly