



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

Tuesday, June 29, 2010, 1:30 p.m.
Canton Twp. Administrative Bldg., Lower Level Room D
1150 Canton Center Road South, Canton, MI 48188

1. **Welcome** – Tim Faas, Chair
2. **Roll Call of Members** (ECT) and record of others present

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

- 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
- Oak Park
- 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**
4. **Summary of March 23, 2010, Executive Committee Meeting** Action
5. **Summary of 4/29/10 Meeting with SEMCOG on Next Steps (Faas)** Information
6. **Executive Director Report (Ridgway)**
 - b. Grant status report Information
7. **Standing Committee Reports (Faas)**
 - a. Finance Committee (Domine, Interim Treasurer/O’Meara)
 - i. Final 2009 Budget vs. Actual Report Information
 - ii. 2010 Budget Status Report Information
 1. 2010 ARC Membership Dues Information
 - iii. Draft Procedure for Annual Budget Preparation and Request for Budget Amendment Information
 - iv. Draft 2011 Budget Preparation Schedule Information
 - b. Nominating Committee (Biasell, Chair)
 - i. Status Report Information
 - c. Organization Committee (Cave, Chair)
 - i. Record Retention and Access Policy Action
 - d. PIE (Public Involvement and Education) Committee (Siedlaczek, Chair)
 - i. Status Report Information
 - e. Technical Committee (Zorza, Vice Chair)
 - Status Report Information
8. **Report from WCDPS (Cave)**
 - a. Status Report Information
9. **Report from SWAGS**
 - b. Status Report Information
10. **Other Business**
11. **Summary of Executive Committee Actions (O’Meara)**
12. **Upcoming Meeting(s)**
 - ARC Rain Barrel SALE! Saturday, July 10, 2010 One day only 9:00 a.m. - 3:00 p.m. Leo Snage Public Services Bldg., 12200 Beech Daly Redford ARC Foundation receives \$1.50 from every sale
 - Organization Committee meeting, July 13, 9:30 a.m. in Southfield
 - PIE Committee meeting, July 15, Lunch at 12:00 noon, Meeting at 1:00 p.m., Howard Knorr's House, Beverly Hills
 - PIE Committee meeting, October 28, 2010 at 1:30 p.m., Wayne County Commerce Court Office in Wayne
13. **Adjourn**



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*James W. Ridgway, P.E.
Executive Director*

DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

Tuesday, March 23, 2010, 1:00 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.

<i>ARC Executive Committee</i>			
<i>Officers</i>			<i>Attended Meeting</i>
Chair	Tim Faas	Canton	Y
Vice-Chair	Gary Mekjian	Southfield	Y
Interim Treasurer/Past Vice-Chair	Wayne Domine	Bloomfield Township	Y
<i>Counties</i>			
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.	Michelle Bononi	WCWRC	Y
Wayne Co. - Rep.	Kelly Cave	WCDPS	Y
Wayne Co. - Alt.	Noel Mullett	WCDPS	N
<i>SWAGs</i>			
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield	N
Main 1 & 2 - Alt.	Meghan Bonfiglio	Bloomfield Township	Y
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	Y
Middle 3 - Alt.	Kevin Buford	Westland	Y
Lower 1 - Rep.	Bob Belair	Canton Township	Y
Lower 1 - Alt.	Dan Swallow	Van Buren Township	N
Lower 2 - Rep.	Ramzi El-Gharib	Wayne	Y
Lower 2 - Alt.	Tom Wilson	Romulus	N

Others Present: Gary Zorza, Vice-Chair – Technical Committee; Jim Ridgway, Executive Director; Zachare Ball, ECT Staff, and Chris O’Meara, ECT Staff

- 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
- Oak Park
- Oakland County
- Orchard Lake
- Plymouth
- Plymouth Twp.
- Pontiac
- Redford Twp.
- Rochester Hills
- Romulus
- Southfield
- Troy
- Van Buren Twp.
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- Washtenaw County
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- Wayne County
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Cooperating Partners:
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Southeastern Oakland
County Water Authority
Wayne State University

3. Additions or Changes to Draft Agenda

One addition was made to Agenda Item 10 authorizing the Nominating Committee to move forward with the 2011/2012 nominations process for action.

4. Summary of February 2, 2010 Executive Committee Meeting

A motion was made by Ramzi El-Gharib to accept the February 2, 2010 meeting summary. The motion was seconded by Bob Belair. Motion passed.

5. Progress Update on “The Value of ARC Membership”

Tim Faas gave an update on ARC Membership and our four ideas from December 2008.

1) Promote ARC membership benefits

Tim informed the committee that the Executive Director staff prepared the “Why Join the ARC” slideshow which is available to communities on the ARC website. The officers and executive director staff worked with communities to provide information for their budgets and council meetings. Executive Director staff provided members with MS4 permit compliance assistance.

2) Expand our network of stakeholders

Officers made formal requests to the City of Detroit, attended both the Clinton and Huron Watershed Council functions on behalf of the ARC and are having ongoing discussions with SEMCOG on future assistance to the ARC. The ARC continues to work on solutions to the contested case. FOTR has become more dependent on the ARC for funding as a service provider to the ARC. Executive Director staff has also met with the Erb Foundation. The ARC has not contacted DTE or ITC yet.

3) Enhance our public education efforts

Tim summarized that the ARCommunication newsletter was distributed twice in 2009 and the 501(c)(3) application has been submitted for the ARC Foundation. The ARC website continues to be a work in progress under the PIE budget. The survey and stewardship forum has not been done yet.

4) Better define our roles

T. Faas invited the PIE and Technical Committee chairs to become part of the Finance Committee. Executive Director Staff is prioritizing activities on the MS4 permit compliance issue. Executive Director staff is also making sure that only required staff attends the various ARC meetings to optimize time.

T. Faas asked that the committee contact him or any of the other officers with their feedback.

6. Executive Director Report

a. 2009 Executive Director’s Annual Report

Jim Ridgway informed the committee that the 2009 Executive Director’s Annual Report was sent to the officers and committee chairs for review and was included in the meeting handouts. The full report with appendices is available on the ARC website.

b. Grant Status Report

J. Ridgway talked about accessing USACE Great Lakes Restoration funding to write a Corps Rouge River Feasibility Study. By doing the feasibility study, the ARC will be eligible for other funding with the USACE. The feasibility study will require \$50,000 match from the ARC.

J. Ridgway gave a summary of the grants that were submitted earlier this year as follows:

- GLRI grants
 - Green Infrastructure: \$648,750 to create green infrastructure in the Valley Woods Nature Preserve (Southfield), Lower and Upper Rouge Parkways in Wayne County and Rouge and Eliza Howell Parks in Detroit.
 - Danvers Pond in Farmington Hills: \$499,254 to remove the dam and create a naturalized watercourse.
- Great Lakes Commission Soil Erosion and Sedimentation Grants
 - Rouge Green Corridor/Birmingham: (\$30,000) This proposal will install 1,280 square feet of porous pavers near Quarton Lake in Birmingham
 - Soil Erosion and Sedimentation Training for Contractors (\$10,000) The ARC will create a training program on soil erosion and sedimentation for contractors.

J. Ridgway informed the committee that the Watershed Management Plan update continues with SWAG meetings planned for March 30-31 to review priority areas and projects. We intend to edit and format the plan in April and forward it to MDNRE.

J. Ridgway confirmed that the ARC Foundation 501(c)(3) application was submitted and is being processed.

7. Standing Committee Reports

a. Finance Committee

2009 Budget Status Report

Wayne Domine informed the committee that all expected 2009 dues have been received except for the Village of Franklin. The only dues budgeted in 2009 that will not be received are from Superior Township in the amount of \$7,359. We have contact Franklin and are confident that we will receive their 2009 dues.

W. Domine informed the group that our estimated 2009 roll-over amount for 2010 is \$122,231. We will not have the exact amount until the beginning of April because one 2009 task will not be completed until March 31. W. Domine reviewed the 2009 task extension request to Wayne County for the OC1 Task: ARC Membership Meeting Support SWAGs as it relates to the Watershed Management Plan revisions.

2010 Budget Status Report

W. Domine stated that the first round of 2010 ARC Membership invoices were sent out in early February and we are beginning to see some checks coming in already. The last round of invoices will go out in late May.

T. Faas stated that he surveyed all of the ARC Members regarding their membership status in the ARC for 2010. He stated that all members were very positive about their continued membership. T. Faas offered any assistance including meeting with and presenting to the communities councils as they move forward with their budgets. He asked that the communities contact him or Jim Ridgway if they need assistance with this.

b. Organizational Committee

K. Cave reviewed the draft revisions to the Procedure for the Pursuit and Acceptance of Grants. The committee revised the procedure because grant notices come out and staff has to move quickly to submit a proposal. These revisions will allow the Executive Director staff to work with the committee chairs for approval. If a grant is awarded then the ARC will enter into a contract through the current Purchasing Policy. The main revision to the procedure is that the ARC Chair

and Executive Director decide which grants to pursue. Megan Bonfiglio suggested revising the application criteria to include grants that provide only local benefits be reviewed on a case-by-case basis. The motion was made by Tom Biasell to recommend the Procedure for the Pursuit and Acceptance of Grants as revised to the Full ARC for approval and was seconded by M. Bonfiglio. Motion passed.

There was a discussion regarding whether the ARC could take a larger role in going after grants and then having the member communities apply for grants from the ARC. The committee decided that various grants would require specific checklist items and would probably not work for the ARC.

K. Cave reviewed a memo which summarized the Organizational Committee's March 11 meeting. The Organizational Committee recommended that a policy be drafted to address officer vacancies, in lieu of amending the ARC Bylaws.

The Organizational Committee discussed the issue of updating the formula used to calculate the member dues. K. Cave reported that the bylaws provide for revisions to the formula upon publication of new United States census data, which will be available in 2011.

The Organizational Committee also discussed the issue of whether ARC membership is affected if a member obtains coverage under the jurisdictional General Storm Water Permit instead of under the watershed-based General Storm Water Permit. ARC membership is defined in Article II.B of the ARC Bylaws. Appendix B of the Bylaws provides a listing of eligible Primary Members. Therefore, if an existing ARC member has or changes to coverage under the jurisdictional General Storm Water Permit, it appears that their status as an ARC Primary Member is unchanged. Article II.B.1.b of the bylaws provides that public agencies not shown in Appendix B that have coverage under the jurisdictional General Storm Water Permit may become Associate members, provided that the agency is otherwise eligible for ARC membership as defined in the Bylaws.

K. Cave stated that future agenda items for the Organizational Committee will include discussion of a proposed procedure regarding requests from outside agencies to the ARC for funding, proposed revisions to the ARC Strategic Plan, and a proposed outreach plan to potential Cooperating Partners.

A motion was made to forward the Organizational Committee memo to the Full ARC by Kevin Buford and seconded by R. El-Gharib. Motion passed.

c. PIE (Public Involvement and Education) Committee

Zachare Ball reported on behalf of Brandy Siedlaczek that the PIE Committee is finalizing the plans for the upcoming Rain Barrel sale. The next meeting of the PIE Committee is planned for April 14, 2010.

e. Technical Committee

Gary Zorza stated that the Technical Committee had nothing new to report at this time.

Tom Biasell and G. Zorza discussed the process and their concerns of Farmington Hills recent audit on their MS4 Permit from the State.

8. Report from WCDPS

Kelly Cave reported that her offices will be moving to the Commerce Court office in Wayne beginning sometime in April and the County will be closing the 415 Clifford offices in Detroit.

K. Cave reminded the committee that the Round X proposals are due April 12 to the Commerce Court offices.

K. Cave discussed the upcoming project with the USACE to remove some of the concrete channel between Michigan Ave. and I-94. The basis of design for this project was prepared in the past but put on hold. Since then, it was re-sized to a smaller project so it could be funded with Stimulus money.

K. Cave talked about the recent 500-gallon spill of hydraulic fluid in the Nankin Mills area of Hines Park. It was determined that the spill did not come from the storm sewers. The EPA responded quickly and had funding available for communities to use for these types of spills. M. Bonfiglio provided the National Response Center phone number (1-800-424-8802) that can be called which provides a 1-3 hour response time. She stated that they provide \$25,000 towards non-budgeted spills and no limit on oil spills. M. Bonfiglio will share additional information on this EPA program.

9. Report from SWAGS

Z. Ball reported that SWAG meetings are planned for March 30 and 31 to rank the Rouge Round X grant requests and to discuss the Watershed Management Plan revisions.

10. Other Business

T. Faas reported that T. Biasell accepted to serve as the chair of the 2011/2012 Nominations Committee for elections at the September Full ARC meeting. Any member interested in serving on this committee or anyone interested in nominating someone should contact T. Biasell or the ARC Staff. New officers would be introduced and take over at the December 2010 Full ARC meeting. The motion was made to authorize the Nominations Committee to proceed by Kevin Buford and seconded by Jim Wineka. Motion passed.

There was a discussion regarding the Riverview lawsuit and the recent supplemental follow-up package and the notice to communities to opt-out of the lawsuit. Several communities stated that they have opted out of the lawsuit and that there may be barriers when you negotiate your permit.

Z. Ball informed the committee that ECT has hired Jennifer Lawson and that she will be assisting with the Executive Director services for the ARC.

10. Summary of Executive Committee Actions

- Approval of 2/2/10 Executive Committee Meeting Summary.
- The Executive Director to present the 2009 Annual Report to the Full ARC on 3/25/10.
- ARC Staff to send out reminder to ARC members requesting summaries on their GLRI submittals.
- ARC Staff to summarize the grants that the ARC has applied for and the match that is required.
- ARC Staff to add cooperating partners to the ARC letterhead.
- The motion was made to recommend the Procedure for the Pursuit and Acceptance of Grants as revised to the Full ARC for approval on 3/25/10.
- The motion was made to authorize the Nominating Committee to proceed with business for the 2011/2012 officer nominations.

9. Upcoming Meeting(s)

- Full ARC Meeting, March 25, 1:00 p.m. – 4:00 p.m., Shannon Room, Costick Activity Center, 28600 Eleven Mile Rd., Farmington Hills
- Lower 1/Middle 1 SWAG Meeting, March 30, 9:30 a.m., Northville Township Municipal Offices
- Upper/Main 1-2 SWAG meeting, March 30, 1:30 p.m., Longacre House, Farmington Hills
- Middle 3/Lower 2 and Main 3-4 SWAG Meeting, March 31, 1:30 p.m., City of Livonia DPW Office
- PIE Committee meeting, April 14, 1:30 p.m., Wayne County’s Commerce Court office in Wayne

11. Adjourn

The motion to adjourn the meeting was made by R. El-Gharib and seconded by W. Domine. The motion passed.

ARC Executive Committee Attendance List

Meeting Date: _____

Name	Community	Attended	Initials
Alsaigh Razik	WCDOE	<input type="checkbox"/>	—
Ball Zachare	ECT	<input checked="" type="checkbox"/>	<i>ZB</i>
Barnes Jack	Garden City	<input checked="" type="checkbox"/>	<i>JAM</i>
Belair Bob	Canton Township	<input checked="" type="checkbox"/>	<i>BB</i>
Biasell Thomas	Farmington Hills	<input checked="" type="checkbox"/>	<i>TB</i>
Bobrin Janis	Washtenaw County	<input type="checkbox"/>	—
Bonfiglio Meghan	Bloomfield Township	<input checked="" type="checkbox"/>	<i>MB</i>
Bononi Michelle	Washtenaw County	<input checked="" type="checkbox"/>	<i>MB</i>
Buford Kevin	Westland	<input checked="" type="checkbox"/>	<i>K.L.B.</i>
Buiten Mike	Wayne	<input type="checkbox"/>	—
Cave Kelly	WCDPS	<input checked="" type="checkbox"/>	<i>KAC</i>
Colaianne Joe	Oakland County	<input type="checkbox"/>	—
Domine Wayne	Bloomfield Township	<input checked="" type="checkbox"/>	<i>WD</i>
El-Gharib Ramzi	Wayne	<input checked="" type="checkbox"/>	<i>RGE</i>
Faas Tim	Canton Township	<input checked="" type="checkbox"/>	<i>TF</i>
McCulloch John	Oakland County	<input type="checkbox"/>	—
Mekjian Gary	Southfield	<input checked="" type="checkbox"/>	<i>GM</i>

Meeting Date: _____

Name		Community	Attended	Initials
Mullett	Noel	WCDPS	<input type="checkbox"/>	_____
Murray	Jim	Dearborn	<input type="checkbox"/>	_____
Payne	Dave	Bloomfield Township	<input type="checkbox"/>	_____
Rickard	Jill	Northville Township	<input checked="" type="checkbox"/>	<i>JR</i>
Ridgway	Jim	ECT	<input checked="" type="checkbox"/>	<i>JR</i>
Siedlaczek	Brandy	Southfield	<input type="checkbox"/>	_____
St. Henry	Paul	Livonia	<input type="checkbox"/>	_____
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"/>	<i>JW</i>
Witte	Eric	Melvindale	<input type="checkbox"/>	_____
Zorza	Gary	Farmington Hills	<input checked="" type="checkbox"/>	<i>GRZ</i>
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____



Working together, restoring the river

*James W. Ridgway, P.E.
Executive Director*

ARC/SEMCOG Next Steps Meeting Agenda
April 29, 2010
8:30 AM to 10:00 AM
 Farmington Hills DPW on Halsted Road (south of 12 Mile Road)

Meeting participants:

- Tim Faas, ARC Chair
- Gary Mekjian, ARC Vice Chair
- Wayne Domine, ARC Treasurer (Interim)
- Gary Zorza, Technical Committee Chair
- Brandy Siedlaczek, PIE Committee Chair
- Jim Ridgway, ARC Executive Director

Items for Discussion:

The following ideas were generated from a joint meeting with SEMCOG on March 29, 2010. Today's meeting agenda was planned to discuss these ideas further in order that we can provide some guidance/feedback to SEMCOG in advance of preparing the 2011 ARC Budget.

- Eliminate SWAG Facilitation. Individual SWAG issues could be combined with Executive Committee or General Assembly meetings.
Potential Savings = \$11,000
- SEMCOG or another organization (e.g. counties) can facilitate one or more committees (e.g., technical or PIE).
Potential Savings = \$15,000 – \$40,000
- Consider having the ARC Organizational Committee items included as part of the Executive Committee meeting instead of a separate meeting.
Potential Savings = \$6,000
- Evaluate the current monitoring program (\$135,000) to ensure permit needs are being met, as well as other goals of the group (e.g., affects of green infrastructure implementation). Review the need for water chemistry data vs. depending solely on ARC/USGS 5 year rotational program, or consider funding Friends of the Rouge to implement similar volunteer program to Clinton River Watershed Council.

- Allen Park
- Auburn Hills
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- Continue to build a “rainy day” fund. As the federal RPO grant and dues may be reduced soon, building up the rainy day fund will help with gaps in funding, or help in providing cash match for grants, etc.,
- Evaluate public education programs to focus on permit compliance and value added items such as green infrastructure. Where possible, permit compliance should utilize existing materials and the focus should be on value added items.
- SEMCOG can provide assistance that may reduce future ARC costs such as:
 - MS4 Permit audit assistance,
 - SWPPP development
 - Advocacy issues.
- Discuss any other ideas from the group.



ARC GRANT APPLICATIONS AND STATUS

GRANT	DURATION	TOTAL PROJECT COST	GRANT FUNDS	MATCH
Great Lakes Restoration Initiative (GLRI)	2 years			
-- Danvers Pond		\$499,254	\$499,254	-0-
-- Rouge Green Infrastructure		\$830,000	\$648,750	\$181,250 * ARC:\$95,000
RPO Round X	2 years			
-- Wayne Road Dam		\$115,100	\$57,550	ARC:\$57,550
-- Rouge Green Corridor		\$16,065	\$7,350	ARC: -0- **
EPA Targeted Watersheds	3 years	\$800,000	\$600,000	ARC: -0-***

* GLRI: Remaining Rouge Green Infrastructure match will be provided by Wayne County and the City of Southfield. FOTR is applying for Erb Foundation funding to pay for \$80,000 of the ARC match.

** RPO Round X Rouge Green Corridor match provided by Oakland County Planning and Economic Development and Six Rivers Land Conservancy

*** EPA Targeted Watersheds: \$140,000 Match will be provided by subgrantees; \$60,000 will be provided by ECT, Inc.

Additionally, the ARC applied for two GLC Soil Erosion and Sedimentation Grants which were denied.

Alliance of Rouge Communities Status Report

2009 Fiscal Year - Final 6/2/10

Activity		Budget	Paid	Remaining Balance
Organization Committee				
OC1	Executive Director Services	\$174,273.00	\$172,242.23	\$2,030.77
OC2.a	ARC Insurance	\$4,100.00	\$4,100.00	\$0.00
OC2.b	Fiduciary Services	\$0.00	\$0.00	\$0.00
OC4	ARC Advocacy and Administration	\$0.00	\$0.00	\$0.00
OC5	501(c)(3) Application	\$20,000.00	\$20,887.59	-\$887.59
Organization Committee Total		\$198,373.00	\$197,229.82	\$1,143.18
Public Education and Involvement Committee				
PIE1	Green Infrastructure Campaign	\$84,100.00	\$85,831.03	-\$1,731.03
PIE2	Detention Pond Maintenance Manual Update	\$7,500.00	\$7,496.56	\$3.44
PIE3	Pub Ed Materials	\$23,000.00	\$22,905.56	\$94.44
PIE4	Collaborative PEP	\$1,000.00	\$943.60	\$56.40
PIE5	Website Maintenance	\$6,000.00	\$5,382.86	\$617.14
PIE6	Rouge 2009	\$7,800.00	\$5,610.29	\$2,189.71
PIE7	PIE Initiatives	\$9,700.00	\$0.00	\$9,700.00
PIE8	Friends of the Rouge	\$22,453.00	\$14,245.20	\$8,207.80
PIE Committee Total		\$161,553.00	\$142,415.10	\$19,137.90
Technical Committee				
TC1	Rouge River Watershed Monitoring Activities	\$64,800.00	\$50,671.77	\$14,128.23
TC2	ARC Collaborative IDEP and E. coli TMDL Plan	\$97,400.00	\$36,165.21	\$61,234.79
TC3	Green Infrastructure and Impervious Cover Mapping	\$54,000.00	\$65,848.51	-\$11,848.51
TC4	Pursuing Grant Opportunities	\$18,350.00	\$18,355.32	-\$5.32
TC5	NPDES Phase II Workgroup	\$1,118.00	\$1,117.54	\$0.46
TC6	Technical Committee Initiatives	\$1,242.00	\$0.00	\$1,242.00
TC7	Potential Grant Project	\$0.00	\$0.00	\$0.00
TC8	Available Match	\$23,150.00	\$0.00	\$23,150.00
Technical Committee Total		\$260,060.00	\$172,158.35	\$87,901.65
Total Budgeted		\$619,986.00	\$511,803.27	\$108,182.73
2009 Contingency (Not budgeted)		\$64,466.00		

Total Available Funds for 2009	\$684,452.00
Amount paid from Alliance Dues	\$277,573.11
Amount Paid from Federal Grant	\$234,230.16 (1)
ARC dues Received	\$405,545.89 (2)
ARC dues available for future bills in FY10 budget	\$127,972.78

NOTES

- (1) Razik Request For Reimbursement form line U. \$208,661.96 plus WC costs razik billed to grant \$25,568.20
(2) Dues \$289,345 plus landcover \$12,926 plus 2008 rollover of \$103,250 plus bank bonus \$25

**Alliance of Rouge Communities
Approved 2010 Budget**

Expected Revenues Available for 2010

* 2010 Dues from Communities	\$	274,681
2010 Rouge Project Grant	\$	313,121
Future other Grants (estimated)	\$	45,000
Rollover Dues from 2009 Budget	\$	127,973
	\$	<u>760,774</u>

Proposed 2010 Budget Items	Committee Proposal	Funding Source			"Provider" using Budget (3)
		ARC Dues	Rouge Grant	Other Source	
Organization Committee					
(1)OC1	Executive Director Services	\$ 159,771	\$ 79,886	\$ 79,886	Exe.Dir. Serv.
(2)(4) OC2	ARC Insurance	\$ 3,978	\$ 3,978	\$ -	outside purchase
(2)OC3	Accounting/Legal Services	\$ 5,000	\$ 5,000	\$ -	outside purchase
<i>Organization Committee Total</i>		\$ 168,749	\$ 88,864	\$ 79,886	\$ -
Public Education and Involvement Committee					
PIE1	Green Infrastructure Campaign	\$ 94,000	\$ 47,000	\$ 47,000	Exe.Dir. Serv./Wayne County
PIE2	Riparian Corridor Management Booklet	\$ 9,000	\$ 4,500	\$ 4,500	Exe.Dir. Serv.
PIE3	Pub Ed Materials	\$ 32,000	\$ 16,000	\$ 16,000	Exe.Dir. Serv./Wayne County
PIE4	ARC Website Maintenance	\$ 7,000	\$ 3,500	\$ 3,500	Exe.Dir. Serv.
PIE5	Friends of the Rouge	\$ 20,886	\$ 10,443	\$ 10,443	Friends of the Rouge
PIE6	WMP Revisions (edit/format only)	\$ 7,600	\$ 3,800	\$ 3,800	Exe.Dir. Serv.
<i>PIE Committee Total</i>		\$ 170,486	\$ 85,243	\$ 85,243	\$ -
Technical Committee					
TC1	Rouge River Watershed Monitoring Activities	\$ 135,417	\$ 67,709	\$ 67,709	Friends of the Rouge- RPO
TC2	Collaborative Storm Water Action Plan Implementation	\$ 139,000	\$ 69,500	\$ 69,500	Exe. Dir. Serv./Wayne & Oakland Co.
(2)TC3	Pursuring Grant Opportunities	\$ 10,000	\$ 10,000	\$ -	Exe. Dir. Serv.
	Potential project & Available Match	\$ 90,000	\$ 45,000	\$ -	\$ 45,000
TC4	Land Cover Inventory	\$ 20,000	\$ 10,000	\$ 10,000	Exe. Dir. Serv./Wayne Co.
<i>Technical Committee Total</i>		\$ 394,417	\$ 202,209	\$ 147,209	\$ 45,000
Total Amount Requested by All Committees		\$ 733,652	\$ 376,315	\$ 312,337	\$ 45,000
Available Unallocated Budget		\$ 72,122	\$ 71,339	\$ 784	

Notes

- (1) Includes fiduciary services, advocacy and administration
- (2) Not a Rouge grant eligible item; funded 100% from ARC dues
- (3) Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- * Based on 2009 dues amounts minus Superior Township (\$7,359), Ypsilanti (\$1,054) W. Bloomfield Twp. (\$12,851) and Allen Park (\$759)
- (4) BUDGET CORRECTION: Estimate was \$4,100. Actual insurance cost shows a reduction of \$122 to bring to current \$3,978

Alliance of Rouge Communities
Balance Sheet
As of June 22, 2010

	<u>Jun 22, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
9998 - ARC Chase Checking	135,979.53
Total Checking/Savings	<u>135,979.53</u>
Accounts Receivable	
11000 - Accounts Receivable	228,328.79
Total Accounts Receivable	<u>228,328.79</u>
Total Current Assets	<u>364,308.32</u>
TOTAL ASSETS	<u>364,308.32</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	55,737.68
Total Accounts Payable	<u>55,737.68</u>
Total Current Liabilities	<u>55,737.68</u>
Total Liabilities	55,737.68
Equity	
32000 - Unrestricted Net Assets	140,615.57
Net Income	167,955.07
Total Equity	<u>308,570.64</u>
TOTAL LIABILITIES & EQUITY	<u>364,308.32</u>

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06/22/10

**Alliance of Rouge Communities
A/R Aging Summary
As of June 22, 2010**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Allen Park	759.00	0.00	0.00	0.00	0.00	759.00
Beverly Hills	2,866.00	0.00	0.00	0.00	0.00	2,866.00
Bingham Farms	624.00	0.00	0.00	0.00	0.00	624.00
Birmingham	3,045.00	0.00	0.00	0.00	0.00	3,045.00
Commerce Township	0.00	0.00	522.00	0.00	0.00	522.00
Dearborn	24,214.00	0.00	0.00	0.00	0.00	24,214.00
Dearborn Heights	8,912.00	0.00	0.00	0.00	0.00	8,912.00
Farmington	2,605.00	0.00	0.00	0.00	0.00	2,605.00
Farmington Hills	25,226.00	0.00	0.00	0.00	0.00	25,226.00
Garden City	6,815.00	0.00	0.00	0.00	0.00	6,815.00
Inkster	6,468.00	0.00	0.00	0.00	0.00	6,468.00
Lathrup Village	1,220.00	0.00	0.00	0.00	0.00	1,220.00
Livonia	0.00	0.00	29,013.00	0.00	0.00	29,013.00
Novi	15,628.00	0.00	0.00	0.00	0.00	15,628.00
Oak Park	164.00	0.00	0.00	0.00	0.00	164.00
Orchard Lake	114.00	0.00	0.00	0.00	0.00	114.00
Plymouth	2,210.00	0.00	0.00	0.00	0.00	2,210.00
Pontiac	508.00	0.00	0.00	0.00	0.00	508.00
Rouge River National Wet Weather Dem. Pro	34,746.68	0.00	4,448.11	0.00	0.00	39,194.79
Southfield	18,793.00	0.00	0.00	0.00	0.00	18,793.00
Superior Township	0.00	0.00	0.00	0.00	7,359.00	7,359.00
Troy	4,395.00	0.00	0.00	0.00	0.00	4,395.00
Wayne	5,153.00	0.00	0.00	0.00	0.00	5,153.00
Wayne County Airport Authority	0.00	0.00	2,266.00	0.00	0.00	2,266.00
Westland	20,255.00	0.00	0.00	0.00	0.00	20,255.00
TOTAL	<u>184,720.68</u>	<u>0.00</u>	<u>36,249.11</u>	<u>0.00</u>	<u>7,359.00</u>	<u>228,328.79</u>

Note: All 2010 Dues Invoices have been mailed.

Note: Accountant will write off charge to Superior Twp. for 2009 dues unpaid shown above in >90

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06/22/10

Alliance of Rouge Communities
A/P Aging Summary
As of June 22, 2010

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Environmental Consulting & Technology, In	1,964.54	32,600.57	2,781.55	0.00	0.00	37,346.66
Friends of the Rouge	0.00	2,866.46	3,323.31	0.00	0.00	6,189.77
Honigman Miller Schwartz and Cohn LLP	0.00	101.25	0.00	100.00	0.00	201.25
Sanborn	0.00	0.00	12,000.00	0.00	0.00	12,000.00
TOTAL	<u>1,964.54</u>	<u>35,568.28</u>	<u>18,104.86</u>	<u>100.00</u>	<u>0.00</u>	<u>55,737.68</u>



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES

PROCEDURE FOR ANNUAL BUDGET PREPARATION AND REQUEST FOR BUDGET AMENDMENT

The following procedure should be utilized to prepare the Alliance of Rouge Communities (ARC) annual budget requests and budget amendment requests of the annual budget of the ARC. This procedure was developed by the Finance Committee of the Alliance of Rouge Communities.

- Changes to the annual budget for the Alliance of Rouge Communities (ARC) (including allocations of the contingency funds) must be reviewed by the ARC Finance Committee prior to implementation.
- Budget amendment requests must be submitted from the proper committee or Officer of the ARC to the ARC Treasurer. Such requests must be submitted in writing a minimum two weeks prior to an Executive Committee meeting. According to the Bylaws, the Executive Committee will meet at least five times a year.
- Budget amendment requests must follow the format shown in Attachment A. The following information must be included in the request: Request Date, Description of Item, Committee Making Requests, Background, Action Requested, Budget, and Person/Agency Responsible for Implementation.
- Prior to the last Executive Committee of the year, the Finance Committee will meet to prepare the budget for the next year. The Budget Preparation Schedule (see Attachment B) will be followed. Committees should use the same process for the annual budget preparation as they do with budget amendments. Requests must follow the format shown in Attachment C.
- The Finance Committee will review the request and will make a recommendation to the ARC Executive Committee.

Adopted by the ARC Finance Committee: June 7, 2010



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**Attachment A
REQUEST FOR AMENDMENT
Year _____ BUDGET**

REQUEST DATE:

LINE ITEM:

COMMITTEE MAKING REQUEST:

BACKGROUND:

DESCRIPTION OF ANTICIPATED ACTIVITIES:

RATIONALE (including why needed):

BUDGET (including how the requested amount was established):

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:

Attachment B
Year _____ ARC Budget Preparation Schedule

- 6/7/10 Finance Committee to approve Budget Schedule
- 6/11/10 Treasurer to distribute Budget Schedule
- 6/29/10 Executive Committee review Budget Schedule/consider no change to dues
- 7/1/10 Treasurer to send out letter to ECT requesting cost proposal for Executive Director Services to the Finance Committee by 9/13/10
- 7/1/10 Treasurer to send out letter to ARC Committees requesting budget submittals to the Finance Committee by 9/13/10
- 9/13/10 Receive cost proposal from ECT and distribute to Executive Committee
- 9/13/10 Finance Committee to receive budget proposals from ARC Committees
- 9/21/10 Finance Committee meeting to receive draft budget information
- 10/7/10 Finance Committee meeting to finalize budget proposals and formulate recommendation to the Executive Committee
- 10/14/10 Executive Committee meeting to review the proposed budget
- 10/26/10 Full Alliance Meeting to adopt the 2011 ARC budget



**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**Attachment C
Year _____ BUDGET RECOMMENDATION**

REQUEST DATE:

LINE ITEM:

COMMITTEE MAKING REQUEST:

BACKGROUND:

DESCRIPTION OF ANTICIPATED ACTIVITIES:

RATIONALE (including why needed):

BUDGET (including how the requested amount was established):

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:

2011 ARC Budget Preparation Schedule

- | | |
|----------|--|
| 6/7/10 | Finance Committee to approve Budget Schedule |
| 6/11/10 | Treasurer to distribute Budget Schedule |
| 6/29/10 | Executive Committee review Budget Schedule/consider no change to dues |
| 7/1/10 | Treasurer to send out letter to ECT requesting cost proposal for Executive Director Services to the Finance Committee by 9/13/10 |
| 7/1/10 | Treasurer to send out letter to ARC Committees requesting budget submittals to the Finance Committee by 9/13/10 |
| 9/13/10 | Receive cost proposal from ECT and distribute to Executive Committee |
| 9/13/10 | Finance Committee to receive budget proposals from ARC Committees |
| 9/21/10 | Finance Committee meeting to receive draft budget information |
| 10/7/10 | Finance Committee meeting to finalize budget proposals and formulate recommendation to the Executive Committee |
| 10/14/10 | Executive Committee meeting to review the proposed budget |
| 10/26/10 | Full Alliance Meeting to adopt the 2011 ARC budget |



May 25, 2010

Mr. Tim Faas
Chairman, Alliance of Rouge Communities
Canton Township
1150 Canton Center S
Canton, Michigan 48188

Re: ARC Officer Recommendation for 2011

Dear Mr. Faas:

In accordance with your charge, I am recommending the following as the slate for officers of the ARC for the next term. Please note that although announcements were made that anyone wishing to participate in the recommendation process contact me, I did not receive any comments or input.

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

It is my belief that these dedicated public servants will provide the necessary leadership and insight to ensure the future of the Alliance. Please note that the recommendation contains representatives of both cities and townships and that both Wayne and Oakland Counties are represented. Officer continuity from one term to the next is also accommodated. The above individuals have agreed to serve if elected.

Consistent with past practice I would suggest that these candidates be presented to the membership with additional nominations taken from the floor at the next general meeting.

If you have any questions, please feel free to contact me.

Thomas Biasell



ALLIANCE OF ROUGE COMMUNITIES
DRAFT RECORD RETENTION AND ACCESS POLICY
 Adopted by the Alliance of Rouge Communities on _____

The Alliance of Rouge Communities (ARC) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In order to eliminate accidental or innocent destruction, the ARC has adopted the following document retention policy:

<u>TYPE OF DOCUMENT</u>	<u>RETENTION PERIOD</u>
Accounts receivable and payable ledgers and schedules	7 years
Annual audited financial statements, audit reports , general ledgers, internal audit reports, trial balance journals	Permanently
Memoranda of Understanding, Bylaws minutes and other incorporation records	Permanently
Bank Reconciliation	3 years
Bank Statements, deposit records, electronic fund transfer documents and cancelled checks	3 years
Chart of Accounts	Permanently
Contracts (still in effect)	Permanently
Contracts (expired)	7 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Insurance policies (still in effect)	Permanently
Insurance policies (expired)	3 years
Invoices (to members, to grant agencies, from)	7 years
Grant documents and notes	Permanently



**DRAFT: APPROVED BY EXECUTIVE COMMITTEE
29 JUNE 2010**

OFFICER APPOINTMENTS POLICY

Background

Article II.C.1 of the Alliance of Rouge Communities (ARC) Bylaws provides for the election of officers as follows:

ARTICLE II

C. Structure of the ARC

1. Election of Officers

The ARC shall elect for a two-year term, from among its members, a Chair, Vice-Chair and Treasurer. The three ARC officers shall be limited to an elected or appointed official, or employee of a Primary Member of the ARC as defined in these Bylaws. Officers shall be elected to two year terms at a regularly scheduled ARC meeting through a formal action as described under Article II. D. of these Bylaws. The Chair, Vice Chair and Treasurer of the Alliance shall serve until replaced by a majority vote of the members. The elected Vice Chair, or the elected Treasurer in the event the Vice Chair is unavailable, shall assume the duties of the Chair if the Chair is unavailable. Newly elected officers will assume their duties at the conclusion of business of the meeting at which those officers were elected.

There may be a substantial time period between resignation of an officer and officer elections at a regularly scheduled ARC meeting as provided above. This policy provides for appointments of officers to serve during the transition period so that ARC functions are not disrupted.

Policy

Appointments for officer vacancies shall be made by the ARC Chair and approved by the ARC Executive Committee; the duration of the appointment is until the regular election of officers as provided in the Bylaws.

This policy shall be considered for incorporation into the ARC Bylaws at such time that amendments to the ARC Bylaws are proposed and adopted pursuant to Article VIII.