



EXECUTIVE COMMITTEE MEETING NOTES

November 15, 2006
1:30 - 3:00 P.M.
City of Livonia
DPW Offices

Working together, restoring the river

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
Oakland. Co. Drain
Commissioner
Orchard Lake Village
Plymouth
Plymouth Twp.
Pontiac
Redford Twp.
Rochester Hills
Romulus
Southfield
Superior Twp.
Troy
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport
Authority
West Bloomfield Twp.
Westland
Wixom
Ypsilanti Twp.

1. Welcome – Chair

2. Roll Call of Members. The following were in attendance:

*Alliance of Rouge Communities
Executive Committee*

<i>Officers</i>		
Vice-Chair (Acting Chair)	Gary Mekjian	Southfield
Treasurer	Tim Fass	Canton Township
Past Vice-Chair	Wayne Domine	Bloomfield Township
<i>Counties</i>		
Washtenaw Co.- Alt.	Michelle Bononi	WCDC
Wayne Co. - Rep.	Kurt Heise	WCDOE
Oakland Co. Drain Com. – Alt	Phil Sanzica	OCDC
<i>SWAGs</i>		
Main 1 & 2 - Rep.	Brandy Bakita	Southfield
Main 1 & 2 - Alt.	Jennifer Lawson	Troy
Main 3 & 4 - Alt.	Mark Kibby	Melvindale
Upper - Rep.	Tom Biasell	Farmington Hills
Lower 1 - Rep.	Dan Swallow	Van Buren Township
Lower 2 - Rep.	Jack Barnes	Garden City

The following were not in attendance:

<i>Officers</i>		
Chair	Kurt Giberson	Dearborn
<i>Counties</i>		
Washtenaw Co.- Rep.	Janis Bobrin	WCDC
Wayne Co. - Alt.	Kelly Cave	WCDOE
Oakland County Drain Commissioner – Rep.	John McCulloch	OCDC
Oakland Co. Drain Com. – Alt	Joe Collaine	OCDC
<i>SWAGs</i>		
Middle 1 - Re.	Aaron Staup	Novi
Middle 1 - Alt.	Jill Rickard	Northville Township
Middle 3 - Rep.	Tom Wilson	Westland
Middle 3 - Alt.	Kevin Buford	Westland
Lower 1 - Al.	Bob Belair	Canton
Lower 2 - Al.	Ramzi El-Gharib	Wayne

Others in attendance:

Jack Bails	RPO
Colleen Hughes	RPO
Jim Murray	Chelsea Environmental
Bill Craig	RRAC
Zachare Ball	RPO
Chris Catalfo	RPO
Kathy Milberg	FOTR

3. Minutes of August 2, 2006, Executive Committee Meeting.

A motion made to accept the August 2, 2006 meeting minutes by Mark Kibby, it was seconded by Dan Swallow, and it passed unanimously.

4. Additions or Changes to Draft Agenda.

Addition of the Watershed-based Planning Notification handout for information.

5. Chair Communications. Oakland County Drain Commissioner Joins Alliance

OCDC was welcomed back to the ARC. Phil Sanzica replied that they were happy to be back.

6. Treasurers Report/ Finance Committee (Faas)

a. 2006 Invoicing / Assessments Paid Status.

Treasurer Faas reported that 100% of the assessments have been paid for 2006.

b. 2006 Expenditures Status Report.

Treasurer Faas reported that work is proceeding according to plans and that although the expenditure report indicates that we may be under budget, he pointed out that generally invoicing/payments lag at least one month. A status report of task status was also presented.

c. 2006 Budget Amendments.

Proposed 2006 budget amendments were presented (Attachment A) with a motion by Phil Sanzica of Oakland County to recommend to the Full Alliance for approval. Farmington Hills, Tom Biasell supported the motion. There was a brief discussion of the nature of the amendments before the motion passed with a unanimous vote.

d. 2007 Budget Recommendation.

- Treasurer Faas presented a recommended 2007 budget (Attachment B) that assumes member assessments will remain the same in 2007 as in 2006. The Finance Committee's recommended 2007 budget contains project similar to previous years with annual costs staying about the same as 2006. The committee anticipates some rollover of funds from the 2006 budget into the 2007 budget. In past years the budget was prepared with about a 5% contingency. In 2007 this has been reduced to 1-1.5% of the total budget. Because we have typically operate slightly under budget,

the Finance Committee is comfortable with this contingency, but suggested we will need to keep close tabs on spending.

- The Treasurer pointed out that some of the tasks budgeted as Public Involvement and Education or Technical Committee tasks may be proposed at a later date to be performed by the Executive Director based on the negotiations and would take the form of a budget amendment request from the Finance Committee. Such a request would likely be proposed to the Full Alliance at the January 25, 2007 meeting.

A motion was made to take the 2007 to the Full ARC, it was seconded, and passed unanimously.

e. Amendment #3 to Fiduciary Agreement.

Tim Faas introduced the amendment. This amendment would extend fiduciary services performed by Wayne County through 2007. A motion was made to recommend it to the Full ARC, it was supported, there was some discussion, and the motion passed to recommend the amendment to the Full ARC.

7. Other Committee Reports

a. Organization Committee (Heise/Payne – Co-Chairs)

i. ARC Cooperating Partners Recommendation.

A motion was made to recommend SOCWA and FOTR as cooperating partners at the December meeting of the Full ARC. The motion was supported and passed unanimously.

ii. Grant Eligibility Policy Recommendation.

A motion was made to recommend a revised policy to the Full ARC regarding grant eligibility. The motion received support. There was some discussion of whether it addressed the concerns raised by Washtenaw County at the last Full ARC meeting. Michelle Bonini confirmed that it did and the motion passed unanimously.

iii. Bylaw Changes Status.

Upon becoming a new member of the Alliance, Oakland County requested a review of the bylaws with regard to how in-kind services would be computed. The Organization Committee reported that it will add this item to their next meeting agenda.

b. PIE (Public Involvement and Education) Committee (Lawson, Chair)

i. Progress Report.

Tasks have been completed for 2006 and they are gearing up for next year. The next meeting planned for January 2007.

c. Technical Committee (Vice Chair, Zorza)

i. Progress Report.

In Mr. Zorza's absence, Colleen Hughes summarized the status of the TC. All of the sampling in the Lower 1 and 2 SWMAs has been completed for the year. The preliminary report for the bacterial source

tracking grant will be presented at the end of the month. There was a TC meeting in October where the MDEQ reported on the status of the TMDL development.

d. Status Report Executive Services Selection Committee (Dan Swallow)

Mr. Swallow reported that the Executive Director position was advertised in local papers and on the website. A special thanks was directed to the City of Canton for their assistance in preparation of the documents and advertising. Four proposals were received that were a mixture of individuals and firms that have been key individuals in the Rouge Project and are familiar with the ARC. Interviews are scheduled for November 30, 2006. A special meeting of the Executive Committee is scheduled for December 13, 2006 where the Executive Services Committee will make a recommendation. SEMCOG has offered office space at no cost to the Executive Director for at least a few years. The By-laws state that the Executive Committee will make the selection, but endorsement of the Full ARC will be sought at the January 25, 2007 meeting. A contract with the Executive Director will need to be drafted and Kurt Heise thought that Wayne County attorneys could help with this effort. Tim Faas thanked the Ad hoc Committee for all of their hard work.

8. New Business (Chair)

a. Criteria for Determining In-Kind Service Value in Lieu of Assessments to Counties.

As a continuation of agenda item 7aiii, Vice Chair Gary Mekjian suggested that the Organization Committee review Oakland County's request and have a response available to the officers by April 2007.

9. Report from WCDOE

a. Rouge Project Update

Kurt Heise did not have any Project updates to report.

10. Reports from SWAGS (Comments, Concerns, and/or Recommendations)

a. Main 1 & 2 – The next meeting will be November 28. SWPPI comments from the MDEQ are an agenda item.

b. Main 3 & 4 – Water is flowing smoothly through the subwatershed.

c. Upper – Nothing to report.

d. Middle 1 – Not present.

e. Middle 3 – Nothing to report.

f. Lower 1 – Dan Swallow reported that the subwatershed did not receive 319 funding to update Subwatershed Management Plan.

g. Lower 2 – Nothing to report.

11. Summary of Executive Committee Actions.

- Approval of the August 2, 2006 meeting minutes.
- Recommend 2006 budget amendments to the Full ARC
- 2007 budget recommendation to the Full ARC.
- Recommendation to the Full ARC to approve the Fiduciary Agreement amendment #3.

- Recommendation to Full ARC to recognize SOCWA and FOTR as cooperating partners.
- Recommendation to the Full ARC to approve the Grant Eligibility Requirements Policy.
- The Organizational Committee will review how in-kind services might be computed in future years at the request of Oakland County.

12. Upcoming Meeting(s)

Full Alliance	Troy	December 6, 2006	1:30 PM	<ul style="list-style-type: none"> • Approve 2007 budget • Policy re: Grants • Coop. Partners
Executive Committee	Canton Twp.	December 13, 2006	2:30 PM	<ul style="list-style-type: none"> • Review recommendation of Executive Services selection committee
Full Alliance	Southfield	January 25, 2007	1:30 PM	<ul style="list-style-type: none"> • Approve Executive Services contract

Adjourn

Attachment A

Alliance of Rouge Communities							
Proposed 2006 Budget Amendments							
Recommended to Executive Committee: 15 November 2006							
Alliance 2006 Budget Items	Existing Budget	Recommended Amendment	Amended Budget	Funding Source			
				ARC Dues	Rouge Grant	CMI Grant	
Organization Committee							
OC1 Staff Support	\$ 70,000	\$ -	\$ 70,000	\$ 35,000	\$ 35,000	\$ -	
OC2 ARC Insurance	\$ 4,100	\$ -	\$ 4,100	\$ 4,100	\$ -	\$ -	
OC3 Subwatershed Advisory Group Facilitation	\$ 20,000	\$ -	\$ 20,000	\$ 10,000	\$ 10,000	\$ -	
OC4 Funding Application Support	\$ 15,000	\$ -	\$ 15,000	\$ 7,500	\$ 7,500	\$ -	
<i>Organization Committee Total</i>	\$ 109,100	\$ -	\$ 109,100	\$ 56,600	\$ 52,500	\$ -	
Public Involvement and Education Committee							
PIE1 Public Education Committee Support	\$ 30,000	\$ -	\$ 30,000	\$ 15,000	\$ 15,000	\$ -	
PIE2 Five-Year Strategic Plan	\$ 4,000	\$ -	\$ 4,000	\$ 2,000	\$ 2,000	\$ -	
PIE3 Household Hazardous Waste Committee Fa	\$ 9,000	\$ -	\$ 9,000	\$ 4,500	\$ 4,500	\$ -	
PIE4 Measuring Our Success Posters	\$ 36,000	\$ -	\$ 36,000	\$ 18,000	\$ 18,000	\$ -	
PIE5 Fertilizer Education Pilot Program	\$ 14,000	\$ -	\$ 14,000	\$ 7,000	\$ 7,000	\$ -	
(1) PIE6 PE Products Printing	\$ 7,000	\$ (2,500)	\$ 4,500	\$ 2,250	\$ 2,250	\$ -	
PIE7 OSDC Workshop Materials	\$ 900	\$ -	\$ 900	\$ 450	\$ 450	\$ -	
<i>PIE Committee Total</i>	\$ 100,900	\$ (2,500)	\$ 98,400	\$ 49,200	\$ 49,200	\$ -	
Technical Committee							
TC1 Baseline Sampling Program	\$ 280,000	\$ -	\$ 280,000	\$ 140,000	\$ 140,000	\$ -	
TC2 Rouge Data Dissemination	\$ 4,000	\$ -	\$ 4,000	\$ 2,000	\$ 2,000	\$ -	
TC3 Lab Services	\$ 12,000	\$ -	\$ 12,000	\$ 6,000	\$ 6,000	\$ -	
(2) TC4 IDEP	\$ 40,000	\$ (25,000)	\$ 15,000	\$ 7,500	\$ 7,500	\$ -	
TC5 Continuous Monitoring	\$ 45,976	\$ -	\$ 45,976	\$ 22,988	\$ 22,988	\$ -	
TC6 CMI Grant for Bacteria Source Tracking	\$ 76,429	\$ -	\$ 76,429	\$ 13,215	\$ 13,215	\$ 50,000	
<i>Technical Committee Total</i>	\$ 458,405	\$ (25,000)	\$ 433,405	\$ 191,703	\$ 191,703	\$ 50,000	
Total Budget	\$ 668,405	\$ (27,500)	\$ 640,905	\$ 297,503	\$ 293,403	\$ 50,000	
Unallocated	\$ 28,459	\$ 27,500	\$ 55,959	\$ 27,980	\$ 27,980	\$ -	
Amendments							
(1)	Reduction to Item PIE6, related to printing "Partners in the Protection And Restoration of the Rouge River Watershed"						
(2)	Reduction to Item TC4, related to the development of the SWPPI and Annual Report template, which is now planned to be done next year						

Attachment B

Alliance of Rouge Communities				
Request by ARC Committees: 2007 Budget				
Recommended to Executive Committee: 15 November 2006				
Expected Budget Available for 2007				
* 2007 Dues from Communities	\$ 296,530.00			
** 2007 Rouge Project Grant	\$ 292,390.00			
*** Possible Rollover Budget from 2006	\$ 55,959.00			
	\$ 644,879.00			
* Based on 2006 dues amounts				
** Amount may be less if some of the costs associated with pursuing other funding sources is determined to be ineligible				
*** Current contingency amount in 2006 Budget (includes amendment requested in October 2006)				
2007 Budget Items	Committee Proposal	Funding Source		"Provider" using Budget (6)
		ARC Dues	Rouge Grant	
Education Committee				
Staff Support	\$ 90,000	\$ 45,000	\$ 45,000	Exe.Dir. Serv./RPO
Public Education Committee Support	\$ 30,000	\$ 15,000	\$ 15,000	Exe.Dir. Serv./RPO
ARC Insurance	\$ 4,140	\$ 4,140	\$ -	outside purchase
Fiduciary Services	\$ -	\$ -	\$ -	Wayne County
Subwatershed Advisory Group Facilitation	\$ 20,000	\$ 10,000	\$ 10,000	Exe.Dir. Serv./RPO
Education Committee Total	\$ 144,140	\$ 74,140	\$ 70,000	
Education and Involvement Committee				
Long-Term Planning Efforts for ARC PIE	\$ 5,000	\$ 2,500	\$ 2,500	RPO
Household Hazardous Waste Committee Facilitation	\$ 10,000	\$ 5,000	\$ 5,000	RPO
Measuring Our Success Posters	\$ 36,000	\$ 18,000	\$ 18,000	RPO
Fertilizer Education Pilot Program	\$ -	\$ -	\$ -	
Information Packet for ARC Members/Local Officials	\$ 7,000	\$ 3,500	\$ 3,500	RPO/Wayne County
Two Onsite Sewage Disposal System Workshops	\$ 5,000	\$ 2,500	\$ 2,500	RPO/Wayne County
Research Financial Sustainability of PIE Programs and SWPPI Implementation	\$ 7,000	\$ 3,500	\$ 3,500	RPO
Radio Ads Promoting Fertilizer Use Awareness	\$ 2,500	\$ 1,250	\$ 1,250	Wayne County /Radio Company
Education and Involvement Committee Total	\$ 72,500	\$ 36,250	\$ 36,250	
Monitoring Committee				
Baseline Sampling Program	\$ 275,000	\$ 137,500	\$ 137,500	RPO
Rouge Data Dissemination	\$ 4,000	\$ 2,000	\$ 2,000	RPO
Lab Services	\$ 12,000	\$ 6,000	\$ 6,000	Paragon/Elab
IDEP	\$ 35,000	\$ 17,500	\$ 17,500	RPO
Continuous Monitoring	\$ 29,850	\$ 14,925	\$ 14,925	USGS
5 Year Monitoring Plan (2008-2012)	\$ 8,000	\$ 4,000	\$ 4,000	RPO
Pursue Other Grant Funding Opportunities	\$ 50,000	\$ 25,000	\$ 25,000	RPO
Evaluate Data Sharing Opportunities	\$ 5,000	\$ 2,500	\$ 2,500	RPO
Monitoring Committee Total	\$ 418,850	\$ 209,425	\$ 209,425	
Amount Requested by All Committees	\$ 635,490	\$ 319,815	\$ 315,675	
2007 Budget	\$ 9,389	\$ 4,695	\$ 4,695	
Not a Rouge grant eligible item; funded 100% from ARC dues				
Eligibility of using Rouge Grant funds to prepare applications to other funding sources needs to be investigated				
This task was labeled PIE 1 under 2006 budget				
Wayne County will be providing this service. Wayne County cost is not included in ARC Budget.				
Wayne County will be providing part of this service. Wayne County cost is not included in ARC Budget.				
Officers & Committee Members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC Budget.				
Some budget tasks maybe performed by the Executive Director Team instead of the RPO (Example: TC6,7&8 and PIE2&8)				