



Working together, restoring the river

ASSEMBLY OF ROUGE COMMUNITIES

Full Assembly Meeting

Thursday June 9, 2005

1:00 – 4:00 p.m.

Main Library

32737 West 12 Mile Road

Farmington Hills, Michigan

DRAFT AGENDA

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 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
Ypsilanti Twp.

1. **Welcome – Robert Beckley, ARC Chair**
 - a. Roll Call /Determination of Quorum
 - b. Approval of February 22, 2005 Assembly Meeting Minutes
 - c. Additions or changes to the Draft Meeting Agenda
 - d. Chair's Report
 - i. April 26, 2005 meeting with MDEQ on IDEP and PEP elements of SWPPs and recommendation **Action**
 - ii. Change is Assembly staff support – Amy Ploof replaced by Colleen Hughes
 - iii. Appointment of chair and charge to PIE Committee
2. **Treasurer's/Finance Committee Report – Kurt Giberson (Dearborn)**
Rouge Assembly Treasurer
 - a. Status of Assembly Invoice Payments **Information**
 - b. Status of 2005 Assembly Budget/Expenditures **Information**
 - c. Questions for Treasurer/Finance Committee
3. **Standing Committee Reports**
 - a. PIE (*Chair Jennifer Lawson, Troy*)
 - b. Technical (*Acting Chair, Gary Zorza, Farmington Hills*)
 - c. Organization/Membership (*Co-Chairs Kurt Heise, WCDOE/ Dave Payne, Bloomfield Twp.*)
4. **Executive Committee Report on Alliance of Rouge Communities**
(Robert Beckley)
 - a. Discussion of Bylaws **Information/Action**
 1. Recommendations of Executive Committee and clarification/correction changes (Bails) **Discussion/Action**
 2. Other Amendments **Discussion/Action**
 3. Liability Insurance Update **Information**
 4. Final adoption/Schedule **Discussion/Action**
5. **Other Issues/Items of New Business from Members**
 - a. WCDOE – New Round, Rouge Project Grants (Kelly Cave) and 2005 Funding for Support of Rouge Alliance (Kurt Heise)
6. **Opportunity for Comments by the Public**
7. **Meeting Schedule**
8. **Adjourn**

Assembly of Rouge Communities 2005 Task Status
Revised: June 8, 2005

ARC 2005 Budget Items		Approved 2005 Budget	Proposed Staff	Task Status
<i>Organization Committee</i>				
OC1	Administration Services (9 months)	\$62,000	RPO/to be hired by ARC	Staff support to Rouge Assembly and 5 subcommittees. Includes: meeting coordination, reporting, technical support, information preparation and dissemination, and operate Rouge Assembly web site. STATUS: A Transition Committee was formed and met January 7. This committee worked with Organizational Committee to draft Rouge Alliance By-Laws, investigate insurance options, and discuss expanding membership. A joint Transition/Organization Committee meeting was held April 14. Executive Committee met January 25 and April 20. General Assembly met February 22 and will meet June 9.
OC2	Staff Support (3 months)	\$18,000	RPO	
OC3	Subwatershed Advisory Group Facilitation	\$81,000	RPO	
<i>Organization Committee Total</i>		\$161,000		
<i>Public Education and Involvement Committee</i>				
PIE1	Public Education Committee Support	\$30,000	RPO	Coordination of public education and outreach activities with communities, volunteer organizations, and other regional efforts. STATUS: The PIE Committee has met three times in 2005. Assembly members participate in SEMCOG's regional PE group. Members are participating in subcommittees to plan workshops on detention ponds, public education updates and septs. Next meeting is July 14, 2005.
PIE2	Assembly Newsletter	\$5,000	RPO	Produce 2 Newsletters explaining the ARC and it's goals. STATUS: This is in the planning stages.
PIE3	SEMCOG Coordination with PIE	\$8,000	SEMCOG	STATUS: Contract with County signed in April.
PIE4.1	Public Education Workshop for Community Staff	\$10,000	RPO & Expenses	Plan and hold workshop, including production of a public education products CD and up to six Powerpoint presentations that can be used by municipal staff for elected officials or the public. STATUS: Planning has begun. The workshop is scheduled for Sept. 28, 2005 at Lawrence Tech University.
PIE4.2	Detention Pond Maintenance Workshop	\$11,000	RPO & Expenses	Plan and hold workshop including production of a design standards manual and a homeowners' manual. STATUS: Workshop was held on May 19 in Livonia; another is planned for August. The manual was finalized and distributed at the workshop.

Assembly of Rouge Communities 2005 Task Status
Revised: June 8, 2005

ARC 2005 Budget Items		Approved 2005 Budget	Proposed Staff	Task Status
<i>Public Education and Involvement Committee (Continued)</i>				
PIE4.3	Creating "Measuring Our Success" Posters	\$36,490	RPO	Create posters for the Main 1-2 and Upper subwatersheds highlighting progress towards SWPPI goals. STATUS: Design complete and poster for Main 1-2 drafted.
PIE4.4	MSU Work Shop on OSDS	\$3,000	RPO	Hold 2 workshops in coordination with MSU. STATUS: A subcommittee has been created to plan this and but has not met yet.
PIE4.5	Printing Tip Cards	\$8,000	SEMCOG	Develop customized tip cards or other materials determined by the group and print. STATUS: Contract with County signed in April.
PIE4.6	Printing Banners	\$4,200	SEMCOG	Develop additional banners for the ARC PIE Committee and print up to \$4,200 worth of banners (approximately 14). STATUS: Contract with County signed in April.
<i>PIE Committee Total</i>		\$115,690		
<i>Technical Committee</i>				
TC1	Baseline Sampling Program	\$314,000	RPO	<p>a) SWPPI monitoring in the Middle 1 and 3 Subwatersheds (15 dry weather events at 6 locations and 5 wet weather events at 2 locations). STATUS: 5 dry weather events and one wet weather event have been completed.</p> <p>b) Planning for 2005 monitoring season; includes development/approval of field sampling plan and standard operating procedures. Technical assistance to Subwatershed Advisory Groups and Rouge Assembly; includes modifications to 5-year monitoring plan. STATUS: Draft Field Sampling Plan completed and undergoing final review. Coordinated with Middle SWAGs to select sampling locations. Worked with Technical Committee to coordinate with MDEQ on E.coli sampling and prepared response to MDEQ regarding SWPPI updates.</p> <p>c) Loading and processing of all data (including USGS, Rainfall, and data funded/collected by others in support of Rouge Project) into the Rouge sampling database, including QA/QC review and interpretive analysis. STATUS: 2005 laboratory results processed as recieved.</p> <p>d) Annual Rouge River Eco-system Monitoring and Assessment report (2004 data). STATUS: 2003 distributed and 2004 10% complete</p>

Assembly of Rouge Communities 2005 Task Status
Revised: June 8, 2005

ARC 2005 Budget Items		Approved 2005 Budget	Proposed Staff	Task Status
TC2	Rouge Data Dissemination	\$19,000	RPO	Create web-based data query tool. STATUS: Development 75% complete, expected July 2005
<i>Technical Committee (Continued)</i>				
TC3	Lab Services	\$12,000	Paragon / RTI	Laboratory analysis of wet and dry event samples. STATUS: Analysis of samples from 5 dry weather events have been completed.
TC5	Continuous Monitoring	\$136,840	USGS	a) Continuous monitoring of dissolved oxygen and temperature at 8 locations from May through October. STATUS: Monitoring began as scheduled in May
				b) Continuous monitoring of and water level and stream flow at 13 locations from May through October. STATUS: Monitoring began as scheduled in May
				c) Spring installation/fall removal of equipment, regular maintenance of sampling sites and field equipment, data processing and calibration adjustments. STATUS: Sampling equipment installation was completed and maintenance is being coordinated/performed.
<i>Technical Committee Total</i>		<i>\$481,840</i>		
Total 2005 ARC budget		\$758,530		

Assembly of Rouge Communities Status Report
2005 Financial Status Report
Updated 6/3/2005

Activity	Budget*	Paid	Remaining Balance**
Monitoring Program			
- Baseline Sampling Program (RPO)	\$314,000	\$58,098	\$255,902
- Rouge Data Dissemination (RPO)	\$19,000	\$0	\$19,000
- Continuous Monitoring (USGS)	\$136,840	\$15,030	\$121,810
- Lab Services for SWPPI Monitoring	\$12,000	\$0	\$12,000
Subwatershed Advisory Group Facilitation (RPO)	\$81,000	\$8,619	\$72,381
Public Education/Involvement Activities			
- ARC PIE Committee Support (RPO)	\$30,000	\$3,699	\$26,301
- Newsletter (RPO)	\$5,000	\$0	\$5,000
- Public Education Workshop for Community Staff (RPO)	\$10,000	\$1,518	\$8,482
- Detention Pond Maintenance Workshop (RPO)	\$11,000	\$357	\$10,643
- Creating "Measuring Our Success" Posters (RPO)	\$36,490	\$0	\$36,490
- MSU Work Shop on OSDS (RPO)	\$3,000	\$0	\$3,000
- PIE Support & Printing Tip Cards & Banners (SEMCOG)	\$20,200	\$0	\$20,200
Staff Support to Assembly (RPO)			
- ARC Staff Support (RPO)	\$80,000	\$21,303	\$58,697
Total Budgeted	\$758,530	\$108,624	\$649,906
Contingency (Not Budgeted)***	\$14,255		
Total Available Funds for 2005	\$772,785		

Amount Paid from Assembly Dues	\$54,312
Amount Paid from Federal Grant	\$54,312

Assembly Dues Received	\$247,743
Assembly Dues Available for Future Bills	\$193,431

* Budget Recommended by the Executive Committee on 10/13/2004 and approved by the Full Assembly on November 17, 2004.

** Additional funds may have been expended to date.
 There is a delay of 30 to 60 days between expenditure and payment.

*** \$14,255 was not spent from the 2004 Budget.
 These funds are added as a contingency to the 2005 Budget.

Assembly of Rouge Communities Status Report
Payment Status Report
2005 Budget Year
Updated 6/3/2005

Vendor	Invoice #	Invoice Amount	Amount Paid	Date Paid	Total per Vendor
Activity: Baseline Sampling Program					
CDM (RPO)	26	\$24,176.85	\$24,176.85	4/25/2005	
CDM (RPO)	27	\$33,921.22	\$33,921.22	5/27/2005	
CDM (RPO)			\$0.00		
Subtotal: CDM (RPO)					\$58,098.07
Activity: Rouge Data Dissemination					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: CDM (RPO)					\$0.00
Activity: Continuous Monitoring					
USGS	5-2445-00060 (#1)	\$15,030.00	\$15,030.00	5/27/2005	
USGS			\$0.00		
Subtotal: USGS					\$15,030.00
Activity: Lab Services for SWPPI Monitoring					
Paragon Laboratories, Inc			\$0.00		
RTI Laboratories, Inc			\$0.00		
Subtotal: Laboratories					\$0.00
Total: Monitoring Program					\$73,128.07
Activity: Subwatershed Facilitation					
CDM (RPO)	26	\$750.13	\$750.13	4/25/2005	
CDM (RPO)	27	\$7,868.85	\$7,868.85	5/27/2005	
CDM (RPO)			\$0.00		
Total: Subwatershed Facilitation					\$8,618.98
Activity: ARC Public Involvement & Education Committee Support					
CDM (RPO)	27	\$3,698.60	\$3,698.60	5/27/2005	
CDM (RPO)			\$0.00		
Subtotal: RPO					\$3,698.60
Activity: Newsletters					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (RPO)					\$0.00
Activity: Public Education Workshop for Community Staff					
CDM (RPO)	27	\$1,518.01	\$1,518.01	5/27/2005	
CDM (RPO)			\$0.00		
Subtotal (RPO)					\$1,518.01

Activity: Detention Pond Maintenance Workshop					
CDM (RPO)	27	\$356.79	\$356.79	5/27/2005	
CDM (RPO)			\$0.00		
Subtotal (RPO)					\$356.79
Activity: Creating "Measuring Our Success" Posters					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (RPO)					\$0.00
Activity: MSU Work Shop on OSDS					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (RPO)					\$0.00
Activity: Coordination with PIE Printing Tip Cards and Banners					
SEMCOG			\$0.00		
SEMCOG			\$0.00		
Subtotal (SEMCOG)					\$0.00
Total: Public Involvement & Education Committee Support					\$5,573.40
Activity: ARC Staff Support					
CDM (RPO)	26	\$5,742.95	\$5,742.95	4/25/2005	
CDM (RPO)	27	\$15,560.54	\$15,560.54	5/27/2005	
CDM (RPO)			\$0.00		
Total: ARC Staff Support					\$21,303.49
TOTAL					\$108,623.94

NOTES:

- (1) Payments for services provided and costs incurred against the 2005 budget.
- (2) There are additional funds which have been expended against the 2005 budget which have not yet been billed/paid.
There is a delay of 30 to 60 days between expenditure and payment.

DRAFT June 2, 2005

ROUGE RIVER ASSEMBLY OF LOCAL GOVERNMENTS (ASSEMBLY) TRANSITION TO THE ALLIANCE OF ROUGE COMMUNITIES (ARC)

PREAMBLE

The Rouge River watershed, located in southeast Michigan, runs through the most densely populated and urbanized land area in the state. The watershed is approximately 438 square miles in size and includes all or part of 48 municipalities in three counties, with a population of over 1.4 million. The industrial growth of the lower Rouge River in the first half of the twentieth century and the rapid residential and commercial growth in the last half of the century in the upper portions of the watershed created serious pollution problems. Despite pollution control efforts as early as the 1940s, when the Detroit wastewater treatment facility was built to serve southeast Michigan including many of the Rouge River watershed communities, pollution problems have increased in the river. It has only been in the last decade that significant restoration of water quality has begun to be documented as a result of over one billion dollars of investments by area residents for pollution control.

In 1985, at the urging of local citizens and organizations the State of Michigan adopted the Rouge River Basin Strategy. In 1987, the International Joint Commission designated the Rouge River as one of the 43 most polluted areas in the Great Lakes. In 1989, the original Rouge River Remedial Action Plan (RAP) was completed and endorsed by a majority of the watershed communities. This original RAP called for an ambitious twenty-year plan to address pollution problems. The progress in achieving restoration has been documented in Rouge River RAP 2004 Revision (Available at <http://www.rougeriver.com/geninfo/remaction.html>) In the early 1990s, the United States District Court, at the urging of local communities, facilitated a phased process for correcting combined sewer overflows (CSOs) affecting the river. In 1992, with the bipartisan assistance of the Michigan congressional delegation representing the watershed, Wayne County received the first U.S. Environmental Protection Agency grant for the Rouge River National Wet Weather Demonstration Project (Rouge Project).

The U.S. District Court, as part of its oversight responsibilities for pollution control on the Detroit River stemming from a court case filed in the 1970's and its role in facilitating the CSO resolution (i.e., the "Bulkley Settlement"), has maintained a continuing interest in the results of the Rouge Project. In the mid-1990s, the U.S. District Court strongly urged the 48 local public agencies within the Rouge River watershed to adopt a more comprehensive approach to control pollution from sources other than CSOs. The U.S. District Court proposed a watershed-wide authority under the Michigan Drain Code to manage water issues within the Rouge River watershed. At the same time, the U.S. EPA was required by a Federal Court consent judgment to adopt regulations to control storm water discharges under the Federal Clean Water Act.

DRAFT June 2, 2005

As an alternative to the Drain Code authority proposed by the U.S. District Court, and to comply with the pending U.S. EPA storm water regulations, a group of local agencies and communities within the Rouge River watershed proposed a watershed-based approach to the control of pollution sources related to storm water discharges. In 1997, the MDEQ adopted this unique watershed approach developed by local agencies under the Rouge Project. Subsequently, 44 public agencies with storm water responsibilities within the Rouge River watershed entered into this voluntary general storm water permit which was later endorsed by the United States Environmental Protection Agency (U.S. EPA) as meeting Phase II federal storm water discharge regulation requirements that became mandatory for urbanized communities in 2003.

The watershed-based storm water permit approach, developed with assistance from the Rouge Project, has become a national model. There are now seven cooperatively developed subwatershed water management plans in place for the Rouge River. Each local agency has prepared and submitted a Storm Water Pollution Prevention Initiative Plan (SWPPI) to the MDEQ that identifies their commitments to implement their part of each of the plans. However, the federal funds from the Rouge Project that initially provided the basic monetary support for this joint effort were being substantially reduced and alternative means to continue this cooperative effort was needed as the federal funding was being phased down.

As an interim arrangement in 2003, 38 cities, townships and villages and 3 counties within the Rouge River watershed formed a partnership to address their storm water permit requirements. After successfully operating since August of 2003 under a Memorandum of Agreement establishing the Rouge River Watershed Assembly of Local Governments (hereinafter, Assembly), the Rouge River watershed communities supported the passage of state legislation that would authorize local governments to form watershed alliances. That legislation, Public Act 517 of the Public Laws of 2004,(herein after Watershed Alliance legislation), was signed by the governor on January 3, 2005 with immediate effect. The following outlines the process for transitioning from the informal Assembly to the adoption of the required bylaws to form the new Alliance of Rouge Communities (hereinafter ARC) under this new state law.

Transition from Assembly to ARC

Thirty-eight cities, villages and townships and three counties signed an August 15, 2003, Memorandum of Agreement (Herein after, MOA) establishing the Rouge River Watershed Assembly of Local Governments (Herein after, Assembly) The 2005 Budget, the officers, policies, procedures and assessments to members adopted under the August 15, 2003 MOA will remain in effect until the formal establishment of the ARC under the proposed attached Bylaws. The Officers elected for the 2005 calendar year under the August 15, 2003, MOA shall notice all eligible members of an organizational meeting that shall occur no later than March 1, 2005. At this first meeting, the signatories to the August 15, 2003, MOA will determine if there is sufficient interest in forming a permanent organization under the Watershed Alliance legislation. If the representatives of the signatories to the August 15, 2003 MOA present at the meeting

DRAFT June 2, 2005

determine that there is sufficient interest in forming a Watershed Alliance, they shall affirm or modify the following Bylaws, and affirm or modify the 2005 Assembly officers elected, the Assembly budget and the assessment to Assembly members previously approved under the provisions of the August 15, 2003 MOA in order to initiate the formation of the ARC

Establishing Alliance of Rouge Communities (ARC)

The formal ARC shall be established following the adoption of the attached Bylaws by the governing bodies of at least twenty (20) of the eligible cities, villages, townships or counties. A certified resolution of the governing body of the prospective member approving membership under the Bylaws, or the payment of the 2005 assessment will be used to establish those communities with voting privileges for actions taken by the ARC prior to September 30, 2005. After September 30, 2005, a certified resolution accepting membership by the appropriate governing body, designation of voting and alternate members, and payment of any assessment shall be required for continuing membership and the exercise of voting privileges. Once the ARC is established, the Rouge River Assembly of Local Governments (Assembly) established under the August 15, 2003, MOA shall be dissolved, and all its responsibilities including its oversight in the expenditure of assessments provided by Assembly members shall be transferred to the ARC.

DRAFT June 2, 2005

BYLAWS ALLIANCE OF ROUGE COMMUNITIES

*Adopted pursuant to
Part 312, Watershed Alliances,
Michigan Natural Resources And Environmental Protection Act
As amended by Public Act 517 of 2004*

ARTICLE I. PURPOSE

It is the purpose of these Bylaws to set forth the composition, duties, and responsibilities of the watershed Alliance of Rouge Communities (hereinafter the ARC) formed under the provisions of Part 312 Watershed Alliances, Natural Resources and Environmental Protection Act as amended by Public Act 517, 2004. Local public agencies and communities within the Rouge River watershed believe there are substantial benefits that can be derived under this Watershed Alliance through cooperative management of the Rouge River and in providing mutual assistance in meeting state water discharge permit requirements to the Rouge River. The Appendices attached and referred to in these Bylaws are provided for informational purposes only and are not a part of the Bylaws. The Appendices will be periodically updated to reflect the actual boundaries of the ARC based upon number of eligible public entities who formally accept membership, as well as the annual budget, allocation of assessments, and voting shares in subsequent years.

ARTICLE II. Description, Structure, Decision Making and Operations of ARC

A. Geographic Boundaries

The proposed geographic boundary encompasses the land area within the Rouge River watershed located in portions of Wayne, Oakland and Washtenaw counties in southeastern Michigan shown in the informational map attached as Appendix A to these Bylaws. Under state law the boundaries of the ARC are limited to the jurisdictional boundaries of its members. Appendix A will be updated periodically to show the jurisdictional boundaries of those cities, townships, and villages that have adopted the Bylaws and formally accepted membership. In the event that some eligible Rouge River watershed communities (cities, townships, or villages) do not become members, county members may: 1) include all of their county political boundary within the Rouge River watershed where they intend to exercise their independent water management responsibilities; or 2) include only that portion of the county within

DRAFT June 2, 2005

the Rouge River watershed where communities have accepted membership in the ARC.

B. Membership of the ARC

1. *Membership*

a. Primary Members

The Primary Members of the ARC shall consist of a representative, or designated alternate of each township, city, village and county (or county agency) whose legal jurisdiction incorporates areas wholly or partially within geographic boundaries identified in Appendix A and whose governing body by resolution, voluntarily adopts these Bylaws. The eligible Primary Members are listed in Appendix B.

b. Associate Members

The Associate Members of the ARC shall consist of a representative, or designated alternate of a public school district, public college or university, or any other local or regional public agency that has been issued a state permit for a water discharge into the Rouge River and whose governing body by resolution, voluntarily adopts these Bylaws.

2. *Cooperating Partners*

The ARC encourages the involvement of non-profit organizations, other public agencies or entities, businesses, and residents who share a common interest in protection and restoration of the Rouge River. Those who provide their time, services, expertise or other resources toward the common goal of protection and restoration of the river will be recognized as non-voting, *Cooperating Partners*.

C. Structure of the ARC

1. *Election of Officers*

2. 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 IID of these Bylaws. The Chair, Vice Chair and Treasurer of the Assembly 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. *Executive Committee*

The ARC Executive Committee shall have 14 voting members consisting of

- (3) The elected Chair, Vice-Chair, Treasurer of the ARC,
- (3) One representative or alternate from each member county,
- (7) One representative or alternate from each of the seven Subwatershed Advisory Groups, herein after SWAGS, established under the state

DRAFT June 2, 2005

watershed-based general storm water permit as implemented by communities within the Rouge River watershed, and

- (1) The immediate past Chair, past Vice Chair, or past Treasurer of the ARC shall serve as a member or alternate member with preference given first to the past Chair, then the past Vice Chair, and then the past Treasurer.

The meetings of the Executive Committee shall be chaired by one of the three elected officers. The elected Chair of the ARC shall chair the Executive Committee, with the responsibility succeeding to the elected Vice Chair if the elected Chair is unavailable. If neither the elected Chair nor the elected Vice Chair is present at an Executive Committee meeting, the elected Treasurer shall serve as chair for the meeting. The elected officers of the ARC shall not have alternates serve or vote on their behalf on the Executive Committee.

The three counties and the seven SWAGs shall appoint their respective representatives and alternates to the Executive Committee. Representatives and alternates serving on the Executive Committee, including those appointed by a SWAG, shall be limited to those individuals representing a member public agency that HAS adopted these Bylaws and has paid its membership assessment. In an effort to assure the broadest participation by ARC members, a SWAG appointment to the Executive Committee shall be neither a county representative nor a representative from the same city, township or village as those represented by any current or past ARC officer serving on the Executive Committee. Every reasonable effort will be made to assure that no one community has more than one representative on the Executive Committee.

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 (8) vote in favor of a motion. Each member will have one vote including the elected officers of the ARC. A county or SWAG may designate an alternate to serve and vote on behalf of their appointed representative to the Executive Committee.

3. Meetings

The ARC shall meet at least twice each calendar year at a designated time and location established by its Executive Committee. Agendas for ARC meetings will be distributed and circulated to all members at least two weeks in advance of all meetings. All official actions of the ARC including the election of officers, adoption of budgets, assessment of costs to members, and all other matters not otherwise specifically delegated to the elected officers, committees or executive director shall be by the full ARC at a regular meeting consistent with the voting procedures in Article II D of these Bylaws. The ARC Executive Committee will meet at least four times each year at the call of the Chair. All meetings of the ARC Executive Committee, standing committees or special committees established under the ARC shall operate under the Robert's Rules of Order unless modified by a majority vote of the ARC members. The meetings of the

DRAFT June 2, 2005

ARC shall be rotated to locations throughout the Rouge River watershed allowing any member community or agency to host a meeting.

D. ARC Decision Making

The ARC shall take all formal actions, by a simple majority vote of all eligible *Primary* and *Associate Members* at a meeting at which a quorum is present. A quorum shall consist of one more than fifty percent (50%) of all members, eligible to vote and present. Voting shall be limited to members or their designated alternates who are physically present at an ARC meeting. Eligible members are those appointed by an appropriate governing authority that has adopted these Bylaws by resolution and that has paid its assessment. Provided, however, any eligible *Primary Member* may request that formal actions on a specific action item be subject to a voting of shares, and, if supported by at least four other *Primary Members*, the formal decision of the ARC will be based on voting shares. The elected officers may not vote on any issue before the ARC unless they are also serving as the designated ARC representative of their respective public agency. If a voting of shares is requested and supported by a total of five members, adoption of formal actions shall require a simple majority of the voting shares of a quorum based upon the following allocation:

1. *Primary Members*

The voting shares for city, township and village members shall be based upon the financial contribution of each based upon the approved ARC annual budget and assessment of costs to members. The specific voting shares will be proportional to the annual assessments to each city, township and village as determined under Article III A of these Bylaws with one voting share based upon the annual assessment for each divided by \$750 rounded to the nearest whole number. If an assessment is less than \$750, one voting share shall be provided.

The voting shares of each the three counties and county agencies combined shall be limited to twelve percent (12%) of total voting shares and the allocation of voting shares between the three counties shall be determined by the proportional amount of land in each county within the Rouge River watershed. For the purposes of these Bylaws, counties are defined as the appointed/elected Road Commission, the elected County Drain Commissioner, the elected County Executive, or the elected County Commission. Provided, however, only one member or designated alternative shall represent each county.

2. *Associate Members*

The specific voting shares will be proportional to the annual assessments to each with one voting share based upon the annual assessment for each divided by \$750 rounded to the nearest whole number. If an assessment is less than \$750, one voting share shall be provided.

DRAFT June 2, 2005

3. *Cooperating Partners*

Cooperating Partners shall not have voting privileges, but shall be invited to participate in meetings of standing committees and noticed of all meetings of the ARC and its Executive Committee.

E. **ARC Duties**

1. *Budget and Assessments*

After the first year, the ARC shall adopt an annual, fiscal year budget for the period from January 1 through December 31 on or before December 15, of each year for the following calendar year. In the first year, the 2005 fiscal year budget of the ARC is attached as Appendix C along with the assessment to members as Appendix B to these Bylaws. Assessments for members will be set at the time each budget is adopted. Modifications to the budget may be adopted at any regularly scheduled ARC meeting, provided however, that assessments, once established for any member, shall not be increased during the calendar year for which they were established. Notwithstanding this provision restricting mid-year changes in assessments, members may voluntarily agree to increase their payments for special services provided by the ARC.

2. *Standing Committees*

The ARC shall establish and outline a purpose for three standing committees on technical issues (Technical Committee), financial management (Finance Committee), and public involvement and education (PIE Committee). The Treasurer shall chair the Finance Committee, and the officers shall appoint the chairs of the Technical and PIE committees from members of the Executive Committee. The standing committee chairs may appoint vice chairs of their respective committees provided such vice chairs represent members. Any member, designated alternate or other representative of a member may serve on any standing committee. Cooperating partners, or other members of the public may be invited to participate in a standing committee, but all official actions of a standing committee shall be limited to participation by those on the committee representing ARC members.

3. From time to time, the ARC may choose to establish special committees to consider specific issues or questions. The Chair or Co-Chairs of any special committee established shall be appointed by the ARC, or, by delegation of the ARC, by the Chair. . The special committee Chair(s) and Co-Chair(s) appointed shall be representatives of members of the ARC.

4. *Organization Committee*

DRAFT June 2, 2005

The ARC shall establish a committee (Organization Committee) to consider changes to its Bylaws and new members, and to make recommendations to the ARC. The ARC shall appoint members and the Chair or Co-chairs of the Organization Committee that reflect the broad diversity of the ARC membership with respect to geographic location, land area and population within the watershed, and type of public agency.

5. *Other Duties*

The ARC shall:

- Maintain official written record of meetings that includes attendance, issues discussed, and official actions taken.
- Recommend to members any subsequent changes needed to these Bylaws.
- Take other actions required, including delegation of responsibilities to the elected Chair or Executive Committee to carry out the purposes and conduct the business of the ARC including, but not limited to, directing the activities of any committees established under the Bylaws.
- Encourage and promote public involvement in actions and activities of the ARC and of committees established by the ARC, and assure compliance with Open Meetings and Freedom of Information state statutory requirements.
- Develop policies and procedures related to official actions of the ARC, including but not limited to contracting for services, disbursement of funds, and related fiduciary responsibilities.
- Prepare an annual report on the goals and accomplishments of the ARC together with a comprehensive audit report on the expenditures and revenues.

F. **ARC Executive Committee**

1. The Executive Committee shall:

- With the advice of the standing committees, provide oversight of the expenditure of ARC monies consistent with the approved annual budget by reviewing quarterly financial status reports prepared by the Finance Committee.
- Take those steps required to acquire the services of an ARC Executive Director, including approval of a compensation package consistent with annual budget of the ARC, other specific terms of employment, and a description of duties and responsibilities.
- Make provisions for other ARC support services consistent with the annual budget.

DRAFT June 2, 2005

- Provide fiduciary services for the ARC including preparation of financial reports required by state law.
- Provide a forum for discussion and, if appropriate, make recommendations to resolve issues related to the management of the ARC brought to its attention by any member of the ARC.
- Assist the standing committees, the Organization Committee and any other special committees of the ARC in meeting their respective responsibilities.
- Maintain a written record of each Executive Committee meeting including, as a minimum, attendance, list of issues, and a record of decisions and recommendations.
- Take other actions that are consistent with the provisions of these Bylaws and direction provided by the ARC.

G. ARC Executive Director

1. Any Executive Director selected by the Executive Committee under the provisions of Article II. F of these Bylaws shall:

- Exercise his or her duties and responsibilities under the day-to-day direction of the ARC Chair or other ARC officer designated by the Chair.
- Not be a voting member of the ARC or any ARC committees, but will be encouraged to participate in meetings of the ARC, ARC officers or ARC committees, and to provide supporting information and recommendations.

ARTICLE III. ASSESSMENT OF COSTS TO MEMBERS

A. Primary Members

1. City, Village and Township Members

The assessments to cities, villages and townships will be determined by subtracting the amount of dollar contributions from the approved budget to be provided by counties, Associate Members, and from grants, money gifts, and other income including any balances from prior year ARC budgets. The amount remaining after subtracting these other sources of revenue will be prorated and assessed to each city, village and township primary members based upon equal weight to the population of the unit of government within the watershed according to the most recent United States census, and the land area within the watershed as shown as a part of Appendix B. Provided, however, that maximum assessment to any member shall be limited to no more than 15% of the total assessments for all other Primary Members in any fiscal year.

DRAFT June 2, 2005

2. *County Members*

- a). Based upon the in-kind contributions currently provided by Wayne, Washtenaw, and Oakland counties, the three counties will not be assessed to support the budget of the ARC for fiscal years 2006 and 2007. By August 15, 2007, the ARC will determine whether or not assessments will be made to the counties taking into consideration the level of contribution of in-kind services for ARC related activities each county will provide during 2008 ARC fiscal year. Assessments to counties, if any, for each ARC fiscal year after 2008 will be determined by August 15 of year preceding the fiscal year for which any such county assessment is included in the ARC annual budget using the same criteria.
- b.) The maximum assessment total in any year to all member counties shall not exceed 12% of the combined total assessment for the fiscal same year for all other *Primary Members*. The 12% assessment limitation will be determined based upon the total amount assessed other primary members in the adopted annual ARC budget for a given fiscal year and not the subsequent actual assessments paid. In the event that the total assessments to counties determined on or before August of any given year for the following fiscal year exceeds 12% of the total for all other primary members subsequently approved in the ARC budget for the same fiscal year, the total amount assessed to the counties will be reduced such that the total does not exceed 12% of that assessed all other primary members.

B. Associate Members

The ARC shall assess *Associate Members* at the time they become a member based upon a dollar amount approved by the ARC and agreed upon by the *Associate Member*. The assessment shall reflect the ARC membership benefits provided each *Associate Member*, and any other contributions made by the *Associate Member* to the ARC. The annual assessment to an *Associate Member*, however, shall not be less than the lowest amount assessed any *Primary Member* or \$750 whichever is greater, nor more than \$30,000 or the highest amount assessed any *Primary Member* whichever is greater

C. Adjustment of Assessments

Once adopted as part of a given fiscal year budget, the annual assessments to primary members shall not be lowered based upon the addition of new members or any other additions to income not considered as part of the approved annual budget for that year. *Primary Members* joining after the adoption of the fiscal year budget shall be assessed as if they were members for the entire fiscal year using the same formula as was applied to other primary members.

DRAFT June 2, 2005

ARTICLE IV. RESOLUTION

The eligible members adopting these Bylaws shall do so by the passage of a formal resolution an example of which is attached as Appendix E, and exercise of existing authority that includes the ability to commit to the annual payment of assessments for support of ARC as identified in the annual ARC budget. Once a resolution is passed and a certified copy forwarded to the ARC, the public entity will remain a member so long as its assessments are paid in a timely manner. A member may terminate its membership at any time. Provided, however, there shall be no refund of any assessment already paid to the ARC. Services provided through the ARC and any grant funding it receives shall be, to the extent practical, limited to Primary and Associate Members that have adopted the Bylaws and met their respective assessed financial obligations established consistent with the Bylaws

ARTICLE V. FIDUCIARY SERVICES

A. Interim Fiduciary Agreement

The Wayne County Department of Environment (hereinafter WCDOE) has agreed to provide fiduciary services for the collection and expenditure of member assessments paid for fiscal year 2005. Under the Fiduciary Agreement with Wayne County, the member assessments paid shall be used only for the services identified in the 2005 Budget attached as Appendix C. It is further understood under the terms of the Fiduciary Agreement with WCDOE that the assessments paid by members may be used to provide the required local match for grant dollars used to support the 2005 budget.

B. Expenditure Controls and Auditing

WCDOE has agreed to provide the Executive Committee full and complete access to records concerning the use of the funds collected from the members so that all expenditures of monies collected through assessments to members can be audited through a process determined to be appropriate by the Finance Committee. WCDOE has further agreed to provide a financial accounting of all funds collected and expended to the Finance Committee by April 1, 2006. The Finance Committee will provide oversight of all expenditures of member assessments and report the status of income and expenditures at each meeting of the Executive Committee. It is understood that the existing provider arrangements for some of the services identified the 2005 budget may be most efficiently and cost effectively managed in the transition period through the existing Rouge Project contracts administered by WCDOE, or by Wayne County staff currently assigned these responsibilities.

C. Long Term Fiduciary Services

Before December 1, 2005, the ARC will determine how fiduciary responsibilities will be managed beginning on January 1, 2006. It is envisioned that the ARC shall provide its own fiduciary services in the future either through its own staff or through contracted services.

DRAFT June 2, 2005

ARTICLE VI. DISSOLUTION OF THE ARC

In the event that its members dissolve the ARC, any unused balances of membership assessments at the time of dissolution not needed to meet ARC obligations shall be redistributed back to the ARC members prorated on the basis of the total ARC assessment paid by each member during the immediately preceding fiscal year. Similarly, uncommitted balances from other sources of revenue (e.g. grants, gifts, contributions, etc) remaining at the time of dissolution of the ARC shall be returned to the original provider or, if directed by the provider, transferred to a 501c3 organization or public agency that is willing and able to expend the funds for the originally intended purposes.

ARTICLE VII. AMENDMENTS TO BYLAWS

Any amendments proposed to these Bylaws shall be first reviewed by the Organization Committee who shall, after consideration of proposed amendments, make recommendations to the ARC. The ARC shall not take an action to formally recommend any changes to the Bylaws except at its annual meeting at which the budget for the next fiscal year is presented for approval. To be formally recommended any amendment(s) to the Bylaws shall be: 1) formally noticed to all members at least 30 days prior to the ARC meeting at which they are to be voted upon; and, 2) approved by at least two thirds of all members (or two thirds of all member shares if a voting of shares is requested). Any amendments formally recommended by the ARC shall be sent to all members along with their annual ARC assessment for review and approval by the member's respective governing bodies as the basis for continuing membership. The members shall have five (5) months following the date of the ARC action formally recommending Bylaw amendment(s) to approve the amendment(s). The amended Bylaws shall become effective when at least half of the governing bodies of members approve the amended Bylaws within the specified time limitation.

DRAFT June 2, 2005

INFORMATIONAL APPENDICES TO THE BYLAWS

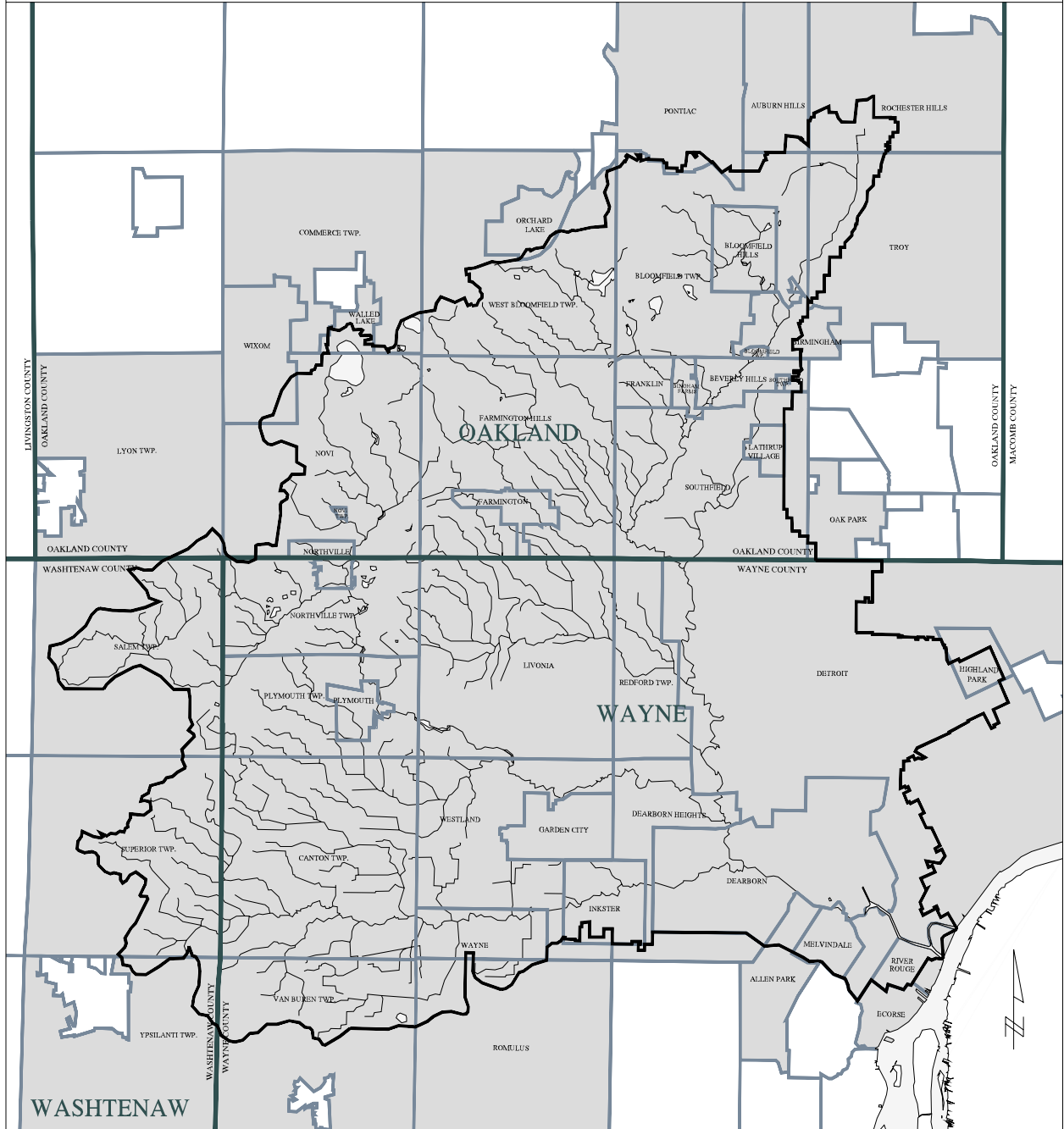
- Appendix A Proposed Geographic Boundaries of the Rouge River Watershed** including the identification of the political boundaries of eligible primary members
- Appendix B Allocation of Costs and Voting Shares** that includes: a list of eligible members that are currently members of the Assembly; their respective land area and 2000-census population within the Rouge River watershed, their proportional allocation of costs of for support of the 2005 ARC budget based upon equal weight given to land area and population within the watershed, and the voting shares of each. Eligible members that did not participate in the 2003 MOA are listed separately since they have not yet agreed to membership and were not considered in allocating the assessments and voting shares for 2005.
- Appendix C 2005 ARC Budget** that includes a list of storm water management services and costs, and sources of funding for calendar year 2005.
- Appendix D Model Resolution** adopting the Bylaws, accepting membership, and committing to payment of 2005 assessment. **[WILL BE PROVIDED WHEN THE FINAL BYLAWS ARE READY FOR ADOPTION]**

DRAFT June 2, 2005

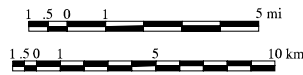
APPENDIX A

ROUGE RIVER WATERSHED

ARC Eligible Communities



WASHTENAW



LEGEND

- Watershed boundary
- Rouge River major branches & tributaries
- City/township boundaries
- County boundaries
- ARC Eligible Communities

\\gis\map\w\fl\size\lawshed\lawarcelig2.emf 02/02/05

DRAFT June 2, 2005

APPENDIX C 2005 Fiscal Year ARC Budget (January 1, 2005 through December 31, 2005)

Alliance 2005 Budget Items	Recommended 2005 Budget	Source of Service
Staff Support for Alliance and SWAGs		
OC1 Administration Services (9 months)	\$ 62,000	To be hired by ARC
OC2 Staff Support (3 months)	\$ 18,000	RPO*
OC3 Subwatershed Advisory Group Facilitation	\$ 81,000	RPO*
<i>Staff Support Total</i>	<i>\$ 161,000</i>	
Public Involvement and Education		
PIE1 Public Education Committee Support	\$ 30,000	RPO*
PIE2 Assembly Newsletter	\$ 5,000	RPO*
PIE3 Coordination with SEMCOG	\$ 8,000	RPO or SEMCOG*
PIE4 Assembly PIE Subgrant	\$ 72,690	Variable
<i>Public Involvement and Education Total</i>	<i>\$ 115,690</i>	
Technical Support		
TC1 Baseline Sampling Program	\$ 314,000	RPO*
TC2 Rouge Data Dissemination	\$ 19,000	RPO*
TC3 Lab Services	\$ 12,000	Contracted Service*
TC5 Continuous Monitoring	\$ 136,840	USGS*
<i>Technical Support Total</i>	<i>\$ 481,840</i>	
Total Budget Approved	\$ 758,530	

* Firms or Agencies under contract with WCDOE

Required Change in Assessments Compared to 2004 **0%**

Source of funds (assumed) for 2005 budget:	
2005 Alliance Assessments (Based on 2004 Assembly Members)	\$ 297,503.00
Matching Rouge Project Federal Funds	\$ 297,503.00
Carryover Funds from 2004 Assembly Member Assessments	\$ 163,524.00
Total Budget	\$ 758,530.00

DRAFT June 2, 2005

Wayne County Department of Environment
Rouge River National Wet Weather Demonstration Project

NOTICE OF GRANT AVAILABILITY
ROUND VII – 4th Draft
FOR PERMIT COMPLIANCE ACTIVITIES
June 10, 2005

Please submit **6 copies** of your proposal to Mr. Razik Alsaigh, Wayne County, Division of Watershed Management, 7th Floor, 415 Clifford Street, Detroit, MI 48226 by 4:00 p.m., August 1, 2005 for Round VII projects.

NOTE – NO PROPOSALS RECEIVED AFTER 4 PM ON August 1, 2005, WILL BE ACCEPTED.

NOTE THAT THE PROPOSAL DELIVERY ADDRESS IS WAYNE COUNTY DEPARTMENT OF ENVIRONMENT WATERSHED MANAGEMENT DIVISION, 415 CLIFFORD STREET, 7th FLOOR, DETROIT, MI, 48226

Please call Mr. Razik Alsaigh at (313) 967-2283 with any questions.

Wayne County is requesting proposals from communities, public agencies or nonprofit organizations under two parts. **Round VII-Part A** is for activities related to control of combined sewer overflows (CSOs) and sanitary sewer overflows (SSOs) to the Rouge River. **Round VII-Part B** is for activities related to the responsibilities under the MDEQ Storm Water General Permit and located within the Rouge River Watershed. Proposals accepted by the County will be eligible for 40 percent reimbursement for Part A and 50 percent reimbursement for Part B from federal grants through the Rouge River National Wet Weather Demonstration Project (Rouge Project). Proposers should clearly indicate on the proposal cover page the Part under which they are applying.

Proposals selected for funding in Round VII should be planned to start March 1, 2006. It is important that the project is completed on or before November 1, 2007. Final project reports and final reimbursement requests should be submitted shortly after November 1, 2007. The target allocation of grant funding for **Round VII-Part A is \$1,000,000** (\$2,500,000 in total project costs). The target allocation of grant funding for **Round VII-Part B is \$1,700,000** (\$3,400,000 in total project costs). Wayne County reserves the right to fund additional eligible proposals under either Part from funds under the other Part (using the rate of reimbursement for each Part indicated above), if there are insufficient eligible quality proposals.

Projects of any dollar value are welcome under both Parts of this round of grant funding.

ELIGIBLE PROJECTS AND ACTIVITIES

PART A PROJECTS

The following projects and activities are eligible for cost reimbursement under **Part A** of this program:

1. Design and/or construction of CSO control facilities in conformance with requirements of NPDES permits.
2. Planning, design and/or construction of improvements to mitigate sanitary sewer overflows as approved by the MDEQ.
3. Activities for SSO and CSO characterization and control including: documentation of current system conditions; quantification of flows; determining what amount of infiltration/inflow is “excessive”; estimating contributions from footing drains, and designing and implementing projects or pilot projects to remove footing drains; preparing and implementing detailed operation and maintenance (O&M) plans to ensure optimum utilization of the system; evaluating and updating ordinances to reduce clear water connections to the sewer system; conducting surveys to ensure inflow sources are not connected.

The following categories of work will not be eligible for funding in **Part A** of this round of grants:

- Planning, design or construction of sanitary sewer extensions;
- For this Part of this round of grant funding, storm water management, wetland restoration, recreation, and non-point source reduction activities are not eligible. These types of activities will be funded in Part B of this round of grants; and
- Routine operation and maintenance activities for sanitary sewers or combined sewers are not eligible, unless traditional practices are being changed or enhanced to address CSO and SSO control as noted in the preceding section.

PART B PROJECTS

The following projects and activities are eligible for cost reimbursement under **Part B** of this program:

1. Short-term actions or long-term actions listed in the community or agency Storm Water Pollution Prevention Initiative (SWPPI) currently approved by MDEQ; except for the non-eligible categories of work listed below.
2. Projects that are not necessarily listed in a SWPPI, but are shown by the proposing community or agency to support goals of the Rouge Project and to support goals of the Subwatershed Management Plans, including storm water management, watershed management education and involvement, recreation, wetland restoration, and non-point source pollution reduction projects.
3. Biological monitoring, habitat assessment, or recreational use monitoring programs to measure the health of the river, its tributaries or wetlands in a subwatershed. Flow and water chemistry monitoring projects are eligible except when completed for measuring watershed-wide goals; such projects are not eligible for funding under this Round VII subgrant program, because they have been addressed separately by the Assembly of Rouge Communities.

New and retrofit structural storm water control Best Management Practices (BMPs) that directly improve water quality are highly encouraged.

The following categories of work will not be eligible for funding in **Part B** of this round of grants:

- Planning, design or construction of CSO control facilities;
- Design or construction of SSO control facilities;
- Planning, design or construction of sanitary sewer extensions; and
- Routine inspection, operation, and maintenance work for storm sewers such as catch basin and sewer cleaning, TV inspection of sewers, and street sweeping. However, if these routine practices are part an approved SWPPI, then projects, which employ innovative or demonstrative approaches to such routine work are eligible.

REQUIREMENTS OF THE PROPOSER

The following requirements apply to all proposals submitted for consideration under this round of Rouge Project grant funding:

1. Identify your project to your subwatershed advisory group. The project or projects for which a reimbursement grant is sought must have the endorsement of the subwatershed advisory group (SWAG) in which the project is located.
2. A city, village or township (CVT) must be located all or in part of the Rouge River Watershed. A 501 C3 non-governmental organization (NGO) or public agency that is not a CVT must serve an area within the watershed. Any local unit of government, 501 C3 NGO or public agency that is only partially within the watershed is only eligible for funding activities that serve the area within the Rouge Watershed.
3. Review the standard Inter-Agency Agreement with Wayne County (available from Mr. Razik Alsaigh) and provide a letter stating that the agreement is acceptable, or identify any concerns or proposed revisions to the agreement.
4. **Complete a proposal in accordance with the required format and submit 6 copies of the proposal to Mr. Razik Alsaigh, Watershed Management Division, Wayne County Department of Environment, 415 Clifford Street, 7th Floor, Detroit, MI 48226 by 4:00 pm August 1, 2005.**
5. If a community or agency plans to procure professional services to assist with its project, then such procurements shall be in compliance with applicable federal regulations in 40 CFR 31.
6. The proposing entity must be a member of good standing in the Assembly of Rouge Communities, if the entity is eligible to be a member, and have paid their 2005 dues before grant award.

The following requirements apply only to proposals submitted for consideration under **Part B** of this round of grant funding:

- Submit a copy of the SWPPI with a statement that indicates how the proposed project fulfills an action identified in the SWPPI. For recreational projects not in the SWPPI, submit a copy of a recreational plan or a letter of endorsement from a community, county, or regional recreation agency.

REQUIREMENTS OF THE SUBWATERSHED ADVISORY GROUP

1. Each subwatershed advisory group is requested to assist the member communities and agencies in its subwatershed to identify projects.
2. Before August 20, 2005, each subwatershed advisory group should submit a projects endorsement letter to Wayne County (attention: Mr. Razik Alsaigh) that indicates which projects within its area that the advisory group endorses for Round VII funding. For each Part of the Rouge VII funding program, the SWAG should prioritize the projects into the following 4 categories:
 - Highest priority,
 - High priority,
 - Medium priority, and
 - Low priority.

For each Part, Subwatershed Advisory Groups must prioritize all projects in these 4 categories. More than one project can be assigned to each category. Uniform distribution between the categories should be achieved for each Part. For example, if a subwatershed has 8 endorsed projects under Part A, 2 projects must be in each category.

Projects should be evaluated by each SWAG using a process that prioritizes each project based on:

1. The anticipated impacts/benefits of the project to the river/subwatershed/watershed,
2. The project's consistency with the goals and objective of the subwatershed, and
3. The cooperative, innovative, or demonstrative nature of the project.

Note: Each subwatershed should submit two prioritization lists, one for each Part of this round of funding.

REVIEW AND EVALUATION OF PROPOSALS

A committee comprised of staff from but not limited to Wayne County, the RPO, SEMCOG and MDEQ will review the proposals and make recommendations to the Director of the Wayne County Department of Environment for project acceptance and funding. The Committee will evaluate the proposals based on the priority ranking assigned by the SWAG and the following criteria:

CRITERIA	WEIGHT
1. Consistency with the watershed management goals of the subwatershed management plan and with the Rouge River National Wet Weather Demonstration Project and its national demonstration goals. Higher scores will be given to cost-effective projects, which have direct, positive impact on the river and provide more direct benefit to the river.	35
2. Innovative or demonstrative approaches. Higher scores will be given to those projects that are more innovative or demonstrative.	10
3. Subwatershed priorities as indicated by the choice of the 4 categories (Highest = 25, High = 20, Medium = 15, Low = 10). If the project is not prioritized by the SWAG, it will receive 0 for this criterion.	25
4. Performance of the community/agency in timely execution and progress and expense reporting of projects under previous interagency agreements; performance of the community/agency in achieving goals for minority-owned and woman-owned business participation.	10
5. Construction projects will be ranked higher than design or planning.	5
6. Cooperative approaches with other communities or agencies. Projects that have a regional effect.	5
7. Clarity of the proposal and timely completion of the proposed project. Projects with earlier completion dates will receive higher scores. Projects with the source of local matching funds will receive higher scores. Projects where the proposal clearly indicates a strong commitment for implementation upon selection will be scored higher.	10

Note: Proposals under each Part of this round of funding will be evaluated separately.

During the proposal review period, Wayne County may contact the designated representative for the grantee regarding clarifications or to request additional information. Projects that are vague or not complete in their description of the scope or the intent of the project may not be considered for funding.

Upon approval by the Director of the Department of Environment, interagency agreements (IAAs) with communities and agencies will require the approval of the Wayne County Commission and the County Executive. The Assembly of Rouge Communities will also be consulted on the proposed project selections. Grant awards will be made from federal Rouge Project grants to Wayne County and will be subject to grant funding availability.

DEVELOPMENT OF INTERAGENCY AGREEMENT

It is expected that communities will receive a notice of project award from the Department of Environment by September 30, 2005, and interagency agreement (IAAs) will be developed for the selected projects in fall 2005.

After projects are selected, Wayne County will hold individual meetings with qualifying proposers regarding their projects and will develop a final scope, budget, funding level, and interagency agreement for the projects. Grant awards will be made from federal Rouge Project grants to Wayne County and will be subject to grant funding availability at the time. The community will be required to develop a detailed scope of work as part of its preparation of an IAA with the County. Because all projects must be completed by November 2007, it is necessary that IAAs for each project be developed in a timely fashion.

INFORMATION AVAILABLE FROM THE WAYNE COUNTY RPO

The Wayne County Rouge Program Office is able to provide information that will assist communities with understanding information on storm water management technology, administering grant funding and documenting local match.

Please call **Mr. Razik Alsaigh** at (313) 967-2283 for more information.

GENERAL REQUIREMENTS FOR THE PROPOSALS

- Each proposal should document how it is innovative or serves a demonstration purpose.
- Scope description should be complete and clear to allow accurate evaluation of the proposal.
- Different types of projects should be submitted in separate proposals.
- Each proposal should identify the benefits derived from the project (e.g., water quality, improved public awareness, cost savings, etc.).
- Identify who benefits; for example, localized or community-wide or subwatershed-wide or watershed-wide (i.e., stating that everyone benefits from a cleaner Rouge is not sufficient).
- If project is for on-going activities the proposal must clearly show how these will be expanded or enhanced by RPO funding.

FORM OF PROPOSAL

Please submit an 8-part proposal in the following format.

1. **Contact Information.** Provide name, address and telephone number and fax number for the designated representative(s) for any technical or administrative questions on the proposal.
2. **Project Purpose and Objectives.** Provide a clear description of the project and its major elements. Scope description should be complete and clear to allow accurate evaluation of the proposal. Unclear scope will reduce possibility of funding. Please include enough detail in your description in order for the project to be clear. Do not be brief. Provide a map showing the location of the project. Document how the project is innovative or serves a demonstration purpose. Describe the project's applicability to watershed management and its consistency with the goals of the Rouge Project.
3. **Task Description.** Subdivide the work into a series of tasks, and number each task. Describe the products of each task in detail. Scope description should be complete and clear to allow accurate evaluation of the proposal. Unclear scope will reduce possibility of funding. Most projects are expected to have 4 to 10 tasks. Deliverables should be stated at the end of each task description.
4. **Project Schedule.** Indicate a start and completion date for the project per task.
5. **Project Cost.** Provide both summary and detailed cost tables. First, show a Cost Summary Table in the following format.

Task Number And Description	Task Cost	Indicate type of effort: Planning, Design, Construction, or Evaluation
1.		
2.		
3.		
Total		

Federal Grant Funding Requested =

PART A PROJECTS: Grant funding will be up to 40 percent of the eligible total project cost.

PART B PROJECTS: Grant funding will be up to 50 percent of the eligible total project cost.

In addition, the proposal should include more detailed Cost Tables to show the following information:

For work by communities and consultants:

- Task number and description, estimated hours by labor grade, estimated direct labor and indirect cost rates, fixed fees, and/or billing rate or fixed price by task.

For construction work:

- Task number and description, estimated construction cost.
- Note that in some previous proposals submitted to the County, construction costs have been under-estimated. Proposers should develop estimates in sufficient detail for a maximum 4-percent allowance for grant funded contingency.

6. Local Match. Describe the method by which local match will be provided:

- Community budget allocation
- Force account labor (attendance at meetings, other project work)
- Volunteer services
- Other

7. **Schedule for Completing Previously Awarded Grant Projects.** Submit a schedule for completing milestones for previously awarded Rouge Project grants. The schedule should address the applicable points described below.
- a. Projects at Interagency Agreement Stage: submit schedule of local council meetings, other local actions, or meetings needed with Wayne County to complete the execution of any prior agreements.
 - b. Projects at the Execution Stage: submit an updated schedule for completing the project. Describe any variances from the original project completion schedule.
 - c. Projects near Close Out Stage: submit a date by which the close out activities will be completed.

DRAFT