



Working together, restoring the river

MEETING SUMMARY
ALLIANCE OF ROUGE COMMUNITIES
December 12, 2007
Costick Center
28600 Eleven Mile Rd.
Farmington Hills, Michigan

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
 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 – Kurt Giberson, ARC Chair

- a. **Roll Call /Determination of Quorum** - Roll call was taken. The 31 members listed below were in attendance; sufficient for a quorum.

The following were in attendance:

Auburn Hills	Farmington Hills	Pontiac	Village of Orchard Lake
Bingham Farms	Garden City	Redford Twp.	Walled Lake
Birmingham	Inkster	Rochester Hills	Washtenaw County
Bloomfield Hills	Livonia	Southfield	Wayne
Bloomfield Twp.	Northville Twp.	Superior Twp.	Wayne County
Canton Twp.	Novi	Troy	West Bloomfield Twp.
Dearborn	Oakland Twp.	Van Buren Twp.	Westland
Farmington	Plymouth Twp.	Village of Beverly Hills	Ypsilanti Twp.

The following were not in attendance:

Allen Park	Lathrup Village	Romulus	Wayne County Airport Authority
Commerce Twp.	Northville	Village of Franklin	Wixom
Dearborn Heights	Plymouth	Washtenaw County Road Commission	

- b. **Approval of June 27, 2007 Meeting Summary.** - A motion was made to approve the meeting summary. It was seconded, and passed unanimously.
- c. **Additions or changes to the Draft Meeting Agenda** – There were no additions or changes made to the draft meeting agenda.

2. Treasurers/Finance Committee Report (T. Faas - Treasurer)

- a. **Status of Alliance Invoice Payments** – Information was given on the payments. No changes were made and no questions were asked.
- b. **2007 Budget/Expenditures Status Report** – Information was given on the 2007 Budget/Expenditures Report. No changes were made and no questions were asked.
- c. **2007 Budget Amendments** – Two recommendations were made for the 2007 Budget Amendments: 1) for payment to ECT for out-of-scope services provided to the ARC for

the TMDL public Notice & Comments to the MDEQ; and 2) for carry-over of the IDEP activities to 2008 resulting in a budget reduction.

Michelle Bononi from Washtenaw County asked that there be a formal policy put into place to handle amendments more transparently. Of interest was the specific requirements to extend the Executive Director services contract. Per Tim Faas, there was a policy adopted about two years ago for such items.

Michelle also requested an annual performance evaluation of the Executive Director (currently ECT) with documented performance criteria to assess ECT on their service provided during 2008.

An electronic copy of the existing policies will be sent to all members and be posted to the ARC web site.

A motion was made, seconded and approved to review and modify existing policy to address budget amendments in a more transparent manner, to notify all ARC members when there is a change in the Executive Director's contract and to conduct an annual performance evaluation of the Executive Director.

- d. **2008 Fiduciary Services** – a copy of the proposed amendment #4 to the Fiduciary Services Agreement with Wayne County was reviewed. The motion was passed, seconded and approved.
- e. **2008 Extension to ECT service contract** – A memo was distributed about the consideration for approval to extend the contract with ECT for Executive Director Services in 2008. These services would be the same as those received in 2007 and will include the required updates to the watershed management plans. The budgeted amount is realistic according to J. Ridgway.

M. Bononi asked if a separate evaluation could be done on ECT and the Executive Director for services and keep it separate from the watershed work plan. She would like to make sure that all milestones are met in the work plan. It was also suggested that an operations policy be established. It was noted that the current Executive Director contract includes written tasks and deliverables. It was decided that the Executive Committee would further document the specific services to be provided under the extension of the contract.

The motion to extend ECT's contract was passed, seconded and approved.

- f. **2008 Budget Recommendations** – A copy of the final recommended budget was distributed in the meeting packet with \$707,000 for the coming year; no increase in membership dues; numbers include the ECT amendment and watershed plan update. A motion to approve the 2008 budget was passed, seconded and approved.

3. Executive Director Report

a. TMDL and *E. coli* update

b. NPDES Phase II permit update

J. Ridgway reported that the communities, the counties, sEMCOG, and the SEM consulting community continue to negotiate with the MDEQ over the proposed permit language. The ARC staff has prepared several draft position papers, modified permit language, and note supporting the proposed language. The deadline for the public comment period is January 31, 2008. The upcoming meeting with senior MDEQ officials on the above two items will provide

better insight into what the MDEQ might offer to provide some relief to the communities. The discussion will focus on several key concerns. They are as follows:

- The technical concerns will be divided into two major categories; those for which the Director has sufficient authority to change, and those for which legislative (or judicial) relief will be required.
- The Technical Committee will address the items that are viewed on a watershed basis and recognize that the communities and the counties may view some items differently;
- The ARC will recognize that the Water quality standards must be met;
- The MDEQ will need assurance that progress is being made toward achieving WQS.;
- The ARC must suggest how best to measure the effectiveness of our program.

J. Ridgway said the challenges at the meeting will be those items that can be addressed by the Director currently, and those that the Director does not have the authority to change. (requirements that may have to go to legislature for action.)

There were three draft position papers in the meeting packet showing how to approach the DEQ with watershed decisions. There have been preliminary discussions with the DEQ which shows that they have heard the concerns.

A document listing the three areas to be addressed will be given to the Technical Committee. They are:

- A cover letter that summarizes the changes we think should be made;
- A summary of why TMDL/E.coli documents are of concern, and,
- An edited permit with suggested changes and notes explaining why terms were changed.

This document is due to MDEQ on January 31st. The ARC members will have a chance to review and make comments before the deadline. Any revisions/concerns with the three position papers can be sent to J. Ridgway, Z. Ball or K. Karll.

Jack Barnes said ARC members have only so much money and resources to work with.

D. Swallow suggested that a financial analysis be performed.

J. Ridgway stated that the DEQ has no memory of the discussions pertaining to the failures of the Phase I permits that were completed and why flexibility was incorporated into the Phase II regulations. All of those people have left.

K. Heise asked if a letter should be sent out now from the ARC to the communities suggesting what a local government should do? J. Ridgway replied that yes, a letter should be sent out with a summary of our concerns and a draft letter or resolution for communities to enact. The ARC staff will draft the letter for everyone to review. The final list of comments will be presented as coming from the group as a whole, not as separate communities.

J. Ridgway indicated that four (4) documents are being prepared for submittal to the MDEQ, including a cover letter, a summary of permit changes requested, a summary of issues that cannot be addressed specifically by the permit and an actual edited permit.

K. Heise stated that the ARC communities should be rewarded for being organized under the Watershed Alliance legislation. Wayne County is drafting letter regarding this suggestion and

is prepared to go to Court to push this if necessary. He would like watershed alliances to be blessed by the DEQ.

4. Rouge Program Office Report (K. Cave)

K. Cave said the annual report will be completed in January.

5. Standing Committee Reports (K. Giberson)

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

- i. ARC – County In Kind Contributions Policy – This policy needs to be reviewed with the whole group. K. Cave went over her summary of in-kind services by Wayne County. The County would like it sent out electronically. Oakland County will send their version out as well.

Kurt Giberson indicated that the document reflects a compromise and has been agreed upon by all the Counties involved in the ARC.

There was discussion of a County cash requirement which was determined to be equivalent to approximately \$18,000. The Counties all indicated that they can document services above and beyond this cash requirement.

Shawn Keenan objected to the Counties receiving credit for in-kind services that are identical to those activities that communities participate in, such as meeting attendance. Why wouldn't communities get the same credit? It was noted that all funds available to the Counties came from the communities and thus additional county fees would eventually lead to additional costs to the communities. A motion was made to accept the in-kind services policy as written, seconded and passed with a single NO vote (by the City of Auburn Hills)

- ii. Draft ARC Strategic Plan – The Strategic Plan was passed out as part of the meeting packet. All changes should be sent to Z. Ball.

b. PIE Committee (J. Lawson, Chair)

J. Lawson went over updates and upcoming activities for the PIE Committee. The posters were complete and distributed at Rouge 2007. Jennifer summarized the 2008 PIE activities, including the HHW web-based guide for the Rouge, the Septic Education direct mail and workshops in 2009 and the last Measuring Success Poster for the Main 3-4. The next meeting will be January 17, 2008 in Northville Township at 1:30 p.m.

c. Technical Committee (G. Zorza, Vice Chair)

The main topic of the TMDL/Permit issues was already discussed. Stated that everyone on email will get a progress report from J. Ridgway on what is happening with MDEQ and the permit.

d. Grants Committee (P. Sanzica, Chair)

Nothing to report.

6. Opportunity for Public Comment (K. Giberson)

There was a State-wide Public Advisory Council meeting attended by Bill Craig and he commented on the successful job done by Roy Schrameck in his presentation. Said the posters were very helpful and very well received.

The Friends of the Rouge GIS mapping project is complete and they have been sent out. Others can request one if needed.

7. Summary of Actions of Full Alliance (K. Giberson)

All actions were summarized by K. Giberson.

8. Upcoming Meeting Schedule (K. Giberson)

No future meeting date was available.

9. Adjourn

The meeting was adjourned at 3:15 p.m.

**Alliance of Rouge Communities Status Report
2008 Fiscal Year
Updated 5/2/2008**

Community	Cost Allocation [7]	2008 Assessment Paid
Member Communities		
Allen Park	\$759	\$0
Auburn Hills	\$257	\$257
Beverly Hills	\$2,866	\$0
Bingham Farms	\$624	\$0
Birmingham	\$3,045	\$0
Bloomfield Hills	\$2,522	\$0
Bloomfield Twp.	\$16,006	\$0
Canton Twp.	\$25,432	\$0
Commerce Twp.	\$522	\$0
Dearborn	\$24,214	\$0
Dearborn Heights	\$8,912	\$0
Farmington	\$2,605	\$0
Farmington Hills	\$25,226	\$0
Franklin	\$1,453	\$0
Garden City	\$6,815	\$0
Inkster	\$6,468	\$0
Lathrup Village	\$1,220	\$0
Livonia	\$29,013	\$29,013
Melvindale	\$2,635	\$0
Northville	\$1,758	\$0
Northville Twp.	\$9,525	\$0
Novi	\$15,628	\$0
Oakland County	\$0	n/a
Orchard Lake	\$114	\$0
Plymouth	\$2,210	\$0
Plymouth Twp.	\$10,358	\$0
Pontiac	\$508	\$0
Redford Twp.	\$12,168	\$12,168
Rochester Hills	\$1,875	\$0
Romulus	\$2,075	\$0
Southfield	\$18,793	\$0
Superior Twp.	\$7,359	\$0
Troy	\$4,395	\$0
Van Buren Twp.	\$6,326	\$0
Walled Lake	\$737	\$0
Washtenaw County	\$0	n/a
Wayne	\$5,153	\$0
Wayne County	\$0	n/a
West Bloomfield Twp.	\$12,851	\$0
Westland	\$20,255	\$0
Wixom	\$528	\$0
Ypsilanti Twp.	\$1,054	\$1,054
Sub Totals	\$294,264	\$42,492
Percent Confirmed		14.4%

Other Items that Affect 2008 Dues	Cost Allocation	Balance to Date
Prevoius Years Unused Dues	\$71,348	\$71,348
WCAA	\$2,266	\$0
Other Items Total	\$73,614	\$71,348

Total (Assessment and Other Items)	\$367,878	\$113,840
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Alliance of Rouge Communities Status Report
2008 Fiscal Year
Updated 5/2/2008

Activity	Budget*	Paid	Remaining Balance
Technical Committee Activities			
- Baseline Sampling Program (RPO)	\$107,400	\$13,531	\$93,869
- Collaborative ARC IDEP Activities	\$10,000	\$0	\$10,000
- SWPPI Template	\$27,500	\$0	\$27,500
- Pursue Other Grant Funding Opportunities**	\$105,000	\$0	\$105,000
- Update of Storm Water Management Plans	\$196,483	\$23,162	\$173,321
Public Education/Involvement Activities			
- Long-Term Planning Efforts	\$2,500	\$0	\$2,500
- Household Hazardous Waste Education	\$6,000	\$1,358	\$4,642
- Main 3-4 Measuring Our Success Poster	\$18,250	\$997	\$17,253
- Information Packet for ARC Members/Local Officials	\$7,000	\$1,424	\$5,576
- Septic System Maintenance Reminder Cards	\$9,000	\$1,038	\$7,962
- ARC Website Design and Maintenance	\$12,160	\$385	\$11,775
Staff Support to Alliance			
- Staff, Committees and SWAG Support	\$95,097	\$18,942	\$76,155
- ARC Insurance (David Chapman Agency)	\$4,140	\$4,100	\$40
- ARC Advocacy and Administration	\$55,548	\$11,747	\$43,801
Total Budgeted	\$656,078	\$76,684	\$579,394
Contingency (Not Budgeted)	\$75,538		
Total Available Funds for 2008	\$731,616		

Amount Paid from Alliance Dues	\$40,392
Amount Paid from Federal Grant	\$36,292

Alliance Dues Received	\$113,840
Alliance Dues Available for Future Bills in FY08 Budget	\$73,448

* Budget Approved by the Full Alliance on December 12, 2007.

** Includes \$45,000 of budgeted future grant amount (currently not in hand)

It is assumed that match for this \$45,000 future grant is from ARC dues only

**Alliance of Rouge Communities Status Report
 Payment Status Report
 2008 Fiscal Year
 Updated 5/2/2008**

Vendor	Invoice #	Invoice Amount	Amount Paid	Date Paid	Total per Vendor
Activity: Baseline Sampling Program					
CDM (RPO)	58	\$13,531.22	\$13,531.22	3/24/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: CDM (RPO)					\$13,531.22
Activity: Collaborative ARC IDEP Activities					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: Collaborative ARC IDEP Activities					\$0.00
Activity: SWPPI Template					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: SWPPI Template					\$0.00
Activity: Pursue Other Grant Funding Opportunities					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal: Pursue Other Grant Funding Opportunities					\$0.00
Activity: Update of Storm Water Management Plans					
ECT (Executive Director)	080038 (#5)	\$23,162.23	\$23,162.23	4/28/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		

CDM (RPO)			\$0.00		
Subtotal: Update of Storm Water Management Plans					\$23,162.23
Total: Monitoring Program					\$36,693.45
Activity: Long-Term Planning Efforts					
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Long-Term Planning Efforts)					\$0.00
Activity: Household Hazardous Waste Education					
ECT (Executive Director)	080861 (#1)	\$626.56	\$626.56	4/28/2008	
ECT (Executive Director)	081214 (#2)	\$731.24	\$731.24	4/28/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Household Hazardous Waste Education)					\$1,357.80
Activity: Main 3-4 Measuring Our Success Poster					
ECT (Executive Director)	081214 (#2)	\$996.80	\$996.80	4/28/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Main 3-4 Measuring Our Success Poster)					\$996.80
Activity: Information Packet for ARC Members/Local Officials					
ECT (Executive Director)	080861 (#1)	\$1,424.00	\$1,424.00	4/28/2008	
Subtotal					\$1,424.00
Activity: Septic System Maintenance Reminder Cards					
ECT (Executive Director)	080861 (#1)	\$56.96	\$56.96	4/28/2008	
ECT (Executive Director)	081214 (#2)	\$980.95	\$980.95	4/28/2008	
CDM (RPO)			\$0.00		
Subtotal: Septic System Maintenance Reminder Cards					\$1,037.91
Activity: ARC Website Design and Maintenance					
ECT (Executive Director)	080861 (#1)	\$71.91	\$71.91	4/28/2008	
ECT (Executive Director)	081214 (#2)	\$313.28	\$313.28	4/28/2008	
Subtotal (ARC Website Design and Maintenance)					\$385.19

Total: Public Involvement & Education Committee Support					\$5,201.70
Activity: Staff, Committees and SWAG Support					
ECT (Executive Director)	081274 (#3)	\$18,942.41	\$18,942.41	4/28/2008	
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
CDM (RPO)			\$0.00		
Subtotal (Staff, Committees and SWAG Support)					\$18,942.41
Activity: ARC Insurance					
David Chapman Agency	218721	\$4,100.00	\$4,100.00	1/15/2008	
Subtotal Insurance					\$4,100.00
Activity: ARC Advocacy and Administration					
ECT (Executive Director)	081275 (#4)	\$11,746.58	\$11,746.58	4/28/2008	
ECT (Executive Director)			\$0.00		
ECT (Executive Director)			\$0.00		
ECT (Executive Director)			\$0.00		
Subtotal					\$11,746.58
Total: ARC Staff Support					\$34,788.99
TOTAL					\$76,684.14

NOTES:

- (1) Payments for services provided and costs incurred against the 2008 budget.
- (2) There are additional funds which have been expended against the 2008 budget which have not yet been billed/paid.
There is a delay of 30 to 60 days between expenditure and payment.

Alliance of Rouge Communities 2008 Task Status

Updated April 24, 2008 for ARC Executive Committee Meeting

ARC 2008 Budget Items	Approved 2008 Budget	Staff	Task Status	
Organization Committee				
OC1	Staff, Committees, and SWAG Support	\$95,097	ECT	Staff support to Alliance, standing committees, and SWAG. Includes: meeting coordination, reporting, administrative support, information preparation and dissemination. STATUS: ARC staff prepared for, facilitated and summarized the following committee meetings: ARC Executive Committee on 2/4/08; Organizational Committee on 1/16/08, 3/6/08 and 4/17/08; PIE Committee on 1/17/08 and 4/17/08; Technical Committee on 1/3/08 and 3/19/08; SWAG meetings on 2/27/08; 2/28/08. Coordinated a meeting with American Forests and a subsequent combined PIE and TC meeting to review CityGreen alternatives.
OC2.a	ARC Insurance	\$4,140	Outside Purchase	STATUS: Completed in January 2008.
OC2.b	Fiduciary Services	---	Wayne County	STATUS: ongoing
OC4	ARC Advocacy and Administration	\$55,548	ECT	STATUS: ARC Staff sent out updates regarding various meetings and information. Advocacy activities for ED have included work & negotiations associated with the new Phase II permit through the first few months of 2008. In addition, staff have coordinated with DBE subcontractors for the WMP updates. Participated in various conference calls and Phase II permit negotiation meetings with MDEQ and the Phase II committee. ED met with SEMCOG regarding permit. Executive Director met with USCOE regarding possible funding.
Organization Committee Total		\$154,785		
Public Involvement and Education Committee				
PIE2	Long-Term Planning Efforts	\$2,500	ECT	STATUS: No updates on this task.
PIE3	Household Hazardous Waste Education	\$6,000	ECT	STATUS: Staff researched 2008 ARC communities' individual HHW collection days for use on the ARC website. Staff edited and formatted HHW PDF guide so it can be displayed and accessed via the Internet. Staff designed web page and uploaded PDF of guide for access through the ARC website. PDF Guide was distributed to PIE committee via email.
PIE4	Main 3-4 Measuring Our Success Poster	\$18,250	ECT	STATUS: Working with Main 3-4 communities to identify activities for the poster.
PIE5	ARC Website Design and Maintenance	\$12,160	ECT	STATUS: Drafted mock-up of redesigned website for internal review by ARC staff. This should be completed in May for review by the PIE Committee.
PIE6	Information Packet for ARC Members/Local Officials	\$7,000	ECT/Wayne County	STATUS: Converted ARC Detention Basin Maintenance Manual into new format for use by Wayne County.
PIE7	Septic System Maintenance Reminder Cards	\$9,000	ECT	STATUS: Staff continued to research available septic system maintenance educational items. Staff researched graphics and created graphics for the septic system maintenance educational items.
PIE Committee Total		\$54,910		
Technical Committee				
TC1	Baseline Sampling Program	\$107,400	RPO	Sampling Program Services and Website updates for the ARC including: data handling, review, and reporting of the 2007 collected data and WebView updates for the data finalized through 2007.
TC1.A	Data Management			Loading of 2007 baseline and SWPPI sampling data, FOTR data, and intermittent Middle Rouge dry weather canoeing data into the Rouge Project database. Includes data collection, formatting loading, and running data queries and summary statistics. STATUS: 100% of the lab data have been formatted, loaded, and queried, and summary statistics calculated. 100% of the USGS DO/Temperature data have been formatted, loaded, and queried, and summary statistics calculated. 100% of the USGS level/flow data have been formatted and loaded. 100% of the rain data have been formatted, loaded, and queried, and summary statistics calculated. The FOTR data and MDEQ data have been formatted, loaded, and queried, and summary statistics calculated. WCHD data are not loaded due to QC issues with the data.
TC1.B	Data QA/QC reviews			Standard RPO QA/QC review of 2007 baseline and SWPPI sampling data. Includes rain crosstabs, lab QC, wet/dry plots for assignment of wet/dry conditions, plotting of final data, etc. STATUS: 100% of the 2007 laboratory, DO Temperature, level/flow and rain data have been QC reviewed. Rain crosstabs have been created, wet/dry has been assigned to flow data and the final DO/Temp and level/flow plots have been run.
TC1.C	WebView Updates			Web-enabled query tool will be updated with final 2007 data. STATUS:
TC1.D	RREMAR and Measuring our Success Poster Support			Preparation and distribution (via the website) of 2007 RREMAR. Support for Main 3-4 Poster including statistics, maps, and graphics describing progress based on data collected in 2007. STATUS: 2007 RREMAR approximately 70% complete. Main 3-4 poster text and figures has begun.

Alliance of Rouge Communities 2008 Task Status

Updated April 24, 2008 for ARC Executive Committee Meeting

ARC 2008 Budget Items		Approved 2008 Budget	Staff	Task Status
TC1.E	Work Plan Management and Technical Support to ARC and SWAGs			Support to ARC and Technical Committee includes task status updates for ARC and Technical Committee meetings. Work plan management includes preparation of 2008 work plan, bi-monthly progress reports, and invoicing. STATUS: Preparation of the 2008 Work Plan is complete. Bi-monthly progress reports and invoicing are on-going.
TC4	Collaborative ARC IDEP Activities	\$10,000	Not Defined	STATUS: Once the Phase II permit is finalized, the TC will determine the appropriate steps for moving forward on the collaborative ARC IDEP approach and activities.
TC7	Pursue Other Grant Funding Opportunities	\$105,000	Not Defined	STATUS: ECT continuously reviews grant opportunities and availability on a monthly basis as part of the ongoing services. MDEQ will make an announcement regarding 319 grant awards in mid-May. 2 grants were applied for in 2007 under the 319 program.
TC9	SWPPI Template	\$27,500	Not Defined	STATUS: Once the Phase II permit is finalized, the TC will determine any appropriate steps for moving forward on the SWPPI Template task. No work has been assigned to any consultant or ARC member at this time.
TC10	Update of Stormwater Management Plans	\$196,483	ECT	STATUS: Have prepared draft goals and objectives from SWAG input. Contracted with DBE consultants to summarize existing conditions. Compiled existing water quality conditions for use in the WMP updates. Drafted PPP for review by PIE committee. Began compiling actions from past subwatershed management plans. Created draft Table of Contents. Facilitated two (2) meetings with MDEQ and one conference call regarding WMP update workplan. Coordinated two meetings with subconsultant to review information summarized and collected and to strategize next steps.
Technical Committee Total		\$446,383		
Total 2008 ARC Budget		\$656,078		

ALLIANCE OF ROUGE COMMUNITIES

EXECUTIVE DIRECTOR

2007 ANNUAL REPORT



Working together, restoring the river

***Submitted by:
Environmental Consulting & Technology, Inc.***

April 1, 2008

The following summary includes a brief description of activities completed by the Executive Director and ECT staff in accordance with Appendix A of the 2007 Executive Director Services Contract:

TASK 1: MEETINGS

a. Full Alliance of Rouge Communities Meetings

- March 1, 2007 in Dearborn
- June 27, 2007 in Novi: This was a joint meeting between the ARC and the Michigan Department of Environmental Quality regarding proposed Total Maximum Daily Load Requirements in the Rouge River Watershed.
- December 12, 2007 in Farmington Hills: The 2008 ARC budget was discussed and approved. The ARC voted to update the seven subwatershed management plans in 2008.

b. Executive Committee Meetings

- January 25, 2007 in Southfield (pre-ED)
- April 24, 2007 in Dearborn
- July 30, 2007 in Dearborn
- October 25, 2007 in Dearborn

c. Organizational Committee Meetings

- August 22, 2007
- September 18, 2007

The ED provided information and research for the County's ARC contribution policy. Meeting topics focused on the ARC Strategic Plan which addressed the following four main areas: Membership, Finance, Storm Water Permitting and Communications.

d. Public Involvement and Education Committee Meetings

- January 16, 2007, Southfield
- April 26, 2007, Canton Township
- July 12, 2007, Beverly Hills
- October 18, 2007, Livonia
- Rouge 2007, University of Michigan-Dearborn

In 2007, the PIE committee hosted three Onsite Sewage Disposal System maintenance workshops at Van Buren Township, Livonia and Farmington for nearly 200 residents. The PIE Committee also prepared "Measuring Our Success" Posters which outlined activities conducted by Lower 1 and Lower 2 subwatersheds in support of their subwatershed management plans. The Household Hazardous Waste

Subcommittee met throughout the year to discuss and design a HHW guide for ARC communities. The PIE committee staff also developed all the presentations for the Rouge 2007 event held at UM-D.

e. Technical Committee Meetings

- June 15, 2007 in Farmington Hills
- July 17, 2007 in Farmington Hills
- August 10, 2007 in Farmington Hills
- August 22, 2007 in Farmington Hills
- September, 27, 2007 in Farmington Hills (this was a mini-meeting to discuss 319/CMI grants)
- December 3, 2007 in Farmington Hills

In 2007, the Executive Director and ECT staff prepared and submitted to MDEQ, on behalf of the Technical Committee, a report to MDEQ responding to the proposed Total Maximum Daily Load (TMDL) public notice released by MDEQ. The Technical Committee also oversaw the ongoing effort to respond to the proposed NPDES Phase II Watershed Permit. ED Staff also developed a preliminary Five-Year WQ Monitoring Plan. The data sharing task and five-year monitoring plan were incorporated into the 2008 Watershed Management Plan Update.

f. SWAG Meetings

- Main 1-2: May 5, 2007
- Lower 2/Middle 3 May 9, 2007
- Upper: May 17, 2007
- Lower 1/Middle 1: May 24, 2007
- Main 3-4: See below

The seven Rouge River Watershed SWAGs met to rank Rouge Program Office Round VIII grant submittals for their subwatersheds. Because The Main 3-4 SWAG had only three grant request (2 storm water and 1 CSO/SSO), members ranked grants via email.

g. Finance Committee

The Executive Director and staff attended a Finance Committee meeting on October 2, 2007 at Wayne County Commerce Court.

h. Ongoing Support Services

The Executive Director and staff provided ongoing support in the form of attendance at SEMCOG meetings regarding the new NPDES Phase II storm water permit requirements and drafted responses and summaries regarding the new permit requirements.

TASK 2: SUPPORT FOR THE ARC

a. Freedom of Information Act (FOIA) and Open Meetings Act – State Law Requirements

There were no FOIA requests submitted to the ARC in 2007.

b. Routine Distribution of Materials.

Distribution of Materials in 2007 included all meeting materials for the ARC Executive Committee, the ARC, the PIE, Technical and Organizational Committees and all special meetings. Staff also distributed materials related to TMDLs, the new Phase II permit and flyers for upcoming events.

c. ARC Website Maintenance

A new website address was secured for the ARC and the ARC Website was created (www.allianceofrougecommunities.com) and all files were transferred from the existing Rouge Project site (www.rougeriver.com). The Website was maintained monthly.

d. Advocate for Rouge River Watershed

These duties were conducted in concert with activities listed under the Primary Liaison task.

e. Primary Liaison

Activities conducted by the Executive Director include:

The Executive Director attended various meetings/discussions with the U.S. Army Corps of Engineers (grants), the Michigan Department of Environmental Quality (permits and TMDLs), and the U.S. Environmental Protection Agency. The ED was interviewed by Canton Cable Television to discuss the ARC and the ARC's activities. The ED attended meetings with the Alliance of Downriver Watershed and the Great Lakes Alliance. He attended the RRAC meeting on July 12, 2007 at University of Michigan-Dearborn. He attended a meeting with Salem Township officials on August 16, 2007 in Salem Township.

f. Strategic Plan

The Organizational Committee/Strategic Plan Subcommittee met on August 22, 2007 and September 18, 2007 to discuss the proposed Strategic Plan. A draft was distributed for comment to the full ARC at its December 12, 2007 meeting. A final draft was subsequently approved by the ARC Executive Committee in 2008.

g. Administrative Oversight

These activities were discussed in monthly invoice summaries.

h. ARC Marketing & Communications Strategy

This strategy was developed as part of the Strategic Planning effort. The draft Strategic Plan was approved by the ARC Executive Committee in January, 2008. Newspaper stories about the ARC hiring an Executive Director ran in the Detroit News, the Detroit Free Press and the Observer-Eccentric Newspapers.

i. Annual Report

ARC activities were documented as part of the Year in Review 2007 report.

TASK 3: PURSUE GRANT OPPORTUNITIES

The Grants Subcommittee met on April 16, 2007 and September 5, 2007. ED staff prepared a summary of grant funding opportunities for the September, 2007 meeting. Staff prepared information related to ACOE funding availability on behalf of ARC and forwarded to ACOE. In addition, the ED met with the ACOE to discuss funding and project opportunities.

Staff submitted the following two (2) 319/CMI grant applications on behalf of the ARC to MDEQ on October 31, 2007:

- Low Impact Development Techniques Across the Rouge River Watershed (Total project: \$611,783, grant request: \$449,708)
- Assessing the Source of Background E.coli in the Rouge River Watershed (Total project: \$58,311, grant request: \$15,079)

TASK 4: FIVE_YEAR MONITORING PROGRAM (2008-20012)

See Technical Committee Meetings above.

TASK 5: EVALUATE DATA SHARING OPPORTUNITIES

ED Staff reviewed and discussed internally various potential sources of outside data and reliability of sources of outside data. This task will be completed during the update of the WMP in 2008 given that it is a complementary task to the 5-year monitoring program.

TASK 6: LONG-TERM PLANNING EFFORTS FOR ARC PIE

PIE Planning Subcommittee meetings were held on August 2, 2007 in Troy and August 20, 2007 in Southfield. A 2008 PIE Budget by task was developed and task requests were submitted to the Finance Committee.

TASK 7: FINANCIAL SUSTAINABILITY OF THE PIE PROGRAMS and SWPPI IMPLEMENTATION

The PIE Committee requested that this task be conducted by the Executive Director staff as part of its Pursue Grant Opportunities and Primary Liaison responsibilities. This funding was subsequently used to cover other ED staff charges.



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

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
Orchard Lake
Plymouth
Plymouth Twp.
Pontiac
Redford Twp.
Rochester Hills
Romulus
Southfield
Superior Twp.
Troy
Van Buren Twp.
Walled Lake
Washtenaw County
Washtenaw County
Road Commission
Wayne
Wayne County
Wayne County Airport
Authority
West Bloomfield Twp.
Westland
Wixom
Ypsilanti Twp.

April 28, 2008

Mr. Steve Chester
Constitution Hall
525 West Allegan St.
PO Box 30473
Lansing, Mi. 48473

Dear Mr. Chester:

I am writing to express the disappointment of the Alliance of Rouge Communities (ARC) in our inability to negotiate a flexible, comprehensive General Watershed Permit. I am also asking that you use the authority of your position to address the three major challenges that may preclude these communities from seeking coverage under the proposed general permit.

The major points of contention include the following and are further described below:

- 1) The MDEQ is requiring mapping and data collection throughout the municipally-owned storm water collection systems - not just at the outfall locations.
- 2) Dry weather and wet weather monitoring throughout the regional drainage system is prescriptive, costly, and required to be collected in an unreliable manner.
- 3) The post-construction runoff control requirements establish "one-size-fits-all" design standards for the entire State of Michigan.

The MDEQ staff has committed extensive time and effort during our negotiations. A number of our initial concerns were addressed by the MDEQ, as they incorporated the following changes:

- A SWPPI approval process and reopener clause was included;
- An "elective option" for TMDL monitoring was included;
- A watershed-wide Public Education Plan is now referenced as an option;
- The Construction Site Runoff control language was updated to accurately reflect the Part 91 rule; and
- The 25% reduction requirement in TSS from paved roads and parking lots was removed.

At the same time, the larger, more costly requirements that represent a very prescriptive approach have not been resolved. I have reviewed the ARC's beginning position and our current position and conclude that the MDEQ has conceded on the smaller details in the permit, but has not agreed to our suggested changes on the larger issues that we believe more accurately represent the watershed approach.

As the communities reviewed the proposed permit, they were reminded that the MDEQ has the authority to impose stricter standards than imposed by the Clean Water Act (CWA). The CWA

authorizes a “Federal Floor” for protection of water quality but allows states to implement more stringent programs to protect water quality within their individual state borders. The ARC supports the MDEQ’s right and responsibility to regulate the waters of the state. This, however, does not mean these communities want to accept “make work” requirements that do not improve water quality.

Thus, as we reviewed the proposed permit, the requirements were sorted into three categories:

- 1) those required under the CWA;
- 2) those that are required under state rules; and
- 3) those that may be good practices but are not required in either the federal act or the state rules.

For several months, all parties have been negotiating in good faith. Still the communities have to conduct monitoring throughout their collections systems, many have extensive E. coli wet weather sampling requirements, all still have aggressive mapping requirements and there remains stringent post-construction standards. All of this effort and cost is required even if the communities are meeting water quality standards today. The MDEQ staff has offered to entertain “alternative approaches” but never really defines what would be required to have the alternative accepted. In the end, the communities remain at the mercy of the MDEQ staff to interpret an undocumented standard.

Another serious concern is that the stated requirements are ambiguous and therefore, difficult to understand. I recommend that the permit be edited by a technical writer that can clarify the requirements in a way that the permittee can understand them without legal representation. As written, the text can be interpreted in many ways. That is a serious concern to many communities.

The following six proposals represent those issues that raise the highest concerns to the ARC.

PROPOSAL 1

Limit the mapping, data collection, and monitoring to outfalls that discharge to the waters of the state.

Much of the MDEQ argument for extensive mapping requirements is based upon staff’s belief that the EPA is requiring this prescriptive approach. In my discussions with EPA, I have not found this to be the case. Furthermore, I believe that the MDEQ Director has the authority to limit the permit requirements to direct “point source” discharges to the “waters of the state.” The communities would support this limited view because it would protect in-stream water quality without imposing excessive regulatory requirements. The following provides two recent documents that support this assumption of limited regulatory requirements.

The EPA issued a document entitled “MS4 Program Evaluation Guidance” that provides the MDEQ a great deal of flexibility in implementing the MS4 storm water permitting process. On the first page of the text, it states:

“Unlike NPDES industrial wastewater permits which typically contain specific end-of-pipe effluent limits based on water quality standards or available treatment technology, MS4 permits usually include programmatic requirements involving the implementation of best managements practices (BMPs) in order to reduce pollutants discharged to the “maximum extent practicable” (MEP). In addition, the permittees often are allowed flexibility in the types of BMPs and activities implemented to meet

permit requirements. This flexibility, as well as the multifaceted nature of the requirements, makes it difficult to evaluate the effectiveness of MS4 stormwater programs.”

The EPA also recognized that their authority to regulate drainage issues that do not discharge directly to the waters of the state have been questioned given recent Supreme Court rulings. In a recent summary of the hearing on the Clean Water Restoration Act of 2007 to the US House Members of the Committee on Transportation and Infrastructure, the Subcommittee on Water Resources and Environment Majority Staff stated:

“While the facts of the Rapanos decision centered on filling four Michigan wetlands, and the application of section 404 on the Clean Water Act, the implications of this decision have called into question the operation on the entire Clean Water Act, including the ability of the Act to protect against discharges of pollutants from point sources.

The Structure of the Clean Water Act prohibits the “discharge of any pollutant,” except in compliance with a permit. This phrase is further defined as including the “addition of any pollutant to navigable waters from a point source.” Accordingly, the uncertainty raised by the Rapanos decision on the term “navigable waters” is equally applicable to the ability of the EPA or State authorities to prevent the discharge of pollutants from point sources under section 402 – the National Pollutant Discharge Elimination System (NPDES) program.”

PROPOSAL 2

Limit monitoring to flexible, but useful, data collection that is directly applicable to identifying and removing pollutant sources and/or statistically significant data that can be used to measure the success of the program.

The permit, as currently drafted, requires a lot of monitoring, within both the TMDL and IDEP requirements. This prescriptive sampling is expensive AND has been proven to be unusable for most applications AND was specifically removed from the Federal Permit requirements.

The MDEQ prescribes when and where this monitoring is required with little regard for the current in-stream water quality. The prescriptive monitoring requirements of the Phase 1 storm water program have proven to be costly and ineffective at locating wet weather pollution sources. In an effort to impose strict requirements on the under-performing communities, the MDEQ has chosen to return to a program that has been documented to be unreliable.

The wet weather sampling is also particularly troubling. The data currently required will have NO statistical significance. By specifying that the data is to be collected all over the drainage area, including locations where storm sewers change jurisdiction, the permittee will be unable to draw any meaningful conclusion AND will not be able to afford a more intensive investigation (even though the draft permit requires that *“The permittee shall use these results...to develop and prioritize actions to reduce the discharge of E. coli to be consistent with the TMDL”* (currently 130 counts). The MDEQ did add language to allow for an “elective option” for TMDL monitoring; however, there are no assurances that an updated ARC 5-year monitoring program (or any other program) will satisfy this requirement.

When the Phase 2 language was being crafted in Washington, a federal advisory committee (FACA) met for over two years. During their discussions, one consistent position of the Phase 1

communities was the uselessness of this type of sampling. As a result, this type of prescriptive sampling was taken out of the Phase 2 permit requirements. It was debated again in Michigan's Phase 2 Rules implementation work group. During those negotiations, professionals from the Rouge Communities provided similar guidance taken from the FACA discussions. This permit should not incorporate requirements that have been shown to be ineffective.

PROPOSAL 3

Allow permittees to develop and specify post-construction standards that are representative of permittee and watershed conditions.

The prescriptive standards contained in the permit should only be used as guidance for permittees that have no understanding of the types of design standards to implement. This one-size-fits-all solution is completely contrary to the overall watershed management approach we have been successfully implementing for many years.

The federal guidance and the state rules allow flexibility but the proposed permit prescribes what is required. The MDEQ has allowed alternatives but has required permittees expend extensive resources in order to justify the alternative approach prior to implementation and submittal to the MDEQ. Given that significant resources that have been expended across the country to identify and develop unique, innovative approaches to storm water management, communities and counties should be afforded the opportunity to select those standards that are applicable to their situation. The state rule requires the following:

A program to address post-construction storm water runoff from new development and redevelopment projects that disturb 1 or more acres, including projects less than 1 acre that are part of a larger common plan of development or sale, that discharge into the regulated MS4. The program shall include an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under state or local law. The ordinance or other regulatory mechanism shall be designed to prevent or minimize water quality impacts, including resource impairment resulting from extreme flow volumes and flow conditions, and shall include all of the following:

- (i) A requirement for review of post-construction storm water best management practices during initial site plan review, as applicable.*
- (ii) Strategies for implementation of structural or non-structural, or both, best management practices appropriate for the community.*
- (iii) Requirements for adequate long-term operation and maintenance of best management practices.*

This rule allows for flexibility across a watershed and even for flexibility on a site-by-site basis. It also supports a watershed approach by encouraging updates to standards utilizing a lessons learned approach. The current permit requirements exceed the water quality and channel protection standards that have been in place in much of the Rouge watershed for many years and which have demonstrated improvement.

PROPOSAL 4

Seek MDEQ's support to modify the existing Michigan Storm Water Rules.

If the current storm water rules required "permits" for every inter-jurisdictional connection, I recommend that the rules be changed.

I have argued that the large number of "discharge points" requiring mapping, sampling, and reporting is not required by federal law. I also believe that the Michigan Rules do not require this level of detail. However, if the state determines otherwise, then I would ask them to join with us to get the rules changed.

I remain respectful of the rules, but now conclude that there must be a modification of these rules to make them practical. The definitions vary between the rules and the permit and the result is a number of newly imposed requirements that seem to expand the previous requirements. Once again, I concede that the MDEQ has the authority to expand the permit requirements, but I do not believe that the communities wish to take on additional responsibility unless they are provided the flexibility to expend their limited resources wisely.

There are some very poorly conceived requirements put into the rules and the MDEQ staff believes that these rules should be placed into the permit. (I'm not certain why R 323.2111 was rescinded from the rules but I believe there are other paragraphs that should be reconsidered.)

Specifically, the permit defines "discharge point" as:

"any location on the MS4 owned or operated by the permittee that discharges directly to the surface water of the state. Or any location on the MS4 owned or operated by the permittee that discharges to any other separate storm sewer system before discharging to a surface water of the state."

The first sentence is fine. The second, however, is an expansion of the federal requirements. The practical result of this additional requirement means that every time a pipe (or ditch) owned by one municipality discharges into a pipe (or ditch) owned by another municipality, a number of requirements are triggered. There may be a hundred of thousand of these inter-connections in an urban county. Each will be required to be mapped, sampled, and reported upon even if the water discharging to the waters of the state is pristine. To reiterate, clean water flowing in each of the thousands of township-owned backyard drains discharging to county road drains will have to be sampled every five years and if they happen to be located in a community with a TMDL, 50% of these locations will need to be sampled during wet weather as well. Is this the best use of our limited resources?

"Discharge point" is NOT defined in the rule however, "point source discharge" is defined to include,

"a discharge that is released to the waters of the state by discernable, confined, and discrete conveyance, including any of the following from which wastewater is or may be discharged: a pipe, a ditch, a channel, a tunnel, a conduit, a well, a discrete fissure, a container, and concentrated animal feeding operation, and a vessel or floating craft."

I read this to limit the "point sources" requiring permits to "waters of the state." The aforementioned Supreme Court ruling seems to support my reading. Thus, I recommend that the

requirements be limited to the “point source discharges” defined in the rule. This would eliminate thousands of inter-jurisdictional connections. Still, every point that enters the “waters of the state” would be regulated. That, to me, is consistent with the intent and letter of the Clean Water Act.

I believe that all Rouge communities agree that the communities must be responsible for their discharges into the waters of the state from point sources. That was established by the Supreme Court and led to the 1987 amendments to the Clean Water Act. The Act, did not, however, require the discharger to provide excessive detail on their collection systems to the regulating agencies.

The State Rules define “separate storm sewer systems” as:

means of drainage including, but not limited to roads, catch basins, curbs, gutters, ditches, conduits, pumping devices, or man made channels” (unless part of a combined sewer system or a publicly-owned treatment works).

I am not certain how roads, curbs, and gutters became part of a storm sewer system but I contend that it is an overly-encompassing definition. It also causes the MDEQ to feel obligated to collect information not required by the federal laws or guidance.

This definition is clearly broader than that provided in the recent USCOE/USEPA guidance document that implemented the Rapanos decision.

“The guidance document states that the Corps and EPA will generally not assert jurisdiction over ... ditches (including roadside ditches) excavated wholly in and draining only uplands and that do not carry a relatively permanent flow of water, regardless of their potential to water quality.” (Hearing on the Clean Water Restoration Act – April 11, 2008).

PROPOSAL 5
Revisit how TMDLs are addressed in the permit.

The TMDL language is prescriptive, inconsistent, and too costly to implement. The ARC believes that the MDEQ staff has unilaterally eliminated some constituent (dissolved oxygen and habitat) and imposes strict requirements on others (E. coli and Phosphorus). The ARC members with E. coli TMDLs are concerned that the wet weather monitoring is costly and ineffective. At the same time, some ARC members have TMDLs for dissolved oxygen and habitat. What requirement can we expect for those constituents?

Lastly, the potential permittees recognize that the draft permit states:

“A person issued a state permit... who is not in compliance with applicable effluent standards... shall achieve compliance within a period of time as set forth by the department... The department shall require compliance... in the shortest period of time... or within a time schedule for compliance which shall be specified in the issued permit... If the time schedule... is more than 9 months, then the time schedule shall provide interim dates (which)... shall not be more than 9 months.”

Knowing that almost all urban storm water fails the E. coli standard, the communities do not want to be required to sample 50% of the overly prescriptive list of outfalls during wet weather. They

are unsure what will be required to *“develop and prioritize actions to reduce the discharge ... to be consistent with the TMDL.”*

Until the TMDL requirements are clarified, most communities that drain to a waterway on the 303 (d) list remain extremely concerned.

PROPOSAL 6

Accept the requirement to public notice all Storm Water Pollution Prevention Initiatives (SWPPIs).

The MDEQ has suggested that the courts are requiring this prescriptive permit to avoid the need to public-notice the SWPPIs. I believe the ARC would welcome opening up our individual efforts to public scrutiny. My review of the Court Decisions suggests that the public notice could be quick and easy using the MDEQ web site. Thus, I do not understand why the permit is so drastically different from the earlier watershed permit.

CONCLUSION

The ARC asks the MDEQ to revisit the need for the drastic revisions proposed to the Watershed Storm Water permit.

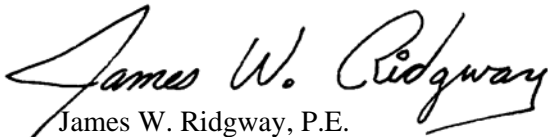
These communities have committed thousands of hours and millions of dollars to develop a nationally-recognized watershed program. Rather than be rewarded for their efforts to date, they are being put in the position of re-prioritizing their financial commitments to respond to an unproven approach. Michigan's first watershed permit was workable. It had a couple of unrealistic clauses but those were overlooked by both the regulators and the regulated community. Rather than refine this successful permit, the MDEQ has proposed major changes.

If the ARC members had been making poor progress, they could better understand the need for this more prescriptive approach. With the GREAT progress they have made to date, this drastic revision makes little sense.

If you have any further questions, feel free to call me and/or any of the ARC staff members at 313-963-6600.

Sincerely,

ALLIANCE OF ROUGE COMMUNITIES



James W. Ridgway, P.E.
Executive Director



Working together, restoring the river

Rouge River Watershed Plan Update Public Participation Plan

ARC MEMBERS

- Allen Park
- Auburn Hills
- Beverly Hills
- Bingham Farms
- Birmingham
- Bloomfield Hills
- Bloomfield Township
- Canton Township
- Commerce Township
- Dearborn
- Dearborn Heights
- Farmington
- Farmington Hills
- Franklin
- Garden City
- Inkster
- Lathrup Village
- Livonia
- Melvindale
- Northville
- Northville Township
- Novi
- Oakland County
- Orchard Lake
- Plymouth
- Plymouth Township
- Pontiac
- Redford Township
- Rochester Hills
- Romulus
- Southfield
- Superior Township
- Troy
- Van Buren Township
- Walled Lake
- Washtenaw County
- Wayne
- Wayne County
- Wayne County Airport Authority
- West Bloomfield Township
- Westland
- Wixom
- Ypsilanti Township

ARC EXECUTIVE DIRECTOR

James W. Ridgway

c/o Environmental Consulting & Technology, Inc.

719 Griswold, Suite 1040, Detroit MI 48226

Telephone: (313)963-6600 Fax: (313)963-1707 E-mail: jridgway@ectinc.com

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Telephone: (313)963-6600 Fax (313)963-1707 E-mail: jridgway@ectinc.com

GOALS

1. To create awareness among members of the public about the condition of the Rouge River Watershed and its seven subwatersheds.
2. To educate the public about the watershed management plan goals and objectives.
3. To establish a process by which members of the public, who affect or are affected by the Rouge River, may participate in the development of the Rouge River Watershed management plan.
4. To ensure that all interested stakeholders can review and comment on the draft Rouge River Watershed Management Plan.

OBJECTIVES

1. Within the Rouge River Watershed, define whom the ARC and its SWAGs should invite to participate in the watershed management planning effort. The ARC predicts that these invitees include, but will not be limited to:
 - Public agency representatives, such as planning commissions and parks and recreation boards;
 - Individual homeowners or homeowner associations;
 - Elected officials;
 - Rouge River RAP Advisory Council;
 - Riparian landowners;
 - Educational Institutions, such as Lawrence Technical University, University of Michigan-Dearborn, Henry Ford Community College and Cranbrook Educational Community and public and private schools
 - Stewardship Organizations, such as Friends of the Rouge, Friends of Wayne County Parks, League of Women Voters, Friends of Rouge Park, SOCWA volunteers, Oakland Plus, and the Dearborn Heights Watershed Stewards Commission.
 - The Media, and,
 - Industry and business representatives, such as Ford Motor Co. and Denso
2. Develop a mechanism for communication between the ARC, the Rouge SWAGs and these groups and individuals during the development of the Watershed Management plan.
3. Develop a mechanism for regularly reaching out to all members of the general public to allow for any interested party to participate in the planning process.
4. Create a process for acknowledging and incorporating dissenting opinions into the subwatershed planning process.

SCOPE OF PLAN

Education, Outreach, and Facilitated Review

The ARC will utilize its website, e-mail notifications, SWAG meetings, ARC communities' websites, and facilitated evening workshops/presentations at different locations within the Rouge River Watershed to educate the public and solicit their input on the Rouge River Watershed Management Plan. Rouge SWAG representatives may attend other public meetings to promote involvement in the subwatershed planning effort. In addition, the ARC will utilize press releases and web sites to notify the public of subwatershed planning efforts. The SWAG proposes the following plan to comply with permit requirements:

ACTION ITEM TO BE COMPLETED	APPROXIMATE DATE OF COMPLETION
Create a list of individuals or organizations who will be sent detailed ARC mailings, invited to attend public meetings and invited to provide feedback on the subwatershed plan.	March, 2008
Review Process and list of stakeholders with ARC Public Involvement and Education Committee.	April, 17, 2008
Develop Stakeholder Survey that can be distributed at public meetings and other public events to solicit input for planning.	April, 2008
Hold three public presentations in different locations around the watershed to explain planning process, discuss goals and objectives and seek input. Solicit feedback on goals. Provide Displays presenting information on the subwatershed and planning process will be included. Distribute Surveys. Create transcript of meetings for submittal to MDEQ.	<p>June 12: Riverside High School, Warren and Beech Daly, Dearborn Heights</p> <p>June 23: Plymouth Township Hall, 9955 N. Haggerty Road, Plymouth Twp.</p> <p>June 24: Costick Center, 28600 Eleven Mile Road, Farmington Hills</p> <p>(Tape for community cable TV.)</p>
<p>Focused Stakeholder Committees</p> <p>Rouge Business Roundtable</p> <p>Rouge Education Roundtable</p>	<p>Each Roundtable will meet at least twice: First meeting slated for May, 2008. Representatives will see a presentation about the Rouge Watershed Management Plan update at the first meeting; 2nd meeting will be to discuss and comment on the draft plan.</p>
Provide electronic copies of draft watershed management plan to ARC members, their review and for display in ARC community locations, such as city clerk's offices, libraries and other city offices. Provide copies to Rouge stewardship groups for review and comment.	September 2008
Present draft watershed management plan at annual Rouge 2008 event at University of Michigan-Dearborn to update individuals on subwatershed plan progress and to solicit feedback. Develop maps and other posters to concisely display information on subwatershed goals, management alternatives and recommended plan for the public review. Solicit written comments on plan.	September, 2008 (Tape for local cable stations)
Public review of plan	September-October, 2008
<p>ONGOING TASKS:</p> <ul style="list-style-type: none"> • Updates on ARC website and community websites. • Distribution of survey at public meetings, on the ARC website and other locations • Draft plan on ARC website and other websites where appropriate. 	

PUBLIC PARTICIPATION PLAN APPROVAL

This Public Participation Plan was approved by a majority of the ARC members at its regularly scheduled meeting on May 6, 2008.

Submitted by: _____
 James W. Ridgway, Executive Director
 Alliance of Rouge Communities



Working together, restoring the river

Strategic Planning Document (Draft: 1/23/08)

The following document was assembled to help guide the ARC members through a strategic planning process. The format, content, and topics are all open to discussion. Comments are encouraged. Please forward written comments to comeara@ectinc.com for inclusion in subsequent drafts.

STRATEGIC PLAN COMMITTEE

Co-Chairs:

Kurt Heise, Wayne County Department of Environment
Dave Payne, Bloomfield Township

Members:

James Anulewicz, Plymouth Township
Thomas Biasell, Farmington Hills
Michelle Bononi, Washtenaw County
Kelly Cave, Wayne County
Joe Colaianne, Oakland County
Wayne Domine, Bloomfield Township
Kurt Giberson, City of Dearborn
Jennifer Lawson, Troy
Gary Mekjian, Southfield
Phil Sanzica, Oakland County
Dan Swallow, Van Buren Township
Gary Zorza, Farmington Hills
Meghan Bonfiglio

Staff:

James Ridgway, ARC Executive Director
Zachare Ball, ARC Staff

INTRODUCTION

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 people.

The Alliance of Rouge Communities (ARC) is a voluntary public watershed entity currently comprised of 40 municipal governments (i.e. cities, townships and villages), three counties (i.e., Wayne, Oakland and Washtenaw) and the Wayne County Airport Authority as authorized by Part 312 (Watershed Alliances) of the Michigan Natural Resources and Environmental Protection Act (MCL 324.101 to 324.90106) as amended by Act No. 517, Public Acts of 2004. (*Further information is available at www.allianceofrougecommunities.com*)

Officially formed in January of 2006, the ARC members represent public agencies with storm water management responsibilities whose jurisdictional boundaries are totally, or in part, located within the Rouge River Watershed located in southeast Michigan. The state law authorizing the formation of watershed alliances throughout Michigan was modeled after a Memorandum of Agreement (MOA) adopted by the Rouge River watershed communities and counties in August of 2003, which successfully guided a regional effort over a three-year period to address watershed-wide water quality and water quantity issues.

The 2003 MOA was developed by the communities and the three counties to respond to declining federal grant funds to Wayne County for the Rouge River National Wet Weather Demonstration Project that had supported watershed-wide management efforts since 1993. During the three years of operation under the MOA, the Rouge River watershed communities voluntarily contributed nearly \$900,000 to match available federal funding for cooperative watershed management activities. The first year budget for the ARC (2006) was approximately \$600,000 with fifty percent local and fifty percent federal funding.

Under the ARC bylaws all cities, townships and villages as well as the counties located totally or in part within the Rouge River watershed are eligible for membership. Over 95 percent of the eligible communities and counties have adopted the bylaws through formal action of their respective governing authorities. In addition, the bylaws provide for membership of other public entities in the watershed who under state law are required to have a water discharge permit. Several public agencies are still considering membership.

The purpose of the Alliance of Rouge Communities (ARC) is to provide an institutional mechanism to encourage watershed-wide cooperation and mutual support to meet water quality permit requirements and to restore beneficial uses of the river to the area residents. The ARC Technical Committee, in addition to design and review of the annual ARC water quality monitoring program, develops materials to guide members in meeting state storm water permit requirements, assists in the development and implementation of technical training programs, and serves as liaison with the Michigan Department of Environmental Quality on storm water permitting issues including the development of subwatershed management plans. The ARC Public Information and Education Committee (PIE) develops public information materials, sponsors workshops, and other public involvement activities to encourage stewardship of the river, coordinates activities with non-profit organizations and other public and private organizations interested in building public stewardship of the river, and conducts informational meetings for

public officials to explain the role of the ARC and the benefits of governmental cooperation in addressing water management issues.

Funding for these activities as well as for the staff support of the ARC and its committees is raised through assessments to members based upon an allocation formula that gives equal weight to the population and land area for community contributions and a similar weighted assessment for non-community, public agency members. Local contributions are used to match grant dollars that currently represent nearly fifty percent of the annual ARC budget.

The ARC's structure requires a full membership meeting at least twice each year. Election of officers, adoption of the annual budget and assessments to communities, major policy issues, as well as any other formal action is reserved for the full membership meetings. The ARC takes formal actions based upon a majority vote of its members unless there is a call for a voting of member shares. The voting shares are directly proportional to the annual assessments. The Alliance elects three officers (i.e., Chair, Vice Chair, and Treasurer) from among its community members for two-year terms. The three officers, representatives of each county, and elected representatives from each the seven subwatershed groups comprise the ARC Executive Committee that oversees the day to day operations between the meetings of the full Alliance. In addition, the chairs and vice-chairs of the standing committees (i.e., Finance, Public Involvement and Education, Technical.) are appointed by the three officers. Standing committee membership is available to all members. The members and chair(s) of the Organization Committee are subject to approval by the full ARC and this committee examines and recommends organizational and policies including consideration of new public agency members and the designation of non-voting ARC Cooperating Partners.

STRATEGIC PLANNING PROCESS

In 2007, the Alliance of Rouge Communities hired an executive director to run its day-to-day operations. Previously, the ARC determined that once an executive director was in place, a strategic plan would be developed in cooperation with and approved by the Executive Committee.

This document is based on meetings of the Organizational Committee's Strategic Plan Subcommittee held from August 22, 2007 to January 16, 2008. The 15 subcommittee members were asked to discuss where they would like the ARC to be in five years. Comments from the committee's first session were distilled into four focus areas: Membership, Financing, Storm Water Permitting and Communications. A draft version of this document was also reviewed by the ARC Executive Committee and the full ARC. This final product is based on Input by the membership.

MISSION AND VISION

Mission

The Alliance of Rouge Communities (ARC) will continue to improve the Rouge River, return beneficial public uses, and prevent future problems. It will reduce costs for meeting storm water permit requirements through cooperative efforts, and provide a state and national model for locally driven watershed approaches that minimize the need for State/Federal mandates.

Vision

We envision a dynamic working partnership comprised of Rouge River communities, counties and agencies working together to sustain a healthy and vibrant Rouge River.

STRATEGIC PLAN FOCUS AREAS

MEMBERSHIP

The Alliance of Rouge Communities will demonstrate value to its membership by providing technical assistance on permit issues, conducting public involvement and education activities and addressing other issues as they arise to benefit the organization. Ultimately, these activities demonstrate the value of a working partnership and will restore the Rouge River for public uses.

Retention of existing members and addition of new members to the ARC remains a challenge. Since the ARC began operations in 2003, the officers and membership have been focused on formalizing the ARC's organizational structure by pursuing watershed alliance enabling legislation, writing bylaws and hiring an executive director. The ARC has done well retaining its membership during this transitional period. The pieces are in place and now the ARC must conduct activities that are meaningful to its membership.

The day-to-day operations of the ARC are performed through a group of standing committees. Currently, the Technical Committee oversees activities such as the monitoring program, the illicit discharge elimination program, and pursuing grants. The Public Involvement and Education Committee oversees broad initiatives such as, conducting workshops, distributing materials and helping to publicize successes. The Organizational Committee oversees membership requirements and rules. The Finance Committee oversees budget matters, including membership dues and finances. All ARC members receive the benefits of these activities, but these benefits must be sufficiently valuable to retain existing members and engage others. This goal's objectives will consistently underscore the benefit of ARC membership to a community that is a dynamic entity with changing demographics, officials and stakeholders. .

GOAL 1: Retain members and gain new ones

- a) Offer cost-effective permit compliance support.
- b). Actively encourage permit holders such as school districts, universities and industry to participate in the ARC.
- c) Promote ARC membership by communicating the benefits to member communities and agencies.

- i. Prepare a presentation package for communities including a brochure and powerpoint presentation
- d) Formalize the nomination process for officers.
 - i. Review the nomination process for ARC officers and either endorse or modify the policy to reflect the concerns of ARC members.

FINANCE

Since the Alliance of Rouge Communities (ARC) was created in 2003, member communities have paid dues 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. The current assessment is not reduced based upon the addition of new members. There is some concern that dues may have to be increased to make up for the funding that could be lost without notice when federal funding ends. If dues are not increased when federal funding ends, the ARC would have to conduct its business with half of its current operating budget.

As mentioned previously, ARC dues pay for 50% of the following items:

- Executive Director and staff
- Water Quality Monitoring Program
- Public Education activities
- Liability insurance
- Subwatershed Management Advisory Group facilitation
- Illicit Discharge Elimination Program (IDEP) activities
- Advocacy with agencies like the Michigan Department of Environmental Quality (MDEQ), the U.S. Environmental Protection Agency (USEPA), the Michigan congressional delegation, and the U.S. Corps of Engineers

The ARC continues to seek methods for long-term funding. One of the underlying reasons for creating the ARC was to reduce the cost of storm water permit compliance by working together to address water quality policy in general, storm water permit issues and Public Education Plan (PEP) and IDEP compliance. Currently, 50% of ARC activities are funded by Wayne County using the Rouge Project funds. The other 50% of ARC costs are paid for by the member communities. Other storm water activities in the Rouge River watershed are funded through a county grant program that provides 50% of total project costs. Total federal funding for Rouge River watershed activities has been reduced over the years and could stop all together in 2009. At the same time, costs to local governments for storm water compliance are increasing and revenues are decreasing. It could be harder to pay to support permit activities.

GOAL 2: Develop and attract resources that enable the ARC to accomplish its goals

- a) The Finance Committee will review the membership dues structure and endorse or modify it to reflect the concerns of the member communities.

- i. Explore an incremental dues increase.
 - ii. Correlate any dues increase with the ability of subcommittees to increase effectiveness.
- b) The Finance Committee will investigate the creation of a contingency fund/reserve to augment the transition to funding the ARC using dues (when the RPO grant ends)
- c) The Executive Director will investigate and pursue alternative funding sources, especially grants and donations to support ongoing operations of the ARC.
- d) The ARC will develop a plan for approaching private sector companies within the watershed for project sponsorship and partnership opportunities.

GOAL 3: Be more cost-efficient/share costs.

- a) Continue to pool resources for monitoring.
 - i. The cost effectiveness of this effort must be documented for presentations to local boards and councils to clearly demonstrate the efficiencies gained through participation on the ARC.
- b): Leverage county resources.
 - i. The County services remain a cost effective means for permit compliance and should be coordinated and documented through the ARC.
- c) Formalize policies and processes related to requests for proposals, out of scope expenses and evaluations of consultants and firms conducting business with the ARC.

STORM WATER PERMITTING

The cost of permit compliance continues to grow but the ARC is looking for ways to control cost while improving water quality. Currently there are seven subwatershed management plans for the Rouge River Watershed. This means seven sets of goals and a plethora of objectives to fulfill those goals, as well as dozens of community actions to fulfill the objectives. A single permit would:

- Allow all ARC communities to address the same set of goals and objectives;
- Allow the ARC to focus on watershed-wide solutions to solve water quality problems,
- Pave the way for a single annual report which would outline comprehensively all ARC activities that addressed permit activities in a year and reduce the amount of time communities have to spend writing their annual reports;
- Provide for consistent reporting on watershed activities.

One watershed permit would dovetail nicely with the planned Rouge River watershed management plan update slated for 2008. One watershed management plan could be developed with a chapter devoted to each subwatershed. While addressing this goal, consideration would have to be given to Rouge River Watershed border communities, such as Troy, who are in more than one watershed. In addition, the ARC must determine how best to work within the legal constraints of the Total Maximum Daily Load (TMDL) program to improve water quality and control costs to local communities. The TMDL policy of the USEPA has been challenged in court continuously for decades. The result is a haphazard program that varies from state to state and Region to Region. The ARC has had a preliminary meeting with MDEQ regarding proposed TMDLs for the Rouge River Watershed. In addition, the draft storm water permit which will be implemented by MDEQ in April, 2008, requires communities to address TMDLs in many areas of the proposed permit.

GOAL 4: Explore the option of establishing a single watershed permit for the Rouge River

- a) Establish a working group to work on this issue.
- b) Develop standard reporting methods/one annual report written on behalf of members. The ARC will attempt to secure approval from MDEQ for a consolidated annual or bi-annual reporting mechanism concurrently with the single permit approach.

GOAL 5: Develop a strategy for addressing TMDLs

- a) Establish a working group to address this problem.
- b) Negotiate with MDEQ to revisit the E. coli requirement.
- c) Negotiate all TMDL requirements in the Rouge River Watershed with the MDEQ.

COMMUNICATIONS

Environmental programs continue to evolve and the cost of compliance changes from year to year. The Alliance of Rouge Communities (ARC) should consider how best to impact these changes in a manner that continues water quality improvement but limits the cost of less productive bureaucratic procedures. A comprehensive communications strategy should be developed to communicate with the following parties:

- MDEQ
- ARC Members
- Other watershed alliances/groups
- Southeast Michigan Council of Governments (SEMCOG)
- U.S. District Court Judge John Feikens
- The Media

GOAL 6: Develop a communications strategy.

- a) Regularly create press releases on newsworthy ARC events and initiatives
- b) Write an annual report targeted to local boards and commissions.
- c). Generate a monthly e-mail that discusses issues being addressed and other information that is important to ARC members.
- d) Make ARC resources available for presentations to local boards, councils and commissions.
- e) Conduct meetings with the MDEQ and the USEPA as required



James W. Ridgway, P.E.
Executive Director

DRAFT Nominating Process

April 24, 2008

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
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) The ARC Chair shall establish the Nominating Committee from members in good standing. The Nominating Committee will provide a communication to all ARC members in good standing who may be interested in being nominated as officers to submit their names to the Nominating Committee.
- 2) To provide continuity, the Vice-Chair shall be considered for nomination as Chair
- 3) A submission of interest can include the position of interest and qualifications that the proposed officer.
- 4) The Nominating Committee shall also solicit nominations from persons that they feel are suited to serve as officers.
- 5) The Nominating Committee shall remain free to make officer nomination recommendations to the Executive Committee as they see fit.
- 6) At a full ARC meeting:
 - a) Nominations will be forward from the Nominating Committee
 - b) Nominations will be taken from the floor
 - c) The election requires a quorum as defined in the By-Laws



Working together, restoring the river

James W. Ridgway, P.E.
Executive Director

DRAFT Purchasing Policy April 24, 2008

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
Superior Twp.
Troy
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport
Authority
West Bloomfield Twp.
Westland
Wixom
Ypsilanti Twp.

PURPOSE

The purchasing policy is to provide the Alliance of Rouge Communities (ARC) a reference tool regarding the purchasing of goods and services.

Specifically, the purpose of a purchasing policy for the Alliance of Rouge Communities is to:

- Ensure proper accounting procedures necessary to maintain efficient control over the ARC's expenditures.
- Ensure necessary authorization is obtained for applicable expenditures.
- Detail specific procedures for emergency purchases.
- Identify eligible expenditure reimbursements.
- Specify vendor selection guidelines.
- Detail the procedure for processing of invoices.
- Detail the procedure for check distribution.

EXPENDITURE CONTROL

A summary of the purchasing policy is provided in following table with more detail provided in the following paragraphs.

Amount of Purchase	\$0 to \$999	\$1,000 to \$4,999	\$5,000 to \$9,999	\$10,000 to \$19,999	Over \$20,000
Public Bids Required	NO	NO	NO	NO	YES
Quotes Required	NO	3 Verbal	3 Written	3 Written	--
Type of Documentation Required	Receipt	Purchase Order	Purchase Order	Purchase Order	Contract
Formal Approval Required By	NO	Exec. Director	Exec. Director	Exec. Director AND Officer	Exec. Committee
Signature Required on PO and/or Contract	--	Exec. Director	Exec. Director	Exec. Director AND Officer	Exec. Director AND Officer

- **For Purchases between \$ 0.00 to \$ 999.00**
The Executive Director can authorize with his/her signature. A receipt is required
- **For purchases between \$ 1000.00 to \$ 4,999.00**
The Executive Director can authorize with his/her signature. Price comparison shall be prepared and attached to purchase order. Verbal quotes are acceptable. A purchase Order shall be issued.
- **For purchases between \$ 5,000.00 to \$ 9,999.00**
The Executive Director can authorize with his/her signature. Price comparison shall be prepared and attached to purchase order. Three written quotes are will be received. A purchase Order shall be issued.
- **For Purchase between \$ 10,000.00 to \$19,999.00**
Purchases exceeding \$10,000.00 can be authorized by signature of the Executive Director of the ARC and a member of the Executive Committee. Price comparison schedule shall be prepared and/or reason for vendor selection to be filled out and attached to purchase order. Three written quotes are will be received. A purchase Order shall be issued.
- **\$20,000.00 and higher**
Formal, publically advertised, competitive sealed bids are required. A Request for Bids shall be developed by the Executive Director, which shall be approved by the ARC Executive Committee. The Request for Bids shall require interested bidders to provide the following information as appropriate:
 - description of service or goods desired
 - desired delivery date or commencement date
 - desired termination date
 - bidder's qualifications
 - warranties
 - references
 - performance bonds (if required)
 - acquisition cost, fees, or other potential ARC financial obligation

The Request for Bids shall also indicate the following information:

- deadline to submit bids
- date, time and place that bids will be publicly opened
- address to which bids are to be submitted

All requests for bids shall include a statement that the Alliance of Rouge Communities Board reserves the right to accept or reject any or all bids to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the ARC, including bids that are not for the lowest amount.

Sealed bids shall be submitted to the ARC Executive Director by a date and time specified, and shall be marked on the outside “sealed bid for _____ (indicate goods and or services).” Each bid shall be stamped with date and time received. The ARC Executive Director or her/his designee and one ARC Executive Committee Member shall publicly open all bids submitted at the date and time indicated on the request for bids. All bidders shall be notified of the contract award in a timely manner.

No purchase shall be divided for the purpose of circumventing the dollar value limitation contained in this section. However, a series of purchases from one vendor which individually are within the above limits, but collectively exceed them, shall not be deemed to be one purchase for the purposes of this division if such series of purchases could not reasonably have been made at one time.

PURCHASE ORDERS

All purchases shall require the issuance of a purchase order as described in Item #2 Expenditure Control, except for the following expenditures:

- Utilities
- Telephone
- Postage
- Publications
- Fuel oil and gasoline
- Intergovernmental Contracts
- Per Diems
- Insurance
- Payroll withholdings
- Contractual Obligations
- Professional Services Authorized by the ARC Executive Committee

Profession services, i.e. attorney, auditor, engineer must be retained by action of the ARC Executive Committee. Selection to be made on the basis of interviews and professional presentations before the ARC Executive Committee.

Professional services for specialized, one time only projects/programs expected to cost less than \$10,000, may be authorized by the ARC Executive Director or her/his designee and one additional ARC Executive Committee Member. Services over \$10,000 must be approved by the ARC Executive Committee.

A Change order in excess of \$2,500 will be noted to the ARC Executive Committee unless already addressed in the contract agreement.

A purchase order shall be issued provided that the nature of the purchase is indicated, the account number (taken from the annual budget) is provided and the account has a sufficient balance.

BLANKET PURCHASE ORDERS

Requests for blanket purchase orders shall be made in the same manner as other purchases. The blanket purchase order shall contain the vendor, a general description of item(s) requested, amount of appropriation, period of time the blanket order will remain valid (maximum of 1 year, but not beyond the current fiscal year) and account number to charge the expense.

After the blanket purchase order is issued, the Executive Director shall draw on the order and keep a record of the cost of the items received until the blanket purchase order is completed.

The Executive Director shall still be required to adhere to the requirements set forth in the expenditure control section of this policy, when issuing blanket purchase orders. When certain monetary levels are exceeded the proper authorization, quotes and bids shall still be obtained prior to purchase.

EXPENDITURE AUTHORIZATION

The Alliance of Rouge Communities shall not be responsible for any obligations incurred by an official or ARC Staff Member that is contrary to the provisions of this administrative policy. Authorization shall be obtained through the proper channels discussed in this purchasing policy.

EMERGENCY PURCHASES

Occasionally, situations arise that do not allow pre-approval for expenditures. Situations that require immediate attention for the sake of public health and safety should be addressed accordingly. The expenditure shall be provided by the ARC Executive Director or her/his designee to the Executive Committee as soon as possible with the information explaining why the expenditure could not meet the pre-approval requirement.

TAX EXEMPT STATUS

The Alliance of Rouge Communities is a tax-exempt entity and is not required to pay tax. Occasionally, ARC Staff Members purchase goods and/or services with their own funds and submit for reimbursement. Whenever possible, ARC Staff Members should obtain a tax-exempt certificate from the ARC Executive Director prior to the purchase.

PROCESSING OF INVOICES

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the ARC Executive Director. Except for rare exceptions (example: lost invoice), only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

ARC Staff Member expense reimbursements shall be documented on an expense voucher prepared by the ARC Staff Member. Invoices and expense vouchers shall include the following:

- Vendor name and mailing address
- Purpose of payment
- Total amount due
- Unit price and units delivered
- Date goods were delivered or services rendered
- Attached purchase order or resolution

CREDIT CARDS

The Alliance of Rouge Communities will not issue nor allow the use of credit cards issued in the name of the ARC.

Receipts must be obtained for all purchases made using a personal credit card and submitted to the Executive Director's Office for tracking to respective invoices/billings. In those instances when a purchase order or voucher has not been approved prior to the purchase, the credit card holder shall submit receipts clearly marked with the appropriate account to be charged immediately upon return to the ARC to properly account for the purchase.

CONFLICTS

The Executive Director must notify the ARC Executive Committee, in writing, of any known or perceived conflicts of interest within 48 hours of becoming aware of the potential conflict. The Executive Committee shall determine whether, in their opinion, a conflict exists. The decision will be forwarded, in writing, to the Executive Director within seven days of the conclusion of next Executive Committee meeting. The decision of the Executive Committee is final. If it is determined that a conflict exists, the Chair of the ARC, or his/her designee, will assume the duties of the purchasing agent.