



James W. Ridgway, P.E.  
Executive Director

Auburn Hills  
Beverly Hills  
Bingham Farms  
Birmingham  
Bloomfield Hills  
Bloomfield Twp.  
Canton Twp.  
Commerce Twp.  
Dearborn Heights  
Farmington  
Farmington Hills  
Franklin  
Garden City  
Henry Ford Community College

Inkster  
Lathrup Village  
Livonia  
Melvindale  
Northville  
Northville Twp.  
Novi  
Oak Park  
Oakland County  
Orchard Lake  
Plymouth  
Plymouth Twp.  
Redford Twp.  
Rochester Hills  
Romulus  
Southfield  
Troy  
University of Michigan-Dearborn  
Van Buren Twp.  
Walled Lake  
Washtenaw County  
Wayne  
Wayne County  
Wayne County Airport Authority  
Westland  
Wixom

Cooperating Partners:  
Cranbrook Institute of Science  
Friends of the Rouge  
Rouge River Advisory Council  
Southeastern Oakland County Water Authority  
The Henry Ford  
Wayne State University

## DRAFT EXECUTIVE COMMITTEE MEETING SUMMARY

November 5, 2014, 1:30 p.m., Southfield Parks & Recreation

1. **Welcome** – Brandy Siedlaczek, Chair

2. **Roll Call of Members**

ECT took roll call of members and others in attendance. A quorum was present.

<i>ARC Executive Committee</i>			<i>Attended Meeting</i>
<b>Officers</b>			
<b>Chair</b>	Brandy Siedlaczek	Southfield	Y
<b>Vice-Chair (and Past Chair)</b>	Gary Mekjian	Farmington Hills	N
<b>Treasurer</b>	Bob Belair	Canton	Y
<b>Counties</b>			
<b>Oakland Co. – Rep.</b>	Jim Nash	OCWRC	N
<b>Oakland Co. – Alt.</b>	Jim Wineka, Jacy Garrison	OCWRC	Y
<b>Washtenaw Co.- Rep.</b>	Evan Pratt	WCWRC	N
<b>Washtenaw Co.- Alt.</b>	Heather Rice	WCWRC	Y
<b>Wayne Co. - Rep.</b>	Kelly Cave	WCDPS	Y
<b>Wayne Co. - Alt.</b>	Noel Mullett/Razik Alsaigh	WCDPS	N
<b>SWAGs</b>			
<b>Main 1 &amp; 2 - Rep.</b>	Wayne Domine	Bloomfield Township	N
<b>Main 1 &amp; 2 - Alt.</b>	Charles Markus	Bloomfield Township	Y
<b>Main 3 &amp; 4 - Rep.</b>	VACANT		
<b>Main 3 &amp; 4 - Alt.</b>	VACANT		
<b>Upper - Rep.</b>	Karen Mondora	Farmington Hills	Y
<b>Upper - Alt.</b>	Don Rohraff	Livonia	Y
<b>Middle 1 - Rep.</b>	Tom Casari/Jill Rickard	Northville Township	Y
<b>Middle 1 - Alt.</b>	Adam Wayne	Novi	Y
<b>Middle 3 - Rep.</b>	Kevin Roney	Garden City	N
<b>Middle 3 - Alt.</b>	VACANT		
<b>Lower 1 - Rep.</b>	Tim Faas	Canton Township	N
<b>Lower 1 - Alt.</b>	VACANT		
<b>Lower 2 - Rep.</b>	Ramzi El-Gharib/Mike Buiten	Wayne	N
<b>Lower 2 - Alt.</b>	Roberto Scappaticci	Romulus	N

**Others Present:** Jim Ridgway, Annette DeMaria, John O’Meara, and Chris O’Meara, ECT Staff

### **3. Additions or Changes to Draft Agenda**

There were no additions or changes to the agenda.

### **4. Summary of May 15, 2014 Executive Committee Meeting**

The motion was made by Jill Rickard, Northville Township, to accept the May 15, 2014 meeting summary. The motion was seconded by Karen Mondora, Farmington Hills. Motion passed.

### **5. Executive Director Report**

#### **a. Grant Projects Status**

Annette DeMaria and John O'Meara, ARC Staff, gave the grant project status report.

### **ONGOING GRANTS**

#### **NOAA Habitat Restoration Grant – Oxbow Phase III Design**

All field activities were completed during the last period. These included: soils sampling (and lab analysis), geotechnical investigation, fish sampling, and Threatened & Endangered surveys/assessments. The summaries and reports for the geotechnical, T&E, fish, and hydraulics were developed and finalized. The design plans were completed to a 90% level and the MDEQ joint permit application package has been completed and submitted. Additionally, the USACE Section 408 authorization request package was completed and submitted to them in October 2014. Finally, all NOAA reporting is up to date.

#### **Emerald Ash Borer U.S. Forestry/GLRI 2011**

Final report was developed and submitted. Grant is complete and closed.

#### **2014 Area of Concern/Public Advisory Committee Grant**

ARC staff is working with RRAC, MDEQ, MDNR and EPA to development a “short-list” of projects needed to remove the Habitat Beneficial Use Impairment. This includes mapping of problem areas and project sites, as well as discussions with communities on potential project sites.

#### **HOW Federal Grant Writing (Freshwater Futures)**

The Oxbow implementation Grant will be drafted as a NOAA submittal in November 2014. The grant was extended to accommodate this and will be closed December 2014.

### **OUTSTANDING GRANT APPLICATIONS**

#### **SAW Grant: Monitoring and Stormwater Management Planning**

The ARC is on track to receive SAW funding in October 2015. The grant totaled \$1,741,667 plus \$358,333 in match. About 27% of the match has already been earned or is in the 2014 budget. The grant covers collaborative plan development and ecosystem monitoring to support to reapplication of the MS4 permits. More specifically, the grant covers:

- Development of a collaborative Public participation plan,
- Development of a collaborative Public education plan,
- Development and implementation of a public attitudes survey,
- Development of a collaborative illicit discharge elimination plan,
- Community specific ordinance review for compliance with the IDEP Ordinance requirements,
- Development of a collaborative total maximum daily load plan,
- Ecosystem monitoring including water quality (dissolved oxygen, E. coli, phosphorus and sediment), macroinvertebrates, and flow,
- Site-specific standard operating procedures (SOPs) development for municipal facilities that impact stormwater quality, and

- Development of a stormwater funding framework in collaboration with the Alliance of Downriver Watersheds.

**NOAA GLRI habitat Restoration: Henry Ford Estate Dam Fish Passage (Design)**

The ARC did not receive this grant. ARC staff have a conference call with agencies to discuss future of project.

**NOAA GLRI habitat Restoration: Fish Barrier and Habitat Fragmentation (Study/Design)**

The ARC did not receive this grant.

**US Forestry Service 2014 Tree Grant**

The ARC applied for a \$100,000 grant from the US Forestry Service to purchase and plant an estimated 680 trees. No match was offered. The following communities expressed interest in participating in this grant: Wayne County, Bingham Farms, Bloomfield Twp., Canton, Dearborn (no longer a member, so excluded), Farmington Hills, Inkster, Livonia, Oak Park, Plymouth, Plymouth Twp., and Southfield. If other communities are interested in receiving trees, please let ARC staff know.

**Other grants with ARC Involvement, but lead by others**

**FOTR-ARC Merger Investigation**

FOTR applied to the Erb Family Foundation for a grant in the amount of \$145,313 to explore merging with the ARC. The goal of this exploratory action is to determine and implement the necessary steps to either a) merge FOTR and ARC into a new nonprofit organization or b) merge services in a manner that will serve both the local municipalities and watershed residents on the matters of storm water permit compliance, watershed restoration, environmental education, and public outreach.

**Collaborative GI Retrofits in the Watershed**

Wayne County applied to the EPA for a grant in the amount of \$744,913 to construct green infrastructure best management practices at over 60 project sites within the Rouge River watershed.

**Collaborative Invasive Species Control in Rouge and Detroit River AOC**

Wayne County applied to the EPA for a grant in the amount of \$634,736 to establish and begin implementing an effective management program to address invasive species in the Rouge River and Detroit River Areas of Concern. Containment, eradication, control and mitigation will occur at priority locations. Multi-species assessment and mapping of invasive species will be performed, prioritization tools and criteria used and action taken to control invasive species.

Annette DeMaria stated that ARC staff are watching for another round of the HOW grant funding to fund the preparation of grant applications. ARC Staff will apply for this if it becomes available.

**b. MS4 Permit and SAW Grant Funding**

Annette DeMaria reported that the ARC anticipates receiving SAW funding in the fall of 2015 which would fund the majority of the MS4 Permit requirements for the applications that are due on April 1, 2016. Work on the Rouge applications may need to start prior to the SAW award in which case ECT may consider working on credit until the funds are received by the ARC. Annette reported that the ARC requested a 6-month extension for the Rouge due dates, but that was denied by the MDEQ. Annette reported that she will be doing a presentation at the Full ARC meeting outlining the benefits to ARC Members from the SAW grant. She got good feedback from members on the actual costs to prepare the application and will share those with the Full ARC.

**c. 2010 Census and 2015 ARC Dues**

Annette DeMaria reviewed the proposed 2015 ARC dues. A majority of ARC communities' dues will go down in 2015 with some of the communities with increased population going up. Only Canton and Novi, had increases exceeding \$1,000. The motion was made by Karen Mondora, Farmington Hills, to forward the revised dues calculation to the Full ARC. The motion was seconded by Heather Rice, Washtenaw County. Motion passed.

**d. Lower Rouge Legacy Update**

ARC Staff gave a brief update on the Lower Rouge Legacy project indicating that the state is actively doing data review etc., on the project, and plans to modify the Scope of Work for the RI/FS effort. The state is committed to lead this effort; however, they have run out of the match money for this fiscal year. So the time line seems to be extended. The effort is now entirely in MDEQ's hands, and they are working directly with EPA-GLNPO. At some point, MDEQ will email a copy of the updated Scope of Work to all stakeholders, including the ARC, for review, but the timing is not yet known.

**e. Status of the FOTR/ARC Merger Investigation**

The FOTR applied to the Erb Family Foundation for a grant in the amount of \$145,313 to explore merging with the ARC. The goal of this exploratory action is to determine and implement the necessary steps to either a) merge FOTR and ARC into a new nonprofit organization or b) merge services in a manner that will serve both the local municipalities and watershed residents on the matters of storm water permit compliance, watershed restoration, environmental education, and public outreach. A response from Erb is expected in December.

**6. Standing Committee Reports**

**a. Finance Committee (B. Belair, Treasurer)**

**2013 Audit**

Bob Belair, Treasurer, reported that the 2013 audit was completed along with the financial statement and taxes. Bob reviewed the A133 Audit results which showed no instances of noncompliance and no significant deficiencies. The motion was made by Jill Rickard, Northville Twp., to forward the 2013 audit to the Full ARC for acceptance. The motion was seconded by Charles Markus, Bloomfield Twp., and passed unanimously.

**2014 Dues**

Chris O'Meara, ARC Staff, reported that the ARC Staff is doing some follow-up with some communities that have not paid their 2014 dues yet.

**A/R and A/P Reports**

Bob Belair, Treasurer, reviewed the accounts receivable and accounts payables reports.

**2014 Budget Amendment 2 and 3**

**SPAC6 2014-15 RRAC Facilitation**

Annette DeMaria, ARC Staff, reported that the ARC has received a \$39,867 grant to facilitate RRAC activities, develop a Habitat Restoration Project List and to conduct an Amphibian Data Analysis. This amendment adds the SPAC6 2014-15 RRAC Facilitation and Habitat Restoration Project List Development budget line to the 2014 ARC Budget with funding anticipated for 2014 activities in the amount of \$19,933.50. No match is required. The motion was made by Kelly Cave, Wayne County, to forward the SPAC6 budget amendment to the Full ARC for approval. The motion was seconded by Karen Mondora, Farmington Hills, and passed unanimously.

### **FS2 2014 US Forestry EAB (Pending Grant Award)**

John O'Meara reported that the ARC has received a \$100,000 grant to plant roughly 680 trees in areas devastated by the Emerald Ash Borer (EAB) infestation. This amendment, upon grant award, adds the FS2 - 2014 US Forestry EAB Restoring Community Trees in an Urban Watershed budget line to the 2014 ARC Budget with funding anticipated for 2014 activities in the amount of \$5,000. The remaining amount will be budgeted in the 2015 and 2016 ARC budgets. No match is required. ARC Staff anticipate receiving the final grant award contract within the next few weeks. The motion was made by Jacy Garrison, Oakland County, to forward the FS2 budget amendment (pending grant award) to the Full ARC for approval. The motion was seconded by Jill Rickard, Northville Twp., and passed unanimously.

### **2011 ECT Contract Amendment**

#### **Re-appropriation of USFS Emerald Ash**

John O'Meara, ARC Staff, reviewed the contract amendment to the scope of services for the Executive Director Services Contract Appendix I with increasing the contract amount by \$4,418.77 for project for project oversight/planning, installation coordination, community location coordination and reporting, field verification and grant reporting as described in the amended Appendix I to the 2011 ECT Contract. He informed the committee that as ARC Staff were preparing the final report and reconciling the grant dollars to close out the grant it was determined that approximately \$6,700 in grant funds would be returned to the USFS unused. ECT had accumulated additional charges (about \$5,400) above contract and is requesting that we be able to invoice a portion of this amount through this amendment. The motion was made by Jill Rickard, Northville Twp., to forward the 2011 ECT contract amendment to the Full ARC for approval. The motion was seconded by Karen Mondora, Farmington Hills, and passed unanimously.

### **2013 ECT Contract Amendment**

Bob Belair, Treasurer, reviewed the contract amendment adding Appendix E which increases the original contract amount by \$22,831 to facilitate RRAC activities and develop a Habitat Restoration Project List. The motion was made by Kelly Cave, Wayne County, to forward the 2013 ECT contract amendment adding Appendix E to the Full ARC for approval. The motion was seconded by Jill Rickard, Northville Twp., and passed unanimously.

Bob Belair, Treasurer, reviewed the contract amendment adding Appendix F which adds the USFS grant to the ECT contract, pending final grant award and increases the overall contract by \$15,000 for Task 1: Project Oversight/Planning/Verification. Annette DeMaria informed the committee that this item is being approved through the Executive Committee and the Full ARC pending award because the ARC Staff anticipate the final award within the next few weeks but we will not have Executive and Full ARC meetings until March of 2015. The motion was made by Jacy Garrison, Oakland County, to forward the 2013 ECT contract amendment adding Appendix F to the Full ARC for approval (pending grant award). The motion was seconded by Jill Rickard, Northville Twp., and passed unanimously.

### **2015 Budget Recommendations**

Bob Belair, Treasurer, reviewed the budget recommendations as presented by the ARC committees.

Annette DeMaria reviewed the Executive Director Services budget for 2015. Duties for 2015 include:

- **ARC Meetings (OC1a)** - Staffing and facilitation of the full ARC (3 meetings); the Executive Committee (3 meetings); the Finance Committee (3 meetings); the Technical Committee (budget support); and the PIE Committee (budget support). This task will also include FOIA requests and activities to meet the Open Meetings Act requirements.

- **Advocate for Rouge River Watershed and Primary Liaison (OC1b)** – The Executive Director will serve as the primary liaison and advocate for the Rouge River Watershed.
- **Financial Services and Reporting (OC1c)** – The Executive Director Staff will use Quickbooks for the financial tracking for the ARC including payables and receivables activities.
- **Communication and Administration (OC1d)** - This task includes communication with ARC members, administration of subcontractors and preparing the 2014 ARC Annual Report.
- **Pursuing Grant Opportunities (OC1e)** – Executive Director Staff will research and prepare up to 3 grant applications.

ECT has submitted an estimated 2015 budget of \$81,264 for basic executive director services.

Annette DeMaria reviewed the Finance Committees budget for the accounting/legal services along with the insurance. The insurance has gone down in previous years so this item shows a decrease for 2015 with a total budget of \$19,500.

Charles Markus, PIE Committee Chair, highlighted the PIE activities for 2015 totaling \$60,000:

- (PIE 1) The *Green Infrastructure Activities* task budget is about \$5,000 lower. The ARC will not be creating new grow zones in 2014, nor will monitoring take place. We eliminated the Collaborative PEP activity as the document will be in final draft form by the end of 2014, and will be finalized with the SAW grant. The Green Schools program has the same budget as previous years. The workshops will have a similar overall budget, but will have a different focus in 2015 including *Septic System Maintenance* and *Land Management for Riparian Homeowners* (workshop titles to be determined at a later date).
- (PIE 2) The *Public Education Materials* task has been decreased (\$1,000) from the 2014 budget with some cuts being made to the printing budget and increases made to the plants and distribution sub-tasks. This task supports the purchase and distribution of seedlings/plants at local events, such as community events, and HHW collection days. The printing budget will pay for seedling/plant packaging, bookmarks, new education materials, and magnetic clips. The PIE would like to have the seedling monies available for plants, not just seedlings.
- (PIE 3) The *Website Maintenance* task budget remains the same as it was in the 2014 budget and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) *New Public Education Campaigns* (a new task). The committee is excited to bring new permit related public education materials to ARC members. To support the efforts of the Technical Committee, PIE will create educational materials relating to Illicit Discharge Elimination Programs (IDEP). Additionally, as a way of reinforcing all of the other education and outreach activities of the PIE, the committee will focus efforts in a new campaign aimed at educating the public on the costs of stormwater management.
- (PIE 5) The *Watershed Stewardship and Reporting* task supports the annual reporting of monitoring and public education activities conducted by FOTR, which are items that can also be used by ARC members in their stormwater permit reporting.

Annette DeMaria reviewed the Technical Committees 2015 activities:

The 2015 Technical Committee budget is \$75,500 which is \$41,500 (35%) less than the 2014 budget. Wayne and Oakland County will each provide \$7,500 in matching effort for this activity. This will reduce the dues portion of the budget to \$60,500.

- (TC3) The IDEP task continues field investigations in priority areas and allows for an IDEP Training session. TC3 allows the ARC to address illicit discharges on a watershed-wide basis consistent with the Collaborative IDEP plan.

Annette DeMaria noted that the ARC's SAW grant (expected award in late 2015) will fund additional activities that are typically carried out by the TC. These activities include development of a monitoring plan, finalization of the collaborative IDEP Plan, and conducting ecosystem monitoring.

The motion was made by Jill Rickard, Northville Twp., to forward the 2015 ARC Budget Recommendations to the Full ARC. The motion was seconded by Charles Markus, Bloomfield Twp., and passed unanimously.

**b. Organization Committee**

Kelly Cave, Wayne County, reported that the Organization Committee has not met in 2014. She informed the committee that she has been working on the final report for the Rouge River National Wet Weather Demonstration Project as the project ended in May of this year.

**c. PIE (Public Involvement and Education) Committee**

Charles Marcus, Bloomfield Twp., reported that the PIE committee held workshops on native gardens and handed out seedlings at events in Westland and Southfield along with the Cranbrook Water Festival. Charles reported that it was somewhat difficult to hand out all of the seedlings and the committee may look at handing out native plants next year. The workshops for 2015 will be on septic and riparian landowners. The PIE committee will be finishing the Collaborative PEP and will be requesting feedback from ARC members.

**d. Technical Committee**

Karen Mondora, Farmington Hills, reported that Oakland County is doing their IDEP activities in Farmington, Southfield and Bloomfield Twp. These are all follow-up activities from 2013.

The committee asked if the MDEQ was planning on doing sampling. Karen Mondora replied that they will be sampling the Rouge in 2015 and that the Technical Committee plans to provide input to the MDEQ on their monitoring and sampling plan.

**e. Nomination Committee**

Brandy Siedlaczek discussed the need for officers for 2015/16. She stated that since she took over earlier this year, along with Bob Belair, she is willing to stay on as Chair unless there is other interest from members. Bob Belair stated that he was willing to be Treasurer as well. Jill Rickard volunteered to serve as Vice Chair. The recommended slate of officer candidates are Brandy Siedlaczek, Chair; Jill Rickard, Vice Chair; and Bob Belair, Treasurer. The motion was made by Charles Markus, Bloomfield Twp., to recommend to the Full ARC this slate, in addition to any nominations from the floor, for the 2015/2016 term. The motion was seconded by Kelly Cave, Wayne County, and passed unanimously.

**7. Report from WCDPS**

Kelly Cave, Wayne County, reiterated that she has been working diligently on the final grant report for the Rouge Project for the last several months. She distributed the Executive Summary to the committee which included various stats along with a listing of all projects that have been completed with funding from the Rouge Project.

## **8. Other Business**

There was no other business.

## **9. Summary of Executive Committee Actions**

- The motion was approved to accept the May 15, 2014 meeting summary.
- The motion was approved to forward the 2013 Audit to the Full ARC.
- The motion was approved to forward the 2014 Budget Amendments 2 and 3 to the Full ARC.
- The motion was approved to forward the 2011 ECT Appendix I contract amendment to the Full ARC.
- The motion was approved to forward the 2013 ECT contract amendment adding SPAC6 and FS2 to the Full ARC.
- The motion was approved to forward the 2015 ARC Budget recommendations to the Full ARC.

## **10. Upcoming Meeting(s)**

- Full ARC Meeting, November 10, 1:30 p.m. – 3:30 p.m., Inkster City Hall, Council Chambers, 26215 Trowbridge.

## **11. Adjourn**

The motion to adjourn the meeting was made by Karen Mondora, Farmington Hills, and seconded by Bob Belair, Canton. The motion passed.



