



Alliance of Downriver Watersheds
Meeting Notes
January 18, 2007 9 am

- 1) **Welcome** Kelly Cave of Wayne County opened the meeting. In attendance were:

Designated or Alternate Community Representative:

Allen Park
Brownstown Township
Dearborn Heights
Ecorse
Gibraltar
Grosse Ile Township
Lincoln Park
Melvindale
Riverview
Romulus
Southgate
South Rockwood
Sumpter Township
Taylor
Westland
Woodhaven
Wyandotte
Woodhaven-Brownstown
School District
Wayne County

- Bob Bartok, City of Lincoln Park
- Lorinda Beneteau, Grosse Ile Township
- Mark Gahry, Brownstown Township
- James Gorris, City of Gibraltar
- Neil Greene, Woodhaven-Brownstown School District
- Kurt Heise, Wayne County Department of Environment (WCDOE)
- Mark Kowalewski, City of Wyandotte
- Michael Kruse, City of Woodhaven
- Craig Lyon, City of Taylor
- Tom Wilson, City of Romulus
- Greg Tupancy, City of Southgate
- Eric Witte, City of Melvindale
- Kevin Buford, City of Westland (alternate)
- Kelly Cave, WCDOE (alternate)
- Brent Florek, Grosse Ile Township (alternate)
- Rod Julian, Brownstown Township (alternate)
- Noel Mullett, WCDOE (alternate)
- Derrick Schueller, City of Romulus (alternate)

Other Interested Parties:

- Dan Brooks, Wade Trim
- Bryan Wagoner, Wayne County Airport Authority (WCAA)
- Dan Swallow, Van Buren Twp
- Mark Gaworecki, Hennessey Engineers for Berlin Twp and S. Rockwood
- Bob Burns, Detroit Riverkeeper
- Leah Groya, Wade Trim
- Patricia Huddas, Michigan Department of Environment Quality (MDEQ)-Water Bureau
- Ric Lawson, Huron River Watershed Council (HRWC)
- Patrick McCauley, Sommers, Schwartz, Silver & Schwartz for Taylor and Dearborn Heights
- Donna Petry, Wayne Conservation District
- Vicki Putala, Orchard Hiltz and McCliment (OHM)
- Laura Rubin, HRWC
- Roy Schrameck, Environmental Consulting & Technology (ECT) for Rockwood
- Elizabeth Thacker, OHM for Romulus and Westland

OFFICIAL ACTIONS of the ADW taken at the meeting are shown in bold capitalized letters. ***Action Items*** for the future are shown in bold italics.

- 1) **Addition of Changes to Draft Agenda** – There were no proposed changes to the meeting agenda (see attached; distributed to members via email January 10, 2007).
- 2) **Status Report on Membership in Alliance of Downriver Watersheds**
 - A map and table “Bylaws Acceptance Tracking” showing the status of membership were distributed (see attached; distributed to members via email January 10, 2007). Eighteen of the 26 possible member entities had accepted the bylaws at the time of the meeting. It was noted that:
 - The City of Allen Park is scheduled to take the bylaws to council on January 23, 2007.
 - Bryan Wagoner reported that the WCAA was planning on joining the ADW.
 - Dan Swallow reported that Van Buren Township had questions on the proposed budget but if those questions could be satisfied, Van Buren would join.
 - It was reported that the resolution was submitted to the Flat Rock council for review.
 - The table also showed the designated representatives and alternatives for each member entity. ***If you have not already provided a form designating a representative and alternate, please do so as soon as possible. Completed forms should be sent to Kelly Cave.***
- 3) **Role Call of and Introduction of Alliance Members and Alternates Present**
 - Role call was taken. A representative or alternate for 12 of the 18 member entities was present. These were:
 - Brownstown Township
 - Gibraltar
 - Grosse Ile Township
 - Lincoln Park
 - Melvindale
 - Romulus
 - Southgate
 - Taylor
 - Wayne County
 - Woodhaven
 - Wyandotte
 - Woodhaven-Brownstown School District
- 4) **Nomination/Election of Officers**
 - From the bylaws, officers must be the designated representation or alternate of a member entity. The attached document “Excerpts from ADW Bylaws” describes duties of officers and committees, and was available at the meeting.

- As shown in the “Bylaws Acceptance Tracking” handout (distributed to members via email January 10, 2007), Kelly Cave reported that prior to the meeting, the following entities expressed interest in the noted positions:
 - Taylor – Chair or Co-Chair
 - Brownstown Twp – any position
 - Romulus – secretary (nomination received after handout printed)
 - Westland – treasurer
- **ELECTION FOR CHAIR – CRAIG LYON, CITY OF TAYLOR**
 - Nominated by Brownstown Twp, seconded by Wayne County
 - Passed unanimously
- **ELECTION FOR CO-CHAIR – MARK GAHRY, BROWNSTOWN TOWNSHIP**
 - Nominated by Westland, seconded by Wayne County
 - Passed unanimously
- **ELECTION FOR SECRETARY – TOM WILSON, ROMULUS**
 - Nominated by Brownstown Twp, seconded by Melvindale
 - Passed unanimously
- **ELECTION FOR TREASURER – KEVIN BUFORD, WESTLAND**
 - Nominated by Wayne County, seconded by Romulus
 - Passed unanimously

5) **Discussion and Action on Adding Member Communities**

- The City of Belleville has previously expressed interest in joining the ADW. Appendix B.2 from the bylaws presents a potential first year cost allocation to Belleville of \$1,865. This allocation is based on the same population and area methodology used to determine cost allocations to members shown in Appendix B.1 of the bylaws. This money would be added to the total revenue of the ADW.
- A question was asked about whether the lake in Belleville was taken into account when determining Belleville’s cost allocation. It was determined that the lake was in the Middle Huron Watershed and not the Lower Huron.
- Ric Lawson from HRWC reported that Belleville was currently being added as part of the Lower Huron Watershed Management Plan.
- **ACTION:** There was a motion by Gibraltar to allow Belleville to join the ADW, with an allocation as shown in Appendix B.2 from the bylaws. The motion was seconded by Brownstown Twp. Passed unanimously.

6) **Discussion and Adoption of Policies**

- PA 517 under which the ADW was formed requires that the ADW develop and adopt policies for compliance with the federal Freedom of Information Act (FOIA) and Open Meetings Act. Kelly Cave amended the FOIA/Open Meetings policy adopted by the Alliance of Rouge Communities (ARC) for potential use by the ADW (see handout “Draft Policy for Review, 18 January 07, “Compliance with Open Meetings Act and Freedom of Information Act”). This draft policy was distributed to members via email January 10, 2007.

- For the FOIA part of the policy, a few items from the policy were highlighted:
 - Wayne County volunteered to be the FOIA coordinator for the ARC. Wayne County has written policies and procedures in place for responding to FOIA requests.
 - The draft policy that was distributed was previously reviewed by attorneys for the ARC.
 - Patrick McCauley stated that the policy appears to meet state requirements.
- For the Open Meetings Act compliance part of the policy, a few items from the policy were highlighted:
 - All meetings are open to the public
 - It is proposed to use the existing websites for the 3 watersheds to post meeting notices and handouts
 - The meeting minutes for full Alliance meetings will be posted, since these meetings are where decisions are made.
- **ACTION:** There was a motion by Brownstown Twp to adopt the draft FOIA/Open Meetings Act Policy. The motion was seconded by Melvindale. Discussion followed.
 - Lincoln Park asked if the ADW would know who makes the FOIA requests. **Kelly Cave will amend the FOIA coordinator section of the policy to note that all FOIA requests will be reported to the full committee at the following meeting. In addition, the Chair (or other office in the Chair's absence) will review responses to FOIA requests prior to distribution.**
 - It was recommended that the first sentence of the "Availability of ADW Public Records" section be amended: **The word "of" should be replaced with the word "to."** **Kelly Cave will make this revision.**
 - **ACTION:** There was a motion by Brownstown Twp to accept the FOIA/Open Meetings Act Policy with the above-noted revisions. The motion was seconded by Lincoln Park and passed unanimously.
- Cooperating Partners Policy – this is not a requirement under PA 517, but the bylaws provide for recognition of Cooperating Partners. The document "Draft Policy for Review, 18 January 07, Designation of Cooperating Partners" was distributed to members via email on January 10, 2007.
 - The draft policy was modeled after a similar policy developed for the Alliance of Rouge Communities
 - Nominations for cooperating partners can be submitted by anyone who wants to be designated. Submittals will be reviewed by officers and then reviewed by the full ADW for formal designation.
 - Page 2 of the policy provides the criteria for cooperating partners. Cooperating partners are categorized as non-profit organizations, state/federal agencies, or individual businesses.
 - Designations for non-profit organizations are to be done annually while state/federal agencies are only designated once as long as they continue to participate.
 - Cooperating partners would be listed on the ADW letterhead, website, etc.
 - A list of potential Cooperating Partners was distributed to members via email January 10, 2007. Discussion:
 - **It was requested that the Friends of the Rouge (FOTR) be added to the list of potential partners** because of their knowledge of activities such as frog and toad

Comment [b1]: Is this correct?

surveys. Kelly reported that the FOTR has already extended some activities into the downriver watersheds and that she would add them to the list of potential partners.

- ***It was requested that the Alliance of Rouge Communities be included as a possible partner.***
- The school districts shown on the list were those that were recognized as partners by one or more of the watershed groups. ***It was requested that all school districts in the ADW be listed as potential partners.***
- ***It was requested that railroad companies operating in the ADW be added to the list of potential partners.***
- **ACTION:** Wayne County made a motion to accept the Cooperating Partners policy. The motion was seconded by Romulus. Passed unanimously.

7) Establish Standing Committees

- The bylaws provide for 4 standing committees: Finance, Ecorse Creek Watershed Advisory Group (WAG), Combined Downriver WAG, and Lower Huron River WAG.
- The bylaws specify that the Finance Committee is chaired by the Treasurer (Kevin Buford-Westland). It is recommended that the committee consist of at least 1 member from each subwatershed.
- The finance committee will review contracts and invoices for services and work with the treasurer each fall to prepare the budget.
- **ACTION:** Volunteers for the finance committee were solicited. The following people volunteered:
 - Ric Lawson – HRWC
 - Derrick Schueller – Romulus
 - Brian Wagoner – WCAA
- ***Chairs for the three WAGs should be elected at the next individual WAG meetings.***

8) Discussion and Action on 2007 ADW Budget Framework

- Discussion on the dispensation of remaining monies from IMCs
 - The handout “Proposed Initial Operating Budget: 2007, ADW, draft 18 January 07” was distributed that contained the proposed initial operating budget for 2007.
 - The current membership will provide revenue of \$234,638. If Allen Park and WCAA join the ADW as anticipated, this will increase to \$277,364.
 - Kelly Cave reported that there was \$10,221.07 left in the Ecorse Creek Inter-Municipality Committees (ECIC) fund for the development of the Ecorse Creek Watershed Management Plan.
 - There are also funds remaining from the development of the Combined Downriver Watershed Management Plan. However, the balance was unknown at the time of the meeting. ***Kelly Cave will contact the Woodhaven-Brownstown School District to obtain the fund balance amount. An amended table will be distributed.***

- Kelly Cave proposed that both the Ecorse Creek and Combined Downriver groups roll these fund balances into the fund for the ADW. This would need to be decided individually by each individual watershed group.
- Patrick McCauley stated that the ADW is a successor to the Ecorse Creek and Combined Downriver Inter-municipality Committees. Therefore, communities that were members should have the option to either have their portion of the remaining balance returned or get a credit.
- **ACTION:** There was a motion by Wyandotte to credit the remaining balance from the ECIC to the ADW. 2nd by Westland. Passed unanimously.
- **ACTION:** There was a motion by Brownstown Twp to credit the remaining balance from the CDWIC to the ADW. 2nd by Gibraltar. Passed unanimously.
- There was discussion on whether members would prefer to receive 1 or 2 invoices for their payment to the ADW. Since some communities preferred to have one invoice while others preferred to receive 2, Kelly Cave stated that she could send one invoice and that communities could pay the whole thing or pay in 2 halves if they preferred.
- **ACTION:** There was a motion by Melvindale that members should receive a single invoice with the option to pay the entire invoice or pay in 2 halves. 2nd by Westland. Passed unanimously.
- Discuss scope of work and budget for 2007
 - There has been an ad hoc committee that has been working on a recommendation for finalizing a detailed scope of work/budget for 2007. This committee consisted of Laura Rubin (HRWC), Ric Lawson (HRWC), Roy Schrameck (ECT), Kelly Cave (Wayne County), and Noel Mullett (Wayne County)
 - Ric Lawson presented the group's recommendations for a process to finalize the work scope and budget, shown in the Handout "Proposed Process for Finalizing and Implementing Specific Work Items, for discussion at January 18, 2007 meeting" distributed at the meeting.
 - Ric reported that the budget was complicated and further complicated by grants that have been awarded to Wayne County for use in the downriver watersheds.
 - The general process would be to assign committees to finalize scope and budgets for various categories. Committees would make recommendations to officers and then full ADW. Committees would oversee work implementation. The following committees were recommended: technical, public education, and RFP.
 - There was general agreement by the ADW to follow the process recommended by the handout to finalize the scope of work/budget for 2007.
 - Volunteers were solicited for the technical and public education committees (the RFP committee has no need to meet until after recommendations are provided by the technical and public ed committees); members responded as follows:
 - ◆ **TECHNICAL COMMITTEE** – Roy Schrameck (ECT), Dan Swallow (Van Buren Twp), Ric Lawson (HRWC), Noel Mullett (Wayne County), Elizabeth Thacker (OHM), Bob Burns (Detroit Riverkeepers), Brent Florek (Grosse Ile Township – Charles Raines)
 - ◆ **PUBLIC EDUCATION COMMITTEE** – Neil Greene (Woodhaven-Brownstown Schools), Ric Lawson (HRWC), Noel Mullett (Wayne County),

Bob Burns (Detroit Riverkeeper), Scott Ross (Gibraltar). (Craig Lyon will ask Taylor Schools if they are interested)

- *The committees will meet soon and work to present recommendations at the next full ADW meeting for finalizing the scope of work/budget for 2007. All are welcome. Ric Lawson and/or Noel Mullett will send out an email to the full ADW stating committee meeting times and locations so other interested parties can attend.*

9) MDEQ Grant Application

- Wayne County and the HRWC have been working on a grant application to obtain \$20,000 in state Clean Michigan Initiative funds for a proposed project “Blue Infrastructure Monitoring Support System”. A handout summarizing the proposed grant application submittal was distributed; the grant application is due to MDEQ on 19 January 2007.
- If awarded, the tasks completed under the grant would help towards the “data handling and analysis” tasks in the proposed 2007 ADW budget.
- **ACTION:** There was a motion by Westland to submit the grant application. The motion was seconded by Romulus and passed unanimously.

10) Status of WMP/SWPPI approvals by MDEQ

- Patricia Huddas (MDEQ) reported that many communities should have received SWPPI acceptance letters. The letters provide comments that are very general. Patricia is willing to meet with communities to discuss the SWPPI comments.
- There are several communities that have not received comments due to problems with their IDEP/PEP submittals. They should be receiving comments within the next month.
- SWPPI revisions are due to the MDEQ by November 2007.
- Once all SWPPI reviews are complete, Patricia reported that she will be looking at the WMPs.
- All three watersheds have received conditional approval of their WMPs and are therefore eligible to apply for CMI/319 grants.
- Bryan Wagoner (WCAA) asked Patricia what were the major problems she found with the SWPPI submittals. Patricia stated that in general, activities from the WMPs were not incorporated into the SWPPIs.

11) Discussion of Issues Offered by Members

- Kelly Cave reported that Wayne County has been working on revising its storm water ordinance, rules and standards. A new “Wayne County Storm Water Management Program” manual will be published in the next few weeks.
 - Eric Witte (Melvindale) asked if Wayne County had done a review of Cultech ground water recharge systems. Kelly Cave reported that it hadn’t been reviewed for the

revised standards but stated that the County would look into it once the book was published.

- Kurt Heise congratulated all members for their efforts on getting the ADW off the ground and stated that others in the state are interested in the Alliance structure. Kurt thanked the entire ADW for being part of the process.
- Kurt Heise stated that he is an advocate of a single watershed permit and encouraged the group to also support this idea.

12) Opportunity for Public Comment

- Donna Petry from the Wayne Conservation District inquired on the preferred way to request to become a cooperating partner. Per the adopted policy, interested parties should send a letter to the Chair requesting to become a partner.
- Bob Burns from the Detroit Riverkeepers reported that he is trying to initiate another round of the storm drain labeling program. There were \$20,000 labels purchased the first time he initiated the program. The cost of the labels is based on volume. The last time labels cost approximately \$1.50-2/label but a large volume was ordered and there was corporate sponsorship. A sign-up sheet to designate interest in ordering labels was passed around. If you are interested in participating in this program, please contact Bob at subburns@islandconnection.net.
- Dan Swallow (Van Buren Twp) asked if others had problems with the plastic labels being removed from the curb by snow plows. Laura Rubin reported that the City of Ann Arbor was testing metal labels. Craig Lyon reported that catch basin covers can be imprinted and the label placed in the imprint to prevent the label from coming off.

13) Summary of Action Items and Items for Next Meeting

- There were 2 items noted on the agenda to be taken up at the next meeting:
 - Fiduciary Agreement – Kelly Cave has a draft of a proposed fiduciary agreement between Wayne County and the ADW. This agreement will allow the County to perform the fiduciary services for 2007. She will email it to the Finance Committee to develop a recommendation for the full ADW before the next full ADW meeting.
 - Officers and Directors Insurance Policy – The Alliance of Rouge Communities (ARC) determined that such a policy was desirable to provide additional insurance for ADW officers beyond that provided by their community. The ARC obtained such a policy for \$ 4100 (annual). Kelly Cave has obtained the paperwork from the same vendor and will share this information with the Finance Committee to develop a recommendation for the full ADW before the next full ADW meeting.
- From this meeting, it is anticipated that the next meeting will include:
 - Discussion/recommendations from the Technical and Public Education Committees regarding a final scope of work/budget for 2007.

14) Set Next Meeting Date

- ADW members reported that the Taylor Meadows Golf Course was a good meeting place. Brownstown Twp also reported that their Community Center could be used for future meetings if needed.
- **ACTION:** *The next meeting was set for March 22, 2007 at 9 am at the Taylor Meadows Golf Course.*

15) **Adjourn**

- Brownstown Twp made a motion to adjourn the meeting. The motion was seconded by Romulus and passed unanimously.
- The meeting was adjourned.

Notes prepared by Elizabeth Thacker (OHM) for the City of Romulus and Kelly Cave, Wayne County.