DRAFT Meeting Notes

ALLIANCE OF DOWNRIVER WATERSHEDS

Thursday, September 6, 2012 at 1:00 pm
Water Quality Management Division
Wayne County Department of Public Services
3600 Commerce Court, Building E
Wayne, Michigan 48184

The Alliance of Downriver Watersheds Finance Committee held a meeting on September 6, 2012. The desired outcome is to prepare the draft 2013 ADW budget for review and approval at the October 18th ADW meeting.

Attendance:
Vicki Putala OHM
Noel Mullett WCDPS
Tom MacDonald Van Buren Township
Razik Alsaigh WCDPS
Ric Lawson HRWC
Brian Arp Gibraltar
Elizabeth Thacker OHM

1. Agenda Review

Vicki reviewed the draft agenda and distributed handouts. The purpose of the Finance Committee meeting is to prepare a draft budget for adoption at the next ADW meeting (October 18th).

Before the 2013 budget discussion, the committee reviewed the 2012 dues. Inkster recently paid their 2011 dues. Razik will send an invoice for 2012 dues. South Rockwood had sent an email stating that they wanted to terminate their membership and Huron Township’s status is unknown. Tom suggested that an ADW Benefits Summary be created (OHM to draft). It was decided that this summary would be included with a letter to South Rockwood to confirm their termination (OHM to draft letter). A letter will also be drafted to Huron Township to be hand delivered by an officer (OHM to draft letter).

1. Review Draft 2013 Financing Plan

a. 2012 year-to-date budget (current/over/under – how to address)

It was projected that monitoring tasks will be $10,200 over budget. The committee decided to take $9k from the SWPPI task that would not be needed this year and the remaining would come from the $27k unallocated funds. A budget amendment will be proposed at the full ADW meeting.
b. Review proposed activities and draft line item budgets
The committee reviewed the proposed activities based on the recommendations of the Technical and Public Education Committees.
IDEP – new tasks include Collaborative IDEP Investigations (since grant funds for Advanced IDEP Investigations are ending), and Map Compilation.
PEP – new tasks include Website Upgrades, Stormwater Calendars, and Rain Barrel Sale Coordination. Leah will clarify what’s involved with rain barrel task. Ric Lawson presented cost estimations for calendars based on calendars that HRWC had created in the past.
Monitoring – the green roof projected is coming to an end so there is no budget for this item in 2013. Other monitoring budget items were increased slightly based on what was spent in 2012.
Planning and Reporting – The 2012 budget item “Contested Case Assistance” was expanded to include new permit assistance and the budget from last year was increased slightly.

c. Changes to draft 2013 financing plan
A budget of $15k for “Contingency/grant match” was added. This would cover any unforeseen projects and could also provide money for grant match if a grant is secured.

The question was asked whether the ADW should carry liability insurance. OHM will ask Patrick.

2. Schedule and Process for 2013 budget adoption and fee collection
The changes discussed at this meeting would be incorporated and the 2013 budget would be proposed to the full ADW at the Oct 18th meeting. Based on the draft budget, the total amount of dues needed is $255k. There should be $26k unused dues from 2012, which lowers the amount of new dues needed to $229k. Dues for 2013 will be approximately 80% of the total dues.

The ADW bylaws state that the dues should be reevaluated based on the latest census. Tom and Razik will work on recalculating the dues distribution based on the 2010 census.

3. Summary of Action Items
- OHM to create ADW Benefits Summary
- Razik to send Inkster their 2012 invoice
- Write letter to Huron Township inquiring if they intend to continue their ADW membership. Hand delivered by an ADW officer include Benefits Summary (OHM to draft letter, ADW officer to deliver).
- Draft letter to South Rockwood stating we understand they want to leave the ADW. Include bulleted list of benefits and current membership (OHM to draft letter and Mark to sign and mail)
- Razik to calculate 2013 dues based on 2010 census and a $325,000 budget
- Razik to add contingency/grant local match to 2013 budget ($15k)
- Razik to amend budget to cover $10,200 in monitoring costs. Take $9k from SWPPI Alternative Approach budget and rest $1,200 from the $27k unallocated dues
• Leah to provide bullets explaining the budget for Green Schools literature/system labeling
• Ric to send out calendars as samples to the officers
• OHM to ask Patrick M. if the ADW needs to take out insurance to protect against lawsuits
• Leah to provide bullets explaining what the consultant team will do for the $3k rain barrels item
• Razik to draft a letter of explanation to go along with 2013 invoices to explain jump (dues are X, this year you owe 80% of X).