

Washtenaw County
Brownfield Redevelopment Authority (WCBRA)
Meeting held virtually using Zoom

APPROVED MEETING MINUTES
Thursday, November 18, 2021, 9:00 a.m.

Board Present: Trevor Woollatt – Chair, Allison Krueger – Vice Chair, James Harless, Morgan Foreman, Sybil Kolon, Christy Maier

Board Absent: Sue Shink (excused), Karen Lancaster (excused), Joe Meyers - Secretary (excused)

Staff: Nathan Voght – OCED

Joining the Video conference: Rosie Donaldson – Washtenaw County Parks, JP Buckingham – TriTerra Environmental

Handouts: None

1. Call to Order

Chair Woollatt called the virtual video-conference meeting to order at 9:11 a.m.

- a. Board member Roll Call and Declaration of City/Township/Village, County and State from which they are attending: Allison Krueger, calling from City of Ann Arbor, James Harless, calling from Webster Township, Washtenaw County, Trevor Woollatt, calling from Cascade Township, Kent County, Christy Maier, calling from Dexter Township, Washtenaw County, Sybil Kolon, calling from Manchester Township, Washtenaw County, Morgan Foreman, calling from Ypsilanti Township, Washtenaw County.

2. Public Comment

There was no public comment.

3. Approval of Agenda

J. Harless moved to approve the agenda, with the addition of the \$8,000 DCC Membership Fee being added to the Financial part of the agenda, (2nd C. Maier), and the motion passed unanimously.

4. Approval of October 14th, 2021 Meeting Minutes

The position of Secretary for Joe Meyers needs to be noted in the attendance section of the minutes. C. Maier moved to approve the minutes with the noted addition (2nd J. Harless), and the motion passed unanimously.

5. Board Member Conflict of Interest Disclosure

A. Krueger declared a conflict for Business Item #1, as she is employed by the grant applicant, Washtenaw County Parks.

6. Business

1. 943 N. River, 355 W. Clark Rd. County Parks Additional Phase II Env. Assessment Grant – Action

Staff reminded the Board of their approval of previous assessment grants, and indicated the consultant for the applicant, TriTerra, had recommended further delineation of Lead. Staff got feedback from Board members J. Harless and T. Woollatt, and the final proposal is for an additional \$3,500 for lead assessment, including a slightly increased cost for the BEA as a result.

J. Harless stated all assessments should be sent to the DCC, as their funding is much more substantial. N. Voght indicated that he believed there were a couple of reasons why this wasn't, including they originally applied in 2020, when we weren't in the habit of doing that. However, we did direct them to seek lower cost proposals, which concluded with approval of the TriTerra proposal. To make them go to the DCC now, would require they switch to a DCC consultant.

Ms. Rosie Donaldson, with County Parks, the applicant, asked about Groundwater/Surface Water Interface concerns, which were brought up by TriTerra. J. Harless stated he believed that is not a concern in this case.

J. Harless moved to approve an additional \$3,500 for Phase II Lead assessment, \$500 of which is an increased BEA cost, (2nd C. Maier), and the motion passed with A. Krueger abstaining from the vote as she is employed by Washtenaw County Parks, the grant recipient.

2. LBRF Capture Policy for Brownfield Plan – Discussion

N. Voght referred to the memo included in the packet on this subject. He explained that without a more explicit policy, it makes it difficult to defend proposed LBRF capture for each project. He recommends the Board consider revising the LBRF Capture section of the Policies and Procedure document, last updated in 2017, to better state what the policy is.

J. Harless pointed out in the Packard Square example in the memo, the total LBRF capture would have been limited by the total eligible activities, which was about \$4 Million in this case. Allowable LBRF capture, per act 381, was discussed by the Board.

J. Harless continued by sharing some calculations he did with recent projects, showing actual LBRF capture, and a new calculation of 10% annual LBRF capture, plus 15% of developer eligible activities, not including Interest, at the end of the Plan, after the developer is reimbursed. The resulting hypothetical LBRF capture using this proposed formula very closely match what was actually captured.

Staff was directed to draft proposed revisions to the LBRF capture section of the 2017 Brownfield Program Policies and Procedures document reflecting this formula, and present at the next meeting.

3. October Financial Report – Action

N. Voght referred to the one transaction reimbursement for 309 N. Ashley, and the invoice for the 2021-2022 DCC Membership that was added to the agenda.

J. Harless moved to approve the two transactions on the Financial Report (2nd S. Kolon), and the motion passed unanimously.

7. Other Business

None.

8. Public Comment:

The Board asked if anyone attending had additional public comment, and no one responded.

9. Adjournment:

The meeting adjourned at 10:23 a.m.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the December 9, 2021 meeting, held virtually with Zoom.