



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
January 21, 2025 - 10:00 a.m.
RRWC Tecumseh Office - AJ Smith House
804 North Evans Street, Tecumseh MI 49286
In Person/Google Meet/Conference Call**

Roll Call

Chair Harry Sheehan called the meeting to order at 10:06 a.m.

Executive Committee members present: Harry Sheehan, Sybil Kolon, John Calhoun, Phil Kittredge, Stella Kirby, Mike Ayre

Executive Committee members absent: Dave Hoffman

Others present: Sean Dennis – RRWC Executive Director, Lydia Lopez - RRWC Water Stewardship Coordinator, Ivy McClelland - RRWC Administrative Assistant, Benny Woith - RRWC Administrative Coordinator (Virtual), Steve May - Former RRWC Executive Director, Timothy Miles- Dundee Township Representative.

1. Approval of Agenda - January 21, 2025

- a. Motion by Kirby, second by Kittredge, to approve the January 21, 2025 Agenda as presented.
MOTION CARRIED BY VOICE VOTE.

2. Approval of Minutes - December 19, 2024

- a. Motion by Kolon, second by Kirby, to approve the December 19, 2024 Minutes as presented.
MOTION CARRIED BY VOICE VOTE.

3. Treasurer's Report

- a. The Treasurer's Report for the period December 1 - December 30, 2024 was distributed and reviewed by Dennis. At Premier Bank: Revenue – **\$6,658.00**; Expenses - **\$0.00**; balance: **\$26,428.07**. At County National: Revenue - **\$42.34**; Disbursements - **\$16,839.28**; balance - **\$2,399.58**. The Treasurer's report was received and filed.
- b. Approve Disbursements for Outstanding Bills - Report on File. Reviewed the monthly expense report. Three invoices were added: \$29,411.18, payroll; \$1,465.00, accountant; \$1,017.00 beekeeping class to the total of **\$33,592.68**.
Motion by Calhoun, second by Kittredge, to authorize payment of these bills to the total of **\$33,592.68**. **MOTION CARRIED BY VOICE VOTE**
- c. Budget - Year to Date for January through December 2024 was reviewed by May.

4. Public Comment

- a. Timothy Miles introduced himself as the new representative of Dundee Township.

5. New Business

- a. Steve's Retirement
 - i. Event to be hosted on January 31. Food and decoration is going to be set-up by staff. There will be an option to give a toast to Steve about 5:30 pm.

6. Old Business - None**7. Executive Director Updates**

- a. 2025 Membership Updates:
 - i. Dennis expressed his appreciation for being the new executive director and is looking forward to working with us. 2025 membership dues are starting to come in.
- b. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
 - i. Dennis attended a Columbia school board meeting last week to inform them of construction activities that will occur near their facilities when the restoration of the river channel is done. The school board will likely provide a letter of support.
 - ii. Dennis met with EGLE and is working to get advances from the grant to cover Niswander invoices covered by the grant.
- c. RRWC Strategic Plan/ERB Extension Update
 - i. Dennis had a great meeting with Megan Motil from Parallel Solutions. We are in discussions with ERB to add \$2,700 to the strategic planning grant to get Dennis up to speed on the strategic planning process.
- d. Training:
 - i. Dennis is taking an online Watershed Academy course through the US EPA.
- e. River Raisin Master Plan
 - i. Dennis has discussed the River Raisin Master Plan being pursued by the Monroe COTE that is focused on the Monroe AOC. RRWC wants the plan to be expanded upstream to include the entire watershed. Dennis will attend a meeting on Thursday. ECT is the primary consultant and agreed the entire watershed should be included in the future.
 - ii. Sheehan indicated we have a draft contract from ECT for our role with outreach for the current grant. There is no dollar amount for RRWC. We will have our attorney review the indemnity clause and Dennis will work with ECT on the amount for RRWC.
- f. Staff Updates
 - i. Dennis met with staff individually and as a team. He is working with material created previously through our development grant and plans to build a robust corporate giving plan.

8. Water Stewardship Coordinator - Updates

- a. Forests to MI Faucets - Update
 - i. Grant report due at the end of the month to document expenses for reimbursement.
 - ii. Working on many classroom presentations.
- b. Expanding Public Engagement Activities and Equity Grant - Update
 - i. Wrapped up a week of teaching the Master Rain Gardener class to high school students at the LISD tech center. 53 students were certified in this class

- c. EGLE Watershed Grant 2024/2025 - Update
 - i. Still waiting for a response to our grant application.

9. Administrative - Update

- a. Helping staff to move over to Google workspace.
- b. Working on inputting Adopt-A-Stream data.
- c. Woith has hit her approved 20 hours a week; will discuss with staff if this needs to be increased. She is available for additional hours.

10. Programs/Partnership Updates

- a. Upper Wolf Creek Watershed Plan - We should be receiving a close-out letter from EGLE this week. There is a notice of intent letter due next week for implementation projects included in the UWCWP. We will meet with EGLE staff prior to submitting a letter of intent. Outreach, demonstration rain garden and looking for sources of phosphorus will likely be included. If approved, we would need to submit a full application. Kittredge indicated a match of 20% will be required. We can likely apply other related activities as a match. The executive committee would need to approve that application in February for submission in March. We may not be successful due to recent grants we have received, but can apply next year.

11. Committee Reports

Outreach –

- a. Had a regular meeting on January 17, followed immediately by a special native plant sale meeting. Great progress has been made with the Native Plant Sale and we invite you all to join us here on May 30 from 2 to 7:30 pm.
- b. Scheduled our spring meeting for May 15 from 6 pm to 8 pm.
- c. Staff will schedule a spring open house in April.
- d. A new t-shirt design is available to order online. Our standard shirts will now be produced in one color, blue.

Technical – None

Development – None

Administrative –

1. Mike Ayre has been appointed by Lenawee County as their representative to RRWC and is an automatic member of the executive Committee per RRWC bylaws. KZ Bolton had been their representative and was the RRWC treasurer, her term had expired. Motion by Sheehan, second by Calhoun, to nominate Mike Ayre as treasurer of the RRWC.

MOTION CARRIED BY VOICE VOTE.

2. Kolon will set up a meeting to discuss changes to the bylaws to be consistent with the Open Meetings Act.
3. Motion by Sheehan, second by Calhoun, to set the executive committee meetings for the third Tuesday of the month at 10 am, at 804 North. Evans Street, Tecumseh.

Financial – None

12. Public Comment - 3 Minutes

- a. None

13. Next Meeting

- a. **Executive Committee - February 18, 2025 - 10:00 a.m. - 804 N. Evans Street Tecumseh MI 49286**

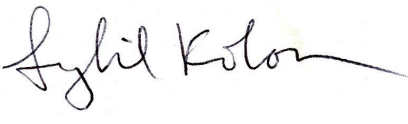
14. Adjournment

Motion by Calhoun, second by Kittredge, to adjourn at 11:35 a.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Sybil Kolon - Secretary

Date: February 1, 2025

APPROVED:

Secretary: 

Date: 2/18/2025