



RIVER RAISIN WATERSHED COUNCIL

320 Springbrook Avenue, Suite 102

Adrian, MI 49221

517-264-4754

rrwc@lenawee.mi.us

www.riverraisin.org

**River Raisin Watershed Council
Executive Committee Meeting Minutes
November 19, 2024 - 9:00 a.m.
Via Google Meet/Tecumseh Office
804 North Evans Street, Tecumseh, Michigan**

Roll Call

Chair Harry Sheehan called the meeting to order at 9:05 a.m.

Executive Committee members present: Harry Sheehan, Sybil Kolon, John Calhoun, Stella Kirby, Phil Kitteridge

Executive Committee members absent: Dave Hoffman, KZ Bolton

Others present: Stephen May – RRWC Executive Director, Lydia Lopez - Water Stewardship Coordinator, Benny Woith - RRWC Administrative Coordinator (Virtual), Mike Ayre - Raisin Township Delegate, Mary Lou Knisel.

Motion by Calhoun, second by Kittredge, to go into closed session at 9:06 a.m. to discuss personnel matters. **ALL AYES, MOTION CARRIED.**

Motion by Calhoun, second by Kittredge, to close the closed session at 10:14 a.m. **ALL AYES, MOTION CARRIED.**

Motion by Calhoun, second by Kittredge, to return to open session at 10:14 a.m. **ALL AYES, MOTION CARRIED.**

1. Approval of Agenda - November 19, 2024

- a. Motion by Kirby, second by Kitteridge, to approve the November 19, 2024 Agenda as presented. **MOTION CARRIED BY VOICE VOTE.**

2. Approval of Minutes - October 15, 2024

- a. Motion by Calhoun, second by Kolon, to approve the October 15, 2024 Minutes as presented. **MOTION CARRIED BY VOICE VOTE.**

3. Treasurer's Report

- a. The Treasurer's Report for the period October 1 - October 31, 2024 was distributed and reviewed by May. At Premier Bank: Revenue – **\$1,336.48**; Expenses - **\$0**; Balance: **\$43,049.61**. At County National: Revenue - **\$52,171.91**; Disbursements - **\$22,375.66**; balance to date - **\$43,583.29**. May reviewed the status of various grants. The Treasurer's Report was received and filed.
- b. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report to the total of **\$49,080.96**. Motion by Kittredge, second by Calhoun to authorize payment of these bills to the total of **\$49,080.96**. It was noted that the \$66.00 for legal expenses

should be covered by others but is included in the total in case it is not. **MOTION CARRIED BY VOICE VOTE**

- c. Budget - Year to Date for January through October was reviewed by May. Revenue is not meeting budget projections due to delays with the Brooklyn Dam Removal/Connectivity project.

4. Public Comment

- a. Mary Lou Knisel - Log jam in the river behind her house in Blissfield. She has been in touch with Danielle Gross from Blissfield and has received some help from members of the Blissfield village council. Sheehan explained that RRWC does not have funding for log jam removal at this time but recognizes the need and hopes to be able to address these in the future. Board suggested looking into an Americorp team. Lydia will send along information to Mary Lou Knisel and Danielle Gross via email.

5. Business

- a. Bylaws Comments
 - i. Benny to send out the final copy of the updated bylaws that were approved at the semi-annual meeting in October. Discussion of possibly amending the bylaws to amend the makeup of the executive committee.
- b. Semi-Annual Meeting Comments
 - i. Carpenter Farms was a good venue. Good doughnuts, and great location. Would host there again.

6. Executive Director Updates

- a. 2024 Membership- Update
 - i. 54 municipalities, 5 corporate, 19 Individuals to date.
- b. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
 - i. We just received the invoice for liability insurance, the same amount of \$750 for 2025. Higher revenue from the grant could require us to pay a higher premium for a more robust policy.

7. Outreach Coordinator - Updates

- a. RRWC Strategic Planning Grant - Update
 - i. Looking to pick up strategic planning meetings after the executive director position is filled.
- b. Upper Wolf Creek Watershed Management Plan Grant - Update
 - i. Peter Vincent with EGLE indicated that the federal review of the plan was favorable. We are now waiting for official documentation from EGLE to approve the plan.
- c. Saline River and Macon Creek Watershed Management Plan - Update
 - i. Waiting to hear from EGLE on grant application.

8. Water Stewardship Coordinator - Updates

- a. Forests to MI Faucets - Update
 - i. Looking into partnering with municipality (likely Tecumseh)
 - ii. We may host a conservation district forester at a farmer-led semi-annual meeting to speak briefly about forest management plans to hit the deliverable for this grant.
- b. Expanding Public Engagement Activities and Equity Grant - Update

- i. Finished up the first master rain gardener class of grant. Four other classes are planned.
- ii. Lopez has researched doing a native plant sale as part of this grant with multiple partners. It would be implemented with multiple partners in the spring of 2025. This grant can be utilized for native plant sale expenses related to the master rain gardener class that is funded by the grant. There is support for the plan.
- c. Watershed Council Support FY25
 - i. RRWC is at the point where we can begin looking more into the grant covering more supplies and equipment and less staff time. This could enable us to do water quality sampling for a fee if we had the needed equipment. Lopez will work with Sheehan to create a grant proposal concept which is due at the end of December.

9. Administrative - Update

- a. Job Posting- Executive Director/Outreach Coordinator- Update
 - i. Sheehan explained that the interview committee interviewed four people and plans second interviews with two of them in the next week or so. The entire executive committee is invited to attend the interviews.
 - b. Parallel Solutions/ Erb Foundation- Involvement
 - i. Erb offered support with logistics for hiring.
 - c. Staff
 - i. Lopez explained that Administrative Assistant Ivy McClelland could pick up more hours during the holidays to assist with program planning. Motion by Sheehan, second by Calhoun, to increase Administrative Assistant hours to 29.5 hours per week from the normal 15 hours per week for up to three weeks between Dec. 16 and Jan. 15.
- MOTION CARRIED BY VOICE VOTE**
- d. Administrative Coordinator Update
 - i. Finished the fall newsletter
 - ii. Reworking master rain gardener handbook for Lenawee County.
 - iii. Monitoring emails to Knafel, former outreach coordinator and forwarding as needed.
 - iv. Assisting with Executive Director search

10. Programs/Partnership Updates

- a. Erb Grant - Farmer Led Watershed Conservation/GOS 2025 - Update

11. Committee Reports

Outreach – Met on 11/12/24. The Clean Boats Clean Waters grant is finished but we have two CBCW signs that should be installed at other boat launches. We will consider applying again in 2025. The possible native plant sale for 2025 was also discussed.

Technical – None

Development – None

Administrative – None

Financial – None

12. Public Comment - 3 Minutes

- a. None

13. Next Meeting

- a. **Executive Committee - December 19, 2024 - 1 p.m. to 2:30 p.m. - 804 N. Evans Street Tecumseh MI 49286**

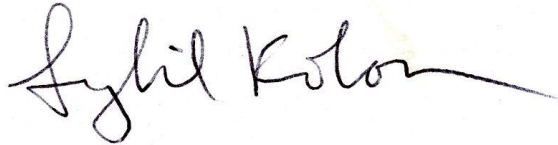
14. Adjournment

Motion by Kittredge, second by Calhoun, to adjourn at 11:39 a.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Lydia Lopez - Water Stewardship Coordinator

Date: November 19, 2024

APPROVED:

A handwritten signature in black ink that reads "Lybil Koton". The signature is written in a cursive style with a long horizontal flourish at the end.

Secretary:

Date: 12/19/24