



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
October 15, 2024 - 10:30 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 10:35 a.m.

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

Executive Committee members absent: Dave Hoffman

Others present: Stephen May – RRWC Executive Director, Lydia Lopez - Water Stewardship Coordinator, Ivy McClelland - Administrative Assistant, Benny Woith - RRWC Administrative Coordinator (Virtual), Chris Bobryck - Monroe (Virtual), Mike Ayre - Raisin township

1. Approval of Agenda - October 15, 2024

- a. Motion by Calhoun, second by Kolon, to approve the October 15, 2024 Agenda as presented.

MOTION CARRIED BY VOICE VOTE.

2. Approval of Minutes - September 17, 2024

- a. Motion by Kolon, second by Bolton, to approve the September 17, 2024 Minutes as presented.

MOTION CARRIED BY VOICE VOTE.

3. Treasurer's Report

- a. The Treasurer's Report for the period September 1, 2024 - September 30, 2024 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$24,486.14**; Expenses - **\$0.00**; Balance: **\$41,711.13**. At County National: Revenue - **\$21,547.02**; Disbursements - **\$50,162.74**; balance to date - **\$7,233.20**.

- b. Approve Disbursements for Outstanding Bills - Report on File: reviewed the monthly expense report to the total of **\$22,088.02**, including wages. Discussion about status of EGLE permit for restoration design after Brooklyn dam drawdown. Sheehan will set up a meeting with Niswander for a status update.

Motion by Bolton, second by Kittredge, to authorize payment of these bills to the total of **\$22,088.02**. **MOTION CARRIED BY VOICE VOTE**

- c. Budget - Year to Date for January through September was reviewed by May.

4. Public Comment

- a. Chris Bobryk with ECT had been working with Knafl as part of a NOAA grant that has been awarded for removal of dam 4 in the river in Monroe. He just got approval to proceed. It will include \$25,000 for RRWC to do public engagement over three years. That will include three public meetings, periodic progress update meetings and outreach materials. He provided Lopez with materials for our review. They are applying for another grant from NOAA to perform habitat restoration after dam removal, which is due November 28. They will be looking to us for similar support. He asked RRWC for a letter of support for that grant. Motion by Kittredge, second by Calhoun, for May or Sheehan to provide a letter of support for the grant. **MOTION CARRIED BY VOICE VOTE.**

5. New Business

- a. Draft 2025 budget
 - i. May reviewed the draft 2025 budget which is based on certain presumptions, especially regarding the work that will be done on the Brooklyn dam and the amount of general operating support expected to be received from the Erb Foundation. Total income and expenses are \$3,080,000, most of which are grants related to the Brooklyn dam removal and restoration. Motion by Bolton, second by Calhoun, to accept and file the draft budget. **MOTION CARRIED BY VOICE VOTE.** The draft budget will be presented to the membership for approval at our fall meeting next week.
- b. Semi-annual delegate meeting
 - i. The meeting will be held at Carpenter Farms starting at 5:30 p.m. There will be no charge if we buy their cider and donuts. We can provide other food. Motion by Kittredge, second by Bolton, to approve a budget of \$250 for the meal, plus the charge for cider and donuts. **MOTION CARRIED BY VOICE VOTE.**

6. Old Business

- a. Bylaws
 - i. The proposed revisions to the bylaws were provided to the membership and will be voted on at the semi-annual fall meeting next week.

7. Executive Director Updates

- a. 2024 Membership Updates:
 - i. To date there are 54 municipal members, 5 corporate sponsors, and 16 individual members.
- b. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
 - i. May explained that there may be delays to the work depending on receipt of the EGLE permit, which cannot be applied for until the design plan is at least 90% complete. Construction could be delayed until 2026.
 - ii. May working with DNR to be able to get advances from the grant periodically as we do not have the funds to pay contractors prior to reimbursement from the DNR.

8. Outreach Coordinator - Updates

- a. RRWC Strategic Planning Grant - Update
 - i. May explained that due to upcoming staff changes we will delay future work on the strategic plan until early 2025.

- b. Upper Wolf Creek Watershed Management Plan Grant - Update
 - i. May indicated the final reimbursement from EGLE is in process. Kittredge indicated that EGLE had reviewed the plan from the consultant and sent it for federal review.
- c. Saline River and Macon Creek Watershed Management Plan - Update
 - i. EGLE is beginning to review our submission of the \$170,000 grant to EGLE. There is about \$25,000 for RRWC; most is for contractors.

9. Water Stewardship Coordinator - Updates

- a. Forests to MI Faucets - Update
 - i. Reimbursement for the year to date has been submitted and received for \$19,000..
 - ii. Partnering with ReTree Tecumseh going forward.
 - iii. Looking into partnering with other municipalities.
- b. River Raisin Nature Exploration Programs Project - Update
 - i. Grant has been finished and money spent down. Reimbursement after the first of the year. The balance of the grant funds were used to provide additional storage in the upper level of the office.
- c. Expanding Public Engagement Activities and Equity Grant - Update
 - i. Currently teaching the first of five classes for this grant. Woith updating the Master Rain Gardener manual to be adapted for Lenawee county area. Lopez will soon be certified to provide this training since Knafl had been doing it before.
- d. EGLE Watershed Grant 2024/2025 - Update
 - i. Covered under 8.c.

10. Administrative - Update

- a. Woith reported she is working on the fall newsletter and updating the Master Rain Gardener Handbook. Due to Knafl being gone she is doing more than 5-10 hours per week. It was agreed that is appropriate.

11. Programs/Partnership Updates

- a. Erb Grant - Farmer Led Watershed Conservation/GOS 2025 - Update
 - i. May will submit the application to be approved for the third year of the program with the option for RRWC to take the lead from MACD since we are based in the area.

12. Committee Reports

Outreach – None

Technical – None

Development – None

Administrative – Personnel discussion

1. Motion by Bolton, second by Sheehan to go into closed session to discuss personnel at 11:41 a.m. **MOTION CARRIED BY VOICE VOTE.** Staff departed.
2. Motion by Calhoun, second by Kittredge, to return to open session at 11:59 a.m. **MOTION CARRIED BY VOICE VOTE.**
3. Discussion of increasing the pay of Lopez by offering a wage increase or equivalent lump sum payment. Motion by Sheehan, second by Bolton to approve a financial compensation increase for Lopez equivalent to a total of \$20.84 per hour. **MOTION CARRIED BY VOICE VOTE.**

4. Executive Director Position Description - Motil had suggested a few other changes. Motion by Sheehan, second by Calhoun, to post the ED position description after allowing executive committee members to review until noon on October 16, 2024. **MOTION CARRIED BY VOICE VOTE.**

Financial – None

13. Public Comment - 3 Minutes

- a. None

14. Next Meeting

- a. **Executive Committee - November 19, 2024 - 10:30 a.m. to 12:00 p.m. - 804 N. Evans Street Tecumseh MI 49286**

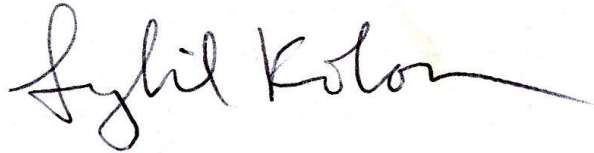
15. Adjournment

Motion by Calhoun, second by Kittredge, to adjourn at 12:17 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Sybil Kolon - Secretary

Date: October 30, 2024

APPROVED: November 19th, 2024



Secretary:

Date: November 19th, 2024