



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
January 16, 2024 - 10 a.m.
Via Google Meet/804 N. Evans St
Tecumseh, MI 49286**

Roll Call

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

Executive Committee members present: Harry Sheehan, Phil Kittredge, John Calhoun, Sybil Kolon, Trudi Cooper, Dave Hoffman (Virtual), KZ Bolton

Executive Committee members absent: None

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator, Benny Woith - RRWC Administrative Coordinator (Virtual), Isabelle Uganski - RRWC Administrative Assistant, Brad Benzing (Virtual), Josh Kofflin (Virtual)

1. Approval of Agenda - January 16, 2024

- a. Motion by Bolton, second by Cooper, to approve the January 16, 2024 Agenda as presented.
MOTION CARRIED BY VOICE VOTE.

2. Approval of Minutes - December 19, 2023

- a. Motion by Kolon, second by Kittredge, to approve the December 19, 2023 Minutes as presented.
MOTION CARRIED BY VOICE VOTE.

3. Treasurer's Report

- a. The Treasurer's Report for the period December 1, 2023 - December 31, 2023 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$89,153.79**; Expenses - **\$100,000.00**; Balance to date: **\$24,648.37**. At County National: Revenue - **\$106,364.04**; Disbursements - **\$45,336.01**; Balance to date - **\$101,658.17**. Motion by Calhoun, second by Kittredge to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**
- b. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report to the total of **\$45,381.25**. Motion by Cooper, second by Kittredge, to authorize payment of these bills to the total of **\$45,381.25**. **MOTION CARRIED BY VOICE VOTE**
- c. RRWC 2023 Budget Year End - May reviewed the unaudited Profit & Loss Budget vs. Actual report. May has been in touch with the auditor. These figures will be used for our annual report.

4. Public Comments (3) Minutes

- a. Hoffman had further inquiries regarding the Monroe COTE grant.
b. Kofflin suggests applying for a Ducks Unlimited grant.

5. Old Business

PARTNER | PROTECT | PRESERVE

- a. Brooklyn Dam - Update
 - i. Winter seeding occurred between Christmas and New Year
 - ii. Public Meeting to share 60% completed plans for remediation in the former Mill Pond to be scheduled in order to hear public comment, date TBD
- b. RRWC Strategic Planning Grant - Update
 - i. Staff met with Motil 1/12 to discuss next steps
 - ii. Knafel to provide contact information for potential people to interview no later than 1/26
 - iii. Public meetings in locations around the watershed to seek input are expected in the spring
- c. Grant Tracking - Update
 - i. Going into 2024 RRWC will expand current grants to meet organizational goals
- d. Copier
 - i. Available in-office, but only for black and white
 - ii. Several alternate options were discussed
 - iii. Vote was previously approved for a lease or purchase using grant funds from EGLE Nature Exploration grant and is now available for staff to purchase consistent with the grant

6. Executive Director Updates

- a. Report/Calendar/2024 Membership Updates:
 - i. Membership dues are coming in; 11 municipal members so far.
- b. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
 - i. All contracts are signed and funds are available, staff to submit via timesheet reporting
- c. Releaf Michigan - Update
 - i. Contingent on the Federal government being open, budget not approved yet
- d. Quickbooks Online
 - i. Woith completed the sign-up for an annual subscription

7. Outreach Coordinator - Updates

- a. Upper Wolf Creek Watershed Management Plan Grant - Update
 - i. Next meeting 1/17 to complete grant recommended items. The grant was extended until June
- b. University of Maryland - Watershed Report Card - Update
 - i. Public release meeting 4/16 which conflicts with RRWC Executive Board Meeting
 - 1. EC Meeting now 4/15

8. Water Stewardship Coordinator - Updates

- a. Forests to MI Faucets - Update
 - i. None
- b. River Raisin Nature Exploration Programs Project - Update
 - i. Flyers for upcoming 1st quarter programs distributed to the Northwestern Region
- c. Continuing Education Opportunity

- i. Lopez provided details on training she and Knafl would like to attend. Motion by Bolton, second by Cooper to approve \$725 for continuing education. **MOTION CARRIED BY VOICE VOTE.**
- d. River Raisin Water Festival
 - i. Budget request of \$840 proposed by Julie Connolly, River Raisin Institute Outreach Coordinator for the River Raisin Water Festival. RRWC has been participating in this festival for several years. Additional funding will be sought to cover these expenses. Motion by Cooper, second by Kittredge, to approve \$840 to fund the RRWF. **MOTION CARRIED BY VOICE VOTE.**

9. Administrative Coordinator/Assistant - Updates

- a. Woith to begin working on spring Streamlines Newsletter
 - i. Sheehan will write an article about some of the grants we are handling.
- b. Updates and edits made to website to keep scheduling up-to-date

10. Programs/Partnership Updates

- a. Erb Grant - Farmer Led Watershed Conservation - FLG - Reimbursement Update
 - i. Checks received 1/10/24
 - ii. Strategic Planning Meeting at Stubnitz Nature Center beginning at 9 a.m. on Jan. 17
 - iii. Lopez recommended a grant to apply for in order to support FLG activities on behalf of RRWC

11. Committee Reports

Outreach – Next meeting 1/18 at 1 p.m. at Tecumseh Office (804 N. Evans Street)

Technical – None.

Development – None.

Administrative – Job Title/Descriptions: Woith would like to see job title adjusted to “Website Administrator” to reflect the virtual nature of her position. Lopez has suggested her position be renamed to Director of Stewardship now that she is full time. Discussion about the desire of staff to revise titles. It is not typical for one director to work under another director. We would expect input on this to come out of the strategic plan, which won’t be received for several months. Motion by Sheehan to accept the recommendations that staff made at the last meeting and at this meeting, pending approval of the recommendation of the Administrative Committee. Second by Calhoun. **MOTION CARRIED BY VOICE VOTE.** The Administrative Committee will meet immediately after this meeting.

Financial – None.

12. Public Comment - 3 Minutes

Hoffman wanted to report that a farmer has been taking water samples from the River Raisin and is submitting them in Ohio. He is trying to get reports.

13. Next Meeting

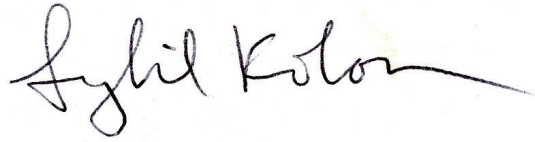
- a. **Executive Committee - February 20, 2023 - 10 a.m. to 12 p.m. - LISD Center for Sustainable Future (Tipton)**

14. Adjournment

Motion by Calhoun, seconded by Sheehan, to adjourn at 11:42 a.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafl - Outreach Coordinator

Date: 2/12/24

A handwritten signature in black ink that reads "Sybil Kolon". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Secretary:

Date: 2/20/24