



**RIVER RAISIN WATERSHED COUNCIL**

320 Springbrook Avenue, Suite 102

Adrian, MI 49221

517-264-4754

rrwc@lenawee.mi.us

riverraisincoordinator@gmail.com

www.riverraisin.org

**River Raisin Watershed Council  
Executive Committee Meeting Minutes  
June 20, 2023 - 10:30 a.m.  
Via Google Meet/804 N. Evans St  
Tecumseh, MI 49286**

**Roll Call**

Chair Harry Sheehan called the meeting to order at 10:35 a.m.

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

Executive Committee members absent: Dave Hoffman, Trudi Cooper

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator, Benny Woith - RRWC Administrative Coordinator, Mark Crane (Alternate of Palmyra Township - virtual), Brent Shea (Shea Tax Accounting - virtual)

**1. Approval of Agenda - June 20, 2023**

- a. Add Office Expenditures pay down under New Business 6.d. Add 6.e. about Manchester Log Jam. Motion by Kolon, second by Kittredge, to approve the June 20, 2023 Agenda as amended. **MOTION CARRIED BY VOICE VOTE.**

**2. Approval of Minutes - May 16, 2023**

- a. Motion by Calhoun, second by Kittredge, to approve the May 16th, 2023 Meeting Minutes with the removal of "See 5.a and 6.e." from Section 11.a.i. **MOTION CARRIED BY VOICE VOTE.**

**3. Treasurer's Report**

- a. The Treasurer's Report for the period May 1, 2023 - May 31, 2023 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$39.41**; Expenses - **\$0.00**; Balance to date: **\$16,381.23**. At County National: Revenue - **\$10,411.81**; Disbursements - **\$6,554.58**; Balance to date - **\$55,202.10**. Motion by Bolton, second by Kittredge to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**
- b. Approve Disbursements for Outstanding Bills - Updated report on File: May reviewed the monthly expense report to the total of **\$19,295.22**. Motion by Sheehan, second by Kolon, to authorize payment of these bills to the total of **\$19,295.22**. **MOTION CARRIED BY VOICE VOTE**
- c. 2022 Audit -

- i. Brent Shea stated that the amount of grants we have received has changed the format from the prior years.
- ii. Shea is making sure that our audit is in compliance with Government Audit standards, making this year a Yellow Book audit.
- iii. Sheenan asked if we should be doing anything different for next year. Shea stated that what is being spent with Grant money, to keep those receipts separate and labeled well in Quickbooks. Especially for contracts that include federally funded money.
- iv. Motion by Bolton, second by Cahloun, to accept the audit. **MOTION CARRIED BY VOICE**

d. RRWC 2023 YTD - Report on file

#### **4. Public Comments (3) Minutes**

a. None.

#### **5. New Business**

a. Shea Tax Accounting - Audit bid - 2023, 2024, 2025

- i. May stated that there is a \$100 increase every year. They also do our 1099s, etc. Sheenan agrees we should stay with Shea. Motion by Sheenan, second by Kittredge, to keep on using Shea Tax Accounting for the next three years.

**MOTION CARRIED BY VOICE VOTE**

b. Letter to City of Tecumseh - AJ Smith Building Rental

- i. May wrote a letter to Dan Swallow about extending the rental agreement. We asked for a reduction in the monthly rent as we no longer have grant funding for this. On September 30th the lease will expire. We are waiting to hear back.

#### **6. Old Business**

a. Brooklyn Dam - Update

- i. Permit hasn't been issued yet but planning on drawing down in July.
- ii. Knafl stated we should host another Brooklyn Dam informational event in July as well.
- iii. Hoping to get a kiosk at location with information.

b. SSP Leasing/Gravel Pit Operation - Upper Wolf Creek - Update

- i. Kittredge stated there will be a public hearing at the next Planning Commission on June 28th at 5:30pm at Cambridge township hall. Cambridge township did propose to extend the moratorium through the end of August.
- ii. Kittredge stated that we have more information we can put on the website, but will have something RRWC can review and then post there.

c. AmeriCorps Team - Update

- i. Knafl stated that we sent in the application. AmeriCorps will review and get back to us next month. This will be for September through November focusing efforts in Manchester to Dundee.

d. Spending Down of Grant -

- i. Knafl, Lopez and Woith created a spreadsheet with \$2,000 in items and supplies needed for the office that Sheenan will send out at the end of the month to help spend down this grant.

e. Manchester Log Jam -

- i. Kolon went to Manchester Township's meeting about using up to \$10,000 of American Rescue Plan Act funds for clean ups around the river. If we get the Americorp crew they might cover that. No action was taken by the township board.
- ii. May stated that the Technical committee needs to meet to discuss more of the logistics if we do get the Americorp crew.

## **7. Executive Director Updates**

- a. Report/Calendar/2023 Membership Updates:
  - i. 54 municipal members
  - ii. 3 corporations to date
  - iii. 10 individual members to date
- b. Strategic Planning - Erb Grant - \$50,000 - Update
  - i. May signed the contract with Erb.
  - ii. An RFP will be posted to seek a consultant to facilitate the strategic plan process.
  - iii. Would like to include FLG Group included in this amount as well.
- c. Lenawee County Fair - Update
  - i. Raffle license in hand.
  - ii. Will need to start looking at kayaks and other prizes to give away and printing tickets.
- d. Outreach/Expansion Support Grant - Update
  - i. May did receive a check for \$4,200 that is getting to the end of the grant.
- e. Brooklyn Dam Removal/New Grant Proposal - Update
  - i. \$2.3 million awarded that happened in the last couple of weeks to complete the project that will include construction.

## **8. Outreach Coordinator - Updates**

- a. Upper Wolf Creek Watershed Management Grant - Update
  - i. Water sampling is going on as normal. But there isn't enough rain for high flow sampling.
  - ii. On the 1st week of August Knafl will have a meeting with the Lenawee County Health Department. Knafl and Kittredge to get a presentation together for the meeting.
- b. University of Maryland - Watershed Report Card - Update -
  - i. Knafl to write up material for the stories that are going into Watershed Card, will send it to the Maryland team for review, as well as the executive team.
- c. Master Rain Gardner MOU -
  - i. The MOU states that we are certified to give training and give lessons but are not certified to certify others as professional master rain gardeners.
  - ii. Needs Executive Board to sign. Motion by Calhoun, second by Bolton, to sign MOU. **MOTION CARRIED BY VOICE VOTE**
- d. Completed Activities
  - i. Wrapped up MRG class on 5/17
  - ii. Attended Manchester Kayak Canoe Race 5/21
  - iii. Presented for Citizens Protect Irish Hills 5/22
  - iv. Participated in Environmental Career Day in Partnership with River Raisin Institute 5/31 and 6/1

- v. Ran a booth for the Washtenaw County Conservation District Native Plant Expo 6/3
- vi. Walk through with Barrett's Showplace Gardens and Flower Shop 6/7
- vii. River Clean-Up with Wacker and The Nature Conservancy 6/9
- viii. Attended Hub Fest 6/10

e. Upcoming Activities

- i. Great Lakes Restoration Celebration on Friday September 22nd at the Henry Ford Museum. Kolon would like RRWC to attend and present.

**9. Water Stewardship Coordinator - Updates**

- a. Internship(s) -
  - i. Lopez stated that interns (Andrew Mullins and Alyiah Fife) are doing great and have been helpful and doing a lot of activities.
- b. Lopez and Isabelle Uganski have been putting out educational topics and videos on social media.
- c. Fall Events that Lopez will be hosting:
  - i. Beekeeper 101 - Napoleon Bee Supply to assist.
  - ii. Basics of Composting
  - iii. Rain Gardens 101 presented by Knafl
  - iv. Foraging 101 - Taught by Will Forage for Food

**10. Administrative Coordinator/Assistant - Updates**

- a. Quickbooks -
  - i. Can get Quickbooks through TechSoup.org for \$75 for up to 5 users.
- b. Went to Bug ID Day and helped Dr Carley Kratz.

**11. Programs/Partnership Updates**

- a. ERB Grant - Farmer-Led Watershed Conservation - FLG - MOU
  - i. May stated compensation from FLG is now half of what we were getting, since they hired a project manager. They do not need us for as much work.
- b. Forest to Faucets: DNR - Grant Approval
  - i. Motion by Calhoun, second by Sheenan, to approve Knafl and Lopez to pursue and submit application for this grant. **MOTION CARRIED BY VOICE VOTE**

**12. Committee Reports**

Outreach – Met and started planning for the 50th anniversary in 2024.

Technical – None.

Development – None.

Administrative – To meet 7/18 at 9am.

Financial – None.

**13. Staff - Transition/Medical**

- a. Woith will be leaving RRWC at the end of July for traveling throughout the USA for 3-4 months. The Board will discuss if they would like to keep Woith on as a 1099 for some work for RRWC.
- b. Lopez will be on medical leave from the 28th of June until July 5th.
- c. Bolton will also be on medical leave for 6-8 weeks.

**14. Public Comment - 3 Minutes**

Mark Crane, from Palmyra, is worried about increasing water coming out of the river through irrigation. Was told to contact EGLE.

**15. Next Meeting**

- a. **Executive Committee - July 18th, 2023 - 10:30 a.m. - 12 p.m. - Tecumseh Office**

**16. Adjournment**

Motion by Calhoun, seconded by Sheenan to adjourn at 12:20 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Benny Woith - Administrative Coordinator

Date: 7/5/2023

Secretary: 

Date: 7/18/2023