



**RIVER RAISIN WATERSHED COUNCIL**

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**River Raisin Watershed Council  
Executive Committee Meeting Minutes  
January 17th, 2023 - 10:30am - 12pm  
Via Zoom/RRWC Tecumseh Office  
804 Evans St., Tecumseh MI, 49286**

**Roll Call**

Chairman Sheehan called the meeting to order at 10:36 a.m.

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

Executive Committee members absent: Dave Hoffman

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Sarah Woith - RRWC Administrative Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator

**1. Approval of Agenda - January 17, 2023**

Motion by Calhoun, second by Kittredge, to approve the January 17, 2023 Agenda as presented. **MOTION CARRIED BY VOICE VOTE.**

**2. Approval of Minutes - December 15, 2022**

Motion by Kolon, second by Bolton, to approve the December 15, 2022 Meeting Minutes as presented. **MOTION CARRIED BY VOICE VOTE.**

**3. Treasurer's Report**

- a. The Treasurer's Report for the period December 1, 2022 - December 31, 2022 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$143.79**; Expenses - **\$5.00**; Balance to date: **\$14,576.99**. At County National: Revenue - **\$19,417.38**; Disbursements - **\$6,118.19**; Balance to date - **\$35,068.67**. Motion by Calhoun, second by Cooper to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**
- b. 2022 Budget - Report on file
  - i. Started the year at **\$34,134.47**. Revenue of **\$194,536.50**. Expenses - **\$179,025.31**. Balance - **\$49,645.66**.
- c. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report to the total of **\$25,496.08**. Motion by Cooper, second by Calhoun, to authorize payment of these bills to the total of **\$25,496.08**. **MOTION CARRIED BY VOICE VOTE**
- d. RRWC Budget - Year-end Unedited Totals - Shea Tax Audit Preparation
  - i. Audit will not start until April and we will not receive back until May.
- e. RRWC 2023 YTD - Report on file

- i. Staff to consider additional needs for the office
- ii. Last year for Upper Wolf Creek Watershed Management Plan Grant

#### **4. Public Comments**

None.

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

- a. February EC Meeting Location - Executive Committee
  - i. At the request of Dr. Carley Kratz, we will be holding our meeting at Lenawee Intermediate School District Center for Sustainable Future, allowing the technical students to get a chance to see how a board meeting functions. Agreed to meet on Feb 21 at 10 a.m. at the LISD CSF (4260 Tipton Hwy, Adrian).
- b. 2023 Semi-Annual Spring Delegate Meeting Location
  - i. Tuesday April 25, open house beginning at 5 p.m. and meeting to begin at 6 p.m. Knafel to ask about Tecumseh Recreation Center gymnasium, or consider tent rental from Tecumseh Tent Rental. Kolon to inquire about a local beekeeper as a speaker.
- c. Funding - RR Water Festival
  - i. RRWC will participate and provide some financial support. Motion by Bolton second by Calhoun to fund up to \$250. **MOTION CARRIED BY VOICE VOTE.**
- d. RRWC Annual Report Preparation
  - i. Lopez to complete with assistance from staff and board. Press release to be included with the publication of the report.
- e. Network for Good Renewal - 2/21/23 - \$2,400-\$3,000
  - i. Motion by Calhoun, second by Kittredge to approve renewal not to exceed \$3,000. **MOTION CARRIED BY VOICE VOTE.**

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

- a. Brooklyn Dam - Community Meeting/Update - 1/26/23 - 4-6pm - Brooklyn Sportsmen's Club
  - i. Brooklyn Dam - Community Meeting/Update - 1/26/23 - 4-6 PM - Brooklyn Sportsmans Club
  - ii. Chris Frieburger to provide informational materials to be shared to the public prior to and during the public meeting, and to lead interpretive hike at the site.
  - iii. Knafel to post physical flyers in Brooklyn MI at relevant public communication boards
  - iv. RRWC to provide comment cards for participant use
  - v. Knafel to follow up with NFG review informational email
- b. SSP Leasing/Gravel Pit Operation - Upper Wolf Creek
  - i. Cambridge Township special meeting passed a six month moratorium while further research is conducted.
- c. Spanish Outreach
  - i. No updates since last month
  - ii. Knafel to send material to Sheehan

- d. Email list options for EC and committees - Created riverraisinexecutive@gmail.com and riverraisinstaff@gmail.com. Waiting for May, Bolton, Lopez to confirm forwarding. Woith to put these on the website.
- e. Outreach/Development - Update
  - i. See item 8.
- f. Temper the Times Foundation Grant
  - i. Grant submitted for additional office resources, will hear back in February.

## **7. Executive Director Updates**

- a. Report/Calendar/2023 Membership Updates:
  - i. Dues are beginning to come in for 2023.
- b. Outreach/Expansion Support Grant Updates
  - i. Knafl to reach out to Barb Miztel to start working on it.
- c. Upper Wolf Creek Watershed Management Grant - Update
  - i. Nothing new to report.
- d. Brooklyn Dam Removal/New Grant Proposal - Update
  - i. May sent out information about another grant to Sheenan for review.
- e. University of Maryland - Watershed Report Card - Update
  - i. Budget for 2023 has been submitted. Reimbursement for prior tasks received.
  - ii. Recreation working group met, deliverables still being amended
- f. Network for Good - Update
  - i. See above (5.e.)
  - ii. RRWC to consider "Legacy Giving" opportunities for retirees
- g. Development Committee - Corporate Development
  - i. No new reports since last month
- h. Base of Operations - Update
  - i. Knafl bought \$120 of credits for the GIS account with permission from Steve at the behest of Dereck.
  - ii. Will cancel the check that was sent out in September for the Poster Contest and Discover the Raisin contest, as the check was not cashed.
  - iii. Hillsdale county plans to pay dues again. Has a new representative, Steve Lanzing.
- i. NRCS Sample Monitoring -
  - i. May was contacted by NRCS about monitoring the outflow from the holding pond at Blain Baker's property. MSU is no longer sampling and we have been asked to conduct weekly samples. Will get reimbursement and get to work with Adrian college. Will not start until March or April. Knafl to do this.
- j. Sandish Dam - Update
  - i. Dan Swallow, city of Tecumseh administrator, asked us to write a letter and support their application for the Standish Dam upgrade. Dan is looking to put a Kayak portage around the dam and is looking for funding.
- k. RRWC to consider "Legacy Giving" opportunities for retirees.

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

- a. Completed Events
  - i. Meeting with Derek Wilt 12/19/22
  - ii. Site Visit for Log Jam 12/19/22

- iii. Master Rain Gardener Train-the-Trainer Presentation 1/9/23
- iv. Classroom Presentation for St. Joseph Erie 1/10/22
- v. Wild Ones Presentation 1/10/22
- b. Upcoming Events
  - i. Sharon Township Land Preservation Meeting 1/18/22
  - ii. Agricultural Runoff Convention 1/19/22
  - iii. Brooklyn Dam Removal Public Presentation 1/26/22
  - iv. The Watershed Report Card is coming along nicely! Next meeting 1/23/23
  - v. Saginaw Bay Western Lake Erie Conservation Blueprint meeting 1/25/23
  - vi. The Stewardship Network Conference on Feb 2 and 3

#### **9. Water Stewardship Coordinator - Updates**

- a. Lopez to send out material regarding Picture the Raisin, Discover the Raisin, and Poster Contest to board for review.
- b. Picture the Raisin and Discover the Raisin to operate under the same budget as last year (\$2,000).
- c. Photo Contest prize to be determined.
- d. Staff to make proposals regarding interns and staff time this summer.

#### **10. Administrative Coordinator - Updates**

- a. Meeting Minutes - 2020 completed and updated to website. 2021 all updated except for Jan, Feb, April, unable to locate on Drive. Will continue to look. 2022 all posted except for February, waiting on Knafl.
- b. Updated Reports & Documents and Staff page; added Calendar to Website
- c. Network for Good contacts -
  - i. Start: 1,263 End: 960.
  - ii. Created a new group for Top Taxpayers.
  - iii. Still adding elementary, middle school and high school teachers as well as boy/girl scout clubs and will start on local libraries.
- d. Google for Nonprofits is free to use for us. Recommend moving to this platform.

#### **11. Administrative Assistant - Updates**

- a. Posting to all social media outlets. Since posting frequency/consistency has been up 250%. Reaching 2,000 in the last month, an increase of 240%.
- b. Helping with the website as well.

#### **12. Programs/Partnership Updates**

- a. ERB Grant - Farmer Led Watershed Conservation - Update
  - i. Had FLG meeting this morning, no update on funding.
- b. Social Media - Erb Grant - \$10,000 - Update
  - i. Erb to meet this week or next.
- c. Erb GOS - Reporting Requirements - Update
  - i. Submitted, results to be returned shortly.

#### **13. Committee Reports**

Outreach – Knafl to plan meeting.

Technical – None.

Development – None.

Administrative – None.

Financial – None.

**14. Next Meeting**

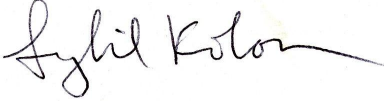
- a. Executive Committee- February 21, 2023 at 10am - LISD CSF (4260 Tipton Hwy, Adrian)**

**15. Adjournment**

Motion by Caulhoun, seconded by Kittredge to adjourn at 12:10 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Sarah Woith - Administrative Coordinator

Date: 01/17/2023

Secretary: 

Date: 3/13/2023