



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
May 16, 2023 - 10:30 a.m.
Via Zoom/804 N. Evans St
Tecumseh, MI 49286**

Roll Call

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

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

Executive Committee members absent: Dave Hoffman.

Others present: Stephen May – RRWC Executive Director, Benny Woith - RRWC Administrative Coordinator, Andrew Mullins - RRWC Intern, Brad Benzing - Hillsdale County Commissioner (Zoom), Stephanie Kozar - Milan Township (Zoom).

Absent: Meija Knafl – RRWC Outreach Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator

1. Approval of Agenda - May 16, 2023

- a. Add Office Expenditures pay down under New Business 5.b. Motion by Cahoun, second by Cooper, to approve the May 16, 2023 Agenda as amended. **MOTION CARRIED BY VOICE VOTE.**

2. Approval of Minutes - April 18, 2023

- a. Chris Frieburger's name was spelled wrong. Woith to edit and upload to web. Motion by Sheehan, second by Kittredge, to approve the April 18, 2023 Meeting Minutes as presented. **MOTION CARRIED BY VOICE VOTE.**

3. Treasurer's Report

- a. The Treasurer's Report for the period April 1, 2023 - April 30, 2023 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$1,049.46**; Expenses - **\$0.00**; Balance to date: **\$16,341.82**. At County National: Revenue - **\$2,793.00**; Disbursements - **\$37,468.82**; Balance to date - **\$56,264.99**. Motion by Calhoun, second by Cooper 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 **\$9,855.57**, including the addition of **\$3,180** for Shea Audit Services. Motion by Sheehan, second by Calhoun, to

authorize payment of these bills to the total of **\$9,855.57. MOTION CARRIED BY VOICE VOTE**

- c. 2022 Audit - May stated the auditor only sent two copies of the finished audit but there were no significant findings and they plan to go over everything at the next meeting.
- d. RRWC 2023 YTD - Report on file

4. Public Comments (3) Minutes

- a. Andrew Mullins, our newly hired intern, introduced himself.

5. New Business

- a. EGLE Watershed Outreach/Expansion Grant
 - i. Lopez is currently working on submission and will submit by the due date tomorrow.
- b. Office Expenditures
 - i. Sheehan needs the "Spend Down Spreadsheet" for using the remaining funds of a little over \$2,800 from a grant by the next Executive Meeting. Woith to create spreadsheet and share with Knafl and Lopez to add items needed for the office.

6. Old Business

- a. Brooklyn Dam - Zoom Call - May 19th, 1-3pm - Update
 - i. May will be absent from the Zoom call but will send out a link for others to join.
 - ii. A new grant has been submitted to the dam safety unit at EGLE.
- b. SSP Leasing/Gravel Pit Operation -
 - i. Kittredge stated the existing ordinance is still under review, since the application was filed before the moratorium. Gravel Pit owner did go to court.
- c. 2023 Semi-Annual Spring Delegate Meeting - April 27, 2023 - Comments
 - i. Speed up roll call and call out the names on the sheet and confirm and engage people at the start and if there's anyone we missed.
 - ii. Sign in sheets need to be created and there earlier and we need to verify how many people and coordinate on food.
- d. Strategic Planning - Erb Grant - \$50,000 - Update
 - i. Meeting is next Wednesday. Recommendation is to fund RRWC at \$50,000.
 - ii. May was on a webinar with a "spend down group" called *Rockefeller* out of Illinois. Seven watershed councils attended. One of the suggestions was that they provide an endowment from the Erb family.
 - iii. David Rhodes also recommended a marketing consultant in Saline who we could hire for the position.

7. Executive Director Updates

- a. Report/Calendar/2023 Membership Updates:
 - i. 52 municipal members. Missing Milan Township dues.
 - ii. 3 corporations to date
 - iii. 10 individual members to date
- b. Outreach/Expansion Support Grant Updates
 - i. \$6,000 remains. We have an extension for 6 months.
- c. Brooklyn Dam Removal/New Grant Proposal - Update

- i. May stated we have funding from the Dam Safety Unit on the director's desk waiting to be signed.
- ii. \$80,000 will be added to the grant for the Michigan State Historic Preservation Office (SHPO). The additional funding will be used to document and deregister the historic Mill Street Bridge before it is removed.
- d. Base of Operations - Update
 - i. \$3,000 remains from the grant. Motion by Sheehnan, second by Cooper to approve May to write a letter to seek extension to use toward rent and other utilities. **MOTION CARRIED BY VOICE VOTE**

8. Outreach Coordinator - Updates

- a. Upper Wolf Creek Watershed Management Grant - Update
 - i. Kittridge stated two reviews on EGLE to make sure on the same page, in good shape. Started sampling three weeks ago. High e coli with human DNA. There are currently two house bills being reviewed for State of Michigan septic code. Kittredge to draft up a paragraph about support for house bills.
- b. AmeriCorps Team - May 2, 2023 -
 - i. Submitted and received approval for full proposal due on June 6, 2023, for use of the AmeriCorp team in Autumn.

9. Water Stewardship Coordinator - Updates

- a. Discover the Raisin - Poster Contest
 - i. Lopez to send May winners. Approved to write checks for winners.
- b. 2023-Watershed Support Grant - Update
 - i. See 7b.
- c. Internship(s) -
 - i. Andrew Mullins was hired. Hannah was offered job but had to decline due to another position. Lopez and Woith to meet and discuss the next step. Spark grant funding half.

10. Administrative Coordinator/Assistant - Updates

- a. Zoom/Google Meet -
 - i. Google Meet is free for non-profits with up to 24 hours meeting time with 100 participants. Must be used under admin@riverraisin.org account within the Google Team. Woith to create Executive login for easier access.
- b. Amazon Prime -
 - i. Non-profit discount from \$179 to \$129 for Amazon Prime. Approved to purchase.

11. Programs/Partnership Updates

- a. ERB Grant - Farmer-Led Watershed Conservation - Summer Workshop - July 20, 2023 - Update
 - i. Summer Workshop July 20, 2023 with a list of Speakers and a Panel out in Fairfield Township. Melissa Harris will use the RRWC office for admin work in preparation.

12. Committee Reports

Outreach – This committee or a sub-committee should start planning for the 50th anniversary in 2024. Knafl, Cooper, Woith and Kolon willing to serve.

Technical – None.

Development – None.

Administrative – Kolon would like to have a committee meeting to talk about the delegate/alternate sheets and to update the by-laws.

Financial – None.

13. Public Comment - 3 Minutes

Kittridge attended Michigan Lakes and Streams Conference from May 5th-6th and highly recommends Executives and Staffs to join next year.

14. Next Meeting

- a. **Executive Committee - June 20, 2023 - 10:30 a.m. - 12 p.m. - Tecumseh Office**

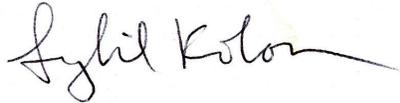
15. Adjournment

Motion by Sheehan, seconded by Cooper to adjourn at 12:07 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Benny Woith - Administrative Coordinator

Date: 6/20/2023

Secretary:



Date: 6/20/2023