



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
December 19, 2023 - 10 a.m.
Via Google Meet/804 N. Evans St
Tecumseh, MI 49286**

Roll Call

Chair Harry Sheehan called the meeting to order at 10:09 a.m.

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

Executive Committee members absent: Dave Hoffman, KZ Bolton

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

1. Approval of Agenda - December 19, 2023

- a. Sheehan moves item 9 to section 5, Kolon suggests we set 2024 meeting schedule under 15. Motion by Calhoun, second by Kittredge, to approve the December 19, 2023 Agenda as amended. **MOTION CARRIED BY VOICE VOTE.**

2. Approval of Minutes - November 16, 2023

- a. Motion by Kolon, second by Kittredge, to approve the November 16, 2023 Minutes as presented. **MOTION CARRIED BY VOICE VOTE.**

3. Treasurer's Report

- a. The Treasurer's Report for the period November 1, 2023 - November 30, 2023 was distributed and reviewed by May. At Premier Bank: Revenue – **\$651.39**; Expenses - **\$0**; Balance to date: **\$35,494.58**. At County National: Revenue - **\$250.00**; Disbursements - **\$2,075.77**; Balance to date - **\$40,630.14**. 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 - Report on File: May reviewed the monthly expense report to the total of **\$98,761.50**. Motion by Calhoun, second by Cooper, to authorize payment of these bills to the total of **\$98,761.50**. **MOTION CARRIED BY VOICE VOTE**
- c. RRWC 2023 Budget YTD - Report on file

4. Public Comments (3) Minutes

None

5. New Business

- a. Copier
- i. Discussion of the need for a better copier to make copies for the Nature Exploration grant over the next year. May has identified a copier available for lease for \$50 per

month and a \$263 annual fee. Motion by Sheehan, second by Cooper, to approve using EGLE Nature Exploration grant funds to lease a printer for Tecumseh Office. **MOTION CARRIED BY VOICE VOTE**

6. Old Business

- a. Brooklyn Dam - Update
 - i. Stranded wildlife are the current priority
 - ii. Winter seeding happening 12/18-12/25
- b. RRWC Strategic Planning Grant - Update
 - i. Motil looking to obtain a list of 100 relevant contacts for RRWC, Knafli to continue to expand list
- c. Grant Tracking - Update
 - i. Closed out Outreach/Expansion grants from EGLE

7. Executive Director Updates

- a. Report/Calendar/2023 Membership Updates:
 - i. 54 municipal members
 - ii. 5 corporations to date
 - iii. 20 individual members to date
- b. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
 - i. See 6.a.
- c. Releaf Michigan - Update
 - i. May has written in a budget of \$60,000 for RRWC to partner, but no final award has been made yet
- d. General Operating Support and Administrative Support Grants - Erb Family Foundation - Update
 - i. Nat Lichten to recommend RRWC to be funded for \$25,000
 - ii. May submitted for approval at Erb board meeting in January

8. Outreach Coordinator - Updates

- a. Upper Wolf Creek Watershed Management Grant - Update
 - i. Grant deadline extended through June 2024, RRWC and Limnotech to submit material to EGLE by end of January 2024
- b. University of Maryland - Watershed Report Card - Update
 - i. To be released Spring 2024
- c. Great Lakes Restoration Celebration - Update
 - i. Complete
- d. WLEB Advisory Council Meeting
 - i. About 120-150 attendees, great set of programs, would be valuable to attend again next year
- e. Spring Master Rain Garden Classes - Update
 - i. Hybrid class January 25 to February 22
 - ii. Tecumseh class from February 28 to March 27
 - iii. Saline Class from April 10 to May 8
- f. Monroe COTE and ECT - Dam #4 NOAA Grant

- i. Knafl submitted a budget for \$66,000 for collaboration on Coastal Habitat Restoration and Resilience Grants for Tribes and Underserved Communities

9. Water Stewardship Coordinator - Updates

- a. Forest to Faucet - Update
 - i. Lopez to create activity outline/timeline and begin setting up partner meetings
 - ii. Sheehan would like to see this grant contract made available in the RRWC Google Drive
- b. River Raisin Nature Exploration Programs Project - Update
 - i. Excellent turnout for this month, ended up having to waitlist
- c. Watershed Council Support Grant - EGLE - \$40,000
 - i. Uganski and Lopez are currently writing. Motion by Sheehan, second by Kittredge to support submission of completed application materials. **MOTION CARRIED BY VOICE VOTE**

10. Administrative Coordinator/Assistant - Updates

- a. Woith continuing to update website and social media, and coordinate with Motil
- b. Woith suggests going down to 5 hours per week focused on website maintenance and GiveButter email blasts, as well as the newsletter and assistance with the annual report

11. Programs/Partnership Updates

- a. Erb Grant - Farmer Led Group
 - i. Reimbursements finally received.

12. Committee Reports

Outreach – 50th Anniversary Gala scheduled for Saturday September 14, 2024, motion by Sheehan, second by Cooper to approve a disbursement of \$680 for Adrian Tobias Center rental.

MOTION CARRIED BY VOICE VOTE

Technical – None.

Development – None.

Administrative – Staff

Financial – None.

13. Public Comment - 3 Minutes

None.

14. Next Meeting

- a. Executive Committee - 2023 - 10 a.m. to 12 p.m. - Tecumseh Office (3rd Tuesday at 10 a.m.) motion by Sheehan, second by Kolon to maintain regular schedule. **MOTION CARRIED BY VOICE VOTE (November of 2024 to be a week early)**

15. Adjournment

Motion by Calhoun, seconded by Kitteidge, to adjourn at 11:41 a.m. **MOTION CARRIED BY VOICE VOTE.**

16. Sheehan Reconvened at 11:51 p.m.

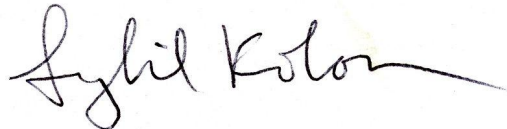
- a. Missed item was additional Administrative
 - i. Discussion of possible new job title now that Lopez is full time. A job description for a “Stewardship Director” will be created. Uganski to be considered for altered title.

17. Second adjournment

Motion by Calhoun, second by Kittredge, to adjourn at 12:02 p.m.

Respectfully submitted by Meija Knafel - Outreach Coordinator

Date: 1/10/24

A handwritten signature in black ink that reads "Sybil Kolon". The signature is written in a cursive style with a long, sweeping underline.

Secretary:

Date: 1/16/24