



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
August 16, 2022 - 10 AM
Via Zoom/Tecumseh Parks and Recreation**

1. Roll Call

Chairman Sheehan called the meeting to order at 10:11 a.m.

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

Executive Committee members absent: Dave Hoffman

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Sabrina Gross (Zoom) - Delegate, Lydia Lopez (RRWC), Chris French (Intern), Gary Kirsch (Zoom), Brad Benzing, Pam Bunch (Zoom), Mike Ayre (Zoom), Sarah Gilmore (Tecumseh Parks and Recreation)

2. Approval of Agenda - August 16, 2022

GIS hosting was added under Old Business. Motion by Bolton, second by Calhoun to approve the agenda as amended. **MOTION CARRIED BY VOICE VOTE.**

3. Approval of Minutes - July 19, 2021

Motion by Bolton, second by Kolon, to approve meeting minutes as presented. **MOTION CARRIED BY VOICE VOTE.**

4. Treasurer's Report

- a. The Treasurer's Report for the period July 1, 2022 – July 31, 2022 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$71.70**; Expenses - **\$0**; Balance to date: **\$14,343.04**. At County National: Revenue - **\$17,938.14**; Disbursements - **\$5,262.48**; Balance to date - **\$58,625.88**.

Motion by Bolton, second by Kittredge to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**

- b. 2022 Budget - Report on file
- i. May reviewed the budget to date
- c. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report. Motion by Sheehan, second by Calhoun, to authorize payment of these bills in the amount of \$11,990.59. **MOTION CARRIED BY VOICE VOTE**

5. Public Comments

- a. Sybil Kolon enjoyed presenters from the Farmer Led meetings and would like us to consider them as speakers at our own upcoming meetings.
- b. Sabrina Gross would like to see information about the Hot Spots and Soil Sampling we did previously at the next Semi-Annual Meeting.

6. Executive Director Updates

- a. Updated giving:
 - i. 54 municipal memberships
 - ii. 6 corporate memberships
 - iii. 2 individual memberships
 - b. Watershed Support Grant (EGLE) - Update
 - i. On hold. Five months to go. Sheehan to follow-up.
 - c. Upper Wolf Creek Watershed Management Grant
 - i. Kittredge reported sampling and flow monitoring continues. They are looking at some drains to see if they are causing problems.
 - d. Brooklyn Dam Removal/New Grant Proposal (Niswander)
 - i. Contract with Niswander has been signed. Contract with DNR is in the works. Sheenan is coordinating review to get the remaining contracts completed. We need to begin public outreach on the project. An outreach committee will be planned.
 - e. University of Maryland - Watershed Report Card
 - i. Upcoming meeting at the end of the month to review the budget for next year. This year it was \$2,875, which will likely be the same next year. Report card will roll out next year
 - ii. RRWC staff working on getting data out to them
 - f. Network for Good - Update
 - i. Still populating with subscribers, sending out monthly communications
 - ii. All donations are linked in the database
 - iii. Motion by Sheehan, second by Kolon, to pay a monthly subscription cost of \$3-5 a month for additional email addresses through Wix.com.
- MOTION CARRIED BY VOICE VOTE**
- g. Development Committee - Update
 - i. No additional comments since the last meeting.
 - h. Corporate Development Sub-Committee - Update
 - i. Chuck Chase has withdrawn his services. Randy Yagalia has offered to write a grant for general operating support for \$600.

7. Outreach Coordinator - Updates

- a. Completed
 - i. Budding Naturalist 7/19/22 through 7/21/22
 - ii. Farmer-Led Group Summer Meeting 7/21/22
 - iii. Connecting Lenawee 7/21/22
 - iv. Saline Fishing Program 7/21/22
 - v. Loch Erin Water Velocity Testing 7/22/22
 - vi. Lenawee County Fair 7/24/22 through 7/30/22
 - vii. Loch Erin Water Sampling 7/26/22 and 7/27/22
 - viii. Center for Excellence Field Day 8/10/22
 - ix. Intern Chainsaw Safety Classroom Training 8/11/22
 - x. Monroe Committee on the Environment Meeting 8/11/22
- b. Upcoming Events
 - i. Loch Erin Water Sampling 8/17/22 and 8/18/22
 - ii. River Clean-Up with Adrian Academy of the Arts 8/27/22

- iii. JLW CISMA Meeting 8/29/22
- iv. Mussel Survey 9/30/22
- v. Michigan Vernal Pool Patrol Education and Outreach Subcommittee Meeting 8/31/22
- vi. Understanding Algal Blooms: State of the Science Conference 9/7/22
- vii. Monroe Committee on the Environment 9/8/22
- viii. River Raisin Institute "The Gathering" 9/10/22
- ix. Michigan Inland Lakes Commission Conference 9/14/22 through 9/16/22
- x. Adrian Artaliscious 9/17/22 and 9/18/22
- xi. Clinton Fall Festival 9/23/22 and 9/24/22

8. Water Stewardship Coordinator - Updates

- a. FLG Summer Meeting
 - i. 50 participants
- b. The Gathering with River Raisin Institute (RRI)
 - i. A fundraising event to help fund programs like Budding Naturalist, takes place the evening of September 10
- c. Interns
 - i. Last day is August 27th
 - ii. Currently planning a last day River-Clean Up send off for interns and staff

9. Programs/Partnership Updates

- a. Farmer-Led Group (Erb)
 - i. \$500-\$600 dollars for annual meeting, and mileage, for May, Lopez, and Knafel
 - ii. Recent planning meeting helped plan for the next 3 year cycle of grant monies

10. Committee Reports

- a. Outreach – To plan a sub-committee meeting prior to next executive committee meeting
- b. Technical – None.
- c. Development – None
- d. Administrative – Met and spoke on dues, which we will plan to discuss at the semi-annual meeting. The plan is to introduce the idea in the fall and discuss details in 2023 for possible changes for 2024. We're doing well on our by-laws.
- e. Financial – None.

11. New Business

- a. Internships
 - i. August 27th is the last day
- b. ITC Donation - Mud Mats
 - i. Need a letter from the RRWC requesting the mats and what they're needed for, confirming someone will remove the mats when they arrive
 - ii. We need to find a place to store them.
 - iii. Motion by Sheehan, second by Cooper, to have May write a letter of support. **MOTION CARRIED BY VOICE VOTE**
- c. Raffle - Update
 - i. Update needs to go in within 1 month.
 - ii. 990's from Guidestar are on the website.

- iii. Blue kayak was re-raffled
- d. Sheehan requested that the business portion of the meeting go ahead of the Executive Director report.

12. Old Business

- a. Americorps - Update
 - i. Grant denied, will try again.
- b. RRWC Alternate Office Site - Update
 - i. Previous bills have been provided as a reference. HVAC team for Tecumseh will be checking in floor heating
- c. Additional Administrative Staff
 - i. A woman recently applied for the former Outreach Coordinator position, but we would like to interview her and see if she's a good fit for the Admin Staff Position. We are also considering our summer intern Isabelle Uganski for the position.
 - ii. Motion by Sheehan, second by Calhoun, to submit a final draft position posting for review, and pending approval from the board, post opening. Position not to exceed \$20,000. **MOTION CARRIED BY VOICE VOTE**
- d. Staff/Internship Hours
 - i. Water Stewardship Coordinator to go down to part time.
 - ii. Administrative Coordinator position to be posted (See 10.c.ii)
- e. GIS Needs
 - i. We have GIS needs. There is a relatively inexpensive option. Recommendation from WCWRC is to have RRWC host their own dataset.

13. Next Meeting - September 20, 2022 from 10:30 AM – 12:00 PM - Location TBD

14. Adjournment

- a. Motion by Sheehan, seconded by Kittredge to adjourn at 12:23 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafel - Outreach Coordinator

Date: 9/13/22

Secretary:

