



**RIVER RAISIN WATERSHED COUNCIL**

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**River Raisin Watershed Council  
Executive Committee Meeting Minutes  
November 15, 2022 - 10:30 AM  
Via Zoom/RRWC Tecumseh Office  
804 Evans St., Tecumseh MI, 49286**

**1. Roll Call**

Chairman Sheehan called the meeting to order at 10:32 a.m.

Executive Committee members present: Phil Kittredge, Harry Sheehan, Sybil Kolon, KZ Bolton, Trudi Cooper, John Calhoun (Zoom), Dave Hoffman (Zoom).

Executive Committee members absent: None

Others present: Stephen May – RRWC Executive Director, Meija Knafel – RRWC Outreach Coordinator, Sabrina Gross (Zoom) - Delegate, Angel Hoffman (Zoom). Sarah Woith, incoming RRWC Administrative Coordinator.

**2. Approval of Agenda - November 15, 2022**

Motion by Bolton, second by Cooper to approve the agenda as presented. **MOTION CARRIED BY VOICE VOTE.**

**3. Approval of Minutes - October 18, 2022**

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

**4. Treasurer's Report**

- a. The Treasurer's Report for the period October 1, 2022 – October 31, 2022 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$23.79**; Expenses - **\$0**; Balance to date: **\$14,414.41**. At County National: Revenue - **\$11,274.39**; Disbursements - **\$7,596.07**; Balance to date - **\$56,255.32**. 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. RRWC 2023 Draft Budget was approved at the fall meeting as we had a quorum.
- d. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report. Motion by Cooper, second by Kolon, to authorize payment of these bills in the amount of **\$34,527.69**. **MOTION CARRIED BY VOICE VOTE**

**5. Public Comments**

Gross is thankful to have meetings and other educational opportunities, and is interested in participating in updates to the Management Plans within the watershed and increased public education about septic systems.

## **6. New Business**

- a. Administrative Position
  - i. Sarah Woith accepted our offer of Administrative Coordinator and will begin as soon as employment paperwork is completed
  - ii. Intern Isabelle Uganski was offered a continuing opportunity as an Administrative Assistant
- b. SSP Leasing/Gravel Pit Operations - Upper Wolf Creek
  - i. Gravel pit proposed at the corner of Killarney Rd and US-12, company owns additional property and may expand in the future. There is concern about how a gravel pit could impact several nearby lakes. Kittredge has drafted a letter for RRWC to consider sending to the Cambridge Township Planning Commission. LEPOA is also writing a letter.
  - ii. Gross suggests adding additional language discussing the impact on the removal of material on underground aquifers.
  - iii. Motion by Bolton, second by Kolon, to approve sending the letter of recommendation to the Cambridge Township Planning Commission, to be amended to incorporate any new information, before the end of the month.

**MOTION CARRIED BY VOICE VOTE**
- c. Email list options for EC and Committee
  - i. No further updates at this time
- d. Outreach/Development - Spanish Outreach - Update
  - i. Spotted lanternfly is the next update incoming
  - ii. Other documents to include oil and grease recycling opportunities, newsletters, and further translations on the website
- e. Employment Requirements
  - i. Background checks potentially being added to hiring process
  - ii. Additional information being compiled, and will be presented at the spring meeting.
- f. Annual Report - 2022
  - i. Current reporting structures are insufficient for our needs, and a new Annual Report document will be developed
- g. RRWC Strategic Planning Session - Dec 13 2022 - 5:30 PM to 7:30PM
  - i. Knafl to send out official invitation to board and delegates
- h. 2024 Dues Increase
  - i. To be discussed again at the Spring Semi-Annual Meeting

## **7. Old Business**

- a. Semi-Annual Meeting - Hidden Lakes Gardens - Follow-Up
- b. Meeting went well and refreshments were excellent
- c. Spring Meeting location should be considered at another location. Administrative Sub-Committee to discuss and present to board

## **8. Executive Director Updates**

- a. Report/Calendar/2022 Membership Updates:
  - i. 54 municipal members
  - ii. 7 corporations
  - iii. 31 individual members

- b. Outreach/Expansion Support Grant Updates
  - i. Sheehan to apply for amendment to extend to June 2023
- c. Upper Wolf Creek Watershed Management Grant - Update
  - i. Water sampling completed after 11 rounds of sampling
  - ii. No *E. coli* source determined, current hypothesis is legacy *E. coli*
  - iii. Deliverable to be completed during 2023
- d. Brooklyn Dam Removal/New Grant Proposal - Update
  - i. 30% available grant monies billed out so far
  - ii. Niswander continuing to compile materials for the next steps
  - iii. Date for public meeting will be January 26, 2023 at Brooklyn Sportsman's Club
- 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. Main source for the Giving Tuesday promotional ask "\$50 for 50 years of protecting water quality!"
  - ii. Also utilizing as the Registration portal for the spring 2023 Master Rain Garden Class in Saline MI
- g. Development Committee - Corporate Development
  - i. Repurposed to Administrative support, will be addressed once Administrative staff are onboarded
- h. Base of Operations - Update
  - i. Internet currently unavailable. Other options available, but currently considering Verizon hotspot. May to follow up and request assistance if necessary.

## **9. Outreach Coordinator - Updates**

- a. Completed Events
  - i. River Raisin Institute Board Meeting in Monroe 10/19/22
  - ii. Lenawee Lifelong Learners Class 3 10/20/22 & final class 10/27/22
  - iii. Semi-Annual Meeting 10/25/22
  - iv. Met with volunteer Barb Mitzel 10/25/22
  - v. Open house to celebrate new office location
  - vi. Monroe COTE Meeting 11/10/22
  - vii. MRG Planning Meeting 11/9/22
- b. Upcoming Events
  - i. Teacher from St. Joe's reached out to MCCD, and they referred to us
  - ii. Adopt-a-Stream Bug ID Day to be scheduled
  - iii. Saline Nature Walk 11/17/22
  - iv. Meeting with a Coordinator from MDHHS 11/18/22
  - v. Meeting with COTE member to expand school outreach opportunities in Monroe County 11/30/22
  - vi. Michigan Vernal Pool Patrol Annual Meeting 12/7/22
  - vii. Loch Erin Dinner 12/12/22
  - viii. Farmer Led Group Best Management Practices videos

- ix. RRWC promotional videos

**10. Water Stewardship Coordinator - Updates**

- a. Spring Activities to be discussed at upcoming Outreach Committee Meeting
  - i. Opportunities will be presented to the board either next month or at the 2023 Planning Meeting
- b. Loch Erin Siena Heights Senior Presentation
  - i. Invited to attend senior project presentations
- c. Holiday Parade
  - i. The Board can attend! December 2nd at 7PM, lineup at 6:30PM
  - ii. Lopez to follow up via email
- d. Void Check from Poster Contest
  - i. Lions Club does not have a bank account, and will need a check redisperised to the club leader. Motion by Sheehan, second by Kittridge to redisperse check.

**11. Programs/Partnership Updates**

- a. ERB Grant - Farmer Led Watershed Conservation - LOI - October 1, 2022 - Update
  - i. Full proposal for 3 year grant cycle complete. Dan Moilanen reviewing comments
- b. Social Media - Erb Grant - \$10,000 - Update
  - i. One correction necessary, will be submitted to Erb Board the week of 11/21
- c. Erb GOS - Reporting Requirements - Update
  - i. Submitted, results to be returned shortly

**12. Committee Reports**

Outreach – Upcoming in person planning meeting; date TBD

Technical – None.

Development – None.

Administrative – To discuss Semi-Annual Meeting location; meeting date TBD

Financial – None.

**13. Next Meeting**

- a. **Executive Committee- December 13, 2022 at 4PM - AJ Smith - RRWC Office**

**14. Adjournment**

Motion by Cooper, seconded by Kittredge to adjourn at 12:09 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafel - Outreach Coordinator -

Date: 11/15/2022

Secretary:

