



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
May 17, 2022 - 10:30 AM
Via Zoom/AJ Smith Rec Center, Tecumseh MI**

1. Roll Call

Chairman Calhoun called the meeting to order at 10:30 AM.

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

Executive Committee members absent: Dave Hoffman, Harry Sheehan, KZ Bolton.

Others present: Stephen May – RRWC Executive Director, Gerald Schorin -Development Director, Lydia Lopez - Water Stewardship Coordinator (zoom), Isabelle Uganski- Intern, Chris French- Intern, Mike Ayre (zoom), Todd Losee and Chris Freiburger with Neiswander Environmental.

2. Approval of Agenda - May 17, 2022

Motion by Kolon, second by Kittredge to approve the agenda. **MOTION CARRIED BY VOICE VOTE.**

3. Approval of Minutes - April 19, 2022

a. Motion by Cooper to approve the April 19, 2022 Meeting Minutes, second by Kittredge. **MOTION CARRIED BY VOICE VOTE.**

4. Treasurer's Report

- a. The Treasurer's Report for the period April 1, 2022 – April 30, 2022 was distributed and reviewed by May. At Premier Bank: Revenue – **\$4,900.00**; Expenses - **\$0.00**; Balance to date: **\$13,523.42**. A decision was made to keep a Premier bank account to use for grants. For County National we had Revenue - **\$7,233.30**; Disbursements - **\$27,021.81**; Balance to date - **\$53,002.42**. Our total balance to date for both accounts - **\$66,525.84**. Motion by Kittredge, second by Calhoun to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**
- b. 2021 Audit - Update
 - i. RRWC documents are in.
- c. Approve Disbursements for Outstanding Bills: May reviewed the monthly expense report. Motion by Cooper, second by Kolon to authorize payment of these bills in the amount of \$6,517.28. **MOTION CARRIED BY VOICE VOTE**
- d. 2022 Budget- Report on file.
May reviewed the budget to date.
- e. Audit- May indicated the audit looked typical with no issues, and a representative from the auditing company will join an executive committee meeting in the future.

5. Public Comment- None

6. Executive Director Updates

- a. Updated giving:
 - i. 52 municipal memberships (expecting two more)
 - ii. 6 corporate memberships
 - iii. 14 individual memberships
- b. Watershed Support Grant
 - i. May reported he had met with Erb Foundation staff and discussed the watershed report card.
- c. Upper Wolf Creek Watershed Management Grant
 - i. Work has begun and new equipment purchased.
- d. Water School
 - i. The last billing for \$2,800 has been received.
- e. University of Maryland - Watershed Report Card
 - i. Beginning to settle on indicators, further work happening in the spring
- f. Village of Clinton
 - i. Man wrote a letter of support for Parks and Recreation plan as requested. The park is looking for funding of \$600,000.
- g. Brooklyn Dam - Todd Losee and Chris Freiburger
 - i. Freiburger and Losee reviewed their backgrounds in stream restoration, dam removal and wetland mitigation. There are currently two grants funding the Brooklyn dam removal project, one from the US Fish & Wildlife Service, the other from the DNR. The project will begin after RRWC signs contracts with USF&WS, the DNR and also Dan Ross, the owner of the dam. Calhoun indicated vice chair Harry Sheehan is working with attorneys for RRWC to review these contracts. There was general discussion about the expected process. Public concerns were discussed as well as the need to provide information to the public. The drawdown of the dam could happen next summer. Additional grants will be needed to complete the project.

7. Outreach Coordinator - Updates

- a. First board meeting for River Raisin Institute board meeting on April 20
- b. Nature walk in partnership with the Pittsfield Preserve and Saline Parks and Recreation on April 21
- c. Attended and Earth Day tabling event on April 23
 - i. Received a \$1000 donation from Consumers Energy
- d. Sampling season in Loch Erin began on April 26
 - i. Met our Chemistry intern on May 10
- e. Lenawee Lifelong Learning class completed on April 26.
 - i. Plans to return in autumn and host future classes
- f. Assisted the Lenawee Conservation District with Project RED on April 28
- g. Led a nature walk for the Macon Garden Club April 30
- h. The River Raisin Water Festival was held on May 3 in partnership with LISD, River Raisin Institute, and Alexander Elementary School.

- i. We successfully applied for and got a grant to fund a bus for all 83 4th and 5th graders! Lydia hosted an awesome presentation on vermiculture and water quality
- i. Held several Vernal Pool walks in Tecumseh, Clinton, and Evans Lake neighborhood.
 - i. Evans Lake seems very interested in future partnership opportunities with RRWC!
- j. Manchester Kayak Canoe Race was May 15
 - i. Spoke to a representative from the "5 Healthy Towns" group from Manchester and spoke about future walk partnership

8. Water Stewardship Coordinator - Updates

- a. Introduction of Interns- recently interviewed and interested in seasonal internship.
 - i. Isabelle Uganski- Junior Environmental Science and Biology major at Siena Heights University.
 - ii. Chris French- Adrian College Environmental Science and Criminal Justice Graduate.
 - iii. Both Ayre and Lopez voiced approval of both individuals.
- b. Presented at Tecumseh Middle school on April 29th to 240 5th and 6th graders
- c. Poster Contest concluding on May 18
 - i. Looking for volunteer Judges
 - ii. 100+ submissions currently
- d. Discover the Raisin Contest concluded on April 28th
 - i. 4 applicants, still waiting a few days to see if we get anymore.

9. Development Director - Updates

- a. Network for Good
 - i. 1st email blast went out. 10% of email addresses were indicated as "bad". Hoping to do monthly email update releases.
- b. Corporate Development
 - i. The Corporate Advisory Board requested a list of projects they could assist with.
- c. Other items
 - i. Gerry drafted a dam removal FAQ. He wants to know if the funding entities have a communications plan regarding the project.
 - ii. The Erb Foundation plans to wind down in the next 10 years which could result in additional funding.

10. Programs/Partnership Updates

- a. ERB Grant - Farmer-Led Watershed Conservation
 - i. Bill submitted

11. Committee Reports

Outreach – None.

Technical – None.

Development – None.

Administrative – Kolon reported on a committee meeting and the discussion about leasing office space and hiring an administrative assistant.

Financial – None.

12. New Business

- a. Lenawee County Fair/Raffle License- Has been applied for.

- b. Internships - May has indicated support for hiring the two interns who were interviewed. Motion by Cooper, second by Kittredge to hire the two interns (Uganski and French) who were previously interviewed. **MOTION CARRIED BY VOICE VOTE**
- c. Staff
 - i. Interest in hiring a part-time administrative assistance was discussed. Lopez suggested waiting until interns begin work and then reassess, Kolon and Kittredge indicated the Administrative Committee had recommended hiring a half to three-quarter time administrative assistant and that internships are temporary. Meija Knafl, Outreach Coordinator, had drafted a position description.

13. Old Business

- a. Manchester Canoe Race
 - i. We tabled at the event
 - ii. Great turn out and a lot of fun!
- b. Semi Annual Meeting
 - i. Successfully had quorum
 - ii. Hidden Lake Gardens worked very nicely as a location and will be again considered in the future.
- b. Americorps
 - i. Preliminary application was submitted and we received approval to submit a full grant.
- c. New Office Space
 - i. Contract from AJ Smith Rec Center will be ready next Meeting
 - ii. Mike Ayre could possibly have office furniture.

14. Public Comment - None

15. Next Meeting - June 21, 2022 from 10:30 AM – 12:00 PM

16. Adjournment

Motion by Kittredge, seconded by Cooper to adjourn at 12:03 p.m. **MOTION CARRIED BY VOICE VOTE**

Respectfully submitted by Lydia Lopez- Water Stewardship Coordinator 06/15/2022

Date: 6/15/2022

Secretary:

