RIVER RAISIN WATERSHED COUNCIL
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River Raisin Watershed Council
Executive Committee Meeting Minutes
September 16, 2025 - 10:00 a.m.
RRWC Tecumseh Office - AJ Smith House
804 North Evans Street, Tecumseh MI 49286
In Person/Google Meet/Conference Call

Roll Call

Chair Harry Sheehan called the meeting to order at 10:04 a.m.

Executive Committee members present: Harry Sheehan, Sybil Kolon, John Calhoun, Mike Ayre, Stella Kirby, Phil Kittredge.

Executive Committee members absent: Dave Hoffman.

Others present: Sean Dennis – RRWC Executive Director, Lydia Lopez - RRWC Water Stewardship Coordinator, Benny Woith - RRWC Administrative Coordinator (Virtual), Matt Knoblauch - Blissfield Township Representative

1. **Approval of Agenda - September 16, 2025**
   a. Motion by Kolon, second by Calhoun, to approve the September 16, 2025 agenda with addition of Fall Meeting Update under 7a., Title Change for Carley Kratz under 6c. and Administrative Committee Meeting Update to 9a. **MOTION CARRIED BY VOICE VOTE.**
2. **Approval of Minutes - August 19, 2025**
   a. Motion by Kolon, second by Kittredge, to approve the August 19, 2025 Minutes as presented. **MOTION CARRIED BY VOICE VOTE.**
3. **Treasurer's Report**
   a. The Treasurer's Report for the period August 1 - August 31, 2025 was distributed and reviewed by Ayre. At WesBanco: Revenue – **$837.39**; Disbursements -**$3,303.44**; balance: **$8,439.31**. At County National Bank (CNB), Revenue - **$74,233.53**; Disbursements - **$1,273.50**; balance - **$75,398.81**. The Treasurer's report was received and filed.
   b. Approve Disbursements for Outstanding Bills - Report on File. Dennis reviewed the check detail for bills in the amount of **$61,538.44**. Discussion about one of our copiers and our ability to utilize the copying services from Lenawee County. That led to discussion about our use of that office, where we currently receive our mail and the ability to receive mail at our Tecumseh office. Dennis explained that $7,000 will be transferred from the WesBanco account to the CNB account to cover these checks that will be written out of the CNB account. Motion by Sheehan, second by Ayre, to pay these invoices. **MOTION CARRIED BY VOICE VOTE**

c. Motion by Calhoun, second by Kirby, to add a new credit card at County National Bank and authorize Mike Ayre as the Administrator with Sean Dennis and Lydia Lopez as authorized users. **MOTION CARRIED BY VOICE VOTE**
d. Ayre requested that each EC member email or call the municipalities on their list who have not yet paid their annual dues.
e. Ayre indicated the proposed fall plant sale will not take place as sponsorship funding was not identified.

4. **<u>Public Comment</u>**
   a. Stella Kirby mentioned a kayak launch installed in Petersburg, funded by a grant and permitted by EGLE, that used a mat system that was very easy to install. It cost $2,000, about the same as transportation.
5. **<u>Business</u>**
   a. None.
6. **<u>Executive Director Updates</u>**
   a. 2025 Membership Updates
      i. Staff in process of creating a monthly giving program. Will begin rolling out the program in the next couple of weeks.
   b. Brooklyn Dam Removal Update
      i. EGLE requested more information before the permit is complete. Niswander is in the process of providing that information. Once the permit is determined to be administratively complete the review process will begin.
   c. Title Change for Dr. Kratz
      i. RRWC is contracting with Dr. Carley Kratz to provide various services. Dr. Kratz has requested a title for her role with us. Motion by Sheenan, second by Kittredge, to recognize Dr. Kratz as Watershed Ecology and Education Consultant with the RRWC. **MOTION CARRIED BY VOICE VOTE**
      ii. Dennis will draft a memorandum of understanding with Dr. Kratz regarding her role with RRWC.
7. **<u>Water Stewardship Coordinator - Updates</u>**
   a. Fall Annual Meeting Update
      i. Lopez reported the Annual Meeting will be held at County National Bank in Tecumseh on Oct. 28 at 5:00 PM. Dennis will review our strategic plan. Dinner starts at 5:30 PM. Program starts at 6:00 PM.
      ii. Media will be invited to attend.
   b. Grant Updates:
      i. EGLE Equity and Engagement
         1. Wrapping up working on the translation of flyers.
         2. This grant has been extended to the end of the year.
      ii. Monroe Environmental Grant
         1. This is wrapped up and the completion of the grant report is in the works.
      iii. Farmer Led Group

1. Melissa Harris has the left FLG. Lopez assisted with the FLG Annual Meeting and will continue to assist for the next 3 months. Funds for FLG that were intended to cover Harris' time will be transferred to RRWC to cover up to 30 hours per week for Lopez to assist. Lopez has also recruited Woith to work on administrative items for FLG and her time will also be covered by FLG.

iv. Upcoming Events
   1. Lots of upcoming Adopt-a-Stream events coming in the next two weeks.
   2. Tabling this week at Art-I-Licous
   3. October 8th - Nature Exploration for Nocturnal Bat Walk

v. Grants in Queue
   1. NFWF Conservation Partners - waiting to hear back
   2. NFWF Sustain the Great Lakes - waiting to hear back
   3. Wolf Creek Watershed Management Implementation Plan - Continuing to work on submitting a proposal for this plan; the requested funding is expected to be about $300,000.

vi. Nineteen people attended the paddling event last weekend.

8. **<u>Administrative - Update</u>**
   a. Woith has finished the English version of the ten EGLE flyers for the grant and will finish up with the now completed translation of the Spanish versions.
   b. Woith created RRWC Activities Census sheet per Ayre and Dennis.
   c. Woith to start on FLG projects per Lopez.
   d. Woith will research printer costs.
9. **<u>Committee Reports</u>**
   a. Administrative Update - Kolon reminded the EC that she is in her sixth year as secretary and cannot serve longer as there is a six-year term limit for officers. Kolon is willing to assist whoever becomes secretary. Kolon advised the EC that after review of the bylaws it is clear that the nominating committee is charged only with recommending four at-large members of the EC. The responsibility for recommending officers of the executive committee is not covered in the bylaws. Kolon believes this is another revision that needs to be made in the bylaws. At least one other section of the bylaws should be revised, as the Open Meetings Act no longer allows for members to attend remotely. These revisions will be considered in the coming year. Motion by Kolon, second by Ayre, to appoint Patricia Valliencourt, David Rhoads and Bob Jenson to the nominating committee. **MOTION CARRIED BY VOICE VOTE**
10. **<u>Public Comment - 3 Minutes</u>** - None
11. **<u>Adjournment</u>**

Motion by Calhoun, second by Kittredge, to adjourn at 11:34 a.m. **MOTION CARRIED BY VOICE VOTE.**

<u>Next Meeting</u>

<u>Executive Committee - October 21, 2025 - 10:00 a.m. - 804 N. Evans Street Tecumseh MI 49286</u>

<u>Action Items for Next Meeting</u>

Respectfully submitted by Sybil Kolon - Secretary

Date: October 15, 2025

APPROVED:

Secretary: Sybil Kolon

Date: October 21, 2025