



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
December 19, 2024 - 1:00 p.m.
Via Google Meet/Tecumseh Office
804 North Evans Street, Tecumseh, Michigan**

Roll Call

Chair Harry Sheehan called the meeting to order at 1:00 p.m.

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

Executive Committee members absent: Dave Hoffman, KZ Bolton

Others present: Stephen May - RRWC Executive Director, Lydia Lopez - Water Stewardship Coordinator, Benny Woith - RRWC Administrative Coordinator (Virtual), Ivy McClelland - Administrative Assistant, Mike Ayre - Raisin Township Representative, Roger Lewis - Dundee Township Representative, Josh Kofflin - Milan Township Representative (Virtual), Sylvia Kay - Norvell Township Representative (Virtual); Todd Losee, Niswander (Virtual)

1. Approval of Agenda - December 19, 2024

- a. Motion by Kirby, second by Calhoun, to approve the December 19, 2024 Agenda as presented.

MOTION CARRIED BY VOICE VOTE.

2. Approval of Minutes - November 15, 2024

- a. Motion by Calhoun, second by Kirby, to approve the November 19, 2024 Minutes and special meeting minutes from November 25, 2024 as presented. **MOTION CARRIED BY VOICE VOTE.**

3. Treasurer's Report

- a. The Treasurer's Report for the period November 1 - November 30, 2024 was distributed and reviewed by May. At Premier Bank: Revenue – **\$58.79**; Expenses - **\$23,338.33**; Balance: **\$19,770.07**. At County National: Revenue - **\$8,555.51**; Disbursements - **\$26,388.44**; balance - **\$19,196.52**. May reviewed the status of various grants. The Treasurer's Report was received and filed. May indicated that any interns we hire this year will have to go through Lenawee County payroll, which results in significant administrative issues the county cannot handle. We will need to modify how any interns get paid next year. May has been in touch with the auditor. They will need the January 2025 reconciled bank statement and the approved December 2024 minutes before they can do our 2024 audit.
- b. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report to the total of **\$36,772.39**, with the addition of one invoice from the Fish & Wildlife Service for **\$6,156.41** on the Brooklyn Dam project that will be covered by the State

Historic Preservation Office. May will hold the F&WS check until the reimbursement is received. Motion by Calhoun, second by Kittredge to authorize payment of these bills to the total of **\$42,927.80. MOTION CARRIED BY VOICE VOTE**

- c. Budget - Year to Date for January through November was reviewed by May. Sheehan and Lopez will meet with incoming executive director, Sean Dennis, in January of 2025 to look at the budget for seasonal summer positions. Due to delays to the Brooklyn Dam project our 2024 budget did not meet revenue projections, causing budgeting challenges.

4. Public Comment

- a. Roger Lewis introduced himself as the new Dundee Township Supervisor and the appointed Representative to RRWC.
- b. Josh Kofflin, Milan City Council and Representative to RRWC informed us that the possible removal of the Saline dam is up for public comment until January 31.
- c. Todd Lossee, with Niswander, updated us on upcoming meetings on the Brooklyn Dam project. They are meeting with various entities to inform them about the project, including one with the school board on January 13, as they will be working close to their facilities. There are still some access and property ownership questions that need to be resolved before the restoration of the river channel design can be finalized.

5. Business

- a. No business.

6. Executive Director Updates

- a. 2024 Membership- Update
 - i. Not much has changed. Up to 54 municipalities for the year.
- b. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
 - i. See items 3.b. and 4.c.
- c. RRWC Strategic Planning Grant/Erb Extension Update
 - i. The Erb Family Foundation requested us to extend the strategic planning grant. It has been extended to September 2025. May will touch base with Motil to extend her contract as well to September 2025. Sheehan has discussed amending Motil's contract to assist with onboarding Sean Dennis as executive director. May indicated he will be available to assist during the executive director transition.
 - ii. Membership dues invoices will be sent at the end of this month for 2025
- d. New Executive Director
 - i. Sean Dennis will meet with Lenawee County human resources on December 26 to initiate his employment which will be official on January 6.

7. Outreach Coordinator - Updates

- a. Upper Wolf Creek Watershed Management Plan Grant - Update
 - i. Approval by EGLE is not yet final.
- b. Saline River and Macon Creek Watershed Management Plan - Update
 - i. No decision on grant application yet but we have had inquiries from EGLE.

8. Water Stewardship Coordinator - Updates

- a. Forests to MI Faucets - Update
 - i. Remaining funds will be used in the future.

- b. Expanding Public Engagement Activities and Equity Grant - Update
 - i. Planning for two master rain gardener classes the first week of January for about 100 LISD high school students. We will have completed three out of five master rain gardener classes.
- c. Watershed Council Support FY25
 - i. Has been submitted, focusing on updating macroinvertebrate equipment (\$4,000), Capacity building and fundraising (\$25,000), Public Parks and Water Access (\$8,000).

9. **Administrative - Update**

- a. Administrative Coordinator Update
 - i. Finished Master Rain Gardener handbook
 - ii. Working on a employee resource guide
 - iii. Updating email addresses and letterhead
 - iv. Has been working the allotted 15 hours per week, available for additional hours.

10. **Programs/Partnership Updates**

- a. Farmer-Led Group
 - i. May reported on the recent meeting; expecting a memorandum of understanding for year three of the program. Staying involved with this organization over the next year until it is time for us to decide which path we want to take with FLG.

11. **Committee Reports**

Outreach – Lopez reported on a meeting to plan a River Raisin native plant sale. The ball is rolling for this event, set for June 1, and several partners are interested in assisting with various tasks on this event. This will provide native plants for people taking the master rain gardner class.

Technical – None

Development – None

Administrative –

1. Ayre is willing to serve on the Executive Committee to replace Bolton who has been Lenawee county's representative; her term has ended. He is currently the representative for Raisin Township and has discussed finding someone to replace that position with the township. Motion by Sheehan, second by Kolon, that the RRWC chair send a letter to Lenawee County recommending they appoint Mike Ayre as their representative to RRWC. **MOTION CARRIED BY VOICE VOTE.**
2. Discussion on the need for a treasurer to replace Bolton. We will discuss it next month.
3. Kolon indicated that she has been looking into the Open Meetings Act, which we are subject to. We are not meeting all of the requirements. Kolon will research and provide input on possible changes to the bylaws.
4. Discussion of setting a year-long calendar for our monthly meetings. It was agreed to put that on the January meeting agenda.

Financial – None

12. **Public Comment - 3 Minutes**

- a. None

13. Next Meeting

- a. **Executive Committee - January 21, 2025 - 10 a.m. to 12 p.m. - 804 N. Evans Street, Tecumseh MI 49286**

14. Adjournment

Motion by Kittredge, second by Calhoun, to adjourn at 2:39 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Lydia Lopez - Water Stewardship Coordinator

Date: November 19, 2024

APPROVED:

A handwritten signature in black ink that reads "Lybil Koton". The signature is written in a cursive style and is positioned above the "Secretary:" label.

Secretary:

Date: December 19, 2024

DRAFT