



**RIVER RAISIN WATERSHED COUNCIL**

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**River Raisin Watershed Council  
Executive Committee Meeting Minutes  
June 18, 2024 - 10 a.m.  
Via Google Meet/Tecumseh Office  
(804 North Evans Street)**

**Roll Call**

Chair Harry Sheehan called the meeting to order at 10:06 a.m.

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

Executive Committee members absent: Dave Hoffman

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Benny Woith - RRWC Administrative Coordinator (Virtual), Stella Kirby - Petersburg, Levi Macaula - RRWC Intern, Kyler Melmoth - RRWC Intern, Ivy McClelland - Administrative Assistant, Rod Hill - City of Milan, Brent Shea (Virtual)

**1. Approval of Agenda - June 18, 2024**

- a. Motion by Cooper, second by Bolton, to approve the June 18, 2024 Agenda as presented.

**MOTION CARRIED BY VOICE VOTE.**

**2. Approval of Minutes - May 21, 2024**

- a. Motion by Bolton, second by Kittredge, to approve the May 21, 2024 Minutes as presented.

**MOTION CARRIED BY VOICE VOTE**

**3. Treasurer's Report**

- a. The Treasurer's Report for the period May 1, 2024 - May 31, 2024 was distributed and reviewed by May. At Premier Bank: Revenue – **\$2,457.79**; Expenses - **\$49,413.53**; Balance to date: **\$37,267.87**. At County National: Revenue - **\$22,268.00**; Disbursements - **\$0.00**; balance to date - **\$40,270.03**. Motion by Calhoun, second by Kolon to accept and file the Treasurer's Report.

**MOTION CARRIED BY VOICE VOTE**

- b. Approve Disbursements for Outstanding Bills - Report on File: reviewed the monthly expense report to the total of \$58,033.21, including first quarter wages. Motion by Kittredge, second by Calhoun, to authorize payment of these bills to the total of **\$58,033.21**. **MOTION CARRIED BY VOICE VOTE**

- c. Budget - Year to Date for January through May was reviewed by May. Sheehan reported that Washtenaw County, in recognition of the services provided by RRWC in Washtenaw county, has contracted with RRWC for specific services in Washtenaw County in the amount of \$24,950. This amount will be forthcoming.

**4. Public Comment**

- a. Introductions

**5. New Business**

- a. Audit - 2023 - Presentation - Brent Shea
  - i. Shea indicated the audit was good. Presented in accordance with accounting principles. Everything a-okay, we have the highest grade. Balance sheet shows net assets of 33,000 and net loss of 30,000. Everything looks in good shape. No major recommendations or changes.

**6. Old Business**

- a. Camp Liberty
  - i. Kolon plans to attend the upcoming event on June 29 and will take RRWC literature

**7. Executive Director Updates**

- a. 2024 Membership Updates:
  - i. To date there are 54 municipal members, 4 corporate sponsors, and 14 individual members
  - ii. Woith to send out a reminder to individual donors from previous years
- b. University of Maryland - Watershed Report Card - Update
  - i. Knafl and Kolon to collaborate and send out additional press release notices
- c. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
  - i. May and Knafl to meet with Niswander staff on Friday to discuss contractual services.
  - ii. Reimbursed Niswander
  - iii. Niswander to submit permit
- d. ReLeaf Michigan - Update
  - i. Contracts are coming for \$6,500
- e. EGLE Watershed Grant 2024/2025 - Update
  - i. Final decisions have not been made yet

**8. Outreach Coordinator - Updates**

- a. RRWC Strategic Planning Grant - Update
  - i. Motil to meet with us 7/15/24 from noon to 3:30 p.m.
- b. Upper Wolf Creek Watershed Management Plan Grant - Update
  - i. Kittredge and Knafl working on first round edits
  - ii. Kittredge and Knafl to apply for 319 Grants from EGLE
  - iii. Sheehan to work with Knafl to request funding for staff support
- c. FLG - Summer Workshop - Sunrise Farms - Update
  - i. Coming up the morning of 7/25/24 from 8 a.m. to 1 p.m.
  - ii. RUP credits will be available for participants
  - iii. Knafl to reach out to local news
- d. Washtenaw County Land Collective
  - i. Last presentations before the summer finished in December, with additional presentations to resume this autumn.
  - ii. RRWC to share out Land Collective Website and resources beginning in August

**9. Water Stewardship Coordinator - Updates**

- a. Forests to MI Faucets - Update
  - i. Still identifying additional funding for trees

- ii. Washtenaw County provided \$1,000 funding match at Native Plant Expo, and data regarding where trees were planted will be provided by Washtenaw County Conservation District
- b. River Raisin Nature Exploration Programs Project - Update
  - i. Grant to close in September
- c. RRWC 50th Gala - 9/14/24 - Adrian College
  - i. Lopez and staff to build and send out native wildflower seed invitations
- d. Pollinator Grant
  - i. National Wildlife Federation - assessing whether to apply or not

#### **10. Administrative - Update**

- a. Internship - Payroll - Quickbooks
  - i. Just added the audit to Guidestar (now called Candid)
  - ii. Added the Master Rain Garden classes to the website
  - iii. Weekly emails going out surrounding upcoming events
  - iv. Working on Q3 event flyers

#### **11. Programs/Partnership Updates**

- a. Erb Grant - Farmer Led Watershed Conservation/GOV - Update
  - i. Next year Erb to consolidate all of our existing grants into one General Operating Support grant based on the end of year budget from 2023

#### **12. Committee Reports**

Outreach – Next meeting 6/27 at 1 p.m.

Technical – None

Development – Next meeting 6/28 at 9 a.m.

Administrative – None

Financial – None

#### **13. Public Comment - 3 Minutes**

- a. Kirby inquired as to the total number of participants in the recent “Nature Exploration” Watercolor the Watershed Program. Lopez reported 15
- b. Sheehan inquired about \$0 donations, which Lopez reported as either programs with no cost, or participants approved for scholarship
- c. Bolton reported that Lenawee County Parks Commission recently expressed interest in more birding activities, Knafel to share out birding flyer with Bolton.

#### **14. Next Meeting**

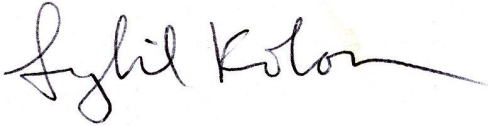
- a. **Executive Committee - July 15, 2024 - 9 a.m. to 10:30 a.m. - 804 N. Evans Street Tecumseh MI 49286**

#### **15. Adjournment**

Motion by Calhoun, seconded by Kittredge, to adjourn at 11:37 a.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafel - Outreach Coordinator

Date: 7/10/24

Secretary: 

Date: 7/15/2024