



**RIVER RAISIN WATERSHED COUNCIL**

320 Springbrook Avenue, Suite 102

Adrian, MI 49221

517-264-4754

rrwc@lenawee.mi.us

www.riverraisin.org

**River Raisin Watershed Council  
Executive Committee Meeting Minutes  
May 21, 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, Phil Kittredge, Trudi Cooper, John Calhoun

Executive Committee members absent: Dave Hoffman, KZ Bolton

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Benny Woith - RRWC Administrative Coordinator (Virtual), Stella Kirby - Petersburg, Janice Scoville - Woodstock, Levi Macaula - RRWC Intern, Kyler Melmoth - RRWC Intern, Ivy McClelland - Administrative Assistant

**1. Approval of Agenda - May 21, 2024**

- a. Motion by Cooper, second by Kittredge, to move items 3, 8, 9, and 10 to the first 3 items and to add a Contact Update to Business as 1.a. and to approve the May 21, 2024 Agenda as amended.

**MOTION CARRIED BY VOICE VOTE.**

**2. Approval of Minutes - April 15, 2024**

- a. Motion by Kolon, second by Calhoun, to add Lydia Lopez to the Roll Call and approve the April 15, 2024 Minutes as amended. **MOTION CARRIED BY VOICE VOTE**

**3. Treasurer's Report**

- a. The Treasurer's Report for the period April 1, 2024 - April 30, 2024 was distributed and reviewed by May. At Premier Bank: Revenue – **\$38,411.29**; Expenses - **\$0.00**; Balance to date: **\$84,223.61**. At County National: Revenue - **\$0.00**; Disbursements - **\$420.18**; balance to date - **\$18,002.03**.

Motion by Cooper, second by Calhoun 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 \$14,741.11 with the addition of \$1,640.00 for poster contest winners and other program costs for a final total of **\$16,381.11**. Motion by Kittredge, second by Calhoun, to authorize payment of these bills to the total of **\$16,381.11**. **MOTION CARRIED BY VOICE VOTE**

- c. Budget Year to Date for January through April was reviewed by May.

**4. Public Comments (3) Minutes**

- a. Kirby thanked staff for planting 150 plugs at Fernstrom Park, commented that communication from staff would be improved with more lead-time
- b. Kittredge also thanked staff for planting at Loch Erin

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**5. Business**

- a. Contacts
  - i. Kolon attended an event at Camp Liberty, which is a nonprofit located on 135 acres along the River Raisin in Norvell Township that provides resources for disabled veterans. They are very interested in coordinating efforts with RRWC. They would like us to attend their June 29 car show and picnic. Staff is likely busy but Kolon and Calhoun plan to attend.
  - ii. Kolon reported on additional contact with the Brooklyn Parks Board. They did not meet last week but are requesting our attendance at their June 20 meeting. Kolon plans to attend and will convey any information to staff regarding their plan for upgrading two of their parks on the River Raisin.
  - iii. Bill Sutherland from Norvell Township has contacted us with a request for a presentation.
- b. Bylaws/Business Meetings
  - i. Sheehan and Kolon to clarify possible amendments to the bylaws to consider one annual business meeting.

**6. Executive Director Updates**

- a. Report/Calendar/2024 Membership Updates:
  - i. To date there are 48 municipal members, 3 corporate sponsors, and 3 individual members. Municipal dues are still coming in.
- b. RRWC Strategic Planning Grant - Update
  - i. In person strategic planning meeting with the executive committee is tentatively scheduled for Monday June 10.
- c. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
  - i. Grant monies are available, but won't be utilized until 2025/2026
- d. ReLeaf Michigan - Update
  - i. We've been awarded \$7,000 to support planting trees in urban areas
- e. Audit - 2023 - Update
  - i. The audit has been completed and will be distributed by email. The auditor can attend our June meeting to review.

**7. Outreach Coordinator - Updates**

- a. Upper Wolf Creek Watershed Management Plan Grant - Update
  - i. EGLE has done some review of our report and has not identified any significant concerns. The final version of the WMP needs to be finalized to complete the grant, which was previously extended through June 2024. The next update meeting with EGLE is this Friday.
  - ii. Additional 319 grants to fund implementation of the WMP can be applied for once the WMP is approved.
- b. University of Maryland - Watershed Report Card - Update
  - i. The final event was last month. May participated in a panel discussion with other watershed group leaders.

- ii. Kolon wrote a press release after the Manchester Mirror requested an article about the report card.
- c. Semi Annual Meeting April 18, 2024 - Update/Comments
  - i. River Raisin Distillery worked well, but will need more instructions on parking and need a voice-amplifier for guests.
- d. Rain Garden Class
  - i. Saline class wrapped up May 8
  - ii. Next class is Adrian in the autumn
  - iii. Next spring will be in Manchester, with Milan next in line.

#### **8. Water Stewardship Coordinator - Updates**

- a. Forests to MI Faucets - Update
  - i. Current grant in the works to purchase more trees
  - ii. Lopez submitted report and will continue to identify additional partners and project opportunities
  - iii. Lopex introduced our two new interns, Levi Macaula and Kyler Melmoth and our new administrative assistant, Ivy McClelland, who each provided a brief introduction.
- b. River Raisin Nature Exploration Programs Project - Update
  - i. June programs are fishing!
- c. RRWC 50th Gala - Adrian College
  - i. The venue has be verified for Saturday September 14, 2024 and staff is continuing to plan for and promote this as a fundraising event.

#### **9. Administrative - Update**

- a. Woith has gotten all recent materials from Watershed Report Card, 50th Anniversary, and other events updated on the website.

#### **10. Programs/Partnership Updates**

- a. Erb Grant - Farmer Led Watershed Conservation - Update
  - i. Received our first reimbursement
  - ii. Knafl and Lopez to work on website, social media, and take point on summer meeting

#### **11. Committee Reports**

Outreach – None

Technical – None

Development – Committee to meet ASAP

Administrative – None

Financial – None

#### **12. Administration**

- a. PT Position
  - i. McClelland just graduated from LISD Tech Center Natural Resources and will be attending Siena Heights in the autumn to study Environmental Science
- b. Internships
  - i. Macaula is a senior at EMU in Environmental Science and will be an RRWC Intern for the summer!

- ii. Melmoth is a senior at EMU in Environmental Science and will be an RRWC Intern for the summer!

**13. Public Comment - 3 Minutes**

- a. None.

**14. Next Meeting**

- a. **Executive Committee - June 18, 2024 - 10 a.m. to 12 p.m. - 804 N. Evans Street Tecumseh MI 49286**

**15. Adjournment**

Motion by Calhoun, seconded by Kittredge, to adjourn at 11:27 a.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafl - Outreach Coordinator

Date: 6/13/24



Secretary:

Date: 6/18/24