



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
February 21, 2023 - 10am - 12pm
Via Zoom/4260 Tipton Hwy.
Adrian, MI 49221**

Roll Call

Chairman Sheehan called the meeting to order at 10:10 a.m.

Executive Committee members present: Harry Sheehan, Sybil Kolon, KZ Bolton, Trudi Cooper, John Calhoun

Executive Committee members absent: Dave Hoffman, Phil Kittredge

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Sarah Woith - RRWC Administrative Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator, Matthew Best - Pittsfield Delegate (on Zoom)

1. Approval of Agenda - February 21, 2023

Motion by Kolon, second by Calhoun, to approve the February 21, 2023 Agenda as presented with the addition of "Grand River Environmental Action Team" under new business. **MOTION CARRIED BY VOICE VOTE.**

2. Approval of Minutes - January 17, 2023

- a. Motion by Sheehan, second by Calhoun, to approve the January 17, 2023 Meeting Minutes after 3b Expenses need to be changed to \$179,025.31 and expenditures of \$15,511.19 removed. 7b needs to be updated with "Nothing new to report".

MOTION CARRIED BY VOICE VOTE.

Break - LISD Tech Presentation - Started at 10:14 a.m., Ended at 10:23 a.m.

3. Treasurer's Report

- a. The Treasurer's Report for the period January 1, 2023 - January 31, 2023 was distributed and reviewed by May. At Premier Bank: Revenue – **\$23.79**; Expenses - **\$0.00**; Balance to date: **\$14,600.78**. At County National: Revenue - **\$132,930.70**; Disbursements - **\$26,302.93**; Balance to date - **\$141,694.07**. Motion by Calhoun, second by Cooper to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**
- b. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report to the total of **\$113,717.01**. Motion by Calhoun, second by Bolton, to authorize payment of these bills to the total of **\$113,717.01**. **MOTION CARRIED BY VOICE VOTE**
- c. RRWC 2023 YTD - Report on file

4. Public Comments (3) Minutes

- a. Matthew Best introduced himself. No other comment.

5. New Business

- a. NFG - GiveButter - Update
 - i. Woith imported contacts and donations. Fully switched over from NFG to GiveButter, which is a free to use donor management application. This will save us \$2,000+ a year.
 - ii. NFG grant for \$5,000 was submitted beforehand by Woith with help of Knafl incase we did not make the switch over.
- b. Strategic Planning - Erb Grant - \$50,000 - Update
 - i. RRWC was invited to do a letter of inquiry for preliminary approval for grant with help from Nat Lichten to be submitted tomorrow, February 23rd. Will receive a response by June.
 - ii. This will be a 16-18 month grant with the help of a consultant from Parallel Solutions to create a 5 year plan.
- c. AmeriCorps Team -
 - i. Looking to submit for the Fall group - September 15th to November 17th with a deadline to submit application on May 2nd.
- d. Grand River Environmental Action Team -
 - i. Requested RRWC to give a presentation at their Annual Meeting at The Point at Clark Lake on May 22, 2023 at around 6 p.m. Knafl to join Calhoun.

6. Old Business

- a. Brooklyn Dam - Community Meeting/Update - 1/26/23 - 4-6pm - Brooklyn Sportsmen's Club
 - i. Chris Freiburger of Niswander gave great feedback on the quality of the open house and 1 on 1 engagement worked well for everyone. Knafl and Freiburger to create a commonly asked questions document with answers to distribute and share with John Hummer of local paper.
 - ii. Things to remember for next time: Comment card box, bring watershed map
- b. SSP Leasing/Gravel Pit Operation - Upper Wolf Creek
 - i. No update from Phil.
- c. Spanish Outreach
 - i. Meija sent more material to be translated, but does not expect to hear back immediately from the volunteer.
 - ii. Website now has a Spanish translation button.
- d. Email list options for EC and committees -
 - i. New email address for Cooper at trustee1@sharontownship.org
 - ii. We are all set up for forwarding of emails from riverraisinstaff@gmail.com & riverraisinexecutive@gmail.com
- e. Outreach/Development - Update
 - i. To remove from Old Business for the next meeting, topic under item 8.
- f. Temper the Times Foundation Grant
 - i. We did not receive the grant. No feedback was given due to staff constraints
 - ii. We can submit another letter of intent for next year.
- g. 2023 Semi-Annual Spring Delegate Meeting Location - Update
 - i. Date has been moved to Thursday, April 27th.

- ii. Lopez suggested Carley Kratz & Jim Martin to come and present Adopt-a-Stream data.
- iii. RRWC will also present an update on the Brooklyn Dam Connectivity Project.
- h. Funding - RR Water Festival
 - i. \$250 budget for pop-up tent and other incidentals. Location is not set yet, possibly Siena Heights in Adrian.
- i. RRWC Annual Report Preparation
 - i. Received draft copy from printer with formatting issues.
 - ii. Lopez has finished the final edit and sent it out.
 - iii. 75-100 copies to be made. Copies to be sent to municipalities, festivals, major donors and partners.

7. Executive Director Updates

- a. Report/Calendar/2023 Membership Updates:
 - i. 29 municipal members
 - ii. 2 corporations
 - iii. 8 individual members
- b. Outreach/Expansion Support Grant Updates
 - i. Do have funds to spend and have until July 1st.
 - ii. Sheenan to see if we can get reimbursed for NFG through this grant.
- c. Upper Wolf Creek Watershed Management Grant - Update
 - i. No update.
- d. Brooklyn Dam Removal/New Grant Proposal - Update
 - i. See 6a.
- e. University of Maryland - Watershed Report Card - Update
 - i. Knafl has done a series of group meetings. Once everyone gets their findings together, they will have a group meeting. Knafl will send out information for the virtual meetings to everyone.
- f. Development Committee - Corporate Development
 - i. None.
- g. Base of Operations - Update
 - i. The Tecumseh City Council came in, and it went really well. They want to continue the relationship with RRWC.
 - ii. Before our rent renewal dates of October 1st, we will need to create another proposal about rental agreement.

8. Outreach Coordinator - Updates

- a. Completed Events
 - i. Sharon Township Land Preservation Meeting 1/18/23
 - ii. Manchester Township Land Preservation Meeting 2/16/23
 - iii. Agricultural Runoff Convention 1/19/23
 - iv. Brooklyn Dam Connectivity Project Open House 1/26/23
 - v. The Watershed Report Card is coming along nicely as of 1/23/23
 - vi. The Stewardship Network Conference on Feb 2 and 3
 - vii. Site Visit to Log Jam with ACA 2/15/23
- b. Upcoming Events
 - i. LISD STEM Fair 2/21/23
 - ii. Master Rain Gardener Hybrid Class begins 2/23/23

- iii. Community Round Table 2/28/23 (on the 3P's, project, problem and place-based learning)
- iv. Napoleon Township Presentation sometime in March
- v. Saginaw Bay Western Lake Erie Conservation Blueprint Session 3/1/23
- vi. Great Lakes Conference via Zoom 3/7/23
- vii. Vernal Pool Patrol Training begins 3/17/23
- viii. Host Connecting Lenawee at our Tecumseh office 3/16/23

9. Water Stewardship Coordinator - Updates

- a. Lopez had the idea to have Summer programs not just for kids, but also adults with guest speakers, learning about beekeeping, and an introduction to Master Rain Gardening, etc. Once or twice a month.
- b. Need interns for the summer. Contacted Spark about help with this process. Will post positions for 1-2 candidates on site and social media. Motion by Sheenan, second by Bolton to post a similar intern position from last year for two new ones this year.

MOTION CARRIED BY VOICE VOTE

- c. Discover the Raisin, Poster Contest and Picture the Raisin contest names to discuss at the Outreach Committee meeting.

10. Administrative Coordinator/Assistant - Updates

- a. RiverRaisin.org has been updated per the standards of the website audit and SEMRush
- b. Imported data to GiveButter and managing migration.
- c. Woith currently removing spam accounts on website from the old Members Area that was created. Over 2,000+ spam accounts are currently active on the website.
- d. Membership incentive, with a \$25 donation, new members could receive a gift bag that they can pick up at the office. Will discuss more in future. Cooper brought up tiers to membership with different gifts at each level.

11. Programs/Partnership Updates

- a. ERB Grant - Farmer Led Watershed Conservation - Update
 - i. Funded \$50,000 for a 3 year period from the Michigan Association District
- b. Social Media - Erb Grant - \$10,100 - Update
 - i. Received first check for \$6,700.
- c. Erb GOS - \$25,000 - Update
 - i. Received \$25,000 check and has been deposited.

12. Committee Reports

Outreach – None.

Technical – None.

Development – None.

Administrative – None.

Financial – None.

13. Public Comment - 3 Minutes

Matthew Best stated happy to be a part of the meeting but made no other comments.

14. Next Meeting

- a. **Executive Committee- March 21, 2023 - 10:30 a.m. - 12 p.m. - Tecumseh Office**

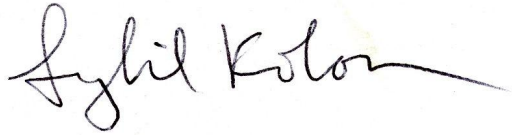
15. Adjournment

Motion by Sheenan, seconded by Cahloun to adjourn at 11:58 a.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Sybil Kolon - Secretary

Date: 02/17/2023

Secretary:

A handwritten signature in black ink that reads "Sybil Kolon". The signature is written in a cursive style with a long, sweeping underline.

Date: 3/21/23