



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
November 16, 2023 - 10 a.m.
Via Google Meet/804 N. Evans St
Tecumseh, MI 49286**

Roll Call

Chair Harry Sheehan called the meeting to order at 10:03 a.m.

Executive Committee members present: Harry Sheehan, Phil Kittredge, John Calhoun, Sybil Kolon, KZ Bolton

Executive Committee members absent: Dave Hoffman, Trudi Cooper

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator, Benny Woith - RRWC Administrative Coordinator (virtual), Val Reisen - Eaton Conservation District and MI Water Stewardship, Megan Motil - Parallel Solutions (virtual), and Stella Kirby - Petersburg representative.

1. Approval of Agenda - November 16, 2023

- a. Kittredge to add WLEB Conference Dec 12 to New Business (5.b), Sheehan to add Watershed Council Grant to new business (5.a), Strike 7 a and b, and remove section 13 (since it is a duplicate. Motion by Calhoun, second by Kittredge, to approve the November 16, 2023 Agenda as amended. **MOTION CARRIED BY VOICE VOTE.**

2. Approval of Minutes - October 19, 2023

- a. Motion by Kittredge, second by Calhoun, to approve the October 19, 2023 Minutes as presented. **MOTION CARRIED BY VOICE VOTE.**

3. Treasurer's Report

- a. The Treasurer's Report for the period October 1, 2023 -October 31, 2023 was distributed and reviewed by May. At Premier Bank: Revenue – **\$72,475.83**; Expenses - **\$89,784.73**; Balance to date: **\$34,843.19**. At County National: Revenue - **\$34,148.09**; Disbursements - **\$7,092.89**; Balance to date - **\$42,455.91**. Motion by Bolton, second by Calhoun to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**
- b. Approve Disbursements for Outstanding Bills - Updated report on File: May reviewed the monthly expense report to the total of **\$1,733.17**. Motion by Calhoun, second by Kittredge, to authorize payment of these bills to the total of **\$1,733.17**. **MOTION CARRIED BY VOICE VOTE**
- c. RRWC 2023 Budget YTD - Report on file
 - i. Motion by Calhoun to adopt current working budget until it can be approved by the entire board of directors, second by Bolton, **MOTION CARRIED BY VOICE VOTE.**

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4. Public Comments (3) Minutes

- a. None.

5. New Business

- a. Watershed Council Support Grant - EGLE
 - i. Lopez proposed submitting a watershed council grant to EGLE for general community outreach via school and camp programs, fairs, and festivals. Sheehan recommends connecting with EGLE directly to consult on the grant application. Motion by Sheehan, second by Bolton, to move forward with the grant request under advice from Sheehan.
MOTION CARRIED BY VOICE VOTE
- b. WLEB Advisory Group Meeting
 - i. MI first update from the state on phosphorus pollution. Staff members Knafel and Lopez from RRWC will be in attendance.

6. Old Business

- a. Brooklyn Dam - Update
 - i. Sheehan received an itemized list of items for continued contract from Niswander. Document needs review prior to the next meeting.
 - ii. Contract with landowner Dan Ross is available. Motion by Calhoun, second by Kolon to sign the contract with the landowner. **MOTION CARRIED BY VOICE VOTE.**
 - iii. Will schedule a public meeting at 60% design completion. Notices to adjacent residents will need to be distributed by mail. We need to know the 60% design date before the meeting can be scheduled.
- b. RRWC Strategic Planning Grant - Update
 - i. Motil shared that we are in the 1st phase of the plan to gather information and will be moving forward into phase 2 to conduct interviews with internal and external stakeholders.
- c. Grant Tracking - Update
 - i. May to generate a grant tracking report be included in our packets so we can keep better track of staff time

7. Executive Director Updates

- a. Report/Calendar/2023 Membership Updates:
 - i. 54 municipal members
 - ii. 5 corporations to date
 - iii. 20 individual members to date
- b. Outreach Expansion Support Grant - Update
 - i. Closed out after final payment of \$4,000 is received
- c. Brooklyn Dam Removal/New Grant Proposal MDNR - Contact - Update
 - i. See 6.a.
- d. Base of Operations - Update
 - i. Done.
- e. Releaf Michigan - Update
 - i. Letter of Support sent by May

8. Outreach Coordinator - Updates

- a. Upper Wolf Creek Watershed Management Plan - Update
 - i. RRWC requested an extension through June 2024. Sheehan recommends amending the extension request to include additional funding for staff.
- b. University of Maryland - Watershed Report Card - Update
 - i. To be released Spring 2024
- c. Great Lakes Restoration Celebration - Update
 - i. Wrapped up on September 22
- d. Artalicious - Report
 - i. Great event on September 16! Next year will be September 21
- e. Adopt-a-Stream
 - i. Bug ID Day 12/16/23
 - ii. Sheehan suggests writing an MOU for Adrian College, which Knafl will write.

9. Water Stewardship Coordinator - Updates

- a. Forest to MI Faucets - Updates
 - i. May received the contract.
- b. River Raisin Nature Exploration Programs Project - Contract Signed - Update
 - i. Events scheduled in December include a rain garden program and an owl prowl
- c. MAEP Grant - Update
 - i. Motion by Kolon, second by Calhoun to utilize EGLE funding to get a nonpoint source watershed model and a carrying case.
 - ii. Acceptance dinner scheduled on December 7. Lopez and another board member to attend.
- d. MSU Boat Wash Grant - Update
 - i. Motion by Sheehan, second by Kittredge to apply to this grant. **MOTION CARRIED BY VOICE VOTE.**
- e. Fee for Service Water Sampling
 - i. Lopez is researching how RRWC can offer water sampling, which we get many requests for. Some parameters can be analyzed by local water treatment plants. We need a dissolved oxygen meter and temperature meter. Lopez will draft a proposal for consideration.
- f. Business and Corporate Letter
 - i. Motion by Sheehan, second by Kolon, to send out the letter as presented by Lopez. **MOTION CARRIED BY VOICE VOTE.**

10. Administrative Coordinator/Assistant - Updates

- a. Woith received communications from Manchester about the dam, which will be passed to Knafl

11. Programs/Partnership Updates

- a. Erb Grant - Farmer Led Group
 - i. None.

12. Committee Reports

Outreach – Met 11/12/23

Technical – None.

Development – None.

Administrative – None.

Financial – None.

13. Public Comment - 3 Minutes

None.

14. Next Meeting

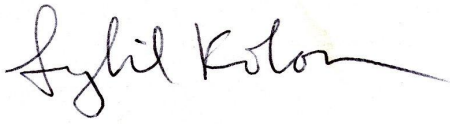
- a. **Executive Committee - December 19, 2023 - 10 a.m. to 12 p.m. - Tecumseh Office**

15. Adjournment

Motion by Calhoun, seconded by Kittredge to adjourn at 12:00 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafl - Outreach Coordinator

Date: 12/14/23

Secretary: 

Date: 12/19/2023