



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
March 19, 2024 - 10 a.m.
Via Google Meet/Tecumseh Office
(804 North Evans Street)**

Roll Call

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

Executive Committee members present: Harry Sheehan, John Calhoun, Sybil Kolon, Trudi Cooper, Phil Kittredge, 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 Delegate, Doug Ingles - Hillsdale County Commissioner/RRWC Delegate, Isabelle Uganski - RRWC Administrative Assistant

1. Approval of Agenda - March 19, 2024

Motion by Cooper, second by Kittredge, to add nominating committee as 7.d. Under Executive Director report, Monroe COTE as 8.d. under Outreach Coordinator and to add hiring part time staff, social media and bylaws as 13.a., b. and c. under Committee Reports and to approve the March 19, 2024 Agenda as amended. **MOTION CARRIED BY VOICE VOTE.**

2. Approval of Minutes - February 20, 2024

Motion by Calhoun, second by Kolon, reflect that the heading of agenda item 2 year is “2024” not “2023” and approve the February 20, 2024 Minutes as amended. **MOTION CARRIED BY VOICE VOTE.**

3. Treasurer’s Report

- a. The Treasurer’s Report for the period February 1, 2024 - February 29, 2024 was distributed and reviewed by May. At Premier Bank: Revenue – **\$28,498.79**; Expenses - **\$20,000**; Balance to date: **\$45,009.10**. At County National: Revenue - **\$31,403.77**; Disbursements - **\$50,717.86**; balance to date - **\$7,681.79**. Motion by Kolon, second by Kittredge 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 **\$2,687.16**. Motion by Kittredge, second by Calhoun, to authorize payment of these bills to the total of **\$2,687.16**. **MOTION CARRIED BY VOICE VOTE**

4. Public Comments (3) Minutes

- a. Doug Ingles from Hillsdale County is here in person and excited to represent Hillsdale County! He is interested in learning more on how to care for the river.

- b. Stella Kirby is excited to pursue the Fernstrom Park Project in Petersburg in partnership with RRWC staff.
- c. Kolon shared that Manchester City Council will be receiving a presentation on a local dam on April 1. Kolon to share details with Knafl.

5. **Business**

- a. Administration - Hiring PT Staff - Social Media
 - i. Hiring PT Staff
 - 1. Uganski is leaving at the end of May . Lopez indicated one of the applicants for the internships is qualified and would like to hire someone before Uganski leaves. Motion by Calhoun, second by Bolton to approve staff to hire a PT staff replacement. **MOTION CARRIED BY VOICE VOTE**
 - ii. Social Media
 - 1. No discussion.
 - iii. Bylaws
 - 1. Sheehan to propose new bylaws, see item 12 “Administrative” notes
- b. Copier - Update
 - i. The new copier is working well. We paid \$574 to acquire initially, and then we pay 1 cent per black and white copy and 9 cents per color copy.
- c. USGS Gauge - Update
 - ii. To be added at Austin Road along the Saline River.

6. **Executive Director Updates**

- a. Report/Calendar/2024 Membership Updates:
 - i. To date there are 36 municipal members, 3 corporate sponsors, and 2 individual members. Municipal dues are still coming in.
- b. RRWC Strategic Planning Grant - Update
 - i. Motil has had 19 responses to interview requests. Woith to resend invitations to identified list and board members.
 - ii. Motil to present findings in May, and then proceed with regional stakeholder meetings
- c. Brooklyn Dam Removal/Contract - Update
 - i. Drone footage updated to RRWC website.
 - ii. Environmental Assessment report available for internal review.
 - iii. Knafl to participate in upcoming seeding efforts.
- d. Nominating Committee
 - i. May to send out to committee members alongside bylaws and begin soliciting for executive committee nominations.

7. **Outreach Coordinator - Updates**

- a. Upper Wolf Creek Watershed Management Plan Grant - Update
 - i. Draft submitted, commentary returning from EGLE this week
- b. University of Maryland - Watershed Report Card - Update
 - i. April 16; Knafl to share invitation
- c. Semi Annual Meeting April 18, 2024 - Update

- i. Speaker and date are settled, venue has not been settled. Motion by Calhoun, second by Kittredge, to book if under \$200 or LISD Tech Center. Discussion is that \$100 or free is better. **MOTION CARRIED BY VOICE VOTE**
 - d. Monroe COTE - Update
 - i. Knafl attended a recent COTE meeting and was identified by a member of the public who has been inappropriately tagging RRWC on personal posts. Please notify staff if you see any posts that are suspect so they can undergo an internal review and be removed if necessary.

8. Water Stewardship Coordinator - Updates

Forests to MI Faucets - Update

- i. RRWC staff are now charging time to grant activities.

River Raisin Nature Exploration Programs Project - Update

- ii. Participation is up to over 80 participants.
- iii. Quarter 2 flyer "What's Rockin' in the Raisin" is ready for review.

RRWC 50th Gala - Adrian College

- iv. Lopez and May clarifying dates and payments with Adrian College for use of the Tobias Center

Internship

- v. We had nine applicants, and have interviewed 5 individuals with one additional scheduled. Motion by Cooper, second by Kolon, to approve RRWC staff to make offers to top two intern candidates once interviews have concluded to the sum of \$3,600.

MOTION CARRIED BY VOICE VOTE

9. Administrative Coordinator/Assistant - Updates

Streamlines Newsletter to be shared out to board for review.

Semi-Annual Meeting Flyer/Announcement

- i. To go out today.

10. Programs/Partnership Updates

- a. Erb Grant - Farmer Led Watershed Conservation - Update
 - i. Signed the MOU for the next round of funding
 - ii. Report to be submitted 4/15
 - iii. Harris on maternity leave
 - iv. Knafl to connect with Interim Director Rivka

11. Committee Reports

Outreach – Met 3/18 to discuss Quarter 2 events and 50th Gala

Technical – None.

Development – None.

Administrative – Kolon and Sheehan discussed moving from semi-annual meetings to a single annual meeting held in the autumn paired with a recreational spring outing for members. This will be mentioned at the spring meeting and potentially voted on at the fall meeting.

Financial – None.

12. Public Comment - 3 Minutes

- a. None

13. Next Meeting

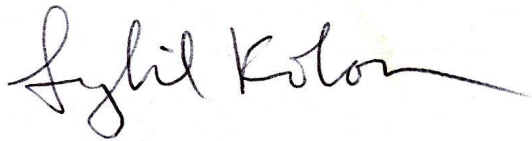
Executive Committee - April 15, 2024 - 10 a.m. to 12 p.m. - 804 N. Evans Street Tecumseh MI 49286

14. Adjournment

Motion by Kittredge, seconded by Calhoun, to adjourn at 12:03 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafel - Outreach Coordinator

Date: 4/12/24

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

Secretary:

Date: 4/15/24