



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
December 15, 2022 - 4:00 PM
Via Zoom/AJ Smith Recreation Center
804 Evans St., Tecumseh MI, 49286**

1. Roll Call

Chairman Sheehan called the meeting to order at 4:19 p.m.

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

Executive Committee members absent: Dave Hoffman

Others present: Stephen May – RRWC Executive Director, Meija Knafel – RRWC Outreach Coordinator, Sarah Woith - RRWC Administrative Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator, Isabelle Uganski - RRWC Administrative Assistant

2. Approval of Agenda - December 15, 2022

Motion by Bolton, second by Kittredge to approve the agenda after amending to include "Scenic River" under new business. **MOTION CARRIED BY VOICE VOTE.**

3. Approval of Minutes - November 5, 2022

Motion by Calhoun, second by Cooper, to approve meeting minutes after amending Angel to not be a delegate. **MOTION CARRIED BY VOICE VOTE.**

4. Treasurer's Report

- a. The Treasurer's Report for the period November 1, 2022 – November 30, 2022 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$23.79**; Expenses - **\$0**; Balance to date: **\$14,438.20**. At County National: Revenue - **\$0**; Disbursements - **\$34,485.84**; Balance to date - **\$21,769.48**. Motion by Bolton, second by Calhoun to accept and file the Treasurer's Report. **MOTION CARRIED BY VOICE VOTE**
- b. 2022 Budget - Report on file
 - i. May reviewed the budget to date.
- c. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report. Motion by Kittredge, second by Cooper, to authorize payment of these bills and the EGLE permit for herbicide for \$150 contingent upon confirming it's under the purview of RRWC in the amount of **\$6,795.19**. **MOTION CARRIED BY VOICE VOTE**
- d. RRWC 2022 Budget Adjustments
 - i. Budget adjustments for 2022 will be needed and determined at a future meeting.

- ii. Audit is up this year, and NFG was included

5. Public Comments

None.

6. Business

- a. Administrative Position
 - i. Hired Sarah Woith as Administrative Coordinator, whose first day was 12/5/22, and Isabelle Uganski as Administrative Assistant, whose first day was 12/12/22
- b. SSP Leasing/Gravel Pit Operations - Upper Wolf Creek
 - i. Our letter on the gravel pit was received by Cambridge township.
 - ii. There is a special use permit for the gravel pit from the 90's
 - iii. To be addressed again in February by Cambridge Township
 - iv. Citizens Protect Irish Hills has a website
- c. Spanish Outreach
 - i. Flyer on Spotted lanternfly going out this week
 - ii. Master Rain Gardener considering Spanish language outreach
 - iii. Sent in newsletter to be translated
- d. Email list option for EC and committees
 - i. riverraisincoordinator@gmail.com and riverraisinassistant@gmail.com for the new admin staff
 - ii. Staff to create new gmail accounts for sub-committees as they meet
- e. Outreach Development - Update
 - i. Barb Mitzel to work with us to produce material (invite to next outreach sub-committee meeting)
- f. Temper of the Times Foundation Grant
 - i. Sheehan, May, and Knafl co-wrote the grant to ask for \$15,000 to support our administrative staff. Will hear back in February
- g. Wild and Scenic River
 - i. Can get denoted a "Wild and Scenic River" by the federal government, or by the state as a "Natural River"
 - ii. Knafl to share out requirements to staff and board for review
- h. Brooklyn Dam - Community Meeting/Update - 1/26/23 - 4-6 PM - Brooklyn Sportsmans Club
 - i. Woith to send invitations via Network for Good
 - ii. 3 stations will be available for residents to speak with local contractors involved; Knafl to run one station
 - iii. Woith to update website with meeting details
 - iv. Uganski to update Facebook with meeting details
 - v. Agreement that executive committee members and staff should be present at each station to monitor the concerns.

7. Executive Director Updates

- a. Report/Calendar/2022 Membership Updates:
 - i. 54 municipal members
 - ii. 7 corporations
 - iii. 31 individual members
- b. Outreach/Expansion Support Grant Updates

- i. Have been submitted
- c. Upper Wolf Creek Watershed Management Grant - Update
 - i. Data has been turned in to Limnotech, who is now framing out the watershed management report
 - ii. Report will help drive focus of upcoming activities for 2023
- d. Brooklyn Dam Removal/New Grant Proposal - Update
 - i. Dam Removal Open House to inform the public will be hosted at the Brooklyn Sportsmans Club on January 26th from 4 p.m. to 6 p.m.
 - ii. Uganski to post invitations to social media
- e. University of Maryland - Watershed Report Card - Update
 - i. Next planning meeting will be 1/23/23
- f. Network for Good - Update
 - i. Due for renewal February 21, 2023
- g. Development Committee - Corporate Development
 - i. No new activities to report
- h. Base of Operations - Update
 - i. Programmable wifi thermostat available, will need to gain access permission from Tecumseh Parks and Recreation

8. Outreach Coordinator - Updates

- a. Completed Events
 - i. MDHHS Meeting 11/28/22
 - ii. Completed site visits in Adrian for upcoming Anderson Development Company River Clean-Up 11/22/22
 - iii. MI Vernal Pool Patrol Conference 12/7/22
 - iv. Loch Erin Dinner 12/12/22
 - v. Staff Training 12/13/22
 - vi. Staff River Clean-Up 12/13/22
 - vii. WCCD Meeting to discuss Land Preservation 12/14/22
 - viii. MRG Planning Meeting 12/15/22
 - ix. Temper of the Times Grant 12/15/22
- b. Upcoming Events
 - i. Meeting with Derek Wilt 12/19/22
 - ii. Site Visit for Log Jam 12/19/22
 - iii. MRG Train-the-Trainer Presentation 1/9/23
 - iv. Classroom Presentation for St. Joseph Erie 1/10/22
 - v. Wild Ones Presentation 1/10/22
 - vi. Sharon Township Land Preservation Meeting 1/18/22
 - vii. Agricultural Runoff Convention 1/19/22
 - viii. Brooklyn Dam Removal Public Presentation 1/26/22
 - ix. The Watershed Report Card is coming along nicely! Next meeting 1/23/23

9. Water Stewardship Coordinator - Updates

- a. New office hours to be posted to the website and social media
- b. Outreach Committee Meeting Projects
- c. Annual Report
- d. Library Program in June

10. Programs/Partnership Updates

- a. ERB Grant - Farmer Led Watershed Conservation -Update
 - i. All grants are in.

11. Committee Reports

Outreach – Met to discuss activities for 2023 and will meet again after the first of the year

Technical – None.

Development – None.

Administrative – None.

Financial – 2022 is being integrated into the new Quickbooks form

12. Next Meeting

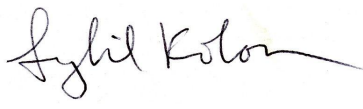
- a. **Executive Committee- January 17, 2023 at 10:30 am - AJ Smith - RRWC Office**

13. Adjournment

Motion by Cooper, seconded by Kittridge to adjourn at 5:36 p.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafl - Outreach Coordinator - 1/11/23

Date: 1/11/23

Secretary: 

Date: 1/17/23