



RIVER RAISIN WATERSHED COUNCIL

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**River Raisin Watershed Council
Executive Committee Meeting Minutes
March 21, 2023 - 10:30 a.m.
Via Zoom/804 N. Evans St
Tecumseh, MI 49286**

Roll Call

Vice-Chair Calhoun called the meeting to order at 10:37 a.m.

Executive Committee members present: John Calhoun, KZ Bolton, Sybil Kolon, Trudi Cooper, Phil Kittredge (on Zoom).

Executive Committee members absent: Dave Hoffman, Harry Sheehan.

Others present: Stephen May – RRWC Executive Director, Meija Knafel – RRWC Outreach Coordinator, Lydia Lopez - RRWC Water Stewardship Coordinator, Josh Kofflin, City of Milan.

1. Approval of Agenda - March 21, 2023

- a. Motion by Cooper, second by Kolon, to approve the March 21, 2023 Agenda as presented, with staff discussion under new business after the second public comment. **MOTION CARRIED BY VOICE VOTE.**

2. Approval of Minutes - February 21, 2023

- a. Motion by Bolton, second by Cooper, to approve the February 21, 2023 Meeting Minutes as presented. **MOTION CARRIED BY VOICE VOTE.**

3. Treasurer's Report

- a. The Treasurer's Report for the period February 1, 2023 - February 28, 2023 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$23.79**; Expenses - **\$0.00**; Balance to date: **\$14,624.57**. At County National: Revenue - **\$58,525.72**; Disbursements - **\$112,799.02**; Balance to date - **\$87,430.74**.

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 - Updated report on File: May reviewed the monthly expense report to the total of **\$9,949.98**. Motion by Calhoun, second by Bolton, to authorize payment of these bills to the total of **\$9,949.98**. **MOTION CARRIED BY VOICE VOTE**
- c. RRWC 2023 YTD - Report on file
- d. 2022 Audit - May indicated the audit should be ready by next month and the auditor will call into our meeting next month. The amount of the audit increased due to the Brooklyn dam removal project; that additional amount will be covered by the grant.

4. Public Comments (3) Minutes

- a. Josh Kofflin, City of Milan representative, introduced himself. No other comment.

5. New Business

- a. Strategic Planning - Erb Grant - \$50,000 - Update
 - i. Grant application has been submitted to the Erb Foundation. May believes an updated watershed map could be covered if we receive the grant.
- b. Nominating Committee - Appointments
 - i. Nominating committee needs to recommend executive committee members at the spring meeting. Motion by Kolon, second by Cooper, to appoint Pat Vaillencourt, David Rhodes and either Bob Jenson, Sabrina Gross or Dave Smith, depending on availability. **MOTION CARRIED BY VOICE VOTE**
- c. Staff
 - i. This discussion was held after the final public comment, with Knafl and Lopez out of the room. May indicated Lopez is graduating from Siena Heights and would like to increase to full time. Lopez and Knafl have been with us for two years and their last increase was one year ago. Motion by Cooper, second by Bolton, to bring Lopez on full time and to increase the pay of Lopez and Knafl by 5%. **MOTION CARRIED BY VOICE VOTE**
- d. Internship(s)
 - i. One application has been received so far. Another is expected. Lopez believes that Ann Arbor Spark will fund one-half of intern's pay again this year. May indicated we can hire only one intern if we don't have other funding.

6. Old Business

- a. Brooklyn Dam -
 - i. May explained that Niswander is applying for a \$20,000 grant from the US Fish & Wildlife Service for funds to collect data regarding the connectivity/dam removal project.
 - ii. A contract with Dan Ross, the owner of the dam, is in process.
- b. SSP Leasing/Gravel Pit Operation - Upper Wolf Creek
 - i. Moratorium by the township is still in place. Knafl will address the citizens group at their upcoming meeting.
- c. Outreach/Development - Update
 - i. See item 8
- d. 2023 Semi-Annual Spring Delegate Meeting Location - April 27, 2023 - 5:30 pm-8 pm, AJ Smith Recreation Center - RRWC Tecumseh Office - Update
 - i. Dr. Carley Kratz will provide an update on our Adopt-a-Stream program.
 - ii. We will provide food before the meeting.
- e. RRWC Annual Report - Update
 - i. The annual report is complete and hard copies have been mailed to all municipalities and will be provided to major donors and will also be posted on our website.
- f. NFG - GiveButter - Update
 - i. We did not renew Network for Good software. GiveButter allows donations to be deposited directly into our checking account.

- g. AmeriCorps Team
 - i. Initial application for the fall team is May 2.

7. Executive Director Updates

- a. Report/Calendar/2023 Membership Updates:
 - i. 40 municipal members have paid dues to date.
 - ii. 3 corporations to date
 - iii. 10 individual members to date
 - iv. Napoleon Township has asked for a presentation; to be made by Knafl.
- b. Outreach/Expansion Support Grant Updates
 - i. \$6,000 remains.
- c. Brooklyn Dam Removal/New Grant Proposal - Update
 - i. See 6.a.
- d. Base of Operations - Update
 - i. \$3,000 remains from the grant. We may seek an extension.
 - ii. May is looking for a bigger printer for the office.
- e. Notice of Semi-Annual Delegate Meeting - 4/27/23
 - i. Notice will go out next week.

8. Outreach Coordinator - Updates

- a. Upper Wolf Creek Watershed Management Grant - Update
 - i. The grant will be completed this year.
- b. University of Maryland - Watershed Report Card - Update
 - i. The report card is in the works. We will get all of the data, hard copies and digital copies. These are expected later in the year.
 - ii. Knafl and Kolon will attend the annual dinner for the Grand River Environmental Action Team (GREAT) on March 22.

9. Water Stewardship Coordinator - Updates

- a. Lopez reported the Discover the Raisin and poster contests are open.
- b. Lopez is planning for a half-day kids camp once a week in the summer.

10. Administrative Coordinator/Assistant - Updates reported by Kolon for Woith

- a. Adding teachers/delegates/libraries/etc. to GiveButter
- b. Attended the 3 Day Non-Profit Marketing Summit
- c. Created 1st Draft of Semi-Annual Meeting Flyer
- d. Added Vernal Pool page to Website
- e. Working on Newsletter
- f. Kolon made a few suggestions for activities Woith could assist with
 - i. Sending out the executive committee meeting notices for Steve May
 - ii. Update the sign in sheets for spring annual meeting to increase font size and reorganize to assist with the sign in process.
 - iii. Prepare a packet of ten newsletters for each representative to take back to their municipalities

11. Programs/Partnership Updates

- a. ERB Grant - Farmer Led Watershed Conservation - Update
 - i. May reported that the Erb Foundation is funding a new, full time program coordinator to assist with the farmer led group for three years. The position has been posted. No local applications have been received yet.

12. Committee Reports

Outreach – Committee met and has a new member, doing planning for the year.

Technical – None.

Development – None.

Administrative – None.

Financial – None.

13. Public Comment - 3 Minutes

None.

14. Next Meeting

- a. **Executive Committee - April 18, 2023 - 10:30 a.m. - 12 p.m. - Tecumseh Office**

15. Adjournment

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

Respectfully submitted by Sybil Kolon - Secretary

Date: 4/6/2023

Secretary: 

Date: 