



**RIVER RAISIN WATERSHED COUNCIL**

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**River Raisin Watershed Council  
Executive Committee Meeting Minutes  
October 18, 2022 - 10:30 AM  
Via Zoom/RRWC Tecumseh Office  
810 Evans St., Tecumseh MI, 49286**

**1. Roll Call**

Chairman Sheehan called the meeting to order at 10:38 a.m.

Executive Committee members present: John Calhoun, Phil Kittredge, Harry Sheehan, Sybil Kolon (Zoom), KZ Bolton (Zoom), Trudi Cooper, Dave Hoffman (Zoom)

Executive Committee members absent: None

Others present: Stephen May – RRWC Executive Director, Meija Knafl – RRWC Outreach Coordinator (Zoom), Angel Hoffman (Zoom), Sabrina Gross (Zoom) - Delegate

**2. Approval of Agenda - October 18, 2022**

Addition of GIS Hosting, Support Letter for Legacy Land Conservancy, and Americorps to be added to the "Business" section of the agenda. Motion by Kittredge, second by Sheehan to approve the agenda as amended. **MOTION CARRIED BY VOICE VOTE.**

**3. Approval of Minutes - September 20, 2022**

Amendments needed include "approve minutes as amended" in section 3., to correct the misspelling in section 6.e.i., and to change the language in the Outreach Committee update to reflect that Kolon will announce possible dues increase for 2024 at Semi-Annual Meeting. Motion by Cooper, second by Kittredge, to approve meeting minutes as amended. **MOTION CARRIED BY VOICE VOTE.**

**4. Treasurer's Report**

- a. The Treasurer's Report for the period September 1st, 2022 – September 30th, 2022 was distributed and reviewed by Bolton. At Premier Bank: Revenue – **\$23.79**; Expenses - **\$0**; Balance to date: **\$14,390.62**. At County National: Revenue - **\$28.22**; Disbursements - **\$1,571.80**; Balance to date - **\$52,577.00**. 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. RRWC 2023 Draft Budget
  - i. May reviewed the 2023 Draft Budget

- ii. Motion by Kittredge, second by Calhoun to accept and report this budget at the upcoming semi-annual meeting. **MOTION CARRIED BY VOICE VOTE.**
- d. Approve Disbursements for Outstanding Bills - Report on File: May reviewed the monthly expense report. Motion by , second by , to authorize payment of these bills in the amount of **\$5,743.59. MOTION CARRIED BY VOICE VOTE**

#### **5. Public Comments**

Update from Hoffman that he's got the mud mats from ITC available to use for log jam removal

#### **6. New Business**

- a. Administrative Assistant Position
  - i. Knafl has increased advertising online
  - ii. Kolon suggested putting advertisements in a local newspaper
- b. CAB Next Steps
  - i. In talks with Gary Kirsch regarding potential opportunities
- c. Spanish Outreach
  - i. Posting to the website
  - ii. Spotted lanternfly information coming
  - iii. Suggestion from Gross about how to properly dispose of grease, oils, etc.
  - iv. Suggestion from Bolton to translate newsletters
- d. Email list options for EC and Committees
  - i. Prices are \$5 per user per month for a year
  - ii. Tabled for a larger discussion about whether to move the website away from Wix.com
- e. Outreach/Development - Update
  - i. Met with Barb Mitzel to discuss an increase in local marketing
- f. GIS Hosting
  - i. \$700 to get a GIS License
  - ii. Derrick can subcontract and help us get up and running
  - iii. Motion by Sheehan, second by Cooper to spend up to \$700 for GIS Basic
- g. Letter of Support for Legacy Land Conservancy
  - i. Legacy applying for grant of \$150,000 to set up a new preserve, looking for letter of support
  - ii. Motion by Sheehan, supported by Kittredge, for May to sign a letter of support for the project. **MOTION CARRIED BY VOICE VOTE.**
- h. Americorps
  - i. Early spring timeframe not a good fit for teams due to high water levels, so later summer and autumn teams a better fit for our area
  - ii. Consider a list of sites; Knafl to better document sites and projects

#### **7. Old Business**

- a. RRWC Alternate Site - City of Tecumseh - Update
  - i. Today's meeting is the first in our new office.
- b. Semi-Annual Meeting - Hidden Lake Gardens - October 25, 2022 - 6-8 PM
  - i. Minutes and Financial information going out today

#### **8. Executive Director Updates**

- a. Report/Calendar/2022 Membership Updates:
  - i. 54 municipal members

- ii. 7 corporations
- iii. 29 individual members
- b. Outreach/Expansion Support Grant Updates
  - i. Covered under 11.e.
- c. Upper Wolf Creek Watershed Management Grant - Update
  - i. Wrapped up sampling and flow measurements for the year
  - ii. Recommendations for next year sampling to come
- d. Brooklyn Dam Removal/New Grant Proposal - Update
  - i. Meeting date set for informational meeting to be early next year on 1/12/23, 1/19/23, or 1/26/23
- e. University of Maryland - Watershed Report Card - Update
  - i. Sent in our budget, will complete upcoming public outreach needs before end of year
- f. Network for Good - Update
  - i. Still utilizing
- g. Development Committee - Corporate Development - Update - Yagiela - Grant Writing
  - i. Still working on finding someone to assist.
- h. Base of Operations - Update
  - i. See 11.i.
  - ii. Send personal thank you to volunteers and Wacker, invite to Semi-Annual Meeting for thank you

#### **9. Outreach Coordinator - Updates**

- a. Completed Events
  - i. Clinton Fall Festival 9/23/22 thru 9/25/22
  - ii. Saline Nature Walk 9/22/22 canceled due to lack of registration
  - iii. Loch Erin Water Sampling 9/27/22 and 9/28/22
  - iv. Adopt-a-Stream the weekend of 10/1/22 and 10/2/22 - RRWC Staff Completed 3 sites
  - v. LISD Advisory Council 10/4/22 - RRWC staff acted as chair at meeting
  - vi. Wacker furniture moving day on 10/6/22
  - vii. Lenawee Lifelong Learners Class 10/6/22 Class 1 complete
  - viii. SPAC Meeting for AOC on 10/11/22 and 10/12/22
  - ix. Lenawee Lifelong Learners Class 10/13/22 Class 2 complete
  - x. Workday with Anderson Development Company 10/15/22 canceled due to staff illness
- b. Upcoming Events
  - i. River Raisin Institute Board Meeting in Monroe 10/19/22
  - ii. Lenawee Lifelong Learners Class 3 10/20/22
  - iii. Family Fall Celebration at Stubnitz Nature Center 10/22/22
  - iv. Semi-Annual Meeting 10/25/22
  - v. Adopt-a-Stream Bug ID Day to be scheduled
  - vi. Lenawee Lifelong Learners final class 10/27/22
  - vii. Farmer Led Group Best Management Practises videos
  - viii. RRWC promotional videos
  - ix. Open house to celebrate new office location

#### **10. Water Stewardship Coordinator - Updates**

- a. Not available

**11. Programs/Partnership Updates**

- a. ERB Grant - Farmer Led Watershed Conservation - LOI - October 1, 2022 - Update
  - i. Coordinator to be hired and housed in our office
- b. Social Media - Erb Grant - \$10,000 - Update
  - i. Invited to apply, received?
- c. Erb GOS - Reporting Requirements - Update
  - i. Complete application by November 2

**12. Committee Reports**

Outreach – To review Autumn Streamlines Newsletter prior to upcoming Semi-Annual Meeting

Technical – None.

Development – None.

Administrative – None.

Financial – None.

**13. Next Meeting**

**a. Semi-Annual Meeting - October 25, 2022 - 6-8 p.m. - Hidden Lake Gardens**

**b. Executive Committee- November 15, 2022 from 10:30 AM – 12:00 PM - AJ Smith - RRWC Office**

**14. Adjournment**

Motion by Kittredge, seconded by Sheehan to adjourn at 11:59 a.m. **MOTION CARRIED BY VOICE VOTE.**

Respectfully submitted by Meija Knafel - Outreach Coordinator -

Date: 10/18/2022

Secretary:

