Executive Committee Meeting
May 20, 2015
River Raisin Watershed Council Office
302 Springbrook Ave, Suite 102
Adrian, MI 49221

1. Roll Call
Acting Chair Kolon called the meeting to order at 3:11 PM.
Executive Committee Members Present: Sybil Kolon, Evan Pratt, Laurie Johncox, Hedi Kaufman
Executive Committee Members Absent: David Hoffman, Steve May, John Calhoun
Executive Committee Members Attending via Teleconference: None
Others Present: Carley Kratz (Program Director), George Service (Village of Clinton), Larry Felpausch (Monroe County Alternate), Randy Kennard (Woodstock Township), Cynthia Stump and Luba Sitar (ITC Energy)

2. Approval March 18, 2015 Executive Committee Minutes
Kolon noted a typo on page 3, and suggested that “to” be changed to “the”. Pratt made a motion to approve the minutes as amended, supported by Kaufman. **Motion carried by voice vote.**

3. Approval of Agenda
Kaufman made a motion to approve the agenda as presented, supported by Pratt. **Motion carried by voice vote.**

4. ITC Energy Presentation
Luba Sitar and Cynthia Stump presented a donation of $2,500 on behalf of ITC Energy for woody debris management and water quality monitoring projects. Kolon noted that ITC would be given credit for this generous corporate sponsorship. ITC also supplied wildflower seeds, which Kratz will use at public presentations. ITC will be conducting helicopter inspections of the energy grid, including transmission lines throughout the summer, and will be installing a new sub-station at the Monroe and Lenawee County border. Pole replacements are ongoing throughout the area. The RRWC will help to spread the word about the Eyes and Ears Program to report suspicious activity near the grid infrastructure to local law enforcement authorities.

5. Treasurer’s Report
a. 2015 Budget to Date
Handouts were provided including the Treasurer’s Report and the 2015 budget to date. Kratz noted that the 2015 budget to date included $15,283 in municipality membership dues, $373.97 in individual membership dues, $250 in corporate sponsorships, and $272 from the sale of apparel. Additionally, $15,763.50 was received from the Lenawee County Conservation District Grant. The total revenue to date was $31,942.47. Expenditures to date included $1,000 for printing of T-shirts and hats, $1,075 for the yearly audit, $496.78 for printing of brochures and newsletters related to the LCD grant, and $250 for the
Lenawee County Fair booth rental. Expenses to date totaled $2,821.78. 2015 revenue minus expenditures were $29,120.69. The bank account balance was $49,288.02 as of May 20th.

Pratt made a motion to approve the budget and Treasurer’s Report and budget as presented, supported by Hoffman. **Motion carried by voice vote.**

b. **Approve Disbursement for Outstanding Bills**
Disbursements were approved in the amount of $193.09 for the First Federal credit card bill including room rental and food for the spring meeting, which is a part of the special projects budget, $318 to Decker Agency for the board bond, $175.46 to Lenawee County Printing for newsletter and brochures, and $19,897.75 to reimburse the Lenawee County Drain Commissioner’s Office for Kratz’s wages through the end of June 2015. Kratz also provided a handout detailing mileage expenses from November 25, 2014 to May 12, 2015, totaling $1,074.08. Pratt noted that the federal reimbursement rate for mileage has increased slightly, and requested that Kratz recalculate the outstanding amount of mileage reimbursement due, to be included in mileage reimbursement at the next meeting. Pratt made a motion to approve disbursements totaling $21,658.38, supported by Johncox. **Motion carried by voice vote.**

6. **Program Director’s Report**
Kratz provided a handout in advance of the meeting detailing meetings attended, funding opportunities, upcoming events and all correspondences from late March to early May.

a. **Funding Updates**
The MDARD WLEB RCPP proposal was funded and will provide funding for conservation practices to private landowners through NRCS. The DEQ NPS (319) application was not funded. Kratz noted that most of the NFWF/LCD grant funding has been used for FY15. The Stewardship Network’s (TSN) GLRI proposal was funded, with a subaward to the RRWC for education and outreach. The award includes $6,900 of funding towards salary, with $5,000 matching funds for salary and $1,200 matching funds for supplies each year. This “Cooling The Hotspots” grant will last for 3 years, until the end of 2017. Some language in the sub-award contract will be modified before the next EC meeting. Pratt noted that the RRWC needs more funding to continue to grow, and that we need to be more diligent in efforts to locate funding.

b. **Membership Updates**
Kratz noted that 49 out of the 63 municipalities have joined. Johncox noted that Norvell Township needs an additional copy of the dues notice.

7. **Partnership Updates**
Kolon noted that the Legacy Land Conservancy received a DEQ NPS (319) grant to implement conservation easements, potentially in partnership with the Raisin Valley Land Trust. Kratz noted that the “Fields to the Great Lakes” events are still open for registration, but that spots are filling up quickly for the sails and Stone Lab tours. Kratz also noted that TSN will be holding a mini-conference for networking of local conservation groups, which the RRWC has helped to coordinate, on June 19th at the LISD Center for a Sustainable Future.

8. **Committee Reports**
Kolon noted that all committees need to be more active and hold regular meetings.

**Outreach:** No meetings were held. Kratz noted that more newsletters need to be printed for availability at summer programs. Pratt made a motion to authorize spending up to $300 on newsletter printing, supported by Johncox. **Motion carried by voice vote.**
Technical: No meetings were held.

Development: No meetings were held. Pratt mentioned that online silent auctions may help to raise funds. Kratz noted that she is working on framing copies of Gregg Perez’s prints to mail to corporate sponsors. Gregg Perez also offered to help design a coloring book, which could be sold online or at art fairs.

Administrative: No meetings were held.

Financial: No report other than the Treasurer’s report.

9. Old Business
   a. Spring Meeting
      Pratt noted that the program was engaging, and the newsletter was put together well. Kratz noted that an online RSVP system would be helpful for the semi-annual meetings and the Adopt-A-Stream events.
   b. Adopt-A-Stream
      Kratz noted that 15 sites were sampled during the Spring 2015 Adopt-A-Stream campaign. She is working with volunteers, interns and Dr. Martin to finish identifying the insects and enter data into the database.

10. New Business
    a. Mileage Policy
       Johncox made a motion to set the mileage reimbursement rate at the federal level, supported by Pratt.  **Motion carried by voice vote.**
    b. MEECS Water Quality Training Class
       Pratt made a motion to reimburse Kratz for registration ($20) and mileage to Grand Valley State to attend a Michigan Environmental Education Curriculum Support Workshop on June 18th about water quality. Johncox supported the motion. **Motion carried by voice vote.**
    c. Website
       Kolon mentioned that Kratz should get in touch with IT Right to determine ways to make the website more interactive.

11. Next Meeting
    June 17th

12. Adjournment
    Kaufman made a motion to adjourn the meeting at 4:51 PM, supported by Johncox. **Motion carried by voice vote.**

Respectfully submitted by Carley Kratz
RRWC Program Director
June 15, 2015

Approval of Minutes

Date: June 17, 2015

Secretary: Hedi Kaufman