Executive Committee Meeting
January 7, 2015
River Raisin Watershed Council Office
302 Springbrook Ave, Suite 102
Adrian, MI 49221

1. Roll Call
Chairman May called the meeting to order at 3:11 PM.
Executive Committee Members Present: Steve May, Sybil Kolon, Laurie Johncox, John Calhoun, Hedi Kaufman, David Hoffman
Executive Committee Members Absent: Evan Pratt
Others Present: Carley Kratz (Program Director), George Service (Village of Clinton), Larry Felpausch (Monroe County Alternate), Dale Wyzreck (Summerfield Township), Jerry Wilson (Rollin Township)

2. Approval December 8, 2014 Executive Committee Minutes
Kaufman noted that titles for Program Director Kratz and Mayor Clark should be included throughout, and that “for” should be changed to “from” on the final page. Kolon noted that a comment should be made in the Roll Call section regarding video conference attendees not counting towards quorum. Kolon also made a suggestion that handouts be included in the approved meeting minutes in the future. Calhoun moved to approve the minutes as amended, and Kaufman supported the motion. Motion carried by voice vote.

3. Approval of Agenda
Kaufman stated that the agenda should be amended to include a discussion of an office assistant under new business. Hoffman stated that a discussion on an EPA public comment period for an EPA permit for an underground injection well should be included under new business. May noted that a discussion of membership dues policy should be included in old business. Calhoun moved to approve the agenda as amended, supported by Johncox. Motion carried by voice vote.

4. Treasurer’s Report
a. 2014 Budget to Date & Bank Statements
Handouts were provided including the Treasurer’s Report, monthly bank statement, and the 2015 budget to date. The bank account balance was $20,114.93 as of December 26th, which will be reflected as the 2015 beginning balance. Revenue of $724.57 included an individual membership received through paypal ($23.97), and the final balance payment from Lenawee County ($700.60). Johncox noted disbursements in the amount of $406.56 to Kratz for mileage, $1,743.57 to Lenawee County for the purchase of the Ward’s Stormwater Model, $20,581.77 to the Lenawee County Drain Commissioner for Kratz wages from May to the end of the year, and $64.97 to Lenawee County Printing for postage and Farmer’s Advisory Committee brochure printing. Disbursements totaled $22,796.87. It was noted that the majority of funds for the Ward’s Stormwater Model came from an MIS Cares grant. Calhoun
made a motion to accept the Treasurer’s Report for the end of 2014, supported by Hoffman. **Motion carried by voice vote.**

Kratz noted that the 2015 budget revenue included two individual memberships (totaling $300), a corporate sponsorship from the Chrysler Dundee Engine Plant ($100), and two municipal membership dues for 2015 (totaling $200). Philip Rubley has received all materials to begin the RRWC 2014 audit, which should be completed in a few months.

b. **Approve Disbursement for Outstanding Bills**

Kratz noted that there were no outstanding bills, and a credit of $44.51 to Lenawee County Printing and credit of $307.93 were reflected in the budget. Lenawee County Printing was accidently overpaid for purchase of the stormwater model because RRWC tax exemption was not taken into account. The credit card bill was accidently overpaid in October.

5. **Program Director’s Report**

A handout was provided in advance of the meeting including all of the Program Director’s activities in December. Kratz is working on finalizing the schedule for cleanups and Adopt-A-Stream for 2015.

a. **Funding Updates**

The WLEB RCPP proposal has a good chance of being funded. The WLEB RCPP would provide funding for conservation practices to private landowners. Kratz is waiting to hear back about the GLRI and MISGP proposals, which were applied for in partnership with The Stewardship Network Grand-Raisin Cluster. Announcements on these funding opportunities should be made within the next month. Kratz noted that there might be outside funding to start a pay-for-performance pilot project with a small number of farms in the watershed, which could be extended if the GLRI proposal is funded. The DEQ NPS proposal funding will likely be announced in the late summer or fall of 2015. The MiCorps Volunteer Creek, Stream and River Cleanup grant applications are due January 26th. The EPA has announced a request for environmental education proposals that may fit well with RRWC programs.

b. **Membership Updates**

Kratz noted that all 2014 tax deductible donation letters, and 2015 dues notices were mailed out in mid-December. Two municipalities, the Village of Deerfield and Blissfield Township, have joined to date. May noted that executive committee members should be in contact with a subset of municipalities, as assigned previously, to check on the status of dues payments.

6. **Partnership Updates**

a. **LCD Grant & Farmers Advisory Committee**

Kratz attended the WLEB GLRI meeting on the morning of January 7th, during which time a new contract was presented for the LCD/NFWF 2015 fiscal year. This contract reflects a $250 decrease in funding for printing educational brochures from 2014, but is otherwise similar to the 2014 contract. May signed the contract and it was mailed back to the Lenawee County Conservation District. Kratz noted that Farmers Advisory Committee brochures will be distributed at the Center for Excellence Crop Day on January 9th.
b. TSN Grand Raisin Cluster
Kratz noted that she met with The Stewardship Network Grand Raisin Cluster on December 10th to discuss the 2015 events calendar. Kratz included a May 24th interpretive hike at two Washtenaw County Parks Preserves in Bridgewater Township on the calendar. Washtenaw County staff will help to lead the hike, if available. The Grand River Environmental Action Team will hold a paddle on the Raisin between Clinton and Tecumseh in June 2015, and may include a paddle between the two preserves in Bridgewater Township in future years.

7. Committee Reports
   Outreach: No meetings were held.
   Technical: No meetings were held. May reported that discussions with landowners at Red Mill Pond are ongoing regarding a new park.
   Development: No meetings were held.
   Administrative: No meetings were held. Amendments to the bylaws will be voted on at the Spring 2015 meeting, which will likely be held on April 22nd at Cabela's in Dundee. It was noted that proposed amendments to the bylaws need to be sent out to the membership 30 days in advance of the meeting.
   Financial: No report other than the Treasurer's report.

8. Old Business
   a. Membership Dues Policy
      May suggested that a committee be appointed to explore possible changes to the dues structure that were discussed at the December 8th meeting. These changes would include incorporating both population and land area into dues calculations. Kolon, May and Kratz agreed to be on the committee. Mayor Clark and Commissioner Pratt would be asked to join. May noted that a report about the feasibility and amounts of a new dues structure should be presented to the executive committee within 60 days, or at the March meeting. Johncox moved that an exploratory dues structure committee be formed, supported by Hoffman. Motion carried by voice vote.

9. New Business
   a. Financial Business
      May noted that new apparel should be ordered in advance of the spring meeting. Johncox suggested that the apparel be ordered locally through Red Paint Printing, or another company. Kratz noted that more RRWC brochures need to be printed. Kaufman made a motion to authorize spending up to $1,000 on apparel and up to $500 on brochure printing, supported by Hoffman. Motion carried by voice vote.
      May stated that Kratz had worked over the 1,000 hour limit for 2014, and would need to contribute 5% of her wages for 2015 to a retirement fund, with contributions matched by the RRWC. This is a requirement by Lenawee County. The match provided by RRWC would total $1,600 per year. Calhoun moved that the RRWC provide 5% match for Kratz's retirement account, supported by Hoffman. Motion carried by voice vote.
      Kaufman noted the need for an office assistant to help Kratz for an hour or two each week on administrative tasks. May suggested that it might be possible for a Lenawee County Drain Commission employee to help with these tasks at a rate of
$15-17/hr. Hoffman made a motion to approve hiring a part-time office assistant to work no more than 10 hours per month, not to exceed payment of $2,000 per year. Calhoun supported this motion. **Motion carried by voice vote.**

**b. EPA Public Comment Period**
Hoffman provided a handout related to a proposed EPA permit for an underground injection well for brine in Summerfield Township. It was noted that the depth of the well seemed shallow in relation to other brine injection wells in the watershed, however geology may vary greatly. Hoffman suggested that the RRWC write a letter to the EPA requesting a public hearing, based on the number of questions and concerns he has heard from residents. Kolon noted that the letter should also ask for an extension on the deadline for written comments to allow concerned government municipalities to provide a written response. Hoffman moved that Chairman May send such a letter to the EPA, supported by Calhoun. **Motion carried by voice vote.**

10. **Next Meeting**
The next Executive Committee Meeting will be held on February 18th at 3 PM at the RRWC office in Adrian.

11. **Adjournment**
A motion to adjourn the meeting was made by Hoffman at 4:31 PM, supported by Calhoun. **Motion carried by voice vote.**

Respectfully submitted by Carley Kratz
RRWC Program Director
January 8, 2015

**Approval of Minutes**

**Date:** ________________

**Secretary:** Hedi Kaufman

**Signature:** __________________________