

## **Arcadia-Pierport Watershed Plan**

### **Minutes from the Executive Committee meeting of July 18, 2013**

**Location:** Pleasant Valley Community Center

**Attendees:** Mark Bolthouse, Marcy Burkhead, Doug Carter, John Casey, Sam Catanese, Sharon Goble, Brad Hopwood, John Iacoangeli (Beckett&Raeder), Connie Macek, Mike Stifler (Beckett&Raeder)

The Executive Committee met at 7pm. John Iacoangeli provided the agenda and a copy of Beckett&Raeder's Scope of Work proposal for the Arcadia-Pierport Watershed Plan attendees. A draft of the Arcadia-Pierport Watershed Partnership Agreement was also provided.

The Agenda included:

1. Welcome and Introduction of Members
  - a. Old
  - b. New
2. Partnership Agreement – Status
3. Funding
  - a. Endowment \$5,000 to \$10,000
  - b. 15% Local Match (\$12,750)
4. Scope of Work
  - a. Arcadia Creek
  - b. Pierport
5. Project Website

After introductions, the Draft Partnership Agreement was discussed. Specific edit suggestions were to be provided to Connie by Friday, July 26<sup>th</sup>. The need for an updated watershed map was noted. Other watershed initiatives were discussed briefly and it was suggested to request representatives from other watershed initiatives be invited to attend a future meeting to share their experiences to help educate the Executive Committee. Another source of watershed planning information mentioned was the Lakes to Land Initiative ([lakestoland.org](http://lakestoland.org)) and attendees were encouraged to review their website. The goal is to make the Watershed Plan acceptable to the Department of Environmental Quality (DEQ) and the U.S. Environmental Protection Agency (EPA), while concurrently addressing local issues, including water quality.

The Executive Committee responsibilities will include collecting signatures for the Watershed Partnership Agreement to ensure adequate community support, and to coordinate funding for the preparation of the Watershed Plan and its implementation. A request was made to develop brief talking points for the committee members for their use when seeking community signatures. A suggestion was made to practice role-playing to ensure that questions from the community about the Watershed Partnership Agreement would be answered effectively and consistently.

Sam agreed to provide an excel spreadsheet of the Executive Committee contact information to the committee members.

Regarding funding of the project, the preparation of the plan is expected to cost approximately \$85,000, and it is anticipated that the assistance of the Alliance for Economic Success (AES) will be sought to search for funding sources and to prepare the grant. It's expected that a 15% match (\$12,750) will need to be raised by the Executive Committee to ensure grant funding. It's anticipated that the Manistee County Community Foundation (MCCF) will house the grant monies received and help administer the grant. The MCCF can also accept donations to the Watershed Plan. The desire to establish an Endowment Fund (\$5,000 to \$10,000) was also discussed to ensure an on-going funding source to be used to implement the Watershed Plan. Brad asked for volunteers to join him to meet with MCCF to learn their requirements for managing grant funding for this project.

A number of potential grant funding organizations were noted.

John briefly reviewed the Scope of Work that B&R prepared and agreed to receive feedback from the attendees. He indicated that B&R could help coordinate meetings, and could update the watershed map. In addition, B&R could establish and help manage a website to keep the communities informed about the Watershed Plan development and implementation process.

The meeting adjourned at approximately 8:30pm.