Annual Meeting of Members and Board of Directors
May 14, 2020
Via Zoom

Sponsors
Annual Meeting Agenda

- Welcome and introductions
- Overview of consent agenda and motion to approve use of consent agenda for CRWP meetings (action needed)
- Consent agenda review and acceptance
- Discussion of any items not adopted through consent
- Adjourn

Consent Agenda Overview

- Groups routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda.
- Items presented to board in single motion for acceptance after allowing anyone to request that a specific item be moved to full agenda for individual attention.
- Items requiring strategic thought, decision making, or action are handled as usual.
- Helps streamline meetings and allows focus to be on substantive issues.
Consent Agenda – Typical Items Included

- Approval of board and committee minutes
- Correspondence requiring no action
- Committee and staff reports
- Updates or background reports provided for informational purposes only
- Appointments requiring board confirmation
- Approval of contracts that fall within the organization’s policy guidelines
- Final approval of proposals that have been thoroughly discussed previously, where the board is comfortable with the implications
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws
- Dates of future meetings

Approve Use of Consent Agenda for CRWP Meetings

- Raise Hand
- yes
- no
Minutes of May 16, 2019 Annual Meeting of Members

Acceptance of Member Director Designations for 2020

2020 Director Designations

<table>
<thead>
<tr>
<th>Member</th>
<th>Regular Director</th>
<th>Alternate Director</th>
<th>Member</th>
<th>Regular Director</th>
<th>Alternate Director</th>
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<tbody>
<tr>
<td>Auburn Township</td>
<td>Michael Troyan</td>
<td>Patrick J. Cavanagh</td>
<td>Mantua Township</td>
<td>John Festa</td>
<td>Lynn Harvey</td>
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<tr>
<td>City of Aurora</td>
<td>Denise Januska</td>
<td>Meredith Davis</td>
<td>Mayfield Heights</td>
<td>Susan Sabetta</td>
<td>Gayle Teresi</td>
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<td>Bainbridge Township</td>
<td>Kristina O’Brien</td>
<td>Jeffrey Markley</td>
<td>Mayfield Village</td>
<td>Douglas Metzung</td>
<td>Thomas Cappello</td>
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<td>City of Beachwood</td>
<td>Chris Vild</td>
<td>Mathew Atkinson</td>
<td>City of Mentor</td>
<td>Brian Ashurst</td>
<td>David Loucka</td>
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<td>Village of Bentleyville</td>
<td>Leonard Spremulli</td>
<td>Kathleen Hale</td>
<td>Village of Moreland Hills</td>
<td>Ted Buczek</td>
<td>Randy Nielsen</td>
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<td>Chagrin Falls Township</td>
<td>John Finley</td>
<td>Tom Florkiewicz</td>
<td>Munson Township</td>
<td>Irene McMullen</td>
<td>Andrew Bushman</td>
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<td>Glen Quigley</td>
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<td>Randall Sharpe</td>
<td>Steven Yaney</td>
<td>Orange Village</td>
<td>Kathy Mulcahy</td>
<td>Bob Zugen</td>
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<td>Michael Brown</td>
<td>Charles Strazinsky</td>
<td>City of Pepper Pike</td>
<td>Richard Bain</td>
<td>Bob Freed</td>
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<td>Cleveland Metroparks</td>
<td>Jennifer Grieser</td>
<td>Joshua Philipps</td>
<td>Russell Township</td>
<td>Gary Gabram</td>
<td>Kristina Port</td>
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<td>City of Eastlake</td>
<td>Jason Kasunick</td>
<td>Todd Gulley</td>
<td>City of Solon</td>
<td>Dan Driscoll</td>
<td>Marcia Rizzo</td>
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<td>Village of Gates Mills</td>
<td>Sandra Turner</td>
<td>Chris Courtney</td>
<td>South Russell Village</td>
<td>William Koons</td>
<td>Cindy Nairn</td>
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<td>Geauga Park District</td>
<td>Matthew McCue</td>
<td>Paul Pira</td>
<td>Waite Hill Village</td>
<td>Chris Sherwin</td>
<td>Kenneth Dery</td>
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<td>Don Cunningham</td>
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<td>City of Willoughby</td>
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<td>John F. Turben</td>
<td>Barry Hendricks</td>
<td>City of Willoughby Hills</td>
<td>Bob Bartolotta</td>
<td>Pat Grebenc</td>
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<td>Lake County</td>
<td>Ron Young</td>
<td>Jason Boyd</td>
<td>Village of Woodmere</td>
<td>Benjamin Holbert</td>
<td>Daphne J. Evans</td>
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<tr>
<td>Lake Metroparks</td>
<td>Vince Urbanski</td>
<td>Allison Ray</td>
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Discussion of Any Items Not Adopted Through Consent

Adjourn

Board of Directors Meeting
Consent Agenda Review and Acceptance (Action Needed)
- Election of At Large Directors
- Election of Officers and Executive Committee
- Minutes of February 20, 2020 Board of Directors Meeting
- Treasurer's Report for April 2020
- 2019 Financial Statement

Discussion of Any Items Not Adopted Through Consent

Staff Transitions at CRWP

2019 Annual Report

Operations Update and Budget Outlook

Staff Activities and Project Updates

Breakout Discussions and Polling Member Priorities

New Business

Adjourn
Staff Transitions at CRWP

Alicia Beattie Departure Update

Service
• Started July 2016, last day May 15, 2020
• Served as Project Manger, Senior Project Manger, and Associate Director

New position
• Capital Projects Specialist for the Mississippi Watershed Management Organization in Minneapolis, MN

Thank you! It has been an honor and pleasure working with you.
Keely Davidson-Bennett
Senior Project Manager

Service
• Former Associate Director of CRWP
• Serving as Senior Technical Advisor
• Has been helping with CRWP model code updates

New position
• Expanded part-time role as Senior Project Manager
• Will be taking over some of Alicia’s projects and assisting with other CRWP projects

Laura Bonnell
Family Update

• Laura Bonnell and her husband Seth welcomed Molly McKenzie into the world on April 9th
• Maternity leave until July 6th
• Working a few hours a week guiding Master Rain Gardener program and other projects
Operations Update and 2020 Budget Outlook
COVID-19 Action Plan

• Available on CRWP website homepage
• Office closed since March 17, 2020
• Staff working from home
• Staff not attending in-person meetings or events, holding virtual meetings with members and partners
• In-person programs postponed
• Limited field work for grant-funded projects involving members, partners and contractors
• Assisting private landowners via phone, web conference or email
• Action plan re-evaluated and adjusted weekly based on state and federal guidance

COVID-19 Action Plan

• State of Ohio and CDC requirements and guidelines observed, including:
  – Wear masks
  – Ensure minimum 6 feet physical distance
  – Complete daily symptom assessment
  – Stay home if symptomatic
  – Regular hand washing
  – Minimize sharing of equipment
  – Clean and sanitize equipment after each use
  – Travel in separate vehicles
• Take following actions if a COVID-19 infection is identified:
  – Report to local health district
  – Assist with contact tracing
  – Deep sanitation of office, site or equipment
2020 Budget Outlook

- Revenue
  - Possible $164,251 (14%) reduction in 2020 revenue based on conservative projections for pending grants
  - Budget stabilization fund: Executive Committee authorized use of up to $130,000 to pay streambank stabilization contractor while awaiting reimbursement from funders and award of pending grants

- PPP Loan
  - $94,827
  - Received May 1st
**Budget Outlook**

- **Expenses**
  - Reductions $114,070 (10%)
    - Payroll (partially filling Associate Director vacancy)
    - Travel
    - Professional development
    - Program expenses
  - Will continue examining budget and make additional reductions as needed
- **Anticipate 2020 net income**: -$22,000 to +$13,000
- **Projected fund balances end of 2020**:
  - Unrestricted cash $59,326
  - Budget stabilization $200,000
  - Use restricted $76,575

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**Budget Outlook**

- Prioritizing work on grant-funded projects and writing new grants
- Maximizing revenue and enhancing efficiencies to sustain services
- May need to adjust how we serve members and partners
  - Breakout session and polling - we want to hear about your needs and priorities
- Services to support community COVID-19 response during PPP Loan Forgiveness if requested
- Executive Committee will review and approve amended 2020 budget in early summer after funding decisions for key operating support grants, will be shared with Board

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5/14/2020

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Strategic Business Development Plan

• Assistance provided by Andy Robinson
  – Review CRWP’s scope of services, service reports, executive committee meeting minutes, and return on investment analysis
  – Input from members regarding needs, priorities, and how they value CRWP’s services
  – Conduct Zoom meetings with staff
  – Interview Executive Committee members
  – Develop report with recommendations
  – Present plan to Executive Committee and facilitate discussion (June or later in summer)
  – Present plan to Board

• Andy’s assistance funded through Cleveland Foundation grant to the Institute for Conservation Leadership (no cost to CRWP)
**Member and CLEB Service Highlights**

- **Site visits**
  - 23 landowners assisted so far in 2020
- **Code updates**
  - Assisting multiple member and CLEB communities
    - Adoption assistance
    - Implementation assistance
- **Plan review**
  - To ensure natural resource protection is considered early in planning process
  - 3 plan reviews conducted so far in 2020
- **Virtual assistance is available for all of these services**

**Grant-writing assistance in 2020:**
- Six Ohio EPA Section 319 grant applications totaling $1,770,695
  - City of Eastlake - Erie Road Park Chagrin River Restoration
  - Chagrin Falls Village - Evergreen Cemetery Stream Daylighting and Restoration
  - Bainbridge Township - Smith Creek Restoration at Centerville Mills Park
  - Geauga Park District - Spring Brook Restoration
  - Geauga Park District - Veterans Legacy Woods Parking Lot Retrofits
  - Doan Brook Watershed Partners - Sowinski Park Restoration
- Clean Ohio Trails Fund
  - City of Mayfield Heights Trail Connector Project
Member and CLEB Service Highlights

• Grant-writing assistance in 2020:
  – Ohio Environmental Education Fund (Ohio EPA)
    • Master Rain Gardener Program
  – Northeast Ohio Regional Sewer District Member and Community Relations Sponsorship Program
    • Master Rain Gardener Program
  – Proposals on behalf of the Collaborative which also support CRWP member services:
    • The George Gund Foundation
    • Ohio EPA Section 319 Grant Program

State Scenic East Branch of the Chagrin River

Member and CLEB Service Highlights

• Grant-writing assistance
  – Contact CRWP now for assistance with preparing applications in 2020!
  – Involve CRWP early in project planning as many projects span multiple years

State Scenic East Branch of the Chagrin River
Recently Awarded Grants and Service Agreements

• NOACA Transportation for Livable Communities Initiative
  – $300,000 awarded to Mayfield Heights for Trail Implementation - Intersection Safety Improvements
• Cuyahoga County Community Development Block Grant
  – $148,835 awarded to Mayfield Heights for Marsol Road Underpass Improvements Project
• FEMA Hazard Mitigation Grant Program
  – $128,625 awarded to Mantua Township for flood mitigation planning (total project cost: $147,000)
• Clean Ohio Green Space Conservation Program
  – $261,213 awarded to City of Eastlake for Chagrin River Landing project

Watershed Festival Update

Schedule
• August 8th (tentative)
  • Day in the Life (Polo Fields, South Chagrin Reservation)
    • 9 AM – 12 PM
  • Watershed Festival (Chagrin Falls Riverside Park)
    • 12 PM – 3 PM

Update
• Watershed Festival
  • Submitted application to Chagrin Falls Village, waiting for park board to resume activities
  • Will touch base week of June 16th
• Day in the Life
  • Decision will be made July 5th to postpone or proceed as planned
Good News!
CRWP is partnering with HyFi

HyFi is ready to install & maintain 53 real-time sensors in the Chagrin and Cuyahoga Watersheds at locations proposed by CRWP, its partners, and its members.

- **Spring 2020**
  - Permitting
- **July/August 2020**
  - HyFi installs the sensors
- **2020-2022**
  - Use the data

hyfi.io
ODNR NatureWorks

- Application due date **June 1, 2021**
- 25% match
- Funds acquisition, development, or rehabilitation of public park and recreation areas
- Funding source: State Capital Budget

“Due to the uncertainty of funding for State fiscal years 2021-22, we will be postponing the grant cycle for Round 27 of NatureWorks funding until June 1, 2021. We intend to award all funding allocated to the NatureWorks program for 2021-22 in a single round next year, assuming a capital bill has been adopted by that time.”
Capital Budget Requests
- CRWP assisted members with submitting applications late 2019 and early 2020
- Funding diverted to COVID-19 response
- Need for identifying alternative funding sources for community projects

Clean Ohio Fund
- Supports land protection projects
- No new funding round expected this year

Water Resource Restoration Sponsorship Program (WRRSP)
- $15 million to be made available
  - $7.5 million for restoration projects
  - $7.5 million for protection projects
- Pre-nomination coordination still required
  - Site visits once restrictions are lifted
  - Desktop reviews/conference calls
- Ohio EPA will still require title searches, encumbrances, appraisals, habitat (biological) data collection
- **Deadline to be 8/15 or 8/30, 2020**
Ohio EPA Section 319 Program

- CRWP assisted members and CLEB partners in submitting six applications in March 2020, awards announcements expected soon
- Project must be included in NPS-IS plan to be eligible
  - Stream and wetland restoration
  - Stormwater management projects
- Match likely to be required again for 2020/2021 applications (typically 40%)
- Ohio EPA anticipates FFY21 request for proposals this fall 2020, and selections in the winter

United States Forest Service

Great Lakes Restoration Initiative

- All applications must be submitted via Grants.gov
- A 20% non-Federal cost share of the total program cost is required
- Program areas:
  1. Forest Insect and Disease Mitigation
  2. Reduce Runoff from Degraded Sites through Green Infrastructure
  3. Protect and Restore Coastal Wetlands through Healthy Tree Cover
  4. Restore Resilient Riparian and Shoreline Forests
- Proposals due June 26, 2020
Breakout Discussions and Polling
Member Priorities

What are your major concerns related to COVID-19 right now?
What are your current needs and priorities for CRWP services? Do you have any sense of how these needs may change over time due to the pandemic?

Member Priorities and Needs

State Scenic East Branch of the Chagrin River
Next Board Meetings

BOARD OF DIRECTORS
September 15, 2020
4:00 - 6:00 p.m.
Location to be confirmed

EXECUTIVE COMMITTEE
June 15, 2020
4:30 - 6:00 p.m.
Via Zoom

Baby Bonnell

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