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## JUNE BOARD MEETING MINUTES

The regular meeting was called to order at 6:07 pm on Thursday, June 25, 2026.

### **DIRECTORS PRESENT**

Shannon Brines, Chair  
Jill Dohner, Vice-Chair  
Maegen Gabriel, Treasurer  
Brandon Henes, Secretary  
Patricia Denig, Staff Liaison

### **DIRECTORS/STAFF ABSENT**

Robbin Pott, Associate Director (resigned, effective immediately)  
Susan Morley LaCroix, Associate Director

### **STAFF/OTHERS PRESENT**

Summer Roberts, Executive Director  
Shazia Ansari, Finance Administrator  
Megan Phillips Goldenberg, Development Manager  
Alison Bressler, Collaborative Research Specialist at U-M Water Center  
Emily Wagner, Administrative Assistant (taking minutes)

### **ADDITIONS TO AGENDA:** Oath of Office

### **OATH OF OFFICE:**

"I, Shannon Brines, do solemnly swear/affirm that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the Office of a Conservation District Director, that includes upholding Conservation District Law, according to the best of my ability."

"I, Jill Dohner, do solemnly swear/affirm that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the Office of a Conservation District Director, that includes upholding Conservation District Law, according to the best of my ability."

**Gabriel motion to accept oath of office from Jill Dohner and Shannon Brines. Seconded by Henes.**

**Vote: 5 yays, 0 nays**

**Motion carried.**

**PUBLIC COMMENT:** None

### **COMMITTEE REPORTS**

**Finance Committee (Gabriel):** Setting new schedule TBD.

**HR Committee (Denig):** June meeting cancelled. Working on sick leave and holiday policies.

**Leadership Committee (Brines):** Met two weeks ago to discuss transition and set agenda

**Farmer Committee (Gabriel):** Dohner to email Nick to scheduled.

### **MEETING MINUTES**

**Motion by Gabriel to approve the May meeting minutes. Seconded by Dohner.**

**Vote: 5 yays, 0 nays.**

**No discussion.**

**Motion carried.**

### **FINANCIAL REPORTS**

As of May 29, 2026

|                            |             |
|----------------------------|-------------|
| Total Assets               | \$1,291,455 |
| Total Liabilities & Equity | \$1,291,455 |
| Total Monthly Income       | \$12,747    |
| Total Monthly Expense      | \$92,890    |
| Total Monthly Other Income | \$3,472     |
| Total Monthly Net Income   | \$-77,296   |

### **APPROVAL OF BILLS**

**Motion by Dohner to approve payment of bills. Seconded by Gabriel.**

**Vote: 5 yays, 0 nays.**

**No discussion.**

**Motion carried.**

### **CORRESPONDENCE**

- Livingston County Conservation District hosting MACD Region 10 meeting on Tuesday September 15, 2026 at their Nature Center at 9585 Roberts Rd in Gregory.

### **PUBLIC NOTICES**

- Mast/Huron River Dr and Joy Rd round-a-bout

### **FARMLAND AGREEMENTS & CONSERVATION PLANS**

- No Farmland Agreements/PA116s

## **STAFF & PARTNER REPORTS**

Executive Director – Summer Roberts  
Conservation Specialist - Nick Machinski  
Resource Specialist - Doug Reith  
Development Manager - Megan Phillips Goldenberg  
Community Forester - Matt DeJonge  
Community Engagement Specialist – Jill Lada  
Washtenaw County Farm Bureau - Sue Rodgers (no report)  
Produce Safety Technician, Genesee CD – Micah Hutchinson  
MDARD Regional Coordinator- Nadene Berthiaume

## **OLD BUSINESS**

1. Review NPEM and election
  - a. Staff felt positive, elections went well – 85 ballots cast, most ever. Over 3,000 in attendance, many from out of the county and state. Suggestion to start at Shed A next year. Was it successful to hold elections at the expo? Try for one more year.
  - b. Staff should incorporate Annual Meeting budget into NPEM
2. NACD conference July 17<sup>th</sup>-22<sup>nd</sup>
  - a. Staff likely to be reimbursed for everything included – submit receipts through MACD.

## **NEW BUSINESS**

1. HR Policy Update (Denig)
  - a. Holiday Leave/Sick Leave – utilize paychex to automate system.
  - b. Sick leave accrual rates for part-time will be prorated.
  - c. Holiday leave for all 13 holidays using tiered basis, office closed Christmas through New Years (work still expected)
    - i. For future consideration, Dohner suggested full week off, no work.

**Dohner motioned to approve updated holiday policy, seconded by Denig**

**5 yays, 0 nays**

**Motion carried.**

**Dohner motioned to approve updated sick leave policy, seconded by Gabriel**

**5 yays, 0 nays**

**Motion carried.**

2. Finance Administrator Report (Ansari)
  - a. Presented Executive Summary and financial snapshot
  - b. Top priorities
    - i. Regular audit for fy26, lay foundation for single audit in fy27.
    - ii. Met with Denig to draft fy27 budget.
    - iii. Use baseline methodology as previous years/timeline
  - c. Request from board re: grant program for a budget liaison – a designated board member to bridge communication gap. Dohner suggested part of the finance committee, Ansari agreed. Treasurer to communicate with Leadership Committee.

- d. Ansari to bring MIClass Reserve Fund recommendations to next meeting. Look back at past five years to compare reserves.
- e. Paychex to be optimized for grant allocation starting next fiscal year. No extra fee. Need to hire a third party to work with paychex/staff for testing and training. BOD already approved \$10,000 for consulting. Waiting for quote but ok to proceed.
- f. Received engagement letter from auditor. Finance will bring audit update at next months BOD meeting. Board requested Ansari to submit audit request in memo form prior to meeting.

**Gabriel moved for Brines to sign engagement letter from consultant for PayChex optimization work. Denig supports.**

**4 days, 1 day.**

**Discussion: Dohner suggested waiting to approve at next BOD meeting.**

**Motion carried.**

3. ED Transition (Roberts, Dohner, Denig)

- a. Roberts shared draft of transition plan to help support new ED. New ED should read start to finish on day 1.
- b. Dohner and Denig reported 3 additional interviews planned for July 6 and 7. Board will rank next group of 3 by next week.
- c. Next BOD meeting to meet early at 4:30 pm to discuss.
- d. Staff to pull position posting from website.
- e. Anticipated start date for new ED will be 8/17/26. Denig to send FYI to staff re: target date.

4. Strategic Plan Timeline (Roberts)

- a. Q3 Staff Retreat occurred on June 16<sup>th</sup>. Staff did qualitative exercise in reviewing progress on Strategic plan deliverables. Staff adding column to link Strategic Plan to annual deliverable metrics. Will upload spreadsheet to google drive.
- b. CNA survey is closed. Lada is compiling data.

5. Grant/MOU Updates (Phillips Goldenberg)

- a. Upcoming grants
  - i. USDA NIFA Specialty Crop Research Initiative Grant (SU)
  - ii. EGLE/EPA MyFarms Digital Adoption – EPA said to expect money Jan.1, 2027 – full application/pending notice.
  - iii. USDA BFRDP – full application submitted – pending notice.
    - 1. Regenerative Farmer network grant fy26 received.
    - 2. Board of Directors agreed with Phillips Goldenberg that MDARD (OPS, CS, CTAP, RFNG) grants should be continued and do not need prior Board approval.
- b. Grant applications for BOD approval
  - i. None

6. NRCS Memo

- a. Discussion regarding cooperative agreement with local NRCS. Potentially last round of funding from NACD. Not applying for NFWF opportunity. Discussion regarding setting meetings with Albert and Solomen and forming NRCS committee in the future.

NEXT MEETING:

1. Regular Board Meeting: Thursday, July 23rd at 4:30 p.m.

**ADJOURNMENT: 8:36 PM**

**Motion by Denig to adjourn. Seconded by Dohner.**

**Vote: 5 yays, 0 nays.**

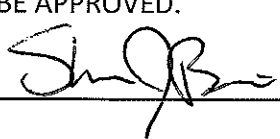
**Motion carried.**

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: \_\_\_\_\_

ADJOURNMENT

 7/23/26