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DECEMBER BOARD MEETING MINUTES

The regular meeting was called to order at 7pm on Thursday, December 18, 2025.

DIRECTORS PRESENT

Shannon Brines, Chair
Maegen Gabriel, Vice-Chair
Hannah Weber, Treasurer
Patricia Denig, Staff Liaison (Virtual)
Jill Dohner, Associate Board Director (Virtual)
Deborah Shad, Finance Administrator (Virtual)

DIRECTORS/STAFF ABSENT

Brandon Henes, Secretary

STAFF/OTHERS PRESENT

Summer Roberts, Executive Director

ADDITIONS TO AGENDA

- Field Day insurance discussion moved to January

PUBLIC COMMENT:

Public attendees and discussion highlights:

Loren Rullman, City of Chelsea resident

- Concern about Road Commission plan to widen Werkner Road – loss of habitat, old trees, faster traffic
- Frustrated by lack of communication to residents and City/Township officials

Hannah Ashmore

- Trains dogs to sniff out T&E species

Sarah Brabbs, York Township

- On York Township Committee
- Fighting Saline Data center – concerns about land development and loss of wetlands
- Previously attended WCCD BOD meeting

COMMITTEE REPORTS

Finance Committee: Met 11/21.

Wayne Oliver

- Overview of WCCD finances historic to present
- Brief review of financial literacy
- Follow-up with a lunch and learn for a deeper dive

HR Committee:

Patricia Denig

Met 12/5. Defer to agenda items.

Farmer Committee:

Maegen Gabriel

Event to encourage farmers to plant natives to diversify.

MEETING MINUTES

Motion by Gabriel to approve the November meeting minutes. Seconded by Weber.

Vote: 3 yays, 0 nays.

Motion carried.

FINANCIAL REPORTS

Total Assets	\$854,394.25
Total Liabilities & Equity	\$854,394.25
Total Monthly Income	\$4,810.38
Total Monthly Expense	\$58,971.87
Total Other Income	\$2,507.26
Total Monthly Net Income	\$-51,654.23

Discussion Highlights

None

APPROVAL OF BILLS

None

No bills, no vote

CORRESPONDENCE

- BOD Chair signed letter to MDARD in favor of regulating invasive species in the nursery trade

PUBLIC NOTICES

No Discussion

FARMLAND AGREEMENTS & CONSERVATION PLANS

None

No Agreements or Plans, no vote

STAFF & PARTNER REPORTS

Executive Director – Summer Roberts
Conservation Specialist - Nick Machinski
Resource Specialist - Doug Reith
Development Manager - Megan Phillips Goldenberg
Community Forester - Matt DeJonge
NRCS District Conservationist - Solomon Andrews (no report)
Washtenaw County Farm Bureau - Sue Rodgers (no report)
Produce Safety Technician, Genesee CD – Micah Hutchinson (no report)
MDARD Regional Coordinator- Nadene Berthiaume (no report)
NACD Congressional & Executive Actions Report

OLD BUSINESS

1. Budget Scenario Updates/Staff Changes (10 min) - Brines/Roberts
 - a. NRCS Position
 - i. TOPP -> Funding KS through 6/30/26
 - ii. NACD -> deadline for applying extended to 1/8 due to Govt shutdown
 - iii. Knight Foundation -> no updates
 - iv. AMP -> contract signed by MACD on 12/17/2025
 1. Review Memo and Budget from Development Manager and former MCSFP Manager
 - a. Timeline remains the same – end date of 9/30/2028
 - b. Reduction in staff at WCCD
 - c. Increase in indirect
 - d. Still requires match
 - e. Currently estimated to have an overall net decrease to budget of \$18,554.86, but this could be reduced once all sources of match and indirect costs are accounted for
 - v. Cooperative Agreement with NRCS
 1. Example included in packet from 1999
 2. Solomon emailed asking if WCCD could match \$150,000 for 3 years (currently \$100,000)
 - a. Goal is to offer a more competitive salary
 - i. Plenty of work, but need to attract and retain
 - b. Discussion on what the breakdown in cost should be between NRCS and WCCD
 - i. Question about whether different dollar amounts (>\$100,000, but less than \$150,000) would be acceptable
 - c. Question about match required for NACD funds
 - d. Decision to pursue NACD grant and keep conversation going with NRCS
2. Training Opportunities (5 min) - Brines
 - a. Recap of MACD Annual Meeting, December 8-10, 2025, Bellaire MI
 - i. Discussions with NRCS and MDARD staff
 - b. Save the Date: Legislative Action Day on March 11, 2026, Lansing, MI

- i. Brines unable to attend

NEW BUSINESS

1. HR Committee (20 min) - Denig
 - a. Salary Bands Update
 - i. Draft of the current salary bands for the team
 - ii. Differential between steps is 3%; differential between Grades (Bands) is 10% with exception of the two Technician levels where it is 5% difference between Jr. and Sr. levels.
 - iii. Discrepancies - individual's current salary is either below or above the position or experience/expertise
 - iv. Important first step prior to compensation study for 2026, so that we make sure we are classifying team members correctly, and that we have a solid framework on some of the premises of our pay bands
 - v. Discussion on how this will work with grants, for example, MDARD grants specify the title of the position
 - vi. Next steps
 1. Determine where WCCD wants to be – high, mid, low
 2. Finalize number of steps or differential between steps
 - vii. Discussion on what comparables a compensation study will use
 - b. Field Day - Insurance needs (moved to January meeting)
2. Monthly Board Meeting Schedule (2 min) - Roberts
 - a. Third Thursday of the month with the following exceptions:
 - i. 4th Thursday of the month in January and September
 - ii. Weber may not be able to attend in January due to trip
3. Washtenaw County Lease Renegotiations (5 min) – Roberts
 - a. Reduced from 500% increase to about 100% increase
 - b. Still awaiting assistance from County in redesigning the new phone system to fit within budget
 - c. Board is comfortable with agreement amount and Roberts should send to Brines to sign once finalized
4. So MI Land Commons (5 min) – Roberts
 - a. Met 11/21/2025 – collection of organizations with land acquisition in SE MI as unifying goal
 - b. Roberts and/or Dohner will attend and report back as conversation develops
5. Grant and Agreements Updates (10 min) - Roberts
 - a. Upcoming grants
 - i. MDARD Ag Regen
 - ii. NACD TA
 - b. Grant applications for BOD approval
 - i. MDARD RAP – Memo and budget included
 1. Expanded Field Day
 2. WCCD encouraged to apply
 3. Roberts to submit on 12/19/2025
 - c. Grants for BOD Signature
 - d. Received in FY26 & uploaded to [Google Drive](#)

- i. MDARD FY26 Grants: Ops, CS, CTAP; Saline-Macon (subawardee of RRWC); County MOU Ag Tire Drive
- 6. Purchase Order (10 min) – Roberts/Shad
 - a. Resolution to revise requirements for purchase orders
 - i. Board denied resolution on the basis that the current checks and balances were justified and the proposed wording not strict enough to ensure proper financial procedures are upheld
 - ii. Board welcomes a revision in January – Roberts to review/draft
 - 1. Include “within budget and appropriated”
 - 2. Add to spreadsheet and/or adjust dollar amounts?
- 7. Natural Resources Survey & Strategic Plan Quotes (15 min) – Roberts
 - a. Strategic Plan Google Drive Link
 - b. Discussion on process and timeline
 - i. Conservation Needs Assessment
 - 1. Input from county residents
 - 2. Informs the strategic plan
 - 3. Roberts oriented Community Engagement Specialist to survey and goal is to send out in March
 - ii. Strategic Plan Workshop
 - 1. Aiming now for June/July/August
 - 2. Discussion surrounding quotes
 - a. Local is preferred
 - b. Guideline specializes in strategic planning; Roberts had great conversation with principal who asked very insightful questions about WCCD and our operations
 - 3. Roberts to contact Guideline Consulting

NEXT MEETING:

- 1. Regular Board Meeting: Thursday, January 22nd at 7 p.m.

OATH OF OFFICE

None

ADJOURNMENT: 9:02 PM

Motion by Gabriel to adjourn. Seconded by Weber.

Vote: 3 yays, 0 nays.

Motion carried.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: _____

ADJOURNMENT

 1/22/26