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## JANUARY BOARD MEETING MINUTES

The regular meeting was called to order at 7:02 pm on Thursday, January 22, 2026.

### **DIRECTORS PRESENT**

Shannon Brines, Chair  
Maegen Gabriel, Vice-Chair (Virtual)  
Hannah Weber, Treasurer  
Patricia Denig, Staff Liaison  
Jill Dohner, Associate Board Director (Virtual)  
Brandon Henes, Secretary

### **DIRECTORS/STAFF ABSENT**

Deborah Shad, Finance Administrator

### **STAFF/OTHERS PRESENT**

Summer Roberts, Executive Director  
Jill Lada, Community Engagement Specialist  
Solomon Andrews, NRCS

**ADDITIONS TO AGENDA:** None

**PUBLIC COMMENT:** None

### **COMMITTEE REPORTS**

**Finance Committee** (Weber): Next Meeting is February 20<sup>th</sup>.

**HR Committee** (Denig): Met January 2<sup>nd</sup>. Reviewed compensation study draft and timeline (to be presented later in agenda), personnel policies, legal counsel.

**Leadership Committee** (Brines): Met January 7<sup>th</sup> to set agenda.

**Farmer Committee** (Gabriel): Native Plant seed producer giving talk to farmers on using row crop equipment for native seed production. Dohner asked to join committee.

### **MEETING MINUTES**

**Motion by Denig to approve the December meeting minutes. Seconded by Weber.**

**Vote: 4 yays, 0 nays.**

**Motion carried.**

**FINANCIAL REPORTS**

Total Assets	\$988,831.57
Total Liabilities & Equity	\$988,831.57
Total Monthly Income	\$231,321.61
Total Monthly Expense	\$208,907.57
Total Other Income	\$3,043.00
Total Monthly Net Income	\$25,334.65

**Discussion Highlights**

- 25% through FY26
- P&L Statements for Grants – review quarterly
- Large donation from private citizen and grant for tools and equipment – forthcoming budget amendment
- Rental of Washtenaw Farm Council Grounds
  - Review contract for cancellation policy and deposit refund stipulations
  - Tracking deposits vs. the totals for future rentals in our books
  - Check-in with insurance on whether money could be returned
  - Published rate

**APPROVAL OF BILLS**

**Motion by Weber to approve payment of bills. Seconded by Denig.**

**Vote: 4 yays, 0 nays.**

**Motion carried.**

**CORRESPONDENCE**

Request by WCPARC via Washtenaw Conservation Collective to sign-on to letter encouraging MDARD to regulate the sale of 6 invasive species in the nursery trade. BOD already signed and submitted letter last meeting.

**Motion by Denig to have Executive Director sign letter in support. Seconded by Weber.**

**Vote: 4 yays, 0 nays.**

**Motion carried.**

**PUBLIC NOTICES**

No Discussion

## FARMLAND AGREEMENTS & CONSERVATION PLANS

None

**No Agreements or Plans, no vote**

## STAFF & PARTNER REPORTS

Executive Director – Summer Roberts

- County Lease/RingCentral, Report to Washtenaw County Commissioners, FA hiring/offboarding, Annual Report coordination, MDARD RAP application, CES onboarding to CNA survey, HR policies, Q1 staff retreat, prep for next strategic plan, Admin Assistant tasks

Conservation Specialist - Nick Machinski

Resource Specialist - Doug Reith

Development Manager - Megan Phillips Goldenberg (report added to Google Drive)

Community Forester - Matt DeJonge

Community Engagement Specialist – Jill Lada

- CNA timeline

NRCS District Conservationist - Solomon Andrews

- 114 applications for EQIP/CSP with 95% assigned
- 3 staff members in NRCS office (2 covering Washtenaw)
- CSP changes – no more enhancements and all applications have to compete (no rollovers) • Starting site visits
- Cooperative Agreement
  - NRCS 60: WCCD 40 split is possible
  - Total dollar amount is negotiable
  - Andrews checking with Albert Jones, Area Conservationist, on whether mix of cash and in-kind match would be acceptable
- Should have conservation plans to approve starting next month
  - Roberts to coordinate with Machinski and Andrews on updating those for BOD
- Andrews departed 8:02 pm

Washtenaw County Farm Bureau - Sue Rodgers (no report)

Produce Safety Technician, Genesee CD – Micah Hutchinson

MDARD Regional Coordinator- Nadene Berthiaume

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 -> Applied on 1/8/2026; likely 1-2 months until notified
    - iii. Knight Foundation -> not awarded

- iv. AMP -> contract signed by MACD on 12/17/2025; awaiting sub-award contract; can bill back to 10/01/2025
- v. Cooperative Agreement with NRCS
  - 1. Decision to pursue NACD grant and keep conversation going with NRCS
  - 2. Denig to follow-up with previous NRCS staff about their experiences
  - 3. Brines in communication with Albert Jones on AMP and will also ask about Cooperative Agreement
  - 4. Roberts to draft basic agreement as time permits
- 2. Training Opportunities (5 min) - Brines
  - a. Save the Date: Legislative Action Day on March 11, 2026, Lansing, MI
    - i. Dohner, Gabriel, Roberts, and Phillips-Goldenberg plan to attend
- 3. Purchase Order (10 min) – Roberts
  - a. Resolution to revise requirements for purchase orders
    - i. Board denied resolution due to convoluted wording and request that the Finance Committee and MDARD review to ensure compliance
    - ii. Need to define long-term vs. short-term transfers
    - iii. Can Treasurer get a report of MIClass activity?
      - 1. Roberts to streamline and ask outside parties to review
- 4. Citizen Concerns Regarding Road Expansion – Brines
  - a. Letter is tabled due to information that the Road Commission is no longer widening the road
  - b. Brines to respond to resident’s email
- 5. Monthly Board Meeting Schedule (2 min) - Roberts
  - a. Moving BOD meetings to the 4<sup>th</sup> Thursday of the month at 6pm to accommodate for grant reporting, with the following exceptions:
    - i. 3rd Thursday of the month in November & December due to holidays
    - ii. Roberts to update calendar meeting invite, online dates, and posted dates

## NEW BUSINESS

- 1. HR Committee (10 min) – Denig
  - a. Compensation Study Outline & Timeline
    - i. Need Board and staff input on comparable communities
    - ii. Salary grid presented in December will be updated depending on responses from comparable communities and budget
    - iii. HR Committee will make recommendations on how COL should be incorporated
  - b. Insurance - Field Days at private farms (80+/- attendees) is a rider necessary or does our General Liability cover attendees on other properties?
    - i. Current Liability policy picks up scope of programs
    - ii. Some partners may require a COI or named as additional insured
    - iii. WCCD pays an honorarium to site/host. State law changes liability for property owner when paid versus allowing it for free.
    - iv. Don’t need documentation from farm owner to show that they are insurable, but should encourage them to talk to their insurance agent
    - v. Consider a one-day special event policy for:
      - 1. Athletic events (races, tractor pulls, etc.)

2. Over 250 participants
3. Liquor/vendor exposure
4. Events with young children
  - a. Clarified that additional insurance not needed for activities where parents remain with kids or in school settings where teachers are present (only if WCCD is hosting without outside chaperones)
2. Washtenaw County Lease Renegotiations (5 min) – Roberts
  - a. Increase of \$132/year for a 5<sup>th</sup> RingCentral license
  - b. Motion by Weber to approve amended Washtenaw County Lease. Seconded by Henes. Vote: 4 yays, 0 nays. Motion carried.**
3. Grant and Agreements Updates (10 min) - Roberts
  - a. Upcoming grants
    - i. MDARD Ag Regen – Paul and Nick working with local farmers to submit an application
  - b. Grant applications for BOD approval
  - c. Submitted and Awaiting Notice
    - i. NACD TA
  - d. Grants for BOD Signature
    - i. MDARD RAP – awarded, will be sent to BOD Chair for signature
    - ii. EGLE OSN – renegotiating terms for hiring technicians, will be sent to BOD Chair for signature
  - e. Received in FY26 & uploaded to [Google Drive](#)
    - i. MDARD FY26 Grants: Ops, CS, CTAP
    - ii. Saline-Macon (sub-awardee of RRWC)
    - iii. County MOU Ag Tire Drive
4. Appoint Treasurer and BOD Replacement (10 min) – Brines
  - a. Hannah Weber resignation from WCCD BOD at end of January
  - b. Motion by Denig for Jill Dohner to be appointed to the Board seat vacated by Weber until the next Board of Director Election. Seconded by Henes. Vote: 4 yays, 0 nays. Motion carried.**
  - c. Motion by Denig for Megan Gabriel to act as WCCD Board Treasurer and Jill Dohner to act as WCCD Vice-Chair. Seconded by Weber. Vote: 4 yays, 0 nays. Motion carried.** i. Roberts to ask Shad to connect Gabriel to QBO account and include on Finance Committee. Roberts to send Gabriel MDARD Manual and connect with MDARD Regional Coordinator for Treasurer training.
5. Organization Structure (15 min) – Roberts
  - a. Draft org chart made to align with draft salary/position bands
  - b. Roberts to add a table of funding sources and connection to strategic plan to accompany org chart

NEXT MEETING:

1. Regular Board Meeting: Thursday, February 26th at 6 p.m.

**OATH OF OFFICE**

None

**ADJOURNMENT: 9:34 PM**

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

**Vote: 4 yays, 0 nays.**

**Motion carried.**

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

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

A handwritten signature in black ink that reads "Gill Bohner". The signature is written in a cursive, slightly slanted style.

2/26/26

ADJOURNMENT