Washtenaw County Conservation District

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JULY BOARD MEETING MINUTES

The regular meeting was called to order at 7:09pm on Thursday, July 17, 2025.

DIRECTORS PRESENT

Shannon Brines, Chair

Maegen Gabriel, Vice-Chair

Patricia Denig, Staff Liaison

Hannah Weber, Treasurer

DIRECTORS/STAFF ABSENT

Brandon Henes, Secretary

Summer Roberts, Executive Director

Deborah Shad, Financial Administrator

OTHERS PRESENT

Molly Eassa, Administrative Assistant

Danielle Christian, Administrative Assistant

Doug Reith

Molly Eassa

Megan Phillips Goldenberg

ADDITIONS TO AGENDA

Guests and Public Comments-Danielle Christian Introduction

Committee Reports

Finance Committee:

N/A

HR Committee:

New business to discuss confirming additional new member

Leadership Committee:

Met in June via email, no notes

MEETING MINUTES

Patricia Denig motions to approve the June meeting minutes, Maegen Gabriel seconds. 4 yays, no nays, no questions or further discussion. Motion passes.

FINANCIAL REPORTS

Total Assets	$1,037,537.49
Total Liabilities & Equity	$1,037,537.49
Total Monthly Income	$78,613.49
Total Monthly Expense	$72,869.53
Total Other Income	$2,683.92
Total Monthly Net Income	$8,427.88

Discussion

Review and clarification of budget: grant discrepancies related to lack of MIFARMLINK and EGLESHIP not reported in June

APPROVAL OF BILLS

Discussion regarding tree stock and charges/inflation and cost increases

Gabriel moves to pay the bills, Denig supports. No questions, discussions, or oppositions. Motion passes. 4 yays no nays.

PUBLIC NOTICES

Reviewed two public notices from Jackson County

FARMLAND AGREEMENTS & CONSERVATION PLANS

Read by Shannon Brines

Rivka Hodgkinson sent FOIA reminder regarding MLive article and letter to office

No farmland agreements or conservation plans

STAFF & PARTNER REPORTS

WCCD Executive Director, Summer Roberts

WCCD Conservation Technician, Matt DeJonge

WCCD Conservation Specialist, Nick Machinski

WCCD Resource Specialist, Doug Reith

-Staff turnover made spring expo especially tumultuous.

-Walker Whitehouse doing an excellent job at helping to expand tool rental program.

-Spring sale and expo events have been very successful and rain barrels sold out.

-Equipment rental program evolving and growing extensively since partnering with Growing Hope.

-Volunteer appreciation potluck 07/26.

MCSFP Specialist, Megan Phillips Goldenberg

MiFarmLink Specialist, Jill Dohner

MDARD Regional Coordinator, Nadene Berthiaume

NRCS Representative, Solomon Andrews

OLD BUSINESS

Old Business

1. Annual Meeting/Voting at NPEM (30 min) - presentation and questions - Doug
    a. Sales program income 200k per year, steadily increasing on yearly basis. Income and pricing structure discussion.
    b. Deliverables totals discussion for both spring and fall sale
    c. Native plant and tree sale capping and packaging discussion
    d. Gross sales increase
    e. Forest2MIFaucet partnership discussion
    f. Net benefit discussion regarding program totals and staffing costs
        i. QB does not specify programs within each store/class nor account for salary of resource specialist
2. NPEM nuts & bolts
    a. Review of NPEM deliverables
    b. Participation discussion
    c. Current early bird and t-shirt sales process discussion
    d. Community Engagement Specialist role shift discussion
    e. Early bird sales system streamlining discussion

f. Brief discussion on prospectively dropping spring sale and making fall sale larger. To be expounded upon in the future.
g. NPEM monthly task force/team discussion
h. Annual meeting and NPEM combination discussion

3. Ann Arbor's Farmers Market Inspection Opportunity (20 min) - Megan Phillips-Goldenberg
    a. Staff meeting discussion
    b. Vendor list discussion
    c. Review of draft contract with terms and timeline speculation
    d. Potential conflict of interest review
    e. Inspection costs and milage coverage discussion
    f. Board input:
        i. Speculated, no decision
4. Budget Scenario Updates/Staff Changes (10 min)
    a. NRCS Position
    b. NACD/Knight Foundation/AMP Millage
        i. AMP budget amendment funneled additional funding directly to farmers
        ii. Feedback and forward movement discussion
        iii. Workflow plan and legalities discussion
    c. Offer from NRCS (DRAFT for review) – Shannon Brines
        i. Need overhead and cost clarification
        ii. Contribution discussion
    d.
    e. Total grant amount 140k last year - ran longer than 12 months?
5. Bonus Compensation Policy (10 min) - Patricia Denig
    a. Originally, draft policy has four types of bonus options, with 4th option (surplus) removed
    b. Additional vacation time added as form of compensation option
    c. Discussion to keep HR policy updates under old business and not submit for Board approval until HR Committee is able to meet and review/recommend for Board approval
    d. Discussion on adjusting personal policy update legal review process prior to Board consideration vs. after Board approval

NEW BUSINESS

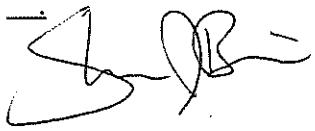
1. MiFarmLink
    a. MOU with MACD
    b. Dissolution of WCCD Operating Agreement
        1. Official dissolution of partnership needs to be submitted to MACD
        2. Shift of MOU responsibilities discussion
        3. Discussion regarding transfer of website domain contract and other hosting expenses at end of WCCD fiscal year prior to executing MOU
2. Policy revisions to offer PT, regular staff health insurance – Patricia Denig
    a. Regular, part-time staff health insurance options discussion
    b. Eligibility and compliance consideration discussion
3. Approval of new HR Committee member, Stephanie Benedict – Patricia Denig

a. Continuation of discussion on review process by HR Committee prior to bringing to Board for approval
b. Motion to approve new HR Committee Member made by Gabriel, seconded by Weber. No concerns or oppositions. Motion passes. 4 yays no nays.

OATH OF OFFICE

ADJOURNMENT: 9:33PM

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED 8/21/2025

APPROVAL SIGNATURE: