



705 N. Zeeb Rd//Suite 201//Ann Arbor, MI//48103  
734.302.8715  
www.washtenawcd.org

## JANUARY BOARD MEETING MINUTES

The regular meeting was called to order at 7:00pm on Thursday, January 23rd, 2025.

### **DIRECTORS PRESENT**

Shannon Brines, Chair  
Hannah Weber, Treasurer  
Maegen Gabriel, Secretary

### **DIRECTORS ABSENT**

Matt Nolan, Vice-Chair  
Tom Shanahan, Board Director

### **OTHERS PRESENT**

Deborah Shad, Finance Administrator (virtual)  
Summer Roberts, Executive Director  
Brandon Henes, Prospective Director  
Patricia Denig, Prospective Director

### **ADDITIONS TO AGENDA**

NRCS Audit Meeting

### **MEETING MINUTES**

Gabriel motions to approve the December regular meeting minutes, Weber seconds. 5 yays, no nays, no further discussion. Motion passes.

### **COMMITTEE REPORTS**

#### **Finance Committee:**

- None.

#### **HR Committee:**

- None.

#### **Friends of WCCD Committee:**

- Brines, Gabriel, Roberts met 01/09/2025 with Koffi Kapavhi from GTCD to discuss their 501(c)3 group
  - MOU between CD and Friends Group
  - Friends Group has own BOD
  - ED runs two orgs
  - Promote millage and advocacy
  - Next Steps: more research, interviews with other orgs

**Budget Scenarios Committee:**

- Brines, Weber, Shad, Denig, and Roberts met 01/10/2025 to discuss how loss of grant funding would impact WCCD
  - Cashflow challenges
  - Millage dollars are slow
  - MCSFP is currently status quo (funding is from CCC rather than IRA)
  - Sick/vacation time does impact current budget

**FINANCIAL REPORTS**

Total Assets	\$694,386.19
Total Liabilities & Equity	\$694,386.19
Total Monthly Income	\$174,875.24
Total Monthly Expense	\$46,644.78
Total Other Income	\$2,168.44
Total Monthly Net Income	\$48,813.22

**Discussion**

- Salary, Payroll Taxes, Benefits, and Workers' Comp are up from last year
  - Cost of Workers' Comp is adjusted 1 per year, but all employees are automatically covered
- Income
  - MDARD MIFarmLink grant pays twice per year
  - Millage dollars come in later
  - Interest is slightly higher than anticipated
- Quickbooks Online
  - Inquire with MACD about cost break and determine difficulty of transition
- Monthly Transaction List
  - Invoices broken out by Grant quarterly payments is helpful
- MDARD CTAP
  - Health Benefit already included
  - Quarterly reporting of P&L for grants helpful

**APPROVAL OF BILLS**

No purchase orders to approve.

**FARMLAND AGREEMENTS & CONSERVATION PLANS**

No Conservation Plans or Farmland Agreements.

**Correspondence:**

- Roberts should respond to EGLE about Ann Arbor Township's SESC Ordinance – no comments from staff or BOD
- Roberts should reach out to City of Ann Arbor about specifics of Stormwater Advisory Group and make best decision given other priorities

**STAFF & PARTNER REPORTS**

WCCD Executive Director, Summer Roberts

- Community engagement position posted

- EGLE GLRI WLEB Cost Share (SHIP)
  - Final Grant Doc included to be signed
  -

WCCD Resource Coordinator, Doug Reith

WCCD Conservation Technician, Matt DeJonge

WCCD MAEAP Technician, Nick Machinski

MCSFP Specialist, Megan Phillips Goldenberg

MiFarmLink Specialist, Jill Dohner

MDARD Regional Coordinator, Nadene Berthiaume

## **OLD BUSINESS**

1. Annual Celebration Recap
  - a. Add more time to Feb meeting for BOD to vision 2026
    - i. Keynote length, topic, and timing needs adjustment – highlight CD service, tool, or program?
    - ii. Reformat to be a “speed dating” of programs/services
    - iii. Need faster food service (two lines)
    - iv. Split venue made mingling tough
2. Review Calendar of Monthly BOD Meetings
  - a. Move 3/20 to 3/13
  - b. Keep 4/17
  - c. Move 6/19 to 6/12
  - d. Keep 9/25
    - i. Change in Google Calendar and on website
    - ii. Financials may not be available ahead of time for dates moved up
3. County MOU for Millage (5 min)
  - a. Emailed County in November and again in January, still no response
  - b. Roberts will reach out informally to Andrew DeLeeuw
4. BOD Quorum for Resolution and Legal Name
  - a. John Switzer (MDARD) confirmed that 3 BODs makes a majority and resolutions can pass with 2 votes. He also provided a legal name change form.
  - b. As time allows, Roberts to explore the time vs. benefits of pursuing name change
5. Farmer Advisory Committee
  - a. Keep connection with farming community and pipeline for BOD
  - b. Make BOD aware of dates (2x per year)
  - c. Henes suggested meeting should be held early February (before March enrollment for most programs, but after info is available)
6. SARE Grant
  - a. MIFarmLink awarded \$43,000
  - b. Discussing with grantor and MACD who will be fiduciary (MIFarmLink moving to MACD 10/01/2025)
7. Budget Scenarios
  - a. Reassessments often occur when Administrations change
  - b. MCSFP is business as usual for now
  - c. MACD started conversation with Senator Peters

- d. Unsure where MOSA TOPP stands
- e. Put back on agenda for February; Subcommittee meeting again 01/31/2025
- 8. EGLE GLRI WLEB Cost Share Grant
  - a. Legal name corrected to Washtenaw County Soil Conservation District
  - b. Dollar amount correct, just misunderstanding of line item allocation
  - c. Compiling other submissions for Hillsdale, Lenawee and Monroe, but WCCD not responsible for tracking down discrepancies

### **NEW BUSINESS**

- 1. NRCS Audit
  - a. Brines met with Solomon Andrews and Gary Lee from NRCS on 01/10/2025
  - b. NRCS offered more formal reporting and wants to have a visioning meeting with WCCD BOD
  - c. Cooperative Agreement for Natural Resource Specialist still to be scheduled
- 2. Newly Elected BOD
  - a. Henes and Denig submitted BOD Oaths of Office. Roberts to submit all election certification documents to MDARD and ask if they need originals.
- 3. Officer Elections
  - a. Postponed until February meeting
- 4. Staff Changes
  - a. MAEAP/CTAP position reopening
  - b. Community Education Specialist posted
  - c. Executive Director maternity leave – plan to be presented at next meeting

NEXT MEETING:

Monthly Board Meeting: Thursday, February 20<sup>th</sup> at 7:00pm.

### **OATH OF OFFICE**

**ADJOURNMENT**: 9:31pm.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: \_