



Washtenaw County
Conservation District

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, Elected Director
Patricia Denig, Elected 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 20th at 7:00pm.

OATH OF OFFICE

Patricia Denig and Brandon Henes submitted their Oaths of Office.

ADJOURNMENT: 9:31pm.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: _

2/24/25
