



Washtenaw County Conservation District

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OCTOBER BOARD MEETING MINUTES

The regular meeting was called to order at 7:03pm on Thursday, October 17th, 2024.

DIRECTORS PRESENT

Shannon Brines, Chair
Matt Nolan, Vice-Chair
Hannah Weber, Treasurer
Maegen Gabriel, Secretary
Tom Shanahan, Board Director

DIRECTORS ABSENT

OTHERS PRESENT

Deborah Shad, Finance Administrator (virtual)
Summer Roberts, Executive Director
Molly Eassa, Executive Assistant
Matt DeJonge, Community Forester
Mark-Wilson, Farmer Programs Outreach Coordinator
Brandon Henes

ADDITIONS TO AGENDA

MiFarmLink Grant Memo proposal - New Business, item 5.

Values Retreat/Meeting with Sarah from FishFly - Old Business.

MEETING MINUTES

Nolan moves to approve September regular meeting minutes, Weber seconds. 5 yays, no nays, no further discussion.
Motion passes.

COMMITTEE REPORTS

Finance Committee: N/A

HR Committee: N/A, scheduled to meet on Monday, October 21st at 5:00pm.

FINANCIAL REPORTS

Total Assets	\$848,576.93
Total Liabilities & Equity	\$848,576.93
Total Monthly Income	\$141,162.16
Total Monthly Expense	\$115,586.69
Total Other Income	\$2,322.26
Total Monthly Net Income	\$27,897.53

Discussion

- Balance Sheet: total assets \$848,576.93
- P&L: total net income \$27,897.53
- Budget vs Actuals: End of the fiscal year and we are close to 100% for everything. Under 100% budget amount in grant funding due to rollover of some grant funding. Close to 100% in "Salary & Wages" due to late hiring of some positions, transitions, and bonuses. Over 100% in "Program Consultants" due to final budget amendment not accounting for multiple invoices from contractors.
 - Discussion about LimnoTech charges and impacts on budget.
 - Discussion about MiFarmLink outreach funding, Tamarack services, and consultants.

APPROVAL OF BILLS

Gabriel moves to approve paying bills, Weber seconds. 5 yays, no nays, no further discussion. Motion passes.

FARMLAND AGREEMENTS & CONSERVATION PLANS

No Conservation Plans.

Correspondence:

PA116 Discussion

- PA116 application shared in Google Drive for board review.
- One PA116 this month in Freedom Township.

Nolan moves to approve farmland agreements, Weber seconds. 5 yays, no nays, no further discussion. Motion passes.

STAFF & PARTNER REPORTS

WCCD Executive Director, Summer Roberts

- FY25 budget finalizations
- Annual Performance Reviews
- Work agreement updates
- Upcoming and current grant applications - match letters for WCWR and RRWC applications, NACD TA & Outreach
- Meetings with Sarah at FishFly
- Elements Review with Nadene at MDARD

WCCD Resource Coordinator, Doug Reith

WCCD Conservation Technician, Matt DeJonge

- New Community Forester position started on 10/7 and onboarding is going well and is feeling supported.

WCCD MAEAP Technician, Nick Machinski

- Field Day: 65 attendees
 - Cover crop discussion, Jen Blesh - University of Michigan Research, tile demo, Drone demonstration

WCCD Outreach Coordinator, Dru Mark-Wilson

- Worked with Fall Tree Sale volunteers
- Annual meeting planning and support for John
- Native Plant Expo planning
- K-12 education meetings

MCSFP Specialist, Megan Phillips Goldenberg

- Soil sampling protocol has encountered difficulty (rocks)
- Farmers get all data collected
- Looking for apple orchard in Lenawee or Monroe

MiFarmLink Specialist, Jill Dohner

MDARD Regional Coordinator, Nadene Berthiaume

NRCS District Conservationist - Solomon Andrews

OLD BUSINESS

1. Discussion surrounding the MACD State Council and Fall Conference
 - a. Shannon Brines will be in attendance
 - b. CDEM Donations for silent auction
 - c. Gabriel motions for equivalent to \$50 donation to CDEM, Weber seconds. 5 yays, no nays, no further discussion. Motion passes.
2. Values Retreat
 - a. Matt Nolan, Shannon Brines, and Summer Roberts to meet with Sarah McKinnon on October 18th to discuss topics, themes, and directions for the staff and board value retreat on November 14th.
 - b. Board would like to request a list from Sarah on how the district can best prepare for and utilize what we learn at the retreat.

NEW BUSINESS

1. Dru Mark-Wilson: Presentation on K-12 Educators Survey
 - a. Surveyed teachers in WC to see what conservation education resources they have and what they'd like to have.
 - b. 57% of schools do not allocate funding toward environmentally related extracurriculars.
 - c. 90% would like WCCD to provide standard-based lessons.
 - d. Opportunities for partner growth.
 - e. Next Steps: Finalize program plan and find funding.
 - f. Discussion surrounding survey responses, forming a committee, and community involvement.
 - i. Survey could be continued through SCHG
 - ii. Some school districts didn't respond at all
2. Annual Meeting
 - a. Awards discussion and finalization
 - i. Discussion of award candidates provided by staff
 - ii. Beginner Farmer of the Year: Slow farm. Gabriel moves, Nolan seconds. 5 yays, no nays.
 - iii. Conservation Farmer of the Year: H&H Farms. Nolan moves, Gabriel seconds. 5 yays no nays.
 - iv. Tree Conservationist of the Year: Terry and Sheila Calhoon of Bratsholm Farm. Gabriel moves, Nolan seconds. 5 yays, no nays.
 - v. Motion by Nolan for staff to proceed with volunteer of the year choice, Gabriel seconds. 5 yays, no nays.
 - vi. Distinguished service award: Gabriel motions for the award to be tentatively awarded to Dennis Rice (unless previously awarded). If previously awarded, Megan DeLeeuw will be awarded. Nolan seconds. 5 yays, no nays, no further discussion. Motion passes.
 - b. Door Prizes
 - i. Gabriel: Agricole (\$100 secured) and possibly Garden Mill.
 - ii. Weber: Green Things Farm Collective and possibly Argus.

- iii. Nolan: Chelsea Farm Supply and/or Dexter Mill.
- c. Elections
 - i. Potential runners for director positions: Brandon Henes, Patricia Denig, and Matt Nolan.
- d. Annual Meeting preparation meeting to occur virtually on Wednesday, January 15th. May need to be recorded for BOD members.
- 3. County MOU for Millage
 - a. County is requesting that we publish plans and reports from millage funding to be posted on the county's open-book webpage.
 - i. Reports on both previous and future millage usage.
 - b. Board advised that we reach out to Nadene and John at MDARD to confirm legal standing.
- 4. 2025 Board Meeting Times
 - a. Every 3rd Thursday of each month, except for September, which will be the 4th Thursday of the month to compensate for budget finalizations and discussions.
 - b. Meetings will be held at 7:00pm at the Zeeb Rd. conference room.
- 5. MiFarmLink SARE Grant Proposal
 - a. MSUE partnership
 - b. For approximately \$43k allocated to mostly outreach.
 - i. Some funding would also go to salary, contractors and consultants, website development, and education.
 - ii. Surveys to be handled by MSUE
 - c. Dohner reported memo to the board was a tedious process - would like streamlined.
 - d. Discussion surrounding protocol for presentation of potential grants to the board of directors
 - i. Tentative discussion about Executive Director pre-approval of grants prior to board presentations.
 - e. Discussion about the potential for WCCD to house in perpetuity a regional MiFarmLink position to cover all of Southeast Michigan.
 - i. No millage funding would be allocated to the program.
- 6. Executive Director Work Agreement
 - a. Changes: added 3% cost of living increase in pay, federal and state holiday PTO for all staff, and ancillary benefit changes.
 - b. For future, put into the shared Board Google Drive for all Board members to review prior to signing.

NEXT MEETING:

Special Board Meeting: Thursday, November 21st at 7:00pm.

OATH OF OFFICE

ADJOURNMENT: 9:42pm.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: _



Handwritten signature and date: 11/21/24