



Washtenaw County Conservation District

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SEPTEMBER BOARD MEETING MINUTES

The regular meeting was called to order at 7:18pm on Thursday, September 19th, 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
Solomon Andrews, NRCS District Conservationist
Brenda Baker (virtual), did not want to make public comment

ADDITIONS TO AGENDA

None.

MEETING MINUTES

Gabriel moves to approve **August regular and special** board meeting minutes, **Nolan** seconds. 5 yays, no nays, no further discussion. **Motion Passed.**

COMMITTEE REPORTS

Finance Committee: No report.

HR Committee: No report.

FINANCIAL REPORTS

Balance sheet, Profit & Loss Statement and Budget vs. Actual reports of **August** were reviewed.

Total Assets	\$785,831.54
Total Liabilities & Equity	\$785,831.54
Total YTD Income	\$1,209,463.06
Total YTD Expense	\$1,164,728.47
Total Other Income	\$97,328.67
Total YTD Net Income	\$146,131.72

Discussion

- Uncategorized Expense Line: typo
- Finances are looking good.
- Tamarack payments/project to be finished soon.
- Limno Tech invoice for Ottawa Stony Watershed Management development
- Roberts to schedule brief presentations from staff: Dru in Oct, Nick in Nov.

APPROVAL OF BILLS

Motion to approve paying bills by **Nolan**, **Weber** seconds, no further discussion. Motion passed.

FARMLAND AGREEMENTS & CONSERVATION PLANS

Nolan moves to approve farmland agreements, **Weber** seconds. All yays, no nays. Motion passed.

PA116 Discussion

- PA116 should be labeled and full applications to be shared with Board prior to meeting.
- All references should be using Farm & Tract number or some other identifier rather than name.

STAFF & PARTNER REPORTS

WCCD Executive Director, Summer Roberts

- FY25 budget & programming
 - NACD position funding and grant application submission discussion
 - District Conservationist, Solomon Andrews, endorsed a 3-year cooperative agreement with NRCS to continuing funding these positions into the future
- HR review and familiarization
- Quarterly Staff Retreat training with FishFly

WCCD Resource Coordinator, Doug Reith

WCCD Community Forester, (Vacant)

WCCD MAEAP Technician, Nick Machinski

WCCD Outreach Coordinator, Dru Mark-Wilson

WCCD Conservation Technician, Paul Buzzard

WCCD Conservation Technician, Matt DeJonge

MCSFP Specialist, Megan Phillips Goldenberg

MiFarmLink Specialist, Jill Dohner

Conservation Technician (TOPP), Kimberly Williams-Guillen & Alex Cacciari

MDARD Regional Coordinator, Nadene Berthiaume

NRCS District Conservationist - Solomon Andrews

- Discussion of water testing systems in urban areas.
- CSP applications being processed.
- NRCS Civil Rights Responsibilities for Partners
 - a. Moved up agenda (see discussion under “New Business”)

* Colomon Andrews excused himself from the meeting at 8:12pm.

OLD BUSINESS

1. Values Retreat
 - a. Facilitators:
 - i. MDARD & MSUE were also contacted, but no proposals were returned
 - ii. Sarah McKinnon at Fishfly, LLC: proposal reviewed
 1. Discussion
 - a. Board asked about understudy facilitator clause – likelihood of happening and potential cost break? Roberts to check with McKinnon.
 - b. No cost comparisons from other facilitators, but don’t want to delay process
 - c. Proposal provided references, but WCCD staff already worked with facilitator on a smaller quarterly training and feel this is a good fit
 2. **Gabriel** motions to accept Fishfly proposal, **Weber** seconds; all yays, no nays, no further discussion. Motion carries.
 - iii. Leadership Committee will meet with facilitator to define goals and objectives. Will share information with rest of Board.
2. Region 10 MACD Meeting
 - a. 10am-3pm on 9/17 at Baseline Farm
 - b. Networking event with attendees from most CDs in Region 10 (missing Ingham and Wayne) to discuss programming, capacity building, challenges, and successes
 - c. Received MACD updates from Rivka
 - d. Received MDARD updates from John
 - e. In the future: budget in more time to discuss district successes and challenges.
3. *ADDED*: MACD State Council Meeting and Other Committees
 - a. Brines brought up needing a WCCD Board Representative at the State Council meeting (Shanty Creek Nov 6-8), so that Washtenaw’s vote would count
 - b. Weber shared that she will be stepping down from MIFarmLink Advisory Committee

NEW BUSINESS

1. NRCS Civil Rights Responsibilities for Partners
 - a. *Board signed* NRCS Civil Rights Notice
 - b. Does this allow WCCD access to resources such as a translator?
2. FY25 General Budget Hearing and Appropriations Act
 - a. Motion made by **Nolan**, seconded by **Gabriel** to adopt the foregoing resolution and FY25 General Appropriations Act. Upon a roll call vote:
 The following votes aye: **Gabriel, Nolan, Weber, Shanahan, Brines**
 The following voted nay: N/A
 The Board Chair declared the motion carried and the resolution duly adopted on this 19th day of September, 2024.
 Signed by Chair Shannon Brines.
3. FY24 Budget Amendment Overview

- a. To balance budget, dollars were reduced in the following line items: EDP and training, farmer cost share, temporary employees, Community Education Series. Trimming so not to hit any budget too hard. Overtime budget to cover employees in case they work over 40 hours per FLSA was a new addition this year. Benefits also increased.
- b. MAEAP position posting coming soon.
- c. Higher subscription costs due to more people at the district needing spaces within subscription programs (i.e., Zoom, Asana, etc.)
- d. Discussion for types of insurances and liability coverages.
- e. FY24 Final Budget Amendment - roll call vote: Gabriel – yay; Nolan – yay; Weber – yay; Shanahan – yay; and Brines – yay. No nays, no further discussion. Amendment passes.

NEXT MEETING:

Board Meeting: Thursday, October 17th at 7:00pm.

ADJOURNMENT: 9:14pm.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: _

10/17/24
