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#### APRIL BOARD MEETING MINUTES

The regular meeting was called to order at 6:03 pm on Thursday, April 23, 2026.

#### **DIRECTORS PRESENT**

Shannon Brines, Chair  
Jill Dohner, Vice-Chair  
Maegen Gabriel, Treasurer

#### **DIRECTORS/STAFF ABSENT**

Brandon Henes, Secretary  
Patricia Denig, Staff Liaison

#### **STAFF/OTHERS PRESENT**

Summer Roberts, Executive Director  
Shazia Ansari, Finance Administrator (Departed about 7:15 pm)  
Michael (Virtual, Public)  
Nadene Berthiaume, MDARD Regional Coordinator (Virtual, Departed about 7:30 pm)  
Megan Phillips-Goldenberg (Virtual)

#### **ADDITIONS TO AGENDA:**

Move New Business Item #2 under Staff Reports

**OATH OF OFFICE:** None

**PUBLIC COMMENT:** None

#### **COMMITTEE REPORTS**

**Finance Committee** (Gabriel): Next meeting is 05/15/2026. No updates.

**HR Committee** (Denig): Provided written report for BOD review: update on policy manual overhaul, compensation study, potential new committee members.

**Leadership Committee** (Brines): Met on 4/13/2026 to set agenda.

**Farmer Committee** (Gabriel): No meeting. Discussion about setting meeting dates in advance.

## **MEETING MINUTES**

**Motion by Gabriel to approve the March meeting minutes. Seconded by Dohner.**

**Vote: 3 yays, 0 nays.**

**Motion carried.**

## **FINANCIAL REPORTS**

As of March 31, 2026

Total Assets	\$1,280,618
Total Liabilities & Equity	\$1,280,618
Total Monthly Income	\$209,255
Total Monthly Expense	\$181,577
Total Monthly Other Income	\$2,252
Total Monthly Net Income	\$29,930

## **Discussion Highlights**

- End of Q2 (March), so 50% through FY
- Shopify Carried Balances account is a clearing account – mapping issue between A2X and QBO to be resolved by Finance Administrator
- Grant Income double vs. March 2025 – loss of federal grant funding in FY25
- Review of Purchase Orders, including BOD approval for incurring expenses for MDARD RFNG which WCCD has received award notice from MDARD and approval to bill expenses, but does not have executed grant agreement

## **APPROVAL OF BILLS**

**Motion by Gabriel to approve payment of bills. Seconded by Dohner.**

**Vote: 3 yays, 0 nays.**

**Motion carried.**

## **CORRESPONDENCE**

- MACD survey for NRCS Collaborative Partnership Survey – Brines collected data from staff and reported

## **PUBLIC NOTICES**

- Review of Public Notices from EGLE – no BOD action

## **FARMLAND AGREEMENTS & CONSERVATION PLANS**

- Reviewed three PA116's submitted by Augusta Township

**Motion by Dohner to approve farmland agreements. Seconded by Gabriel.**

**Vote: 3 yays, 0 nays.**

**Motion carried.**

## **STAFF & PARTNER REPORTS**

Executive Director – Summer Roberts

-Onboarding new Finance Admin (FA), picking up FA tasks and Admin Assistant tasks, keeping CD running

Conservation Specialist - Nick Machinski

Resource Specialist - Doug Reith  
Development Manager - Megan Phillips Goldenberg  
Community Forester - Matt DeJonge  
Community Engagement Specialist – Jill Lada  
Washtenaw County Farm Bureau - Sue Rodgers (no report)  
Produce Safety Technician, Genesee CD – Micah Hutchinson  
MDARD Regional Coordinator- Nadene Berthiaume

-Meeting with new Finance Administrator to orient to CD operations and finances; will share MDARD OPS sharepoint access with BOD and staff as requested

#### Finance Administrator Report – Ansari

- Ansari presented Executive Summary and financial snapshots with takeaways
- Discussion regarding liquidity and planning for capital campaign. Ansari is working on gaining better insights into future cash flows.
- Ansari current objectives focus on modernizing the financial and payroll processes to scale with the growth of the organization.
- Ansari proposes that Finance Committee meet monthly and clarifies that her role is to present data in a way that allows BOD to make decisions.
- Discussion about FY27 budget planning and frequency of budget amendments. Berthiaume clarifies that approach depends on budget in the appropriations act and not exceeding total expenditures. District is on track to exceed threshold for single federal audit in FY27.
- Review of Finance Memos
  - Memo 1: Strategy to Maximize FDIC Coverage via Huntington ICS & Improve Yield on Idle Funds
    - Implementing Huntington Bank’s Insured Cash Sweep (ICS) solution. This strategy ensures full FDIC protection while maintaining liquidity. Keeping MMA for now since many grantors are connected via ACH. No additional fees for this account and higher rate of return.
    - **Motion by Dohner to approve opening a 3<sup>rd</sup> ICS account at Huntington Bank to ensure cash reserves are fully insured. Seconded by Gabriel.**  
**Vote: 3 yays, 0 nays.**  
**Motion carried.**
  - Memo 2: Fraud Protection – ACH Account Verification Services
    - ACH payment fraud is up. Huntington Bank offers two features that can reduce our risk, but they have significant costs. Ansari asks that the BOD approve Ansari to move forward with implementing these features if she feels they are needed following additional risk-benefit analysis.
    - **Motion by Gabriel to approve possible future implementation of ACH protection features following additional analysis by Finance Administrator. Seconded by Dohner.**  
**Vote: 3 yays, 0 nays.**  
**Motion carried.**
  - Memo 3: Data Access and Security Policy

- Policy Approval for Three-Tiered Defense-Authentication, Authorization, and Segregation to govern all financial platforms. A written policy to guide proper access for staff to systems and platforms to ensure they can perform their job duties, while protecting integrity of data. Will be used to update and reinforce current segregation of duties policy. Discussed QBO example – matching the right level of access with job duties.
- **Motion by Dohner to approve inclusion of Three-Tiered Defense-Authentication, Authorization, and Segregation to govern all financial platforms. Seconded by Gabriel. Vote: 3 yays, 0 nays. Motion carried.**

#### OLD BUSINESS

1. Staff Updates (10 min) - Brines
  - a. NRCS Position
    - i. NACD - may not come through
    - ii. Cooperative Agreement with NRCS – on hold
  - b. CTAP Position
  - c. Administrative Assistant – two potential candidates to be interviewed next week
2. NPEM and Board Elections, June 6th, 2026 from 8am-1pm (10 min) – All
  - a. Dohner, Gabriel, and Brines to attend
  - b. Discussion about handling conflicts of interest. Berthiaume clarified via chat that a Board Director can always recuse themselves from a vote.
  - c. Associate Directors would like resources clarifying roles and responsibilities. Roberts to invite them to Google Drive and connect them to Berthiaume. MDARD and MACD trainings also available throughout the year.

#### NEW BUSINESS

1. Appoint Associate Board Directors (5 min) – Brines
  - a. Brines clarified Associate Director role – no binding votes, hope they will participate in Committees, get up to speed on CD operations.
    - i. **Motion by Dohner to appoint Robbin Pott and Susan LaCroix as Associate Board Directors for the WCCD. Seconded by Gabriel. Vote: 3 yays, 0 nays. Motion carried.**
2. Finance Administrator Report (30 min) – Ansari
  - a. Moved above under Staff Reports
3. CNA Survey Results and Strategic Plan Timeline (10 min) – Roberts
  - a. Five year cycle – will inform strategic plan. Guideline Consulting is still ready to facilitate, but timeline is likely now fall/winter.
  - b. Q3 Staff Retreat will include focus on reviewing strategic plan and determining progress.
  - c. Pott has experience with strategic plan creation and implementation.
4. Donation Receipt (5 min) – Roberts
  - a. Per policy, BOD approval required for donations above a specific dollar threshold (should be reexamined in future).
  - b. **Motion by Gabriel to approve donation receipt for Great Lakes Mushroom Company. Seconded by Dohner. Vote: 3 yays, 0 nays.**

5. Grant/MOU Updates (2 min) - Brines/Roberts

a. Upcoming grants

i. MyFarms Digital Adoption

- Phillips Goldenberg gave verbal updates of more recent happenings since report was submitted. Lenawee CD agreed to be fiduciary. WCCD would be hosting a 0.5 FTE employee. WCCD is only entity involved that can host an employee. EGLE's letter of interest to EPA won't go forward without WCCD support.
- Discussion regarding long-term, trusted partnerships. System operating in OH is impressive. MDARD and EGLE both supportive.
- **Motion by Gabriel to proceed with a letter of interest to EPA. Seconded by Dohner. Vote: 3 yays, 0 nays.**

b. Grant applications for BOD approval

i. None

c. Pending Notice

i. NACD TA

d. Grants/MOU for BOD Signature

i. MDARD Ag Regen

1. Awarded funding through the MDARD Regenerative Farmer Network Grant (RFNG) program. Received formal Notice of Award on April 2, 2026, including explicit authorization to begin incurring approved project expenses as of that date. Award amount was reduced by 10%, but that was addressed by staff and new budget submitted. Awaiting final grant agreement for BOD Chair to sign. To meet deliverable deadlines, requesting approval from BOD to incur a limited amount of time-sensitive expenses that could be absorbed while awaiting final agreement.

2. **Motion by Dohner to approve staff to spend up to 20% of grant expenditures without signed grant agreement. Seconded by Gabriel. Vote: 3 yays, 0 nays.**

e. Received in FY26 & uploaded to Google Drive

- i. MDARD FY26 Grants: OPS, CS, CTAP, RAP
- ii. EGLE OSN
- iii. Ag Plastic MOU
- iv. Saline-Macon (subawardee of RRWC)
- v. County MOU Ag Tire Drive

NEXT MEETING:

1. Regular Board Meeting: Thursday, May 28th at 6 p.m.

**ADJOURNMENT: 8:14 PM**

**Motion by Dohner to adjourn. Seconded by Gabriel.**

**Vote: 3 yays, 0 nays.**

**Motion carried.**

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: \_\_\_\_\_

ADJOURNMENT