Washtenaw County Conservation District

705 N. Zeeb Rd, Suite 201   Ann Arbor MI 48103-9506
Phone: (734) 302-8715 info@washtenawcd.org
Web Site: www.washtenawcd.org

AUGUST BOARD MEETING MINUTES

The regular meeting was called to order at 6:02 pm on Thursday, August 27, 2026.

DIRECTORS PRESENT
Jill Dohner, Vice Chair
Maegen Gabriel, Treasurer
Patricia Denig, Staff Liaison
Brandan Henes, Board Secretary
Susan Morley LaCroix, Associate Director - virtual

DIRECTORS ABSENT
Shannon Brines, Chair

STAFF PRESENT
Joy Casnovsky, Executive Director
Shazia Ansari, Finance Administrator
Megan Phillips Goldenberg, Development Manager

OTHERS PRESENT
Kel Anders, MACD
Nadene Berthiaume, MACD - virtual
Alison Bressler, UM
Bethany, Maner Costerisan joined meeting @ 7:28 - virtual

PUBLIC COMMENT: None

MEETING MINUTES
Motion by Gabriel to approve the July meeting minutes. Seconded by Denig. Vote: 4 yays, 0 nays. Motion carried.

COMMITTEE REPORTS
Finance Committee (Gabriel): Meeting scheduled for 9/8/26 to review budget for FY27.
HR Committee (Denig): Met 8/10/16, updated Holiday Leave Policy and Leave of Absence Policy.

Leadership Committee (Dohner): Met 8/10 and 8/17 to set agenda for Board meeting and discuss grant updates.
Farmer Committee (Dohner): Sub-committee met 8/5/26 - Dohner and Nick Machinski to create a preliminary outline.

FINANCIAL REPORTS

As of July 31, 2026

Total Assets	$1,309,394
Total Liabilities & Equity	$1,309,394
Total Monthly Income	$2,939
Total Monthly Expense	$140,955
Total Monthly Other Income	$3,026
Total Monthly Net Income	-$134,991

Finance Top Priorities

1. FY27 Cost Allocation and Indirect Rate Framework.
2. Cost Allocation Plan Execution
3. FY27 Grant Reporting Planning
4. Transaction-to-BOD Approval SOP
5. FY26 Financial Amendments and Adjustments
6. 5-Dimensional Payroll Optimization
7. Monthly General Ledger Closing and Reconciliations
8. FY26 Audit Repository Development
9. FY26 Financial Audit
10. FY27 Operating Budget Preparation and Adoption
11. FY26 Annual Fiscal Year-End Close
12. FY26 Q4 Grant Reporting
13. FY26 Post-Closing Adjustments
14. FY27 Single Audit Preparation

APPROVAL OF BILLS

Motion by Denig to approve payment of bills. Seconded by Gabriel.
Vote: 4 yays, 0 nays. No discussion. Motion carried.

CORRESPONDENCE/PUBLIC NOTICE

- EGLE – Saline, sewer line installation in Wood Outlet Drain wetlands.

FARMLAND AGREEMENTS & CONSERVATION PLANS

- No Farmland Agreements/PA116s

STAFF & PARTNER REPORTS

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

OLD BUSINESS – New Executive Director Joy Casnovsky gives first week update.

NEW BUSINES
1. Finance Administrator & Committee Updates (Ansari/Gabriel)
   a. Indirect Costs/Cost Allocation/MTDC policy – Ansari joined by Bethany from Maner Costerisan to discuss. **Motion by Denig to approve "The Comprehensive Cost Allocation Policy" and "The modified Total Direct Cost (MTDC) Base" as presented in the packet. Seconded by Henes. Vote: 4 yays, 0 nays. Motion carried**. The WCCD Fringe Benefit Allocation Methodology requires follow-up meeting with Executive Director, Finance Administrator, Development Manager and Maner prior to Board consideration.
2. Farmer Committee Development – Dohner **Motion by Henes to approve establishment of a Farmer Committee as presented by Vice Chair Dohner. Seconded by Gabriel. Vote: 4 yays, 0 nays. Motion Carried,**
3. Personnel Policies (Denig)
   a. Holiday Leave – Updated policy to reflect "regular, full-time staff" (correction of administrative error) and include paid days off from 12/24 – 12/31, which includes 12/24 and 12/25 continuing to be defined as floating holidays. **Motion by Gabriel to approve. Seconded by Henes. Vote: 4 yays, 0 nays. No discussion. Motion carried.**
   b. Leave of Absence – updated policy provides the Executive Director with the authority to approve leaves of absence requests and requires the Executive Director to inform the Board of any leave of absences of more than 20 days at the next regularly scheduled Board meeting. Board requested revisions to policy to be brought to September 24th meeting.
   c. Memorandum - *to retroactively approve the Leave of Absence for WCCD employee Jill Lada beginning on 8/5/26 through 9/1/26.*
   Motion by Gabriel to approve. Seconded by Henes. Vote: 4 yays, 0 nays. No discussion. Motion carried.
4 . Updating Executive Director Employment Offer (Denig) – The board is being requested to retroactively revise the offer to start the new Executive Director at the 2nd tier of vacation accrual as provided in the current Vacation policy (NOTE: original motion in July was made to offer five days without having the Vacation Policy available for reference which fell outside of the current vacation policy and would require creating an additional tier. The revision is being requested to honor the intent of providing additional vacation to the new Executive Director and 2nd tier is the closest tier to this intent. This modification would equate to the new Executive Director receiving a total of 19.5 days of vacation per year rather than the 18 days of vacation under the original offer.
   Motion by Henes to approve. Seconded by Gabriel. Vote: 4 yays, 0 nays. No discussion. Motion carried.
5. Quarter 4 FY 2026 Fringe Rate Methodology (Denig) – Finance Administrator recommended taking to auditors and will bring to next Board meeting to discuss and consideration of adoption.

6. Proposed Resolution on Land Use (Denig) – Board suggested updates to the resolution and then bring to next meeting for consideration of adoption.
7. Grant/MOU Updates (20 min) – Goldenberg gave verbal updates.
   a. Upcoming grants, applications in development
      i. MDARD CS, OPS
      ii. * EGLE Watershed Council Support – Due 10/7/26, exclusively for education signage for OSN
   b. Submitted Letters of Interest, Pending Invitation to Submit Full Proposal
      i. USDA NIFA Speciality Crop Research Initiative Grant (MSU)
   c. Grant applications for BOD approval
   d. Pending Notice
      i. USDA BFRDP (MiFarmLink Passing the Plow) – No updates
      ii. NACD TA – No updates
      iii. EGLE/EPA MyFarms Digital Adoption – No updates
   e. Grants/MOU for BOD Approval, Signature
      i . SARE- Michigan First Generation Farm Mentors
      ii. *MDARD 27-29 – Will be funded for multiple years. WCCD awarded $500,000. WCCD to be available to Monroe and Wayne counties for assistance. Recommended to find out how many farmers in these counties already use this service. **Motion to sign MDARD agreements as they come in. Motion by Denig to approve. Seconded by Henes. Vote: 4 yays, 0 nays. No discussion. Motion carried.**
      v. *MSU TOPP Amendments 1 & 2 – *Motion: to authorize Board Chair Shannon Brines to execute, on behalf of the Washtenaw County Conservation District, Amendment No. 1 to Subaward Agreement RC117915-WCCD between Michigan State University and Washtenaw County Conservation District under the USDA Transition to Organic Partnership Program, as presented, when presented, without additional consultation with the board.* **Motion by Denig to approve. Seconded by Gabriel. Vote: 4 yays, 0 nays. No discussion. Motion carried.**
   f. Received in FY26 & uploaded to Google Drive
      i. MDARD FY26 Grants: OPS, CS, CTAP, RAP, RFNG
      ii. EGLE OSN
      iii. Ag Plastic MOU
      iv. Saline-Macon (sub awardee of RRWC)
      v. Count MOU Ag Tire Drive

NEXT MEETING:
1. Special Board Meeting: Thursday, September 17th at 6 p.m.
2. Regular Board Meeting: Thursday, September 24th at 6 p.m.

ADJOURNMENT: 9:02 PM

Motion by Gabriel to adjourn. Seconded by Denig. Vote: 4 yays, 0 nays. Motion carried.

THESE MINUTES STAND TO BE APPROVED.
MINUTES APPROVED
APPROVAL SIGNATURE: ___________________________