



**Winooski Natural Resources Conservation District**  
**Board of Supervisors Meeting**  
**Meeting Minutes**

February 18th, 2020 9:00-12:00pm  
Williston Office 300 Interstate Corporate Center, Williston VT

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**Attendees:** Gianna Petito, Kristen Balschunat, Rick Hopkins, Paul Hartshorn, Jeff Cueto, Marybeth Whitten (NRCS), Rich Turner

**9:01 Meeting Called to Order**

**9:02 Introductions:** Prospective board member: Rich Turner (Williamstown): Chair of Williamstown planning commission, involved with CVRPC CWAC, transportation advisory committee, bylaws committee, master composter, career in aviation as a helicopter instructor pilot, federal work on aviation & wildlife, airport security, working with adults dealing with mental health challenges, Woodlands for Wildlife program, VT Woodlands Association, created forestry plan on personal property, hosted workshops on land, permaculture

**9:20 NRCS Updates:** Currently in CAP (Conservation Activity Program) sign up period (until March 5). Working to add applicants to new tools designed to facilitate ranking. Vermont has early-start waivers that anyone can apply for, especially focused on writing forestry plans. There is some risk for folks who choose to use an early start waiver as their application is not guaranteed to be funded. Hiring update: Grayson Webb is the new conservation planner in Williston, hiring NRCS planner to help Danny. After this hire, the central zone will be fully staffed! Recommended attending the UVM No-Till Cover Crop Symposium and VT Ag Water Quality Partnership Meeting.

**9:40 NRCC Updates:** Next meeting is March 19. Alli Lewis is the new Ag Water Quality Partnership coordinator. Council sent a letter to DEC regarding grant agreement and invoice timeline issues requesting a meeting. Position is open for a finance manager.

**9:45 Supervisor and Staff Sharing:** Gianna noted that Mike Kline joined the WUV board and will be a new resource for Districts. E. Montpelier received a grant for ash tree removal (\$30,000). Public hearing occurred last week. Cross VT Trail Association is putting to bid the construction of the new bridge on Rt. 2. Paul noted that there have been 3 serious fires in the last month in Waitsfield.

**10:00 Minutes:** Paul motions to approve the minutes as amended from the January 13, 2020 meeting. Seconded by Jeff. All in favor. Motion passes.

**9:55 Financial Updates:**

- Rick has sent an amendment to Holden for the TFS invoice which should expedite the payout for this year and into the future.
- **Bank Comparison:** VSECU has a lower minimum amount in a savings account and lower penalty fees for low balances. Motion by Paul seconded by Jeff to shift all WNRCD funds to VSECU out of People's United Bank. All in favor. Motion passes.
- Motion by Jeff to approve the January financial report. Second by Paul. All in favor. Motion passes.

**10:25 Staff Progress Report Highlights:** (see handout)

- See handout

**11:15 Financial Policy Terms & Audit**

- Motion by Jeff to approve amendments to the Accounting, Auditing and Financial Reporting Policy with discussed edits, seconded by Paul. All in favor. Motion passes.
- Edits to the Financial Management Policy: Cash Receipts, Petty Cash, Check Signing and Returned Checks were discussed. Gianna will make changes and present the new version to the Board at the next meeting.

**11:50 Gianna's Annual Evaluation**

- Board went into executive session to discuss Gianna's annual evaluation and reconvened.

**NEXT MEETINGS:** Tuesday, March 24th, 2020 - 9am - Berlin Office

Tuesday, April 21, 2020 - 9am - Conference Call - main purpose of discussing Tree Sale

**12:15 Adjourn** Motion to adjourn by Paul. Seconded by Rick. All in favor. Motion passes.