



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

December 16th, 2019 9am-12:15pm  
Williston Office - 300 Interstate Corporate Center

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**Attendees:** Gianna Petito, Kristen Balschunat, Rick Hopkins, Lawrence Rowley, Mike Raboin, Jeff Cueto (called in on phone line)

**9:09 Meeting Called to Order**

**9:10 NRCS Updates from Danny:** Waiting on the final interpretation of the Farm Bill - slow time.

**9:11 NRCC Updates:** Working on funding, invoicing and payments. Bill Manner is a Supervisory Union Rep (able to sign bills and payments). Looking to hire a finance manager/HR manager in light of Somara leaving. 27 applicants for the Water Quality Coordinator position (mid-January). VT Audubon & DEC are seeking RCPP funding together (\$10 million). Winter spreading ban extended slightly.

**9:28 Supervisor and Staff Sharing:** Note that we are seeking a supervisor to take Lawrence's place since he is stepping down. A vacancy can be filled simply by a majority vote of the board.

**9:30 Minutes:** Jeff motions to approve the minutes from the November 19, 2019 meeting. Seconded by Lawrence. All in favor. Motion passes.

**9:35 Financial Report, Balschunat Annual Evaluation, Benefits Language:**

- Motion by Lawrence to approve the financial report. Seconded by Jeff. Discussion about outstanding invoices from Council. All in favor. Motion passes.
- Motion by Lawrence to approve Kristen Balschunat's Annual Evaluation seconded by Jeff. All in favor. Motion passes.
- Benefits language approval. Motion by Lawrence to approve proposed benefit changes. Seconded by Jeff. All in favor. Motion passes.
- Line of Credit Update: Gianna met with Greg at VSECU to discuss options. A line of credit would be expensive (see email in board mtg folder). Note differences between secured loan

and unsecured loan. Rick is most interested in pursuing the option of opening a 15K line of credit specifically for payroll credit. May consider contracting language to add a fee for late payments of outstanding invoices.

- Motion by Jeff to open a checking account with a small amount of money at VSECU and apply for a 15K line of unsecured line of credit to be used for payroll purposes. Seconded by Lawrence. Discussion: In future meetings we will consider moving all business assets to VSECU. Gianna will get more details about about move all district funds to VSECU, open a checking account and get a line of credit. All in favor.

**10:20 Staff Progress Report Highlights:** (see handout)

- Discussion about trout - decision to discontinue trout for 2020 since there is no specific conservation benefit and since the district is losing money on the trout. Discussion about hosting a guest speaker at the 2020 Tree Sale. Note about doing outreach to towns that are removing ash trees about the Tree Sale.
- Note new grant applications in the works

**11:45 Strategic Planning:** Will be addressed at January meeting

**NEXT MEETING:** Monday, January 13th, 2019 - 9am - Berlin Office

**11:46 Adjourn** Motion to adjourn by Jeff. Seconded by Rick.