



# Winooski Natural Resources Conservation District Board of Supervisors Meeting

## Meeting Minutes

December 8, 2023 9:00 - 12:00pm  
In Person: Berlin Office + Zoom Option

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### Attendees:

**In Person:** Adelaide Dumm (WNRC District Manager), Kat Lewis (Agricultural Specialist), Pat Richardson (Bookkeeper), Rick Hopkins (Chair Supervisor), Nancy Everhart (Supervisor), Paul Hartshorn (Supervisor), Jeff Cueto (Associate Supervisor)

**Online:** Rich Turner (Treasurer), Russ Barrett (Vice Chair), Marybeth Whitten (NRCS)

### 12:12 Meeting Called to Order

### 12:13 NRCS Update- Marybeth Whitten

- 2024 Contract season well underway
  - CSP renewals due today (Dec 8th) These are for contracts that have expired but would like to renew their contracts for another 5 years. Only had one contract in Washington County that was up for renewal.
  - Not enough CSP applications in round 1 to spend down the full amount of funds received so it is likely that all applicants who apply will get funding as long as they are eligible.
    - This excess of funding is similar for EQIP so most projects will likely be funded
  - Much of these excess funds are coming from IRA - Vermont received a lot of funds that we are trying to spend down.
  - A few staffing updates within NRCS Central Zone:
    - Emma Gray was just hired
    - Heather Murphy was just hired for the Middlebury Office
    - Ria was hired to fill Jowins position in Williston that has been open for a while.
    - Johan is finishing up his detail in Montana and will be back in late December
    - Danny Peet is officially retiring at the end of February and hoping to fill his position before he leaves
  - There will be a Continued Process Improvement workshop for locally led funding pools on January 11th that will serve as the introduction meeting to talk about what boards would like to see in the future and how to implement these changes

### 12:31 NRCC Update- Rick Hopkins

- Council submitted request for FY25 to legislators for \$3 million for operational funds
  - Previously awarded \$612,000 last year when we also asked for \$3 million.
  - This funding request would cover 1 FTE at each district + a staff person at council
- Council and VACD officially set up a full board with 4 subcommittees (governance, board, capacity, finance)

- Finance committee has been put on the back burner while the other 3 committees are busy with writing new plans

### **12:37 Business Items**

- September minutes approved
  - Motion to approve made by Paul. seconded by Nancy.
- Finance documents presented by Pat
  - The colors in the P+L represent the different quarters
  - FY24 budget had a slight surplus in payroll due to staff turnover
  - The balance sheet will see a slight loss in fall due to the purchase of trees for the tree sale
  - Funds in amounts receivable high as invoices have been sent out to VACD and NRCC and we are waiting to receive those still
  - Motion to approve financial documents as presented made by Paul and seconded by Rich
- Supervisor position posting update
  - No petitions received for the supervisor board member position
  - For January Board Meeting we will get document together for posting language in regards to both the supervisor and associate supervisor positions
- Review Adelaide's new DM contract for her role that started November 13th
  - No questions or concerns with contract language made public
  - Motion to approve Adelaide's signed DM Contract made by Nancy seconded by Paul
- Updates on the Conservation Specialist job posting
  - Posted on November 28th with 9 candidates to date so far
  - Will need to form a hiring committee, any interested board members?
  - Interviews will happen in early January
- Pat to suggest that WNRCD switch from Quickbooks to Paychecks for a January 1, 2024 start date.
  - Much easier software to use and will allow for easy direct deposit
  - Motion to approve change of bookkeeping software made by ebay Paul and seconded by Rich.

### **1:30 Break**

### **1:45 Staff Updates**

- Supervisory Union Meeting with White River Junction
  - Who are the supervisors and associate supervisors?
  - Who is our contact to legislators or our Supervisory Union Rep?
    - This would be Rick with a backup from White River District
- Discussion regarding the Action Circles Budget
  - 2 comments from WNRCD board members is requested on the budget posted by Action Circles

### **3:08 Meeting Adjourned**

- Motion made by Paul and seconded by Nancy