PMNRCD Board Meeting Agenda
April 8th, 2026 – **3:30 PM**
PMNRCD Zoom Number (https://zoom.us/j/9041299305)

Call to order: Don Markie called the meeting to order at 3:36pm.

Present: Hilary Solomon, Don Markie, Katy Crumley, Darryl Kuehne, Sadie Brown, Whitney Hier, Jaden Groff, Vicki Pattison-Willits, Jennifer Alexander

Approval of March Meeting Notes: The meeting for March was postponed due to schedule conflicts.

Approval of January and February meeting minutes:

Approval from last board was postponed. Before minutes were approved, Katy had a couple of queries regarding updates related to (1) the NRCS Memorandum of Understanding (MOU) and Unfunded Cooperative Agreement (UCA) and (2) advertisement of the new Staff position on Indeed.

(1) Hilary advised that Phylicxia took the District's feedback to NRCS – they are making appropriate edits and will have the documents back to us in due course.
(2) Jaden and Hilary confirmed that the same account can be used to advertise for the new Finance and Admin Assistant that was set up for the seasonal staff adverts.

Darryl motioned and Don seconded approval of the January and February board meeting minutes. Minutes were approved unanimously.

Financial Summary:

Finances and Reconciliation: Hilary reported that the District continues to get caught up financially, with reconciliation completed through December. P + L is completed through Q2. Now working on P + L through March (Q3). We are getting very close to being up to date. The District is waiting on some invoicing and a couple of LCBP grants to close out.

The volume of documentation has increased so bookkeeping etc. is a much bigger job. Hilary has been working with Vicki, Katy and Dave Dore on the main bank statement to start putting in place better systems and steps for ensuring proof of credits/debits are followed. Hilary is due to drop off the latest reconciliation packet to Katy imminently. This system is how reconciliation is planned in the future and is key as we get ready for the audit.

Structural Integrity: Hilary, Katy and others are currently working on getting the finances up to date and finalized through March so that the process of cleaning up the QB accounting system can be completed by Dave. He will be working on switching our accounting set up from Classes to Projects. This means QB Online will be unavailable at the end of the week whilst changes are made. During the transition Classes will be more limited. This will result in a much simpler, easier to use system. Hilary expressed how exciting and fun this process has been.

Don motioned to approve the Q1 and Q2 P + L. Seconded by Darryl and unanimously approved.

Time Sheets: Hilary and Katy pressed that staff complete all Timesheets through pay period 6 to prevent pay/billing issues.

Partner Reports

Katie Stiles (RNRCD) – Katie is currently on maternity leave and will be back to work late April/early May.

Olivia Butterman (FSA) – Unable to attend.

Angie Allen (DEC) – Unable to attend.

Olivia Carlson (USDA-NRCS) – Olivia was unable to join the meeting in person as she was working with the team on submitting the rankings for the Friday deadline. She provided an update to Hilary via email which was shared in the meeting. Anticipate that they will start to hear about pre-approvals next week (following the ranking deadline on Friday April 10th.) Following this, folks will start to be notified.

Sign-ups for the Conservation Planner II training are now available in AgLearn – this training is required for planners to become certified.

A virtual staff meeting is being held tomorrow (April 9th) – the focus will be on using ArcPro template to assist planners in creating maps for pre-approved practices.

Olivia wanted to highlight that there is a new application form (forwarded to Hilary) which planners should use as they start collecting applications. She would like to schedule a meeting to review applicants and check whether they currently have an application on file.

Brief Staff Reports – Current Grants staff are working on:

Hilary- Updated on the successful LCBP Organizational Support Grant submitted. A group of staff worked on the grant in a very short space of time as the deadline fell off the radar and was just caught! The grant application was accepted this week and will be used to help support the new Finance and Administration Assistant position (together with the WUV grant). These grants will also support ongoing work by other staff members including Jaden and Vicki.

Jennifer- Highlighted the recent VHCB Water Quality Grant Application ($5,200)-to be used to purchase a drill.
Whitney: Highlighted the Pay for Performance Grant – this is directed towards farmers who are implementing practices to reduce Phos. The current grant round is now back open. Katy gave a shout out to the Ag staff for the monthly updates and all of the soil sampling they have accomplished.
Sadie: Is currently working on projects associated with 2 grants. (1) The Outreach and Education (SWA) grant is now being fully executed. This is a LCBP funded E&O project - the focus of which is delivering a multipart training for foresters and other practitioners on SWA. It does involve crediting. An initial kick-off meeting was recently held with Shayne Jaquith (TNC) and PMNRCD staff present – there is a lot of momentum around SWA across the State so this is exciting. (2) Sadie has also been working on the workplan associated with the LCBP Nursery Grant. The grant will be used to support personnel work,

training, and small items which will help expand what the crew can do which is awesome as well as the purchase of a new tractor. Timings for this grant have changed so there will be some shifts.

Seasonal Staff Update: Sadie also provided an update on recruiting and onboarding of Seasonal Staff (supported by the Nursery Grant). A standardized orientation has been created with formalized forms and policies now in place. Seasonal positions were advertised more broadly this year, resulting in a record 76 applications received. A total of 10 seasonal staff were hired, (mix of F/T and P/T) – which is higher than previous years. Seasonal staff will be working on a number of different projects including LEAP, Lake Wise, Water Chestnuts and nursery/planting.

Jaden: Has been working on the Lake Wise Grant (for Lake St Catherine) – there is a new grant structure with LCBP and assessments have been reorganized. The District has received more project funding than anticipated – hopeful landowners will be interested in working on projects. She is currently working on getting supplies for BMP and StormWise based project work.

Vicki: Has been working on drafting the workplan for the new LCBP Small E and O Grant. Four outreach pathways have been identified, including general community outreach (e.g., conservation commission and towns) and more targeted outreach to groups - for example forested headwater landowners. Work will also include a review of previous riparian buffer planting project work (led by Sadie and the nursery team) to help guide future efforts. Finally, PMNRCD will be launching a new Sustainable Road Salt Project in the region, in collaboration with Kris Stepenuck and Lake Champlain Sea Grant.

Hilary shared an update on the **AgCWIP Funding:** Rutland and Poultney Agricultural staff were successful in the latest grant round and received a healthy amount of funding to support ongoing staffing and administrative work. Any remaining shortfall will be covered through Pay for Performance and other grants. Overall funding and work for the Ag Teams is strong which is great!

Katy thanked everyone for their work and updates.

Old Business

CWSP update: Hilary provided an update on the potential new CWSP staff member. Devon has identified another candidate who would bring various local and relevant professional experience to the role. Hilary is familiar with them and is confident they would be a great fit. The team is hopeful the candidate will accept the job offer and the position can be filled quickly. In the meantime, work is backing up but projects are being moved forward as best as the team can.

The next round of Project Reviews is due by the end of April. Applications are currently being prepared. One project is quite complicated and is under permit review. A draft is out for one application and another application will be sent out to review in the next couple of days.

During the last meeting one of the projects received approval but with only half of the credits accepted. This was a surprise and complicated matters. For the current round of applications, the team is trying to avoid this scenario being repeated – they are reaching out to permitting and other staff first to gain clarification on crediting.

NRCD Legislative Update:

Things sound like they are going very well with funding looking like it will be allocated. There is a base of roughly $50,000 of funding for 14 Districts. Hilary is going to reach out to Terry Williams (Poultney) and Ruth in Addison to gain their support.

NRCC Update

Darryl and Hilary attended the last NRCC meeting – everything went smoothly – nothing much to report that was memorable – which is a good thing!

Staff Reviews: The recent staff reviews went well and Hilary met with everyone individually. She is a little bit behind on redrafting current staff positions - If anyone does want to make any changes to their staff descriptions or titles then please reach out. Hilary will make these changes a priority.

New Finance and Administrative Assistant Position: Bookkeeping and financials have been really tightened up and we are now in a really good position to bring on a new member of staff to this position. The position description has been drafted and will be advertised soon.

Don thanked Hilary for her work on leading the staff reviews and for reporting back to the Board. He wanted to thank all of the staff for the great work they are doing and reaching the mission of the District. He wanted to reiterate the Board are there to help in any way they can.

New Business:

Potential New Board Members: Hilary shared ideas for potential candidates to fill the open board member positions. The Board discussed reaching out to these individuals and inviting them to attend the next meeting. Katy suggested this as the best next step, and the Board agreed unanimously.

FY27 District Budget Update: This is usually presented at this time of the year (between April and June): Hilary shared that she has been working on the budget for the next fiscal year. Much of this work was completed earlier than usual, as budgeting was required at the beginning of the year for a grant report, putting the District ahead of schedule in this process. The budget should be ready to share at the next meeting and will be implemented beginning July 1.

The Nursery has been more fully integrated into the main Quick Books system which is helping improve organization and making operations more streamlined.

In a final update, Hilary shared that staff in recent feedback, indicated they would like more opportunities to get together more. Today we held an all staff training session on winter twig ID, which was great and attended by everyone. It also provided a great opportunity for seasonal staff to join in too. Hilary wanted to thank staff for encouraging this.

The meeting was adjourned (at 4:15 pm.