PMNRCD Board Meeting Agenda
February 18, 2026 – **3:30 PM**
PMNRCD Zoom Number (https://zoom.us/j/9041299305)

Because one board member was absent and a quorum could not be established, the meeting was held in an informal capacity to provide updates and facilitate discussion, with no formal business conducted or votes taken.

Call to order: N/A
Present: Hilary Solomon, Don Markie, Darryl Kuehne, Sadie Brown, Whitney Hier, Jaden Groff, Vicki Pattison-Willits, Katie Stiles

Approve January meeting minutes: N/A

Financial Summary
Hilary reported that the District is continuing to get caught up in Quickbooks. Katie has been out of town due to other commitments this past month, and a few items are still pending; however, overall the District is largely up to date, with only some payroll items remaining to finalize.

Averie implemented new staff timesheets in January, which are now live. These allow for easier coding of staff time and more efficient use of the notes in timesheets for grant reporting and invoicing. Staff are still resolving a few minor issues, particularly ensuring coding aligns correctly with QuickBooks and grant allocations. Overall, the new system is working well and improvements are ongoing.

P & L: Next month marks the third quarter of the fiscal year, which will provide a clearer picture of overall financial performance. At present, finances appear to be in good shape. There is some concern regarding the two agricultural grants (ACAP and AgCWP) billed by Jen and Whitney. Double payments from the Agency of Agriculture are expected, resulting in large incoming deposits. These funds must be carefully coded, as they are not income but will be allocated toward future staff payroll. Proper coding is necessary to ensure they are not mistakenly reflected as profit on the P&L.

Structural Integrity update: Hilary has been working closely with Dave Dore from Structural Integrity and met with him this morning. They have begun cleaning up the accounting system - notably refining the classes. As part of this process approximately 100 classes have now been closed, and the District will shift to using 'projects' rather than classes to take advantage of more robust reporting abilities in QB using this structure.

Partner Reports

Katie Stiles (RNRCD) – Katie thanked her new staff member (Andie) who is currently working two roles as a Project Specialist and Conservation Planner. The District's next goal is to hire another member of staff this summer to take over one of Andie's roles so she can focus more fully on agricultural work and provide additional support to PMNRCD Ag staff. Katie expressed how much she values the partnership with PMNRCD and the opportunity to work with local producers.

RNRCD has experienced recent board turnover and now has a full board. A new Chair, Devon Snyder, has stepped into the role, and Tad Cook has also joined the board. Alan Shelvey has retired.

The largest upcoming project is a dam removal in Shrewsbury, which is beginning to move forward. Katie also shared that she will be out on maternity leave from any time now and through April. Any questions please get in touch with Andie!

Brief Staff Reports – one goal for the year

Hilary- Will support staff efforts and goals of meeting more frequently and will continue to get up to date w QuickBooks and the new financial requirements.

Jennifer- N/A

Averie-N/A

Whitney: Attended the CCA Conference in December and is currently preparing materials to sit for the CCA exam later this year.

Sadie: Focusing on professional development through attending trainings and strengthening management skills. Working to improve internal organization for the nursery, clarify roles and responsibilities, and support onboarding and integration of new staff.

Jaden: Aims to attend more local meetings and events to strengthen relationships and build partnerships within the region.

Vicki: Plans to attend Environmental Leadership Training (Unit 2) and become more deeply involved in project work, taking on increased responsibility and management roles with projects. Looking forward to the upcoming dam removal project.

Old Business

CWSP update: the master reporting spreadsheet has recently changed. Reporting sheets for last year were handed in by Barbara. Now she has retired Hilary has been working on project reporting – this is undertaken in Teams and so is not quite as easy. Due to reporting changes, there have been switches to different forms meaning there are updates needed to ensure data consistency. The RPC extended an offer yesterday to fill Barbara's position and is awaiting a response. PMNRCD was not involved in the second round of interviews, though RPC had previously indicated that participation would be included. Hilary reviewed the cover letter and resume, and they are a strong candidate.

Hilary thanked staff who have assisted with CWSP-related work. Three projects are currently being closed out and an additional three are nearing completion. Attention is now turning to other projects on the list and prioritizing those that should move forward in summer 2027. There have been some complications more recently in moving current projects forward this FY due to specifications put in place by DEC (namely the Castleton Village Stormwater Project). While the project is strong, there are challenges in aligning phosphorus reduction calculations, particularly because the college, which drains to the project area, is classified as a regulated stormwater entity. Staff continue working through these issues.

NRCD Legislative Update: Due to time/capacity constraints, staff have had limited participation in recent legislative efforts. Discussions with agencies regarding budget support are ongoing. Additional testimonials are needed (four individuals) by tomorrow. So far, there is a lot of support in the legislature for the districts proposed budget of $912,000.

Katie and Hilary attended meetings in Montpelier in January. The Board discussed the importance of providing support if needed, including submitting letters of support – which Hilary will do.

VACD Update: Darryl offered to attend the next quarterly meeting to represent the District.

New Business

Staff Reviews and position descriptions- Hilary discussed meeting with board members in March to discuss key points of the staff review meetings held in January and February and compensation etc. As Katy was not present, no decisions were made and minutes cannot be formally approved. Hilary proposed the afternoon of March 2 for follow-up discussion.

The meeting was adjourned.