

## WC NRCD Board Meeting

11/9/22 – 6:30 PM at Geof Dolman's Place

Present: Linda Corse, Geof Dolman, Pieter van Loon, supervisors; Cory Ross, district manager; Phyllicia Moore, NRCS Zone Conservationist.

### New Business

#### 1. NRCS Update – Phyllicia Moore, District Conservationist, South Zone Vermont NRCS:

- a. CSP renewals came through. November 18 deadline for EQIP, AMA, Local Fund Pool (FY23) is coming up. Fund pool focus is on invasives. There is still time and funds for additional applicants to apply for the local fund pool. Folks should be encouraged to apply by that deadline and be sure to state that they are interested in the local fund pool. Josh can put together a flier to increase outreach effort, however they do have enough applications on the books that were not previously funded to spend the available funds. Josh will provide the list of unfunded applications to the district next week so we can conduct outreach to see if they are still interested in being funded through the local led fund pool.
- b. Selection for the new soil con position will start December 5<sup>th</sup>. Her name is Emma Kuester, she comes from Illinois and will be a GS 9/11. If anyone has leads on housing possibilities for Emma, please send them along to Phyllicia. GS 7/9 is still unfilled and will likely be advertised within the coming week.
- c. VACD held interviews for a new program assistant position. A selection was made and that person is expected to be based out of the Brattleboro office. NRCS is still in negotiations over space in the Brattleboro office. NRCS expects to learn something on this front next week. Emma will take over Josh's office. Max at RD is retiring next Friday and a new office manager has not been named. Laurie will be retiring soon as well.
- d. Phyllicia is managing most of the workload from Brattleboro office currently. Phyllicia will be on leave this week and next.

#### 2. Quarterly Financial Reports:

- a. Quarterly Financial Reports: Cory provided an update on district first quarter financials: income was well below projected amount for Q1, partly due to a delay in payments on invoices and also due to several projects not launching yet. All sources of income in FY23 budget are still anticipated to be the same as projected, just later arriving.

#### 3. Position Description and Timeline for New Position Hiring Process:

Cory presented a draft position description for a new conservation specialist position. This position will likely handle some of Heather Blunk's current responsibilities (Ag-CWIP, for example) as Heather takes on the AFT RCPP conservation planner workload and potentially CSP/Farm Bill Support. Board members made several suggestions for changes to the position description to make the posting more attractive to applicants and to encourage applications from a more diverse background of candidates. Cory will

incorporate these changes into a new draft and share these with the board via email. Goal is to have the position filled and ready to start in January.

## District Manager's Report

### Review and Questions on Report:

Cory took questions from supervisors about the November DM report. He noted that the 3 block grant projects (Ellis Brook, Dummerston Covered Bridge Access Gully Erosion Design, and Farmers Market Rain Gardens) are all progressing nicely at this point.

### On-Going Items

#### 1. Windham's Agricultural Services in Relation to Other Districts and Partners:

The board decided to push this conversation until the December meeting so Agricultural Specialist Heather Blunk can participate.

#### 2. FY24 Appropriations Process and FY23 Budget Amendment Updates and Legislative Event Planning (11/16):

Cory reviewed details for the legislative event on November 16<sup>th</sup>. Board members provided suggestions on other partners the district should invite to the event.

## Secretary's Report

### **Approve minutes from September 12:**

**The board voted to accept the minutes with revisions from the September 12<sup>th</sup> meeting.**

### Review Upcoming Supervisor Meeting Dates

Next meeting: December 14

### Future Agenda Items

3. DEI Training Debrief and Discussion
4. Annual Performance Review for District Manager
5. Annual Meeting
6. Youth Associate Supervisor Position

### Other Business

**Meeting adjourned at 8:15 PM.**