

Windham NRCD
Board of Supervisors Meeting
September 19, 2024
Board Packet
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Windham County Natural Resources Conservation District

Supervisor Meeting

6:30 PM, Thursday, September 19, 2024

USDA Service Center – 28 Vernon Street Suite 332 Brattleboro, VT 05301

<https://us02web.zoom.us/j/89367742771>

Agenda

Land Acknowledgement

We respectfully acknowledge the traditional, ancestral, unceded territory of the Abenaki People, who have stewarded this land throughout the generations.

Review Agenda for Additions or Changes 6:30

New Business

1. NRCS Updates 6:35
2. FY24 Financial Reports 6:50

On-Going Items

1. Update on Agricultural Resource Specialist Hiring Process – **Board to Potentially Approve Hire 7:05**
2. Annual Meeting Planning 7:15
3. DEI Self-Assessment Session 7:30
4. District Manager’s Report 8:00

Secretary’s Report 8:10

Approve minutes from June 5, 2024

Approve minutes from July 10, 2024

Approve minutes from August 22, 2024

Review Upcoming Supervisor Meeting Dates:

Next meeting: October 9, 2024

Executive Session for Personnel Matters 8:20

Other Business

Future Agenda Items

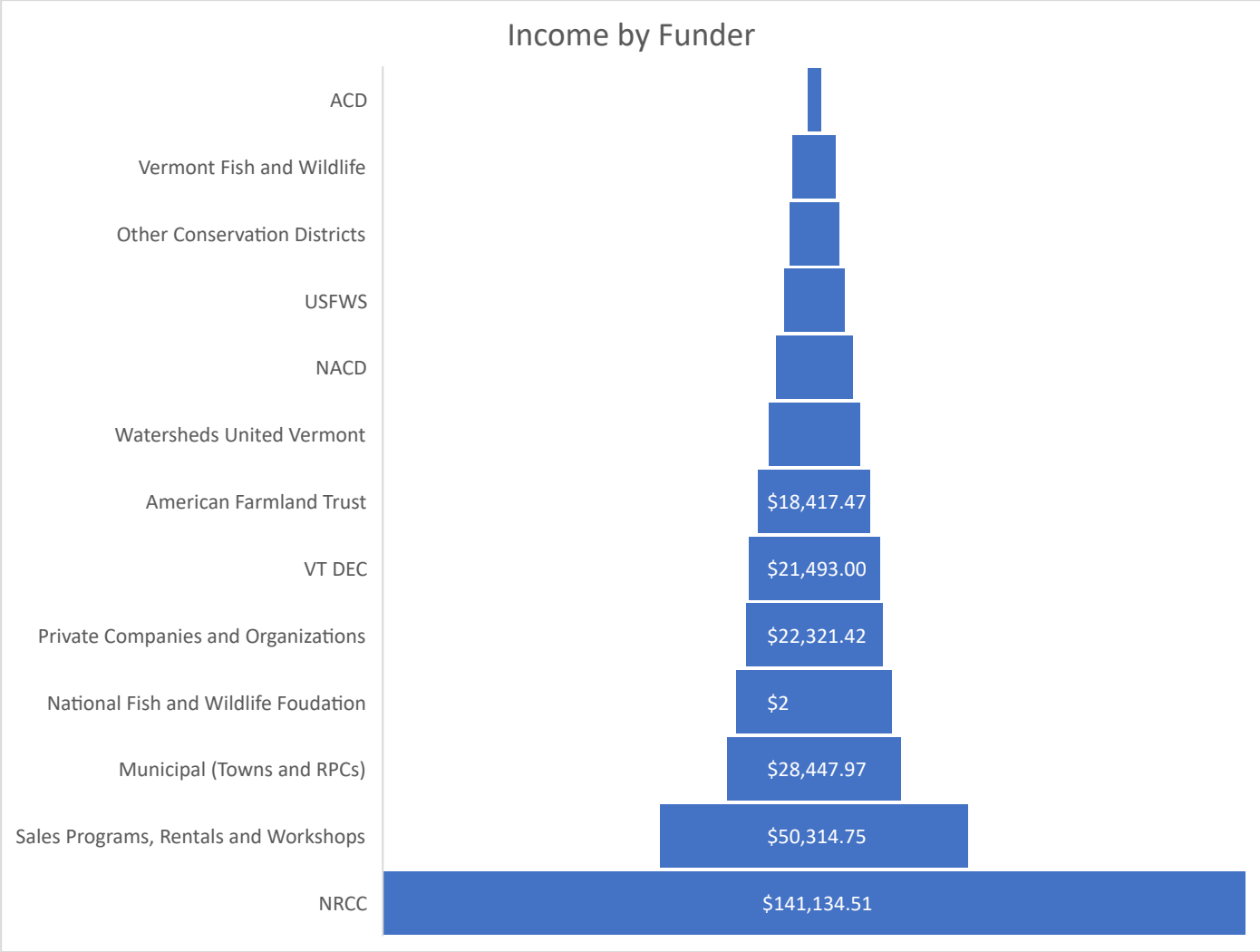
5. Proposed Revisions to Pay and Benefit Policies
6. Strategic Planning Consultant Bid Process
7. Annual Performance Review for Executive Director
8. Mission Statement Revisions

9. Proposal for Local Conservation Partner Coordination and Sharing Event



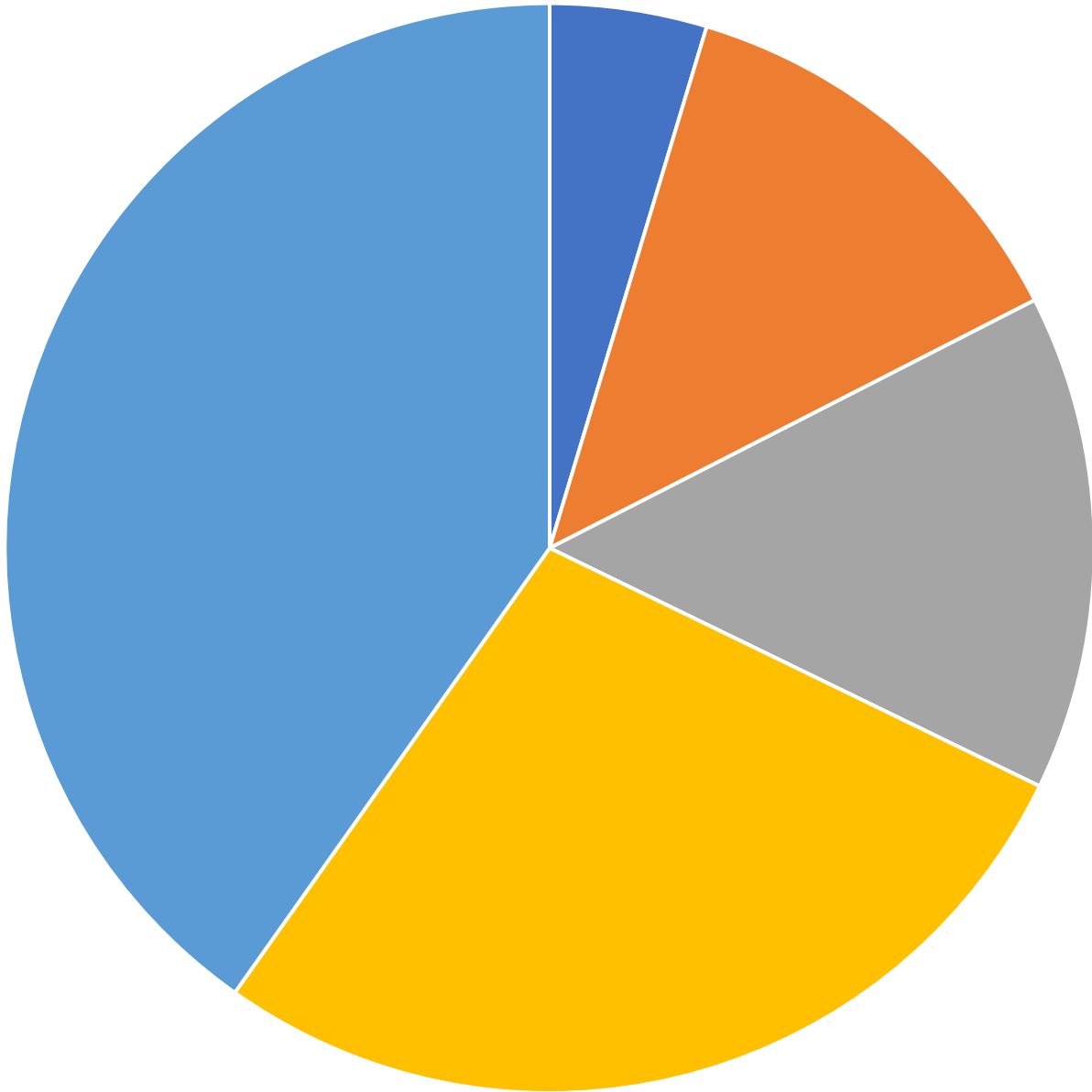
Windham Natural Resources Conservation District

2024 Fiscal Year Reporting Summary



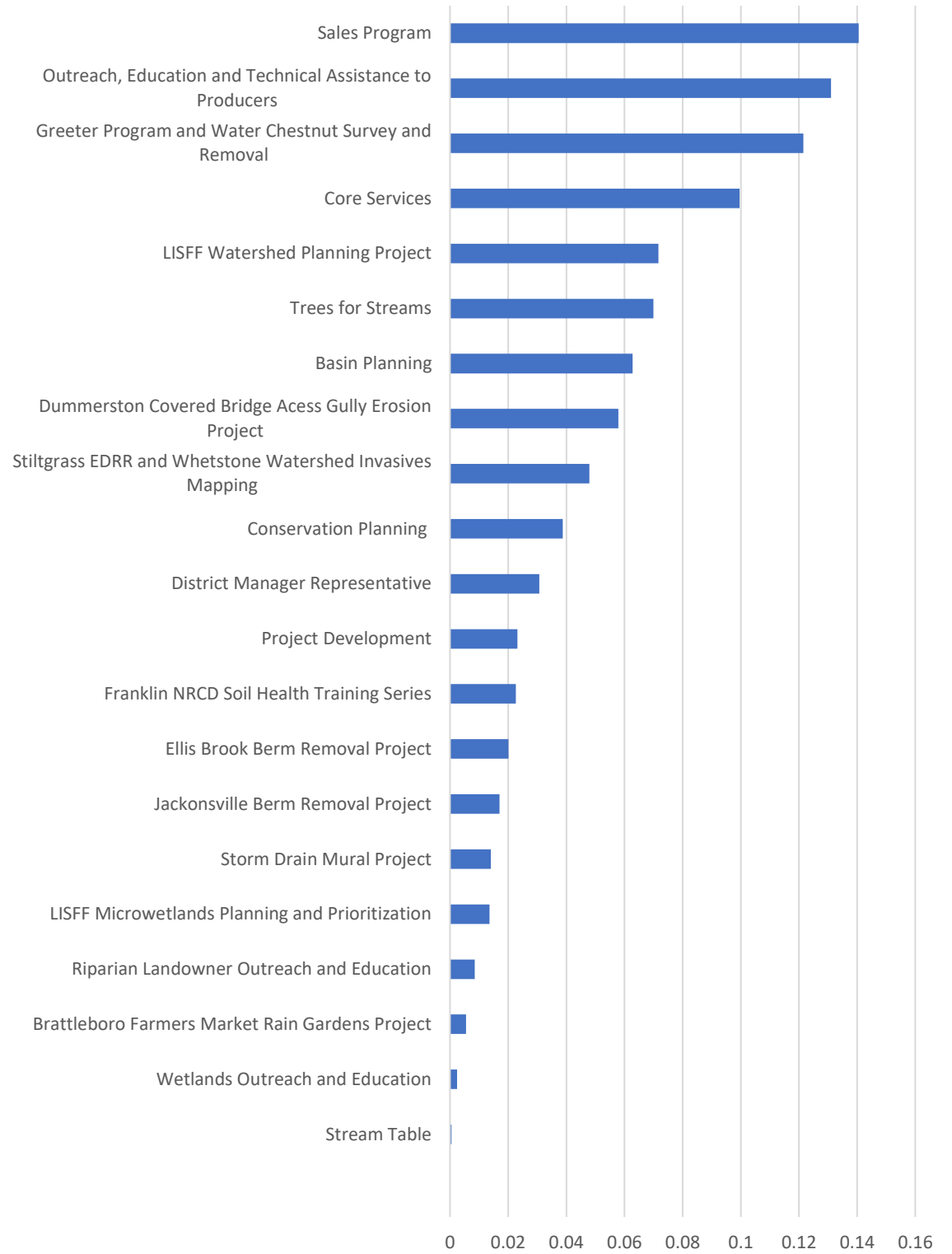
Total Income =
\$ 362,471.91

Income by Area of Work

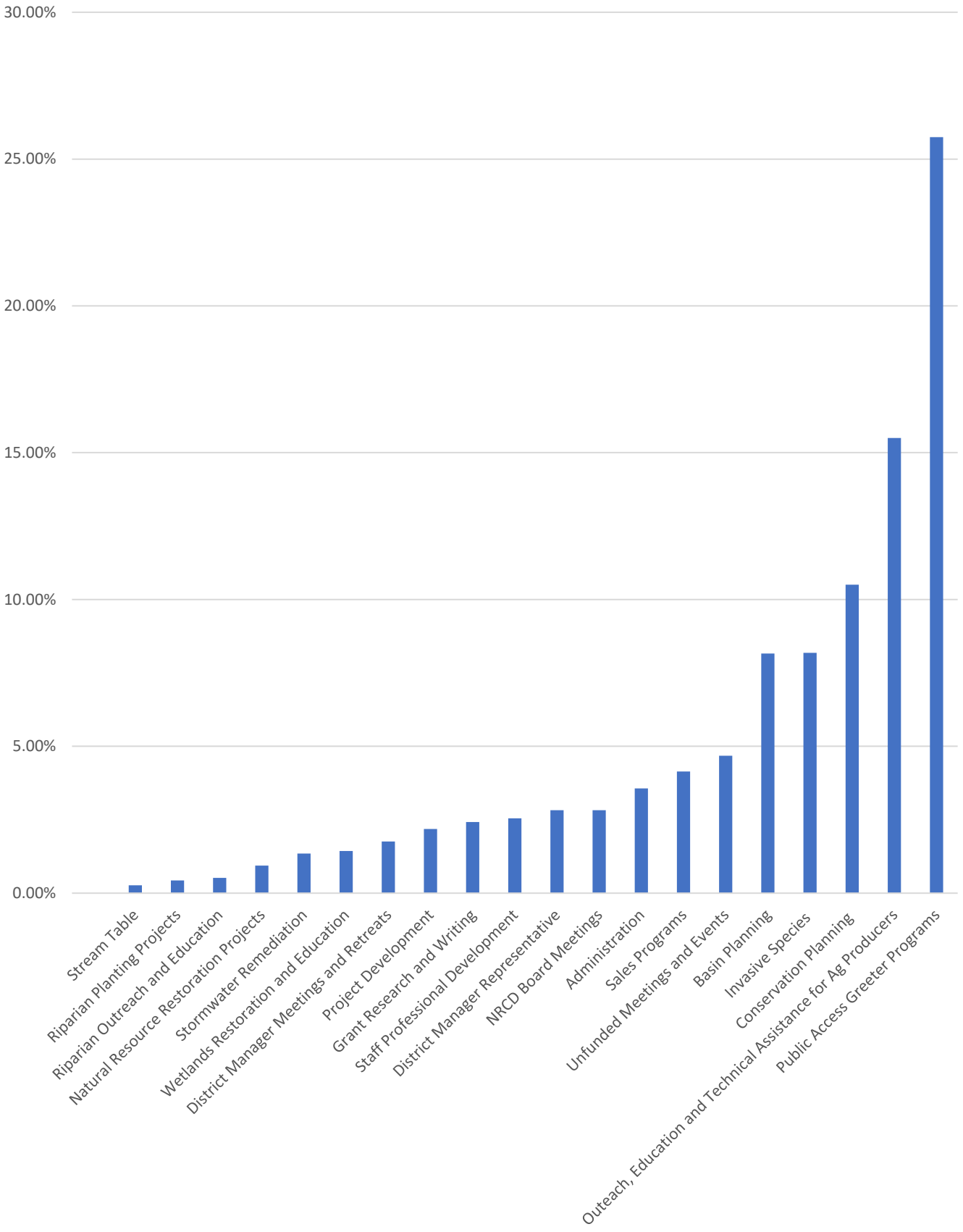


- Stormwater Remediation
- Administration
- Education
- Agriculture
- Natural Resources Conservation and Restoration

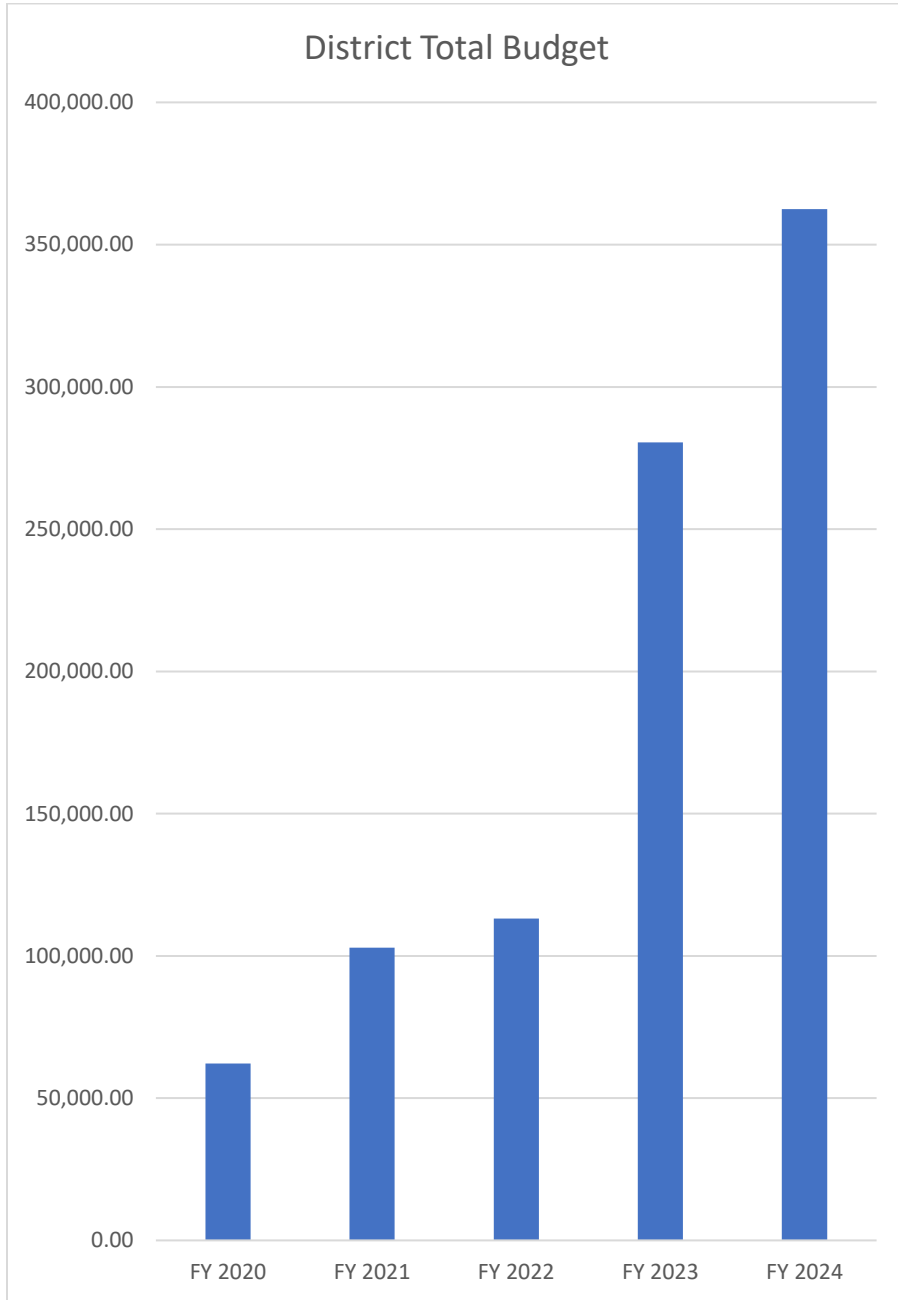
Percentage of Funding by Activity



Staff Time by Task



5-Year District Budget Growth



Windham NRCD FY24 Budget to Actual						
INCOME	Amount	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Total
Membership	0.00					0.00
Donations	0.00		65.00			65.00
Rental Programs						0.00
Stream Table Rental	250.00		150.00	50.00		200.00
Skidder Bridge Rental						0.00
Sales						0.00
Plant and Trout Sales	46,000.00		3,815.85	29,007.03	17,291.87	50,114.75
Workshops	14.00					0.00
Grants:						0.00
Vermont Natural Resources Conservation Council (NRCC):						0.00
NRCC Basin Planning	20,945.00		5,388.75	5,388.75	11,615.06	22,392.56
NRCC Ag-CWIP	39,222.00	17,111.00		17,111.00		34,222.00
NRCC Trees for Streams	24,512.94				24,947.47	24,947.47
NRCC: Core Services Agreement	35,500.00	30,000.00	5,500.00			35,500.00
LISFF Microwetland Planning and Prioritization	3,987.03		4,847.96			4,847.96
District Manager Representative	4,000.00	2,065.79	3,602.50	2,516.25	2,777.50	10,962.04
Project Development	8,898.40				8,262.48	8,262.48
Grant in aid: Greeter and Water Chestnut Survey and Removal:						0.00
DEC Grant in Aid: AIS & Greeter	23,072.00	9,228.80	12,264.20			21,493.00
GRHydro: Greeter Program	5,000.00				5,000.00	5,000.00
Lake Raponda Environmental Fund	8,321.42	2,968.00	5,353.42			8,321.42
Town of Wilmington: Greeter Program	3,500.00	3,500.00				3,500.00
Ames Hill Marlboro Community Center	4,000.00	4,000.00				4,000.00
Marlboro Parks Association	1,000.00	1,000.00				1,000.00
Design and Implementation Block Grant: MARC						0.00
Ellis Brook Implementation	7,400.00				7,165.49	7,165.49
Brattleboro Farmers Market Rain Gardens Preliminary Design	3,508.64				1,968.08	1,968.08
Dummerston Covered Bridge Access Erosion Gully Final Design	8,963.18		5,721.21			5,721.21
Dummerston Covered Bridge Access Erosion Implementation	32,146.67				14,906.21	14,906.21
Jacksonville Berm Removal Preliminary Design Grant	19,700.00				6,054.44	6,054.44
Windham Regional Commission (WRC) - High Meadows Fund Riparian Landowner Outreach and Educ	3,038.75	3,038.75				3,038.75
American Farmland Trust RCPP Project	28,000.00	3,203.97	6,016.84	3,204.35	5,992.31	18,417.47
National Fish and Wildlife Foundation: LISFF Watershed Planning Project	139,532.21			10,246.77	15,289.42	25,536.19
Essex NRCD: Japanese Stilt-grass Early Detection and Rapid Response Project	12,065.70	2,814.00	7,167.08			9,981.08
Vermont Fish and Wildlife: Watershed Grant	3,500.00	2,395.00		700.00	4,000.00	7,095.00
VACD: Wetland Outreach and Education	870.61		870.61			870.61
CSP Assist	5,600.00			1,316.00		1,316.00
Soil Health Training Series	4,030.00			8,060.00		8,060.00
NACD Technical Assistance, Outreach and Education Grant	25,000.00				12,500.00	12,500.00
Vermont Arts Council: Animating Infrastructure Grant	5,000.00		5,000.00			5,000.00
Bank Interest	20.00	2.19	2.44	3.31	4.76	12.70
						0.00
Total Income	526,598.55	81,327.50	65,765.86	77,603.46	137,775.09	362,471.91

							0.00
EXPENSES							0.00
Administration							0.00
Liability and Auto Insurance	2,924.00	615.50		1,383.00	691.50		2,690.00
Other Insurance	0.00						0.00
Board Expenses	3,000.00						0.00
Advertising and Website	1,100.00		843.48	342.32	605.47		1,791.27
Dues and Subscriptions	3,772.50	1,115.00			2,000.00		3,115.00
Donations and Scholarships	0.00						0.00
Rent	0.00						0.00
Utilities	0.00						0.00
Registration and Meeting Expense	1,800.00		2,494.77	104.43	1,111.55		3,710.75
Fees	0.00	47.25	26.25	48.00	118.00		239.50
Miscellaneous	0.00						0.00
Cost of Goods Sold	32,000.00	1,160.00		2,838.95	30,166.49		34,165.44
Other Administration	795.50			206.79			206.79
Membership							0.00
Personnel							0.00
Salaries and Wages	195,449.00	53,762.63	41,861.54	34,037.27	37,887.53		167,548.97
Healthcare	33,274.09	6,178.64	7,726.50	6,732.07	8,126.76		28,763.97
Retirement	1,600.00						0.00
Fringe Benefits	5,226.45	3,768.64	3,224.22	1,573.12	4,749.98		13,315.96
FICA	14,951.85	4,821.96	3,917.85	3,223.89	3,730.18		15,693.88
Unemployment and Workers Compensation	5,570.00	772.64	19.42	2,948.56	1,400.54		5,141.16
Other Personnel	0.00						0.00
Mileage/Travel	8,000.00	2,313.65	2,088.95	1,507.07	2,936.40		8,846.07
Contractual							0.00
Consulting/Engineering	33,979.93	2,758.30	573.07	1,151.63	9,804.22		14,287.22
Construction	32,146.67				12,000.00		12,000.00
Bookeeping	3,000.00				909.50		909.50
Other Contractual	72,657.00	2,814.00	1,994.00	2,465.95	16,919.87		24,193.82
Supplies							0.00
Office Supplies	5,200.00	193.86		439.13	3,012.21		3,645.20
Project Materials	15,740.00	399.92	3,205.00	200.00	9,171.13		12,976.05
Postage	300.00	420.19		190.40			610.59
Equipment	10,870.00		2,752.20				2,752.20
Other Supplies	1,500.00	89.33	1,858.43				1,947.76
Contribute to savings	41,741.56						0.00
Total Expenses	526,598.55	81,231.51	72,585.68	59,392.58	145,341.33		358,551.10
							0.00
Net	0.00	95.99	-6,819.82	18,210.88	-7,566.24		3,920.81

Windham County NRCB
Profit & Loss by Class
 July 2023 through June 2024

	VCF GRWA		Unrestricted Funds	
Income				
Bank Interest	0.00	0.00	12.70	
Donations	0.00	0.00	65.00	
Grants	0.00	0.00	0.00	
Sales Income	0.00	0.00	0.00	
Stream Table Rental	0.00	0.00	0.00	
Total Income	0.00	0.00	77.70	
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	
Total COGS	0.00	0.00	0.00	
Gross Profit	0.00	0.00	77.70	
Expense				
Administration/Other	0.00	0.00	1,858.43	
Contractual	0.00	0.00	0.00	
District Supplies	0.00	0.00	0.00	
Personnel	49.32	1,080.24	0.00	
Total Expense	49.32	1,080.24	1,858.43	
Net Income	-49.32	-1,080.24	-1,780.73	

Windham County NRCB
Profit & Loss by Class
 July 2023 through June 2024

	VACD Rep (Administration)	Americorps Management (NRCC Base Agreement)	Administrative/Non Staff Expens (NRCC Base Agreement)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	10,962.04	0.00	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	10,962.04	0.00	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	10,962.04	0.00	0.00
Expense			
Administration/Other	0.00	0.00	285.58
Contractual	0.00	0.00	0.00
District Supplies	0.00	0.00	0.00
Personnel	6,211.54	14.54	0.00
Total Expense	6,211.54	14.54	285.58
Net Income	4,750.50	-14.54	-285.58

Windham County NRCD
Profit & Loss by Class
 July 2023 through June 2024

	CISMA (non-grant) (NRCC Base Agreement)	Comp Time (Salaried) (NRCC Base Agreement)	Annual Leave (Salaried) (NRCC Base Agreement)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	0.00	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	0.00	0.00
Personnel	288.63	2,734.44	2,944.77
Total Expense	288.63	2,734.44	2,944.77
Net Income	-288.63	-2,734.44	-2,944.77

Windham County NRCD
Profit & Loss by Class
 July 2023 through June 2024

	Sick Leave (Salaried) (NRCC Base Agreement)	Paid Holiday (Salaried) (NRCC Base Agreement)	Staff Supervision (NRCC Base Agreement)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	0.00	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	0.00	0.00
Personnel	2,526.37	4,212.08	354.14
Total Expense	2,526.37	4,212.08	354.14
Net Income	-2,526.37	-4,212.08	-354.14

Windham County NRCD
Profit & Loss by Class
 July 2023 through June 2024

	Website and General Inquiries (NRCC Base Agreement)	Payroll and Financial Records (NRCC Base Agreement)	DM Meetings and Retreats (NRCC Base Agreement)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	0.00	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	0.00	0.00
Personnel	718.88	5,145.52	2,888.04
Total Expense	718.88	5,145.52	2,888.04
Net Income	-718.88	-5,145.52	-2,888.04

Windham County NRCD
Profit & Loss by Class
 July 2023 through June 2024

	Unfunded Meetings and Events (NRCC Base Agreement)	Board Meetings (NRCC Base Agreement)	Grant Research and Writing (NRCC Base Agreement)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	0.00	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	0.00	0.00
Personnel	7,461.76	4,733.15	4,058.36
Total Expense	7,461.76	4,733.15	4,058.36
Net Income	-7,461.76	-4,733.15	-4,058.36

Windham County NRCD
Profit & Loss by Class
 July 2023 through June 2024

	Staff Professional Development (NRCC Base Agreement)	NRCC Base Agreement - Other (NRCC Base Agreement)	Total NRCC Base Agreement (Administration)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	35,500.00	35,500.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	35,500.00	35,500.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	35,500.00	35,500.00
Expense			
Administration/Other	0.00	13,104.63	13,390.21
Contractual	0.00	909.50	909.50
District Supplies	0.00	904.22	904.22
Personnel	2,842.99	40,378.82	81,302.49
Total Expense	2,842.99	55,297.17	96,506.42
Net Income	-2,842.99	-19,797.17	-61,006.42

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	Total Administration	Stream Table (Education Programs)	Plant & Tree & Trout Sale (Education Programs)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	46,462.04	0.00	0.00
Sales Income	0.00	0.00	50,114.75
Stream Table Rental	0.00	200.00	0.00
Total Income	46,462.04	200.00	50,114.75
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	46,462.04	200.00	50,114.75
Expense			
Administration/Other	13,390.21	0.00	34,587.81
Contractual	909.50	0.00	0.00
District Supplies	904.22	0.00	0.00
Personnel	87,514.03	514.62	6,984.59
Total Expense	102,717.96	514.62	41,572.40
Net Income	-56,255.92	-314.62	8,542.35

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	WRC Riparian Landowner O&E (Education Programs)	Windham Foundation Invasives (Education Programs)	Total Education Programs
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	3,038.75	0.00	3,038.75
Sales Income	0.00	0.00	50,114.75
Stream Table Rental	0.00	0.00	200.00
Total Income	3,038.75	0.00	53,353.50
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	3,038.75	0.00	53,353.50
Expense			
Administration/Other	0.00	0.00	34,587.81
Contractual	0.00	0.00	0.00
District Supplies	32.09	0.00	32.09
Personnel	974.63	81.25	8,555.09
Total Expense	1,006.72	81.25	43,174.99
Net Income	2,032.03	-81.25	10,178.51

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	Dummerston Implementation (Stormwater Remediation)	Farmers Market Rain Gardens (Stormwater Remediation)	Total Stormwater Remediation
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	14,906.21	1,968.08	16,874.29
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	14,906.21	1,968.08	16,874.29
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	14,906.21	1,968.08	16,874.29
Expense			
Administration/Other	45.10	0.00	45.10
Contractual	13,673.50	368.75	14,042.25
District Supplies	0.00	0.00	0.00
Personnel	688.86	741.05	1,429.91
Total Expense	14,407.46	1,109.80	15,517.26
Net Income	498.75	858.28	1,357.03

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	Storm Drain Project (NR Conservation and Restoration)	Jacksonville Berm Removal (NR Conservation and Restoration)	Ellis Brook Project (NR Conservation and Restoration)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	5,000.00	6,054.44	7,165.49
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	5,000.00	6,054.44	7,165.49
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	5,000.00	6,054.44	7,165.49
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	5,372.35	3,910.00
District Supplies	46.58	0.00	118.00
Personnel	0.00	636.97	1,273.92
Total Expense	46.58	6,009.32	5,301.92
Net Income	4,953.42	45.12	1,863.57

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	Dummerston Gully Design (NR Conservation and Restoration)	Wetlands Outreach and Education (NR Conservation and Restoration)	Watershed Grant CISMA Mapping (SE VT CISMA)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	5,721.21	870.61	7,095.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	5,721.21	870.61	7,095.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	5,721.21	870.61	7,095.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	2,962.62	0.00	0.00
District Supplies	0.00	0.00	585.52
Personnel	1,147.72	878.65	2,405.08
Total Expense	4,110.34	878.65	2,990.60
Net Income	1,610.87	-8.04	4,104.40

Windham County NRC
Profit & Loss by Class
 July 2023 through June 2024

	Stiltgrass EDRR (SE VT CISMA)	SE VT CISMA - Other (SE VT CISMA)	Total SE VT CISMA (NR Conservation and Restoration)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	9,981.08	0.00	17,076.08
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	9,981.08	0.00	17,076.08
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	9,981.08	0.00	17,076.08
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	4,808.00	0.00	4,808.00
District Supplies	3,105.00	0.00	3,690.52
Personnel	4,578.95	1,364.09	8,348.12
Total Expense	12,491.95	1,364.09	16,846.64
Net Income	-2,510.87	-1,364.09	229.44

**Windham County NRCB
Profit & Loss by Class
July 2023 through June 2024**

	TFS Meadows (NRCC TFS)	TFS Londonderry (NRCC TFS)	TFS Woodcock (NRCC TFS)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	7,003.75	3,801.54	14,142.18
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	7,003.75	3,801.54	14,142.18
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	7,003.75	3,801.54	14,142.18
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	3,200.00	0.00	7,520.00
District Supplies	2,000.00	1,872.00	4,700.00
Personnel	620.74	696.98	754.18
Total Expense	5,820.74	2,568.98	12,974.18
Net Income	1,183.01	1,232.56	1,168.00

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09/18/24

Accrual Basis

Windham County NRCD
Profit & Loss by Class
July 2023 through June 2024

	<u>NRCC TFS - Other</u> <u>(NRCC TFS)</u>	<u>Total NRCC TFS</u> <u>(NR Conservation and Restoration)</u>	<u>NRCC Basin Planning</u> <u>(NR Conservation and Restoration)</u>
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	24,947.47	22,392.56
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	<u>0.00</u>	<u>24,947.47</u>	<u>22,392.56</u>
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	0.00	24,947.47	22,392.56
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	10,720.00	0.00
District Supplies	0.00	8,572.00	0.00
Personnel	270.32	2,342.22	16,086.91
Total Expense	<u>270.32</u>	<u>21,634.22</u>	<u>16,086.91</u>
Net Income	<u>-270.32</u>	<u>3,313.25</u>	<u>6,305.65</u>

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	NRCC Project Development (NR Conservation and Restoration)	LISFF Wetlands (NR Conservation and Restoration)	2024 Somerset Greeter Program (Grant in Aid 2024)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	8,262.48	4,847.96	2,500.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	8,262.48	4,847.96	2,500.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	8,262.48	4,847.96	2,500.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	0.00	53.49
Personnel	3,900.98	2,036.85	0.00
Total Expense	3,900.98	2,036.85	53.49
Net Income	4,361.50	2,811.11	2,446.51

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	2024 Harriman Greeter Program (Grant in Aid 2024)	Water Chestnut (Grant in Aid 2024)	GIA Admin (Grant in Aid 2024)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	2,500.00	0.00	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	2,500.00	0.00	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	2,500.00	0.00	0.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	9.98	0.00
Personnel	0.00	1,501.37	773.95
Total Expense	0.00	1,511.35	773.95
Net Income	2,500.00	-1,511.35	-773.95

Windham County NRCB
Profit & Loss by Class
 July 2023 through June 2024

	Grant in Aid 2024 - Other (Grant in Aid 2024)	Total Grant in Aid 2024 (Grant-in-aid)	Water Chestnut Survey Project (Grant in Aid 2023)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	5,000.00	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	5,000.00	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	5,000.00	0.00
Expense			
Administration/Other	230.00	230.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	49.22	112.69	0.00
Personnel	236.26	2,511.58	2,661.86
Total Expense	515.48	2,854.27	2,661.86
Net Income	-515.48	2,145.73	-2,661.86

Windham County NRCB
Profit & Loss by Class
 July 2023 through June 2024

	Harriman Greeter Program 2023 (Grant in Aid (Greeter and Admin))	Lake Raponda Greeter Program 23 (Grant in Aid (Greeter and Admin))	South Pond Greeter Program (Grant in Aid (Greeter and Admin))
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	11,821.42	5,000.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	11,821.42	5,000.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	11,821.42	5,000.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	14.60	0.00
Personnel	2,115.36	16,023.82	8,373.88
Total Expense	2,115.36	16,038.42	8,373.88
Net Income	-2,115.36	-4,217.00	-3,373.88

Windham County NRCB
Profit & Loss by Class
 July 2023 through June 2024

	Somerset Greeter 2023 (Grant in Aid (Greeter and Admin))	Grant in Aid (Greeter and Admin - Other (Grant in Aid (Greeter and Admin))	Total Grant in Aid (Greeter and Admin (Grant in Aid 2023))
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	0.00	0.00	16,821.42
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	0.00	0.00	16,821.42
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	0.00	0.00	16,821.42
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	21.90	36.50
Personnel	7,743.78	1,412.75	35,669.59
Total Expense	7,743.78	1,434.65	35,706.09
Net Income	-7,743.78	-1,434.65	-18,884.67

Windham County NRCB
Profit & Loss by Class
 July 2023 through June 2024

	Grant in Aid 2023 - Other (Grant in Aid 2023)	Total Grant in Aid 2023 (Grant-in-aid)	Grant-in-aid - Other (Grant-in-aid)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	21,493.00	38,314.42	0.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	21,493.00	38,314.42	0.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	21,493.00	38,314.42	0.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	36.50	0.00
Personnel	166.19	38,497.64	149.49
Total Expense	166.19	38,534.14	149.49
Net Income	21,326.81	-219.72	-149.49

Windham County NRC
Profit & Loss by Class
 July 2023 through June 2024

	Total Grant-in-aid (NR Conservation and Restoration)	NR Conservation and Restoration - Other (NR Conservation and Restoration)	Total NR Conservation and Restoration
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	43,314.42	0.00	145,652.72
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	43,314.42	0.00	145,652.72
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	43,314.42	0.00	145,652.72
Expense			
Administration/Other	230.00	0.00	230.00
Contractual	0.00	0.00	27,772.97
District Supplies	149.19	0.00	12,576.29
Personnel	41,158.71	218.43	78,029.48
Total Expense	41,537.90	218.43	118,608.74
Net Income	1,776.52	-218.43	27,043.98

Windham County NRCB
Profit & Loss by Class
 July 2023 through June 2024

	NACD TA Grant (Ag Programs)	Soil Training Series (Ag Programs)	CSP Assist (Ag Programs)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	12,500.00	8,060.00	1,316.00
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	12,500.00	8,060.00	1,316.00
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	12,500.00	8,060.00	1,316.00
Expense			
Administration/Other	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
District Supplies	0.00	0.00	0.00
Personnel	3,070.43	1,247.34	673.58
Total Expense	3,070.43	1,247.34	673.58
Net Income	9,429.57	6,812.66	642.42

**Windham County NRC
Profit & Loss by Class
July 2023 through June 2024**

	LISFF Watershed Planning (Ag Programs)	Ag-CWIP (Ag Programs)	AFT RCPP (Ag Programs)
Income			
Bank Interest	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Grants	25,536.19	34,222.00	18,417.47
Sales Income	0.00	0.00	0.00
Stream Table Rental	0.00	0.00	0.00
Total Income	25,536.19	34,222.00	18,417.47
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	25,536.19	34,222.00	18,417.47
Expense			
Administration/Other	613.86	2,779.18	0.00
Contractual	8,665.82	0.00	0.00
District Supplies	329.75	326.11	0.00
Personnel	13,764.59	28,305.13	15,590.87
Total Expense	23,374.02	31,410.42	15,590.87
Net Income	2,162.17	2,811.58	2,826.60

Windham County NRC
Profit & Loss by Class
 July 2023 through June 2024

	Total Ag Programs	Unclassified	TOTAL
Income			
Bank Interest	0.00	0.00	12.70
Donations	0.00	0.00	65.00
Grants	100,051.66	0.00	312,079.46
Sales Income	0.00	0.00	50,114.75
Stream Table Rental	0.00	0.00	200.00
Total Income	100,051.66	0.00	362,471.91
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	100,051.66	0.00	362,471.91
Expense			
Administration/Other	3,393.04	0.00	53,504.59
Contractual	8,665.82	0.00	51,390.54
District Supplies	655.86	0.00	14,168.46
Personnel	62,651.94	177.50	239,487.51
Total Expense	75,366.66	177.50	358,551.10
Net Income	24,685.00	-177.50	3,920.81

Windham County NRC D
Balance Sheet
 As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
WCD Brat S & L	50,423.17
Total Checking/Savings	50,423.17
Accounts Receivable	
Accounts Receivable	27,270.31
Total Accounts Receivable	27,270.31
Total Current Assets	77,693.48
TOTAL ASSETS	77,693.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	23,147.42
Total Accounts Payable	23,147.42
Other Current Liabilities	
Payroll Liabilities	
Federal Withholding	1,244.00
FUTA	92.95
Medicare	406.22
Social Security	1,736.90
VT Department of Labor	-210.19
VT Dept of Taxes Withholding	-59.47
Total Payroll Liabilities	3,210.41
Total Other Current Liabilities	3,210.41
Total Current Liabilities	26,357.83
Total Liabilities	26,357.83
Equity	
Pr Yr Cumulative Net Assets	47,414.84
Net Income	3,920.81
Total Equity	51,335.65
TOTAL LIABILITIES & EQUITY	77,693.48

District Manager's Report

September 17, 2024

Updates:

**for more information about each grant agreement/area of work, please see the attached summary document.*

-Financials:

-As of 8/30/2024 we have a balance of \$90,912.42 of equities minus liabilities (on a cash basis). For comparison, we had:

\$97,077.26 on 7/31/2024 (last month)

\$17,137.13 on 8/31/2023 (last year)

-Basin Planning:

-We're still waiting for payment on our Q4 invoice from NRCC.

-Cory, Isabel and Garrett are planning to attend the Regional Coordination Meeting on 9/19.

-Cory coordinated a meeting of relevant partners to continue the discussion about the possible buyouts of the Sitzmark Lodge and Wheeler Farm. Cory submitted pre-applications to the Vermont Emergency Management's Hazard Mitigation Fund for both buyouts, as well as for the final design and implementation of the berm removal and floodplain restoration in Jacksonville.

-The Wilmington Selectboard is planning to discuss the Wheeler Farm situation at a meeting soon. Donald Campbell from VLT is planning to attend to help promote this opportunity to protect the town from future flooding.

-Cory continued to coordinate with the landowner of the Sitzmark Lodge. He remains on board but the long timeline on the buyout may still present a challenge for keeping him supportive of the project.

-Cory and Heather met with Marie and Ryan O'Donnel (CRC) to discuss the potential for a new monitoring initiative aimed at the direct tributaries to the CT River in the lower watershed (basically Sacketts Brook to the state line). Marli Rupe at DEC may have some available funding to support this work. She's waiting to find out about some other costs associated with her grant program before she'll be able to tell us how much funding might be available, so we're holding off on any specific grant writing until we learn more.

-Isabel hosted an event on September 6 in the Harmony Lot in Brattleboro as part of Gallery Walk to promote the new mural and recruit volunteers for the Adopt a Storm Drain Program. Julia King (new VACD Communications Manager) joined this event.

-Heather organized a follow up meeting to discuss what we observed on the Basin 12 Windshield Ag Tour on August 27.

-Isabel is planning to bring the stream table to the Mount Snow Wildlife Festival this Sunday. The table has been rented out by BEEC for the past month. They operated it at the Marlboro Fair last weekend. Cory prepared some materials for them to hand out about the district at this event. Cory picked up the table from BEEC this week.

Vermont DEC Aquatic Invasives Grant in Aid Award:

-The greeting programs have all ended for the season. Final payroll has been processed for all greeters. Cory will need to complete final reporting before we can invoice for the remaining amounts due (60% of the award from DEC, as well as the remaining balances to the Lake Raponda Environmental Foundation and the Ames Hill Marlboro Community Center (less the \$1,000 the Town of Marlboro pledged (they still need to be invoiced for this amount)). Final reporting and invoicing to DEC are due by the end of November.

-Isabel has continued to lead water chestnut removal outings on the CT River. This work will continue for a few more weeks.

Ag-CWIP

-Payment received on invoice #2 from NRCC. We are up to date with reporting and payments on this grant.

-Isabel published another e-newsletter.

-Heather attended CPA 52 Training.

-Heather and Isabel attended the final soil health training field day as part of the program being led by Franklin NRCD.

-Heather made more site visits to farms seeking assistance, coordinated a farm teams meeting and completed additional soil sampling.

-Heather sent out the monthly funding newsletter for producers.

-The ARS hiring process is complete. Thanks to Heather, Linda, Meg and Geof for helping with second round interviews for two candidates. A third candidate withdrew from considerations. After checking references, a tentative offer (pending board approval) was made to a candidate for this position. This candidate's materials are included in board materials this month for board consideration at the September meeting.

-Heather hosted a workshop at Giant Journey Farm in Newfane on September 14: *Decolonizing Your Garden: Supporting Abenaki Food Sovereignty*.

-Cory, Heather and Garrett helped host the Birding on the Farm Workshop at Wild Carrot Farm on September 13.



Jesse from Wild Carrot Farm explains their rotational grazing approach during the September 13 Birding on the Farm in Brattleboro.

DM Rep

- Cory attended the District Manager Meeting on August 26.
- Cory attended a kickoff meeting with the VACD consultants who will be working with VACD and District Staff and Supervisors to identify opportunities for improved collaboration and sharing of services.
- Cory attended the VACD Capacity Building Committee Meeting on September 4.
- Cory worked with Sarah Damsell (Orleans NRCD DM) to develop a survey for DMs on their desired outcomes from the consultants' work. Cory and Sarah will review these results and schedule a meeting with the consultants to go over what we've learned. Cory also had several conversations with district managers about their concerns following the recent letter from White River NRCD's Board.

NACD TA

- NACD has released the RFP for next year's funding. Proposals are due October 7. Our current agreement is part of an award to the White River NRCD that we and Bennington partnered on. Cory met with Jill on August 27 to discuss our capacity and funding needs for ag programming. VACD may submit a proposal on behalf of all interested districts this time in there is enough support. Districts had a

planning meeting on September 10th. Jill is going to send out a document for all of us to fill in with our requests for this grant so we can see if a combined proposal makes sense. We have \$50,000 in funding from this grant and would like to remain level funded to support the new ARS position. If VACD chooses not to apply on our behalf, we'll either apply again with White River or apply by ourselves.

AFT RCPP

-Payment on July Invoice Received.

-August invoice submitted.

-Heather attended the Partner Meeting on September 3. There are a number of changes coming to this program as AFT begins to spend down the remaining funds in their RCPP agreement with NRCS. Many of the financial assistance components of the program are either done now or will be done after the next funding application deadline. AFT has committed to providing the funding for TA to partners (this funds Heather's position and will fund some of the new ARS position) that they agreed to at the start of the project. We can use these funds for technical assistance.

-Heather worked on a couple of conservation plans for NRCS.

Vermont Community Foundation Healthy Watersheds Funding

-Cory attended the kickoff meeting for the "Healthy Watersheds Cohort" on September 4.

-This funding source will support Isabel's outreach and education work concentrating on riparian stewardship. Funding will also support the district assisting the Green River Watershed Alliance. Attending the cohort meetings is a required deliverable as well. VCF wants this to be cohort led. We are not required to submit any grant reports to this funder, but instead can report out at these meetings verbally.

NRCC Core Services

- Cory submitted our approved workplans and FY25 Budget to NRCC.
- Our programmatic and financial reporting for FY24 were due September 15. We're a little behind on the financial reports so Cory reached out to Lina for extension. Cory hopes to have the financial reports done by early next week.

US Fish and Wildlife Service Silvia O Conte NWR Invasive Species Funding

- We have a signed and executed agreement for these funds.
- Our first invoice was submitted, and payment received (on the same day!!).
- Cory needs to develop a sub agreement for Essex NRCD for their portion of the project.

Long Island Sound Futures Fund Watershed Planning Project

- Isabel has been responding to public questions about the survey and gift cards.
- Cory submitted the invoice for May and June to NFWF.
- We held a steering committee meeting on September 16 in Norwich, VT. Isabel prepared a detailed report on the survey results and demographics of survey respondents so far. We had planned to end the survey now, but the steering committee agreed to extend the deadline so we can collect more responses. We have around 80 valid responses so far and had a goal of ~280. The steering committee would like us to focus on gathering more detailed information via follow-up interviews. The consensus was that we can't afford (nor do we have the time) to do the type of field trials that we were hoping to do in this grant round. Cory will reach out to NFWF to find out what level of flexibility there is in our scope of work and timeline. If NFWF will allow us to spend the funds on developing testing methodology and setting up more extensive field trails without actually implementing them in this grant round we can likely secure funding for implementation through another funding source.

Lake Raponda Shoreline Erosion Practices Preliminary Design

- Kickoff meeting was held August 22nd at the Green Mountain Beach.
- Cory attended a follow up meeting with the engineers and permit staff at DEC to discuss permitting requirements and limitations for this site.
- DuBois and King completed the alternatives analysis. Cory has scheduled a review meeting for September 19 at the lake.

Other Updates

- Cory met with Phyllicia Moore and Olivia Carlson (NRCS) on September 3rd to discuss logistics for amending our Unfunded Cooperative Agreement to allow 5 employees. NRCS will allow us to house up to 5 people, but will only provide a government computer to the new ARS position. They did not feel that the AmeriCorps position description included enough NRCS work to justify the cost. Cory submitted some revised paperwork to NRCS, so we are now waiting for the new UCA for board approval.
- Staff began work on reorganizing the office to provide five workspaces last week. We moved materials into the supply closet to create more space. We thought we were going to be able to use two existing tables to create a five-person workspace "island". However, one of the tables collapsed when we tried to move it. We'll need to order some new furniture for the office. Cory found some tables from Staples that look like a good fit. Our tax-exempt account with Staples has expired. Cory submitted the paperwork to re-establish our tax-exempt status and create a business account that will allow us to make purchases and pay by invoice. Once this is set up we will order the furniture we need.
- Garrett Manchester started as Conservation Assistant through the AmeriCorps Program on September 12. Cory ordered a computer with district funds for him to use. His background check paperwork has been submitted to Bambi at USDA. Until the background check comes back he can only be in the office when another district staff member is present.
- Cory and Pieter presented a basic overview of the SE VT CISMA and common invasives to the Green Mountain Gardeners in Londonderry on September 9th.

- Cory had another meeting with Josh Roberts and Jason Whitney from Whitney Pension Associates, along with Nick Randolph from Transnational to continue setting up the 401ks. We'll need to make some changes to our benefit policy to make it consistent with how the 401K will function (for example – requiring employees to work 1,000 or more hours in a year to become eligible for the program. Current employees will be grandfathered in (as long as they have at least 1,000 service hours this year) and new employees will not be able to enroll in the program until they hit that mark. This was necessary to avoid the required match for seasonal employees (which our funders won't pay).
- Planning for the 2024 Annual Meeting has continued. We paid the deposit for the Porch Too Catering and have secured musicians to play during dinner. We still need a keynote speaker. Registration is now up on the website. Heather created a flier. Cory emailed board members links to the planning document and the invitation list. Thank you to those of you who were able to add suggestions.
- Heather attended the VACD DEI Committee Meeting.

Reference Materials *

**Not updated monthly, only as grants change status*

Current Grant Awards:

Watersheds United Vermont Workforce Capacity Development Grant

- This 18-month agreement funds a variety of capacity building purchases and investments. The primary components of this are:
 - Funding for a new website
 - Purchase of a storage shed
 - Strategic Planning including a consultant
 - Financial assistance including hiring a consultant to help us set up a better system
 - Creation of emergency and transition plans for district staff.
 - Professional development for staff, including wetland delineation training for Isabel
- Lyn Muno and Tobiah Schulman at WUV are the contacts for this grant.

- 90% of funds will be paid up front, with the remaining 10% upon completion of all grant activities. Agreement includes a claw-back provision if we fail to spend some of the money on eligible expenses.

NRCC: Core Agreement (FY25)

- Block grant administered by NRCC, current agreement has been signed and is awaiting execution for \$35,500. The agreement runs 7/1/24 through 6/30/25. Deliverables on the agreement are:
 - FY25 Work Plan and Budget
 - FY24 Project Results Reporting
 - FY24 Financial Reporting
 - Supervisor Election Process
 - NRCC Supervisor Union Representation
- In addition to these deliverables, the agreement lists “operational standards” that the district is expected to maintain. These are:
 - Maintaining an updated natural resource assessment for the district to provide basis for project and program development.
 - Developing projects and programs addressing resource concerns and securing of grants, contractual agreements or other financial support needed to support implementation.
 - Executing annual supervisor election processes, including posting legal notice holding annual board seat elections or appointments and updating the board directory.
 - Holding regular board meetings and annual meeting
 - Maintaining updated policies and procedures
 - Providing monthly financial reports for review by Board of Supervisors or Board Treasurer, including Balance Sheet, Profit and Loss Report and Check Register
 - Conducting annual performance assessment and annual employee performance reviews
 - Providing annual financial and performance accountability to NRCC.
 - Clare Ireland at NRCC is the primary contact for this grant.
 - Key due dates:
 - Executed Subagreement – 7/1/24
 - FY26 Budget for NRCC and Legislative Advocacy Work – 7/22/24
 - FY24 Work Plan and Budget – 9/15/24
 - FY24 Projects and Financial Reporting – 9/15/24
 - Supervisor Election Process – 12/15/24
 - Updated Supervisory Directly – 1/31/25

NRCC: Basin Planning (FY24)

This is a block grant administered by NRCC. Timeline is July 1, 2023 – June 30, 2024. Our award was for \$21, 555 in funding to support a variety of water quality work and regional coordination, including:

- Running the Local Working Group process
- Attending annual meetings of the LRA, CRC, GRWA and conducting outreach to these and other watershed groups.
- Plan and run a Nitrogen-reduction working group (this will pair with the LISFF project if funded)
- Technical Assistance to non-ag landowners in littoral and riparian settings.
- Support for the basin planning process in Basin 12 (Deerfield).
- Public outreach and education regarding the Lakewise Program at Lake Raponda, South Pond and Sadawga.
- Public outreach and education regarding riparian stewardship through tabling at public events, such as the Guilford Fair and the Herrick’s Cove Wildlife Festival.

NRCC Basin Planning (FY25)

This is a block grant administered by NRCC. Timeline is July 16, 2024 – July 15, 2025. Clare Ireland is the primary contact at NRCC for this grant (with Jess Miller filling in while Clare is on maternity leave) Our award was for \$28,330 in funding to support a variety of water quality work and regional coordination, including:

- Participation in monthly regional coordination meetings by Cory and Isabel.
- Participation by staff in meetings with key stakeholders including the Lake Raponda Association and the Green River Watershed Alliance to increase education and outreach on natural resource restoration and protection needs and opportunities through coordination on opportunities for projects and information sharing. Meetings with other stakeholder groups as opportunities arise to develop new public access greeter programs along the CT river. Also funds participation in the Southeast Vermont Cooperative Invasive Species Management Association steering committee, attendance at Watershed United Vermont’s Annual Meeting, West River Restoration Meetings, the Scaling Up Dam Removals Workgroup meetings and the 30x30 workgroup meetings.

- Creation of a district-led Newton Brook workgroup aimed at identifying obstacles to implementation of restoration practices to improve water quality to plan watershed-level monitoring and restoration efforts. Launch a limited water quality testing program on Newton Brook with partners including Connecticut River Conservancy (CRC).
- Tabling (including with the stream table) at public events including Brattleboro's First Friday Gallery Walks, CRC's Riverfest, Mount Snow Wildlife Festival and the Herrick's Cove Wildlife Festival. Staff will also conduct outreach and education to the Lake Raponda, South Pond and Sadawga lake communities regarding the Lakewise Program.
- Continued work on the "Adopt A Storm Drain" Program in Brattleboro.
- 2 workshops on topics such as rain gardens, rain barrels or benefits of riparian buffers.
- Outreach to businesses about best management practices for land along rivers, with the focus being on women and minority-owned businesses.
- Technical assistance to non-agricultural landowners to help the protect water quality, improve flood resilience and support littoral and riparian habitat through appropriate stewardship.
- Targeted outreach to forest landowners to support adoption of agroforestry management practices and to promote the district's skidder bridge program.
- Host a Vermont Invasive Patrollers Workshop to train members of the public on aquatic invasive species identification and reporting procedures.
- Refer water quality concerns to appropriate staff at DEC and VAAFM.
- Respond to initial contacts from land owners to support identifying and developing future projects for the district's project development program.
- Support Tactial Basin Plan Development by reading and reviewing draft plan and providing feedback and hosting public comment sessions.
- Training for staff including Rivers and Roads Training and Watershed Forestry Partnership's Annual Conference.

Ellis Brook Floodplain Restoration and Berm Removal Implementation

- This is a block grant administered MARC for clean water restoration projects. MARC has awarded us funds to complete the berm removal and buffer plantings on a property in Dover and Wilmington. Mary Nealon and Bear Creek Environmental were contacted to complete the design work and will likely be contacted to oversee the berm removal. We have an executed grant agreement for this project for a total of \$95,195 and all deliverables must be completed by 12/31/24.

Dummerston Covered Bridge Access Erosion Gully Design Project

- This is a block grant administered by the Mount Ascutney Regional Commission, using clean water block grant funding from the State of Vermont. We have been awarded

\$17,496.96 to create final designs for the creation of a safe access to the river at the Dummerston Covered Bridge on the West River. The primary contact for this grant is Chris Yurek.

- We have an agreement with Watersheds United Vermont for the implementation of this project. This award is for up to \$39,763 and deliverables must be completed by 9/30/25.

Brattleboro Farmers Market Rain Gardens Preliminary Design

- This is a block grant administered by the Mount Ascutney Regional Commission, using clean water block grant funding from the State of Vermont. We have been awarded \$20,065.05 to create preliminary (30%) designs for the creation of 5-8 stormwater best management practices (BMPs) for the treatment of stormwater before it reaches the Whetstone Brook. The primary contact for this grant is Chris Yurek.

Southeast Vermont CISMA (these are grants that the district holds but that CISMA partners assist with implementation)

Windham Foundation

- This is a direct grant to Windham NRC from the Vermont Community Foundation. This \$3,000 award funds:
 - Assessments of town forests, public parks and public-facing businesses for woody invasives.
 - Coordination of community workdays to address infestations
 - Funding for AIS surveys at Harriman, Somerset and Raponda.
 - Funding for the Harriman Greeter Program.

NRCC: Ag-CWIP

- This is a block grant managed by NRCC. Emily Nummer is the primary contact. The four-year agreement runs from November 1, 2022 through June 1, 2026. This grant funds:
 - Outreach and education efforts focused on clean water and healthy soils, including workshops for producers and the public.
 - Technical Assistance to producers aimed at supporting practices that protect and restore water quality and soil health; includes on-farm visits by staff as well as coordinating farm teams meetings to develop broad support for producers with partner agencies and nonprofits.

- Soil sampling assistance
- Purchase of soil probes to create an equipment library for producers to borrow as needed.
- Conservation Practice Surveys
- The purchase of capacity building equipment including cell phones, grant management software and GIS.

American Farmland Trust RCPP

- American Farmland Trust has an RCPP agreement to implement regenerative soil health practices throughout New England. We have a contract with AFT for Windham NRCD to host a 0.5 FTE conservation planner position to complete work in Windham, Bennington and portions of Windsor counties.
- Invoices are due monthly for our costs.
- Total contract is for \$200,000 and runs through 9/30/2026.

Vermont DEC Grant in aid: Aquatic Invasive Species 2024

This funding source from the Vermont Department of Environmental Conservation supports greeter programs and aquatic invasive species survey and removal efforts. Kim Jensen is the primary contact at VT DEC for this work. Olin Reed is the primary contact for support with greeter training and the Survey 123 Application for data management.

Our award includes the following funding:

Water Chestnut Survey and Removal at four sites - \$23,989

Harriman Reservoir Greeter Program - \$6,082

Somerset Reservoir Greeter Program - \$6,000

Lake Raponda Greeter Program - \$20,280

South Pond Greeter Program - \$11,700.

NRCC DM Rep

This small agreement with NRCC pays for Cory to act as District Manager Representative. Cory attends statewide coordination meetings, helps plan and facilitate district manager meetings and works to support better collaboration

between district managers and with state and federal partners. The agreement runs from July 1, 2024 – June 30, 2026. Clare Ireland at NRCC is the contact for this grant.

National Fish and Wildlife Foundation – Long Island Sound Futures Fund

- We have an executed agreement with the National Fish and Wildlife Foundation for the below work:
- Working with Marie Caduto and Marli Rupe (DEC) on an application for a 3-year planning project to begin development of nitrogen reduction modeling for ag practices in the CT River Valley. Project would bring together state, federal and district staff along with researchers from UVM, UNH and Dartmouth to identify practices for Nitrogen reduction on farms. Part of this project will include stakeholder meetings with producers to help build a framework for N reduction practices that are compatible with CT River Valley farms. This could potentially lead to a multi-year implementation project in the future. Proposal would provide \$32,000 for Windham NRCD to serve as the coordinator for the Vermont portion of the project.
 - Application was submitted May 19. We ended up having enough match from VT DEC, NH DES, UNH-Extension, UVM-Extension and other partners to not need any matching funds of our own. This may prove useful down the road if we want to use Ag-CWIP as match for another program proposal. The final proposal was for \$418,596. Much of this will be subcontracted to partners

National Association of Conservation Districts Technical Assistance, Education and Outreach Grant

Windham NRCD partnered with White River NRCD and Bennington NRCD on a application to this funding source to support increased outreach, education and technical assistance to producers. Our application was partially funded for \$291,000. We are using these funds to support adding an agricultural resource specialist who will work with Heather (~\$50,000). Other funds are supporting an engineer in the Rutland office who will support NRCS work throughout the South Zone. Josh Carvajal is the engineer doing this work. We have an agreement executed with White River NRCD as a sub-recipient.

Jennifer Byrne is the contact for this grant.

Pending Grant Awards:

Whitingham WISPr (Water Infrastructure Sponsorship Program)

-The Town of Whitingham is in the process of replacing their wastewater system. This program will provide the town with savings on their clean water revolving fund loan for up to 10% of the total project cost if they spend the same amount on clean water projects during the project timeline. Windham NRCD and Windham Regional Commission have been partnering to develop a suite of projects to take advantage of these funds. The timeline for this work and specific guidance is still being developed by DEC, but we anticipate beginning work in June of 2024. WRC has agreed to serve as the fiscal agent for these funds (will likely be around \$350,000). The district will have significant opportunities to develop and oversee natural resources projects, as there will be too much work in too short of a time for WRC to do the work themselves.

Grant proposals and other opportunities

Japanese Stilt Grass Early Detection Rapid Response

Submitted a proposal for additional funding to continue the mapping and removal efforts for stilt grass. The final proposal is for a 2-year, \$31,221.60 proposal that would support 200 hours per year for Isabel to serve as point person and coordinator on early detection rapid response efforts, 160 hours per year for a seasonal staff person to work on invasives mapping and removal, and funding for contractors to assist with mapping and removal and chemical applications where appropriate. Rachel Cliche at Silvia O Conte NWR is the contact person for this grant.

Master List of Acronyms

last update 9/15/22 – not exhaustive

319	Federal Clean Water Act, Section 319
604(b)	Federal Clean Water Act, Section 604b
A(1)	Class A(1) Water Management
A(2)	Class A(2) Water Management
ACWIP	Agricultural Clean Water Initiative Grant Program
AIS	Aquatic Invasive Species

AMA	Agricultural Management Assistance Program
AMP	Acceptable Management Practice
ANS	Aquatic Nuisance Species
ANR	Agency of Natural Resources
AOP	Aquatic Organism Passage
AR	American Rivers
ARRA	American Reinvestment & Recovery Act
B(1)	Class B(1) Water Management
B(2)	Class B(2) Water Management
BASS	Biomonitoring and Aquatic Studies Section, DEC Watershed Management Div.
BCCD	Bennington County Conservation District
BCRC	Bennington County Regional Commission
BMP	Best Management Practice
BR	Better Roads Program
BRAT	Black River Action Team
BWQC	Basin Water Quality Council
CAP	Conservation Activity Plan
CCNRCD	Chittenden County Natural Resources Conservation District
CCP	Corridor Conservation Plan
CISMA	Cooperative Invasive Species Management Area
CNMP	Comprehensive Nutrient Management Plans
CRC	Connecticut River Conservancy
CREP	Conservation Reserve Enhancement Program
CRJC	Connecticut River Joint Commissions
CRP	Conservation Reserve Program
CWA	Federal Clean Water Act
CWIP	Clean Water Initiative Program
CWSP	Clean Water Service Provider
CWSRF	Clean Water State Revolving Fund
DEC	Department of Environmental Conservation
DIBG	Design-Implementation Block Grant
DPW	Department of Public Works
DWSRF	Drinking Water State Revolving Fund
EBTJV	Eastern Brook Trout Joint Venture
EQIP	Environmental Quality Incentive Program
ERAF	Emergency Relief and Assistance Fund
ERP	Ecosystem Restoration Program
EU	Existing Use
EWP	Emergency Watershed Protection Program
FAP	Farm Agronomic Practices
FEH	Fluvial Erosion Hazard
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
FOVLAP	Federation of Vermont Lakes and Ponds
FSA	Farm Service Agency (USDA)

GIS	Geographic Information System
GMNF	Green Mountain National Forest
GRWA	Green River Watershed Alliance
ICAR	Interagency Committee on Administrative Rules
IDDE	Illicit Discharge Detection and Elimination
LCAR	Legislative Committee on Administrative Rules
LCBP	Lake Champlain Basin Program
LFO	Large Farm Operation
LiDAR	Light Detection and Ranging
LID	Low Impact Development
LIP	Landowner Incentive Program
LIS	Long Island Sound
LISFF	Long Island Sound Futures Fund
LTP	Land Treatment Planner
LWM	Large Woody Material
MAP	Monitoring and Assessment Program
MARC	Mount Ascutney Regional Commission
MFO	Medium Farm Operation
MPG	Municipal Planning Grant
MRGP	Municipal Roads General Permit
NASS	National Agricultural Statistics Service
NFIP	National Flood Insurance Program
NMP	Nutrient Management Plan
NEAS	New England Agricultural Statistics
NEGEF	New England Grassroots Environmental Fund
NFWF	National Fish and Wildlife Foundation
NOAA	National Oceanic and Atmospheric Administration
NOFA	Northeast Organic Farming Association of Vermont
NPDES	National Pollution Discharge Elimination System
NPS	Non-point source pollution
NRCC	Natural Resource Conservation Council
NRCD	Natural Resource Conservation District
NRCS	Natural Resources Conservation Service
ONRCD	Ottawaquechee Natural Resources Conservation District
ORG	Ottawaquechee River Group
ORW	Outstanding Resource Water
PDM	Pre-Disaster Mitigation
PFW	Partners for Fish and Wildlife
R,T&E	Rare, Threatened and Endangered Species
RAP	Required Agricultural Practice
RCE	River Corridor Easement
RCP	River Corridor Plan
RCPP	Regional Conservation Partnership Program
RP	Rivers Program
RPC	Regional Planning Commission
RRP	Rock River Preservation

SCA	Student Conservation Association
SEP	Supplemental Environmental Program
SFO	Small Farm Operation
SGA	Stream Geomorphic Assessment
SHPO	State Historic Preservation Office
SPA	Source Protection Area
SVNMP	Southern Vermont Nutrient Management Program
SWG	State Wildlife Grant
SWMP	Stormwater Master Plan
TFS / T4S	Trees for Streams
TBP	Tactical Basin Plan
TMDL	Total Maximum Daily Load
TPI	Transportation Planning Initiative
TNC	The Nature Conservancy
TU	Trout Unlimited
USACE	United States Army Corp of Engineers
USDA	United States Department of Agriculture
USEPA	United States Environmental Protection Agency
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
UVA	Use Value Appraisal program, or Current Use Program
UVLT	Upper Valley Land Trust
UVM Ext.	University of Vermont Extension
VAAF	Vermont Agency of Agriculture, Food and Markets
VABP	Vermont Agricultural Buffer Program
VACD	Vermont Association of Conservation Districts
VANR	Vermont Agency of Natural Resources
VDEC	Vermont Department of Environmental Conservation
VDFPR	Vermont Department of Forests, Parks and Recreation
VDHP	Vermont Department of Historic Preservation
VDOH	Vermont Department of Health
VEM	Vermont Emergency Management
VFB	Vermont Farm Bureau
VFWD	Vermont Fish and Wildlife Department
VGS	Vermont Geological Survey
VINS	Vermont Institute of Natural Science
VIP	Vermont Invasive Patrollers
VLCT	Vermont League of Cities and Towns
VLRP	Vermont Local Roads Program
VLT	Vermont Land Trust
VNNHP	Vermont Nongame and Natural Heritage Program
VNRC	Vermont Natural Resources Council
VRC	Vermont River Conservancy
VSA	Vermont Statutes Annotated
VTrans	Vermont Agency of Transportation

VYCC	Vermont Youth Conservation Corp
WCNRCD	Windham County Natural Resources Conservation District
WHIP	Wildlife Habitat Incentive Program
WISPr	Water Infrastructure Sponsorship Program
WQRP	Water Quality Remediation Plan
WQS	Water Quality Standards
WRC	Windham Regional Commission
WSMD	Watershed Management Div., VT DEC
WUV	Watersheds United Vermont
WWTF	Wastewater Treatment Facility

WCNRCD Board Meeting
June 5th 6:30 PM Held at Geof's House and over Zoom

Present: Cory Ross; District Manager; Heather Blunk, Ag Outreach Specialist; Isabel Bowman, Conservation Specialist; Board Members: Geof Dolman, Linda Corse, Pieter van Loon

Zoom Participants: Phyllicia Moore; NRCS Zone Conservationist, Katie Ross Morrison, Drew Adam

NRCS UPDATE

- Currently working on getting applications obligated. June 30th is deadline.
- VACD PA did not work out unfortunately and they will be revisiting that process.
- August 23rd is the new sign up date.
- All employee meeting will be on July 31st.
- 2311 RCPP (AFT RCPP) cost list has many problems and needs to be fixed. There is no timeline on having this fixed.
- Additional Americorp member.
 - Will be discussing this again with other NRCS people.
 - Space is not the problem, receiving a computer might be.
 - Need new Unfunded Cooperative Agreement (UCA) across the board.
 - Cory please send position description to Phyllicia
 - They will start in September

FY2025 Draft Budget and District Work

- Income
 - \$639,578 in coming fiscal year (projected income)
 - Only includes revenue for agreements we hold
 - Received more money from the state to fund greeter funds.
 - Ellis Brook got pushed to fall because of archaeological review.
- Expenses
 - Website will be ours and CISMA
 - Cost of goods sold = plants & trout
 - Salaries are increasing because more positions will be coming
- Current budget ends June 30th

Motion to accept draft budget was moved, second and passed

- Work Plan
 - Have a narrative of each position
 - What each project we will work on in the coming year
 - We will have 5.07 employees
 - We will have these narratives by July

Greeter Hiring

- A gentleman from previous two years wishes to come back but will need two weeks off so we will still need another person

Motion to approve the hire of David Warburton as a new greeter was moved, second and passed.

- Two people have expressed interest but not applied.
- New aquatic invasive people might be interested in making their position full time.

401k

- Will cost \$1,500 a year to manage accounts. This cost is already in the FY 2025 budget.
- Worked to produce environmentally / socially conscious investments
- Setting up 401ks with Edward Jones means District will need to have an account and send them money every week (for employee match)
 - Employees need to decide how much goes in and District will match 3%

Motion to move forward with setting up 401k accounts with Edward Jones was moved, second and passed.

**Respectfully submitted,
Heather Blunk**

WCNRCD Board Meeting

August 22nd, 2024 6:30 PM

Geof Dolman's House: 301 Barrows Rd, Brattleboro, VT 05301

and over Zoom

Present: Cory Ross; District Manager; Isabel Bowman; Conservation Specialist; Heather Blunk; Agricultural Specialist; Linda Corse, Meg Kluge, Geof Dolman; Board Members

Zoom Participants: Pieter van Loon, Board Member, Phyllicia Moore; Assistant State Conservationist for Field operations and Olivia Carlson, Acting NRCS Zone Conservationist

Land Acknowledgement: We respectfully acknowledge the traditional, ancestral, unceded territory of the Abenaki People, who have stewarded this land throughout the generations.

Agenda Update: Discuss letter from White River NRCD

NRCS Updates:

- Olivia Carlson is working out of the Rutland office as the acting NRCS Zone Conservationist. Olivia has been with NRCS for 4 years and was previously working in Pennsylvania for a Conservation District.
- Phyllicia will continue to update and hear updates on the Local Fund Pool for this year and FY25.
 - Unless producers select specific fund pools, they will be ranked into the available funding pools.
 - Heather and the Emma Crew have been hard at work on this!
 - Locally led training coming up on the deliverables for the process.
- NRCS is still obligating FY2024 and will be done Sept 30, in time for the October board meeting.
- Early application cut off deadline is tomorrow. Producers who had previously applied and were unsuccessful will be deferred for the next round. Emma crew is following up on producers who applied past the deadline last fall. Helping to prepare producers for timeline expectations.
- Update for new hires from WCNRCD: Documents that Cory made were reviewed and tweaked. New hires who will work on NRCS work will be provided equipment and go through clearance checks. New hires who will not work on NRCS will be processed for clearance.
- CPA 52 training is coming on Sept 24. Includes NEPA compliance and environmental compliance.

Annual Meeting planning:

- Location: Scott Farm. This costs \$750. This includes tables, chairs, cutlery, dishes, kitchen use, cash bar with beer, wine, or cider.
- Date: Thursday, November 14

- Catering: Working with the Porch on pricing and availability. Anticipated \$3,000. Interested in mini appetizers: pork sliders, eggplant pizza, etc.
- Proposing to have 100 people attend.
- Keynote speaker: Potentially Leila Phillips of Beaverland. Pieter to reach out about the cost from past event. Ask Amanda from Cheshire CCD for speaker ideas. Also interested in pursuing DEI options including Rich Holschuh of the local tribe, Chief of VT Abenaki, Alli Lewis with VACD. We would make a donation to the tribe and comp travel costs
- Need: circular table cloths for tables that seat 8 people, music, cloth napkins, dessert, Conservationist of the year awardee (Potentially Drew Adams or Jolene Hamilton)
- If on theme with speaker, could set up stream table
- Advertising will start now
- Want to request donations on a sliding scale to offset the costs. Could do a mimic of what other groups do with if you are BIPOC, home owner, etc. here is a suggested price.
- Potential silent auction in the future. Horse riding, Blue Seal (formerly Achille Agway), Pieter lead forest walk, copy of speakers book
- Predinner event is visiting the Dummerston covered bridge stairs

FY 25 Workplans and Budget Revisions:

- Workplan is a required deliverable for NRCC. Initial grid is a breakdown of different positions. Then, each person wrote their own plan. Plans reflect what goes on throughout the year.
- Updated budgets notes any changes due to updated grants. Examples: Updated indirect amount with Essex county budget and Ellis Brook project on hold and was taken out.
- Interest in an investment policy to get better yield savings. Suggest checking with other districts for templates and where their funds are.
- Interested in getting a credit card. Current issue is getting an organizational card that is not associated with a person's credit. Jill has credit card for VACD and Cory will ask about this

Motion to accept revised budget was moved, seconded, and passed.

Update on Agricultural Resource Specialist hiring process:

- Interviewed 4 candidates, advanced three of those to second interviews. Interested in a zoom for candidate that may not be able to come in person.

DEI self assessment Session:

- Worked through DEI self assessment.
- A need for organized trainings to occur frequently held by outside partners and organizations. These should include a range of DEI topics.
- A need for staff to go into introductory DEI training. Need more DEI outreach training. The Community Needs Assessment training question needs more clarification. Staff have taken a variety of training opportunities but are unsure what this question means.

- Under other trainings, we were unsure of how related the trainings need to be to conservation.
- Action items: Collaborate with Lost River Racial Justice center, local Abenaki group, Winston-Prouty, Austine School to collaborate on developing our efforts. Include changes to workplans to include DEI efforts.

District Manager's report:

- Note that some of the same projects occur under multiple funders but are only billed to one at a time.
- Ellis Brook project is on hold. Parent agreement is over at this calendar year. Cory needs to schedule a visit with the son to discuss options.
- Increase in our in our finance balance. This is due to Cory placing a major emphasis on invoicing pre-summer to avoid lean summer financials.
- Wilmington buyout would likely become property of town but the state will determine what can be done with the land. The town may attempt to purchase the entire property for a variety of uses. If a buyout occurs, this will be 100% of pre-flood value which is a limited time opportunity.
- Farm Teams work with Ottawaquechee is a verbal agreement that southern half of their district is part of our agricultural area.

Next meeting will be September 19th

Letter from White River NRCD:

- Letter was sent to some supervisors and the Executive Director. The letter stated White River's concerns with VACD and NRCC. These include NRCC funding processes and VACD not following bylaws in the past year. White River NRCD is threatening to withhold dues from VACD if certain changes are not made. The letter also called in to question Jill's and Linda's actions while operating VACD.
- Once the board member have had the chance to read the letter, we may provide a response that would potentially clarify a few points.

Motion to go into Executive session was moved, seconded and passed. Executive Session began at 8:21 pm.

Motion to leave Executive session was moved, seconded and passed. Executive Session ended at 8:48.

Motion to approve annual performance review for Heather Blunk was moved, seconded and passed 3-0.

Motion to adjourn moved, seconded and passed. Meeting adjourned at 8:57.

Respectfully submitted,

Isabel Bowman