

Monongahela Conservation District
Special Finance Board Meeting Minutes
June 16th, 2025
TEAMS Meeting – All Virtual
8:30 PM

Attendance:

Supervisors: Chuck Cienawski, Brandon Linton, Mark Teets (Chairman), Mark Myers, Bob Spaid, HR Scott

WVCA: Don Whetzel, Kaitlyn Jones, Adrienne Hoalcraft

Chairman Teets called the Teams meeting to order at 8:32 PM.

HUAP Approval – Kevin Britton

- Kaitlyn Jones spoke on a recent Heavy Use Area Protection verification visit. Jones performed a HUAP site visit on 6/12/25 for cooperator Kevin Britton with Marion County supervisor Brandon Linton and WVCA engineer Levi Cyphers. Britton was part of a round of late HUAP approvals. Britton's receipts were dated from the end of May 2025 to early June 2025. When Jones arrived to verify the HUAP sites, she found no sign of geotextile fabric in use. She noted signs of mature vegetation growing in the gravel. The amount of gravel on the sites did not match the amount of gravel the receipts indicated was purchased.
- Linton felt Britton did not do what the program was designed for and strongly recommended that the board not approve Britton's payment based on what he saw at the site.
- **Myers moved to not approve payment for Kevin Britton's FY25 Heavy Use Area Protection project due to him not meeting the required specifications for the project, seconded by Cienawski. Motion carried.**
- Whetzel advised the board to save all pictures from this verification visit.
- Jones reported she had completed all additional HUAP site verification visits and would turn the verification forms into the AgEP committee for approval this week.
- Scott questioned who a cooperator would appeal to if they were unhappy with the board's decision. Whetzel will look into the issue. Scott also suggested NRCS specifications be included with the denial letter.

State of Finances and Upcoming Expenses

- Scott spoke about the decrease in cash flow. He referenced May's profit and loss sheets. He urged the board to watch their finances more closely.

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- He reported he drafted a letter for the cleaning company asking for a reduction in price
- The cost of different utilities in May was discussed.
- Teets questioned why some income wasn't shown on the profit and loss reports.
- The board suggested asking their accountant to come to the next board meeting to discuss the profit and loss sheet and any changes they may want to see with how their finances were reported to them

Bathroom Remodel

- Scott reported he had spoken with Alexis from Mills Group about the bathroom remodel
- They would be taking out the coat rack and trying to squeeze a urinal into the men's room
- Cienawski inquired about the other handicapped bathroom in the building, but Scott said it doesn't meet current ADA code
- Remodeling the current handicapped bathroom instead was discussed.
- Myers talked about the need to increase rental income.
- Cienawski asked about the plumbing for a kitchenette. Scott said they would do that during the bathroom remodel
- Teets advised against making changes to the current space before getting a renter
- Teets inquired about the NRCS door that was damaged. He asked if the board would rather submit an estimate from Katie Construction or have the work done or submit an invoice. The supervisors discussed these two options. **Spaid moved to do the work and send the completed invoice for reimbursement, seconded by Cienawski. Motion carried.**
- The board further discussed how to approach the AgEP payment denial. Whetzel can proofread any correspondence.

Scott adjourned the meeting at 9:30 PM.

Mark Teets

Mark Teets, Chairman

7/10/25

Date