

**Monongahela Conservation District  
Regular Board Meeting Minutes  
July 10<sup>th</sup>, 2025  
Steve Lebnick Agricultural Center  
Morgantown, WV  
9:30 am**

**Attendance:**

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

**NRCS:** Christopher Toothman

**WVU Extension:** Josh Malencia

**DOF:** Rudy Williams

**WVACD:** Heather Duncan (virtual)

**WVCA:** Kaitlyn Jones, Cindy Shreve, and Adrienne Hoalcraft

**Visitors:** Kevin Britton (cooperator), Luke Mitchell (BRIM - virtual), Julie Curtner-Bonner (District Accountant)

Chairman Teets called the meeting to order at 9:40AM.

Price led the Pledge of Allegiance. Spaid delivered the prayer.

Chairman Teets recognized cooperator Kevin Britton and gave him the floor to speak. Britton expressed he was unhappy regarding the board's previous decision to not approve payment for his Heavy Use Area Protection project. Britton stated he felt he completed the project to the best conservation standards. Britton compared the situation to a previous year where his HUAP payment was not approved. Linton questioned the lack of fresh gravel on the site, the receipt dates, and inquired about a typar receipt. Britton stated he had no typar receipts because it was given to him as a gift. Shreve stated he should have completed the materials on hand form that was given to Britton. Britton discussed the letter he received including saying it was unsigned. Chairman Teets verified that he had signed it using Adobe sign and verified the signature on Kevin's letter was his. Britton was asked if he received the practice guidelines. He believes he did. Cienawski stated he must follow the practice guidelines to be approved for payment. Britton was told he received the appeal process and could follow that should he have further concerns. Britton left after speaking.

BRIM Risk and Insurance Analyst Luke Mitchell spoke about ways to lower their loss ratio. He spoke about a previous claim in 2024. Cienawski reported on the damage caused by a blockage in the AC system. The inspections that were done were discussed. Mitchell went

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over a past questionnaire and discussed ways the board could improve their answers to get a better credit toward their annual adjustment premium.

**Myers moved to enter executive session to discuss AgEP payment information at 10:09, seconded by Spaid. Motion carried.**

**Myers moved to end the executive session at 10:34, seconded by Cienawski. Motion carried.**

Toothman presented his written report to the board.

**Spaid moved to remove Kevin Britton from MCD's cooperator program for 3 years and agricultural enhancement program for 5 years, seconded by Linton. Motion carried with Scott and Myers abstaining from the vote.**

Changes to the Heavy Use Area Protection cost share were discussed. Shreve indicated the board could amend their admin agreement. **Scott moved to amend the FY26 Administrative Agreement to pay all HUAP programs by total square footage, seconded by Cienawski. Motion carried.**

Cooperating Agencies

- DOF Rudy spoke about rattlesnakes in the area
- Extension's Malencia spoke about June events including 4-H camp. Extension has been receiving a lot of calls about plant damage due to high rains. He spoke about an upcoming poultry slaughter event and working with the School of Nursing on a community project.
- WVACD's Duncan reminded the board about the upcoming quarterly meeting. She reported the Community Outreach Grant had been reinstated with the original September 30<sup>th</sup>, 2025 deadline. The board indicated they would not be interested in continuing unless the deadline was extended.

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WVCA Reports

- Jones reported Anderson is currently working on Upper Deckers mowing and they should be done with those dams by the end of the week.
- The per square foot rate for HUAP practices was discussed. Different district rates and NRCS's rate were discussed.
- Jones reported all FY25 AgEP funds had been spent. An additional \$3,199.87 was spent from district funds to cover all AgEP contracts.
- **Myers moved to approve the following cooperator agreements:**
  - Charles Cienawski – Marion
  - Vernon Efaw – Marion
  - Samantha Mahoney- Preston
  - Robert Michael – Marion
  - Adrienne Sturgeon-Monogalia
  - Randy Toth & Kate Roxby – Monongalia

**Seconded by Spaid. Motion carried with Cienawski abstaining from the vote.**

- An estimate from Underwater Services LLC to do work on the Upper Deckers 5 blockage was discussed. Funding for the project was discussed. The board would like to start depositing local sponsor dollars into a different account that is not co-administered. Hoalcraft will look into this and report back. Myers spoke on what a hazard the situation is, especially with flooding happening recently. Myers considers it an emergency situation. **Scott moved to accept the estimate from Underwater Services LLC, seconded by Myers.** Further funding discussions took place. **Price moved to amend the previous motion to accept the estimate from Underwater Services LLC if co-administered funds were available for use, seconded by Linton. Motion carried.**
- Local sponsor dollars from county commissions were discussed. Myers spoke about a request from the Monongalia County Commission. They are requesting technical support from the district. The commission's lack of funding support in the past was discussed. Myers will obtain more information on the request and report back.
- Jones requested more green house kit options from the board.
- Past funding from an old AgEP project was discussed. The board would like to use these funds to recoup the \$3,199.87 they spent on paying the last of their AgEP

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contracts. **Myers moved to send a letter to WVCA Executive Director Judith Lyons requesting the use of these funds, seconded by Cienawski. Motion carried.**

- Jones requested a cutoff date for soil sample results. Scott indicated anything not received as of today (7/10/25) should not be ranked. A month after the application period closes was discussed as an option for the future.
- Written reports were provided by AS Hoalcraft and D.O.M Whetzel.

District account Julie Curtner-Bonner from Bookwise spoke with the board about their financial statements. Teets requested a quarterly profit and loss statement be added to better reflect their financial situation. Julie will include this going forward. Scott requested total assets and total liabilities be listed on the financial statements going forward.

**Myers moved to approve the financial statements and file them for audit, seconded by Spaid. Motion carried.**

Solid Waste Authority

Scott reported the Monongalia Solid Waste Authority is finalizing a grant. They received funds to help with a paint swap. They will begin work on their yearly audit soon.

**Myers moved to approve payment of the CTL Engineering invoice for Upper Buffalo 39 Seepage work totaling \$2,157.44, seconded by Spaid. Motion carried.**

The CLGI pasture walk was discussed. Toothman has located a cooperator that would be interested in hosting. **Price moved for the district to host a pasture walk event, seconded by Myers. Motion carried.** Price and Linton will coordinate with Hoalcraft and WVCA's Erin Coda to plan the event.

**Myers moved to return the GRASS funding and all accrued interest to WVCA, seconded by Cienawski. Motion carried.**

**Myers moved to elect Brandon Linton to serve as proxy for Mark Teets at the WVACD Quarterly Meeting, seconded by Spaid. Motion carried.**

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WVACD awards were discussed. **Myers moved to nominate Brandon Linton for Rookie Supervisor of the Year, seconded by Spaid. Motion carried.** Other award nominations will be discussed at next month's meeting.

**Myers moved to approve the CDO Expenditure Report for FY25, seconded by Spaid. Motion carried.**


**Myers moved to approve DEP's request to sample wetlands in Preston County, seconded by Price. Motion carried.**

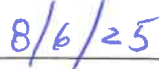
Safety/Building/Grounds/Equipment

- The bathroom remodel was discussed. Cienawski would like to further review ADA bathroom requirements. Mills Group latest drawings were reviewed. Scott and Hoalcraft will follow up with them regarding additional remodel questions.
- Different commercial real estate agencies were discussed.
- The board needs to make finding new renters for the empty office space a top priority. All supervisors should be looking into real estate options. The board would like to begin advertising the space for rent as soon as possible.
- The current cleaning company prices were discussed. The board will look into other options for cleaning services.
- Scott urged the board to pay closer attention to their finances especially until they get a new renter.

Different ways to handle per diem in the future were discussed. Scott would like to see the total amount received from the state divided evenly amongst the 7 supervisors.

Spaid adjourned the meeting at 2:10PM.

  
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Mark Teets, Chairman

  
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Date

