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MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
September 18, 2025

MEMBERS PRESENT: Bob Armstrong, Craig Todd, Sharon Laverdure, Roger McFadden, Brian Winot, Donna Foulk, and Jason Smith

DISTRICT STAFF: Kristina Heaney, Samantha Benway, Carol Luthar, John Motz, Charles Kelshaw, Jonathan Knauff, Geoff Ioannidis, and Drew Wagner via Zoom.

COOPERATING AGENCIES: Janet Creegan – DEP, Jennifer Matthews – NRCS, Austin Noguera – DCNR and Via Zoom Julia Scherer and Jeremie Schuster – MCPC, and Mackenzie Mueller and Alyssa Grieco – Senator Rosemary Brown

PUBLIC: Jack Fossett and Via Zoom – Hector Ramirez

Bob Armstrong called the meeting to order at 10:06 AM.

Public Comment:

No Public Comment

Executive Session:

No Executive Session

Board Meeting Minutes:

Bob Armstrong asked for the approval of the August 21, 2025, Board Meeting Minutes.

A motion was made by Roger McFadden, seconded by Craig Todd, to approve the August 21, 2025, Board Meeting Minutes. Motion carried.

Environmental Education Report:

Carol Luthar provided the EE report to the board in their packet. Carol advised that she and the EE staff finished the last of the summer programs and camps and spent time revamping programs to align with the new science standards.

EE Training for the NAAEE Annual Symposium:

Bob Armstrong asked for approval of Environment Education Training for the NAAEE Annual Symposium.

A motion was made by Sharon Laverdure, seconded by Craig Todd, to approve Environment Education Training for the NAAEE Annual Symposium. Motion carried.

Technical Report:

A copy of the technical report was provided to the board in their packets. Jonathan Knauff shared details of the tech report. Members of the board inquired about sites that were on the On-Site Inspection Report.

Watershed Specialist/Ag Report:

Charles Kelshaw provided copies of the Watershed Specialist report and Ag report to the board in their packets. For the Watershed Program, Charles informed the board that he has been making preparations for upcoming projects and participating in public outreach. Charles advised that August was successful for ACAP as several projects were able to be closed out and final payment installments were made.

Alteration to MCCD ACAP Statement of Policy:

Bob Armstrong asked for approval of the Alteration to the MCCD ACAP Statement of Policy.

A motion was made by Brian Winot, seconded by Jason Smith, to approve the Alteration to the MCCD ACAP Statement of Policy. Motion carried.

DGLVR:

John Motz informed the board that the QAQC- Round 5 report received an Exceeds Expectations. John also stated that work on the Rosebay Road project is now in progress and they have requested a extension of completion to November 30, 2025. The SCC requested John to present at their DGLVR Annual Maintenance Workshop.

QAQC Round 5 Report:

Bob Armstrong asked for approval of the QAQC Round 5 Report.

A motion was made by Sharon Laverdure, seconded by Jason Smith, to approve the QAQC Round 5 Report. Motion carried.

Chestnuthill Rosebay Road Contracts Extension:

Bob Armstrong asked for approval of the Chestnuthill Rosebay Road Contracts Extension to November 30, 2025 for Completion of Site Work and Compiling Documents.

A motion was made by Craig Todd, seconded by Brian Winot, to approve the Chestnuthill Rosebay Road Contracts Extension to November 30, 2025 for Completion of Site Work and Compiling Documents. Motion carried.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's report to the board in their packet. Kristina informed the board and all present of the Kettle Creek Environmental Fund Dinner being held in September 18th, encouraging everyone to attend.

25-26 CDFAP Funding:

Bob Armstrong asked for approval of the 25-26 CDFAP Funding.

A motion was made by Jason Smith, seconded by Brian Winot, to approve 25-26 CDFAP Funding. Motion carried

Recommendation to Hire: Administrative Specialist II:

Motion was tabled to be addressed at the next Board of Directors meeting in October.

Quickbooks Certification for Up to 3 Staff Members:

Bob Armstrong asked for approval of Quickbooks Certification for up to 3 Staff Members.

A motion was made by Brian Wint, seconded by Roger McFadden, to approve Out of Quickbooks Certification for up to 3 Staff Members. Motion carried

Out of County Travel:

Bob Armstrong asked for approval of Out of County Travel.

A motion was made by Sharon Laverdure, seconded by Roger McFadden to approve Out of County travel. Motion carried.

Work Session Minutes:

Bob Armstrong asked for approval of the August 21, 2025 Work Session Minutes.

A motion was made by Roger McFadden, seconded by Craig Todd, to approve the August 21, 2025 Work Session Minutes. Motion carried.

Financial Report:

Invoice Lists for September 18, 2025:

Bob Armstrong requested approval of the Invoice List for September 18, 2025.

A motion was made by Roger McFadden, seconded by Brian Winot, to approve the Invoice List for September 18, 2025. Motion carried.

Balance Sheet as of 08/31/2025:

Bob Armstrong asked for approval of the Balance Sheet as of August 31, 2025.

A motion was made by Roger McFadden, seconded by Jason Smith, to approve the Balance Sheet as of August 31, 2025. Motion carried.

Cooperating Agency Reports:

DEP- Janet Creegan informed the board that DEP will be sending out an Ag survey and encourage all to respond and let DEP know what kind of training they are looking for in 2026.

NRCS- Jennifer Matthews stated that their team has been busy finalizing contracts.

DCNR- Austin Noguera informed the board of the public outreach DCNR has been completing and shared that the Fall Fire Season outlook shows that it will likely be a busy season this year.

MCPC- Julia Sherer advised that the input of the 2025 Macro Data has been completed.

Senator Rosemary Brown- On behalf of Sen. Rosemary Brown, Alyssa and Mackenzie informed the board of upcoming projects and recent events that the senator has been involved in.

Public Comment:

Jack Fossett expressed concerns about the water conditions for the county. Kristina pulled up the USGS website to review the hydrograph.

Bob Armstrong adjourned the meeting at 11:08 AM.

Respectfully submitted,


Samantha Benway
Finance Manager

**The next MCCD Board of Directors Meeting will be held on Thursday,
October 16, 2025, at 10:00 AM at the Monroe County Conservation District.**