

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at the MWCD Annex Building, New Philadelphia, Ohio  
January 19, 2018, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at the MWCD Annex Building, 2050 Reiser Avenue SE, New Philadelphia, Ohio, on Friday, January 18, 2018, at 9:00 a.m., pursuant to notice duly given all Directors, and the general public in accordance with law.

**1. ROLL CALL**

Directors present were: Ms. Limbach, Mr. Maupin, Mr. Moorehead, Mr. Paquette, and Mr. Sprang.

Present from MWCD staff were Scott Barnhart, Mary Burley, Jim Cugliari, Zethan Dickey, John Hoopingarner, Brad Janssen, Michael Kobilarcsik, Dave Lautenschleger, Karen Miller, John Olivier, Boris Slogar, and Jeff Yohe.

Mr. Sprang, President of the Board of Directors, presided.

**2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT**

Also in attendance for all or portions of this meeting were: J.D. Long (*Harrison News Herald*); Bruce Robinson and Doug McLarnan (*MWCD Development Advisory Committee*); Brett Heffner, Gary Biglin, Dale Schroeder, and John Schroeder (*Shelby area residents*); Dale Hult (*Weller Township Trustee, Mansfield*); Marshall Rosene (*Muskingum River Advisory Committee*); and Sean Logan (*Woolpert*).

John Schroeder addressed the Board and distributed information about the "Black Fork Clean-Up Project," including costs of the privately-funded project (copy on file). This group is requesting MWCD to consider funding for the portion of the Black Fork Clean-Up Project from Route 13 to Charles Mill.

Dale Schroeder addressed the Board with concerns about the Black Fork Subdistrict. He submitted a resolution adopted by the City of Shelby in support of the Black Fork Clean-Up Project, Route 13 to Charles Mill (copy on file).

Brett Heffner provided information regarding potential venues for public meetings for the Black Fork Subdistrict, including a suggestion of use of a new school facility in Shelby.

**3. APPROVAL OF MINUTES**

On motion by Mr. Maupin, seconded by Ms. Limbach, the minutes of the December 15, 2017, meeting of the Board of Directors were approved.

**4. FINANCIAL**

In comparing the actual year-end operating income/loss to the year-end operating projection presented to the Board at the October 20, 2017, meeting, the overall variance for the operating income is less than 1% as nearly all revenue and expense projections were spot on.

The overall actual revenue, excluding the assessment, was 7.96% above the budget with nearly all major revenue sources meeting or exceeding the original budget. The overall expenses, excluding the assessment only, was at 81% of budget with the main area where we were under budget being in the Recreation Improvement Fund.

Mr. Cugliari presented the financial report for the twelve-month period ending December 31, 2017. The total operating revenue is \$22,008,546.00 with operating expenses of \$14,192,697.00 resulting in an excess of revenue over expenses of \$7,815,849.00.

The overall actual revenue in the Maintenance Assessment Fund was 3.68% above budget with the actual expenses being 73% of budget.

At the end of 2017, the overall cash balance of the conservancy district is \$135,711,041.00, which is down from 2016 by \$23 million, with all that difference being efforts in the capital improvement areas.

On motion by Mr. Maupin, seconded by Ms. Limbach, the financial report was accepted as presented.

## **5. PAYMENT OF BILLS**

On motion by Mr. Paquette, seconded by Mr. Moorehead, the report of the payment of bills for the period ending December 31, 2017, was approved as presented.

## **6. BUSINESS**

### **6.01a LEASE TRANSACTIONS**

On motion by Ms. Limbach, seconded by Mr. Maupin, the assignments, cancellations, new leases, farm leases, mortgage consent and agreement cancellations, and mortgage consent and agreements were approved and execution by the proper officers of the MWCD authorized.

### **6.02a INVOICES PRIOR TO PURCHASE ORDERS**

On motion by Ms. Limbach, seconded by Mr. Maupin, a “then and now” certificate for invoices received prior to processing of a purchase order, as recommended and set forth in the above memorandum, was authorized.

### **6.02b 2018 CLEAN OHIO CONSERVATION FUND GRANT APPLICATION**

On motion by Mr. Paquette, seconded by Ms. Limbach, the resolution of authorization to apply for the 2018 Clean Ohio Conservation Fund grant, as recommended and set forth in the above memorandum, was approved.

### **6.02c 2018 RECREATIONAL TRAILS PROGRAM GRANT APPLICATION**

On motion by Mr. Maupin, seconded by Mr. Moorehead, the resolution of authorization to apply for the 2018 Recreational Trails Program grant, as recommended and set forth in the above memorandum, was approved.

**6.02d BUDGET ADJUSTMENTS**

Members of the Board received a list of additional budget adjustments for the month of December, 2017. No action was necessary as the Board previously authorized staff to make these adjustments and provide a report.

**6.03a HUMAN RESOURCES SUMMARY**

On motion by Ms. Limbach, seconded by Mr. Maupin, human resources activities, as recommended and set forth in the above memorandum, were approved.

**6.03b POSITION DESCRIPTION REVISION: UTILITIES SUPERVISOR**

On motion by Mr. Maupin, seconded by Ms. Limbach, proposed organizational changes relative to the Utilities Supervisor, as recommended and set forth in the above memorandum, were approved.

**6.03c UTILITIES OPERATORS: POSITION STATUS CHANGES**

On motion by Ms. Limbach, seconded by Mr. Paquette, proposed organizational changes relative to the Utilities Operators, as recommended and set forth in the above memorandum, were approved.

**6.03d FOP COLLECTIVE BARGAINING AGREEMENT**

This matter was discussed in executive session. The following action was taken in open session. On motion by Ms. Limbach, seconded by Mr. Moorehead, the proposed collective bargaining agreement between the MWCD and the FOP effective January 1, 2018, as recommended and set forth in the above memorandum, was approved.

**6.04a PURCHASE OF RENTAL BOATS**

On motion by Mr. Paquette, seconded by Ms. Limbach, advertisement for bids and purchase of rental boats in an amount not to exceed \$75,000.00, as recommended and set forth in the above memorandum, was approved.

**6.04b GEOTECHNICAL ENGINEERING AND CONSTRUCTION MATERIAL TESTING SERVICES**

On motion by Mr. Paquette, seconded by Mr. Moorehead, authorization to negotiate and execute contracts for geotechnical engineering and construction material testing for the period of January 2018 through December 2019, as recommended and set forth in the above memorandum, was granted.

**6.04c PIEDMONT MARINA AND CAMPGROUND REDEVELOPMENT PHASE II  
REQUEST APPROVAL TO ENTER INTO DESIGN CONTRACT**

On motion by Ms. Limbach, seconded by Mr. Moorehead, award of a contract with OHM Advisors in the amount of \$144,987.00 for final design of the Piedmont Lake Marina and Campground redevelopment Phase II project, as recommended and set forth in the above memorandum, was approved.

**6.04d      SECRET PARK ADA FISHING PIER AT SENECA – USACE SUPPLEMENTAL AGREEMENT**

On motion by Mr. Paquette, seconded by Mr. Moorehead, an agreement with the U.S. Army Corps of Engineers to allow access to a new ADA fishing pier at Seneca Lake, as recommended and set forth in the above memorandum, was approved.

**6.04e      TAPPAN PARK CAMPGROUND RENOVATIONS PHASE 1: BID AND AWARD RESULTS**

At the November 2017 meeting, the Board authorized solicitation of bids and award of a contract for the Tappan Lake Park Campground Renovations Phase I project.

Sealed bids were received on December 19, 2017, with the following results:

<b>Contractor</b>	<b>Total Bid with accepted Alternate</b>
GLR, Inc., Dayton	\$3,115,693.32
Tucson Inc., New Philadelphia	\$3,196,614.27
Lockhart Concrete Company, Akron	\$4,173,830.80
Wenger Excavating, Dalton	\$4,278,404.45
Cast and Baker, Canonsburg, PA	\$4,569,382.95

The amount of the low bid is below the engineer’s estimate of \$4,750,000.00 and is an acceptable bid. The Engineering and Recreation departments have selected the following alternate bid item to be included in the contract: Alternate #1-welded wire fabric reinforcing mesh costing \$17,347.60.

A contract will be awarded to GLR, Inc. in the amount of \$3,115,693.32. Substantial completion for the project is scheduled for November 14, 2018. This memo is provided for informational purposes only and no Board action is required.

**6.04f      BOAT DOCK BIDS**

On motion by Mr. Moorehead, seconded by Ms. Limbach, award of contracts to American Muscle in the amounts of \$467,246.00 and \$97,520.00 for purchase of boat docks, as recommended and set forth in the above memorandum, was authorized.

**6.05      OHIO LAKE MANAGEMENT SOCIETY – RENEWAL**

On motion by Mr. Paquette, seconded by Mr. Maupin, a three-year Cooperative Work Agreement with the Ohio Lake Management Society’s Citizen Lake Awareness and Monitoring Program, as recommended and set forth in the above memorandum, was approved.

**6.06      2018 GOALS**

On motion by Mr. Paquette, seconded by Mr. Moorehead, the proposed goals for 2018, as presented, were approved.

**6.07      ATWOOD REGIONAL WATER AND SEWER DISTRICT**

On motion by Ms. Limbach, seconded by Mr. Moorehead, Jeff Yohe, MWCD Project Engineer, was appointed to represent MWCD on the Atwood Regional Water and Sewer District Board of Trustees.

**6.08 OTHER BUSINESS**

**PLEASANT HILL CABINS PHASE 1: REQUEST APPROVAL TO ENTER DESIGN CONTRACT**

On motion by Ms. Limbach, seconded by Mr. Paquette, award of a contract with Stantec Consulting Services, Inc., in the amount of \$188,472.00 for final design of 10 vacation log cabins at Pleasant Hill Lake Park, as recommended and set forth in the above memorandum, was approved. Mr. Moorehead-abstain.

**7. REPORTS**

**7.01 UTICAL ROYALTY REVENUE REPORT**

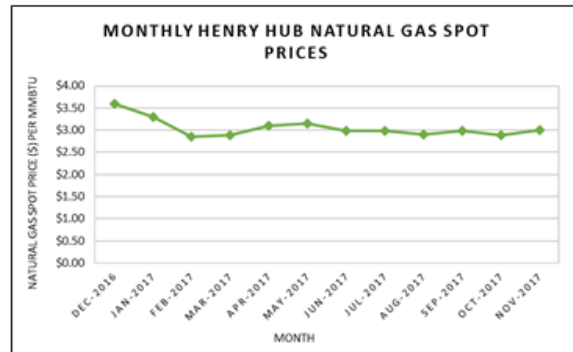
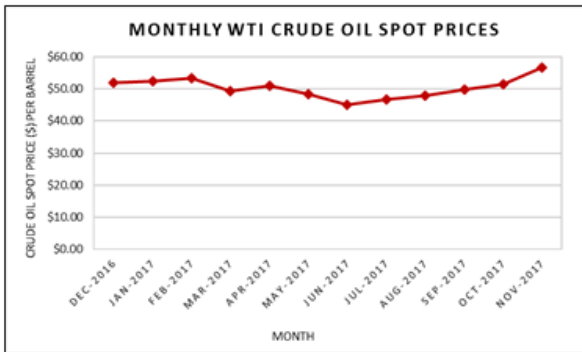
Utica royalty revenue is currently generated by 64 wells at Clendening, Seneca, and Leesville reservoirs. A breakdown of the wells by operator and reservoir, and the monthly royalty revenue can be seen on the attached page (copy on file).

The monthly Utica royalty revenue increased about 76.5% from November 2017 (\$694,612.99) to December 2017 (\$1,225,808.49). Some individual items of note:

- One new well at Clendening was added in December 2017. This includes one Sproull Unit well where Ascent is the producer.
- Five new wells at Leesville were added in December 2017. These include five Ellie Unit wells where Chesapeake is the producer.

The U.S. Energy Information Administration Prices Reports<sup>1</sup> (November 2017):

- The WTI Crude Oil Spot Price<sup>2</sup> for November 2017: \$51.58 per barrel
- The Henry Hub Natural Gas Spot Price<sup>3</sup> for November 2017: \$2.88 per MMBTU



<sup>2</sup> WTI: Otherwise known as West Texas Intermediate is an oil benchmark and serves as a reference price for buyers and sellers of crude oil. One of the three primary crude benchmarks, WTI is associated with North American crude since this is where the market is. The New York Mercantile Exchange (NYMEX) oil futures contracts are based on WTI, and it has become one of the most common indexes when referencing the price of oil in North America.

<sup>3</sup> Henry Hub Natural Gas: A natural gas benchmark commonly used as a pricing point for natural gas futures contracts on The New York Mercantile Exchange (NYMEX) and generally used as the primary price set for the North American natural gas market.

**7.02 MARINAS REPORT**

The previous owners of Tappan Marina completed their obligations and vacated the facility at the end of December. Jeremy Hoffer, formerly Tappan Lake Park Manager, assumed duties as the new Marina Manager at Tappan in December. The transition process has gone very smoothly. Keith Ott, Ohio Valley Boats, is now onboard to provide sales, service and storage. Meetings have been held with two potential restaurant operators. We are confident that we will bring a lease agreement for restaurant operations for approval to the February Board meeting. Planning efforts to determine improvements needed at the facility will begin this spring and include our lease partners, marina customers, and lake residents.

Bids are out for improvements to the fueling system at Seneca and will be opened January 18, with project completion scheduled in time for the 2018 boating season.

The launch ramp at Charles Mill Marina is currently being replaced, with completion expected shortly. This ramp, though within the marina lease area, is heavily used by the public to access nearby fishing areas.

The campground renovation project for Piedmont has begun. It is anticipated that a portion of the renovated area will be reopened later this spring.

A dock replacement project at Leesville North Fork Marina, will be undertaken this season. This will be a major improvement project and enable us to better serve our customers at the facility.

**7.03 MARKETING REPORT**

Members of the Board received a marketing report for the fourth quarter of 2017 to update the Board on various marketing strategies, web traffic and review (copy on file).

**7.04 PWM APPLICATION CYCLE UPDATE**

Mr. Slogar distributed a list of the 2017-2018 Partners in Watershed Management applicants along with the member biographies of the PWM Technical Review Advisory Group (copies on file).

**7.05 DEVELOPMENT ADVISORY COMMITTEE UPDATE**

On motion by Ms. Limbach, seconded by Mr. Moorehead, the Board adopted a resolution in recognition of Jon Elsasser, Jeff Heacock, and Doug McLarnan; approved the reappointment of Joe Gies, Luke Messinger, and Jim Schoch; and authorized staff to seek candidates for four open seats on the Development Advisory Committee.

**7.06 TUSCARAWAS COUNTY CHAMBER OF COMMERCE: ADRIA BERGERON**

Mr. Barnhart advised the Board that Adria Bergeron, Recreation Marketing Coordinator, has been elected President of the Tuscarawas County Chamber of Commerce for the 2018 year. In addition, Ms. Bergeron serves on the local Women in Success Series program committee.

**7.07 AWARDS: 2017**

Ms. Bennett distributed a list of awards and acknowledgements received by the MWCD and its staff during the year 2017 (copy on file).

## 7.08 MASTER PLAN UPDATE

### Program Status

Detailed design continues for the following projects:

- **Piedmont:** Water and Electric Utility Improvements
- **Pleasant Hill:** Cabin Roadway and Infrastructure Improvements, Cabins Phase 1
- **Seneca:** Marina Point Campground Phase I
- **Tappan:** Waste Water Treatment Plant (WWTP) Phase 1 Improvements

### Individual Projects Status

- **Atwood Lake Area 20 Campground:** Work on the project is substantially complete. Portions of landscaping and punch list items remain to be completed in Spring 2018.
- **Atwood Main Campground Improvements – Phase I:** Sheckler Excavating has begun mobilization, installation of erosion control measures and tree clearing. Utility installation is scheduled to begin in January. The project will provide 106 full-hookup RV campsites, a restroom/shower building, 2 shelters with playgrounds, walking paths, cluster dock and abutments, new dump station, gas line replacement and improvements to the special event parking area. Substantial completion for the project is scheduled for October, 2018.
- **Atwood Special Event Parking Improvements:** MWCD's in-house construction crew has completed various improvements to the special event parking area located on the north side of Shop Road. Improvements include new aggregate driving lanes, a communication conduit and installation of additional drainage piping. A section of multi-purpose trail between the activity center and the amphitheater trail will be constructed by staff this winter.
- **Charles Mill Lake RV and Boat Storage Lot:** Parking lot, fencing and lighting are completed. Lot is being used for boat storage this winter.
- **Charles Mill Lake Park Water and Wastewater Utility Improvements:** Work will be starting in January with Simonson Construction Services from Ashland on the project. The project consists of a new 25,000-gallon per day (GPD) wastewater treatment plant, 1,500 linear feet of gravity sewer, and 3,100 linear feet of force main to provide collection from the main campground and Eagle Point. The project also includes a new water treatment plant, one new water well, a 50,000-gallon elevated water storage tank, and 5,500 linear feet of new water lines to connect from the main campground and Eagle Point to the new storage tank. Substantial completion is scheduled for October 2018.
- **Charles Mill Lake Park Main Campground Redevelopment – Phase I:** Shrock Custom Premier Construction of Loudonville will begin next month on the project. This project involves the reconstruction of the existing northern section of the campground with 79 full-hookup RV campsites with gravel pads, renovations to the existing restroom/shower building, and a new CXT restroom/shower building. Substantial completion for the campground is scheduled for October 2018.
- **Piedmont Campground Renovations Phase I:** This project will include construction of 37 campsites and 6 park model sites. The project also includes a new centralized restroom / shower house. Clearing and grubbing is underway is complete. Underground utilities are being installed. Coordination of AEP electric relocation is underway.
- **Pleasant Hill Lake Area 22 Campground:** Work on the project is substantially complete. Portions of landscaping and punch list items remain to be completed in spring 2018.
- **Pleasant Hill Lake Sanitary Collection System Improvements:** Directional drilling of the 4-inch diameter sanitary sewer force main is complete. Construction of the two lift stations and gravity sewer is ongoing. The substantial completion is scheduled for February 2018.
- **Pleasant Hill Seasonal Campground Redevelopment – Phase I:** This project was awarded to Shrock Custom Premier Construction of Loudonville on November 9 and a pre-construction meeting was held November 29.

Restroom re-construction, demolition work and tree clearing are under way. The project will provide 45 full-hookup RV campsites, a small CXT restroom building, and walking paths. Reconstruction of the existing restroom/shower building in Camp Area A, and the addition of a family restroom and laundry room, will also be included in the project. Substantial completion for the project is scheduled for March, 2019.

- **Seneca Lake Terminal Pump Station and Force Main to Senecaville:** Border Patrol has set the pump station and has completed building the force main including the tie-in to Senecaville’s wastewater treatment plant. The project will be substantially completed in February 2018.
- **Seneca Lake Parkside Central and Woodlands Campgrounds:** Cast & Baker Corp. has been working on the earthwork, sewer laterals and construction of the new boat ramp. The project will be substantially completed in November 2018.
- **Seneca Marina - Fuel System Upgrade:** Bids were opened January 17 and the project will be awarded to A. Graziani and Company. Completion is scheduled for April 2018.
- **Tappan Lake East Campground:** The project is complete except for punch list items and final paving. Campers have been moved onto the camping pads to clear the project area for the next project.
- **Tappan Lake Park Campground Renovation – Phase I:** The construction contract was awarded to GLR Inc. of Dayton in the amount of \$3,115,693.22. Clearing and grubbing should commence during February.

### **Reservoir Dredging and Shoreline Stabilization (Ongoing)**

#### **Dredging Program**

- **Seneca Lake:** Tree clearing and construction of the first two settling basins should be complete this winter to allow dredging to begin near the Churchman’s Point Dock Association in April or May. Design work continues for the development of additional settling basins, as well as to finalize the areas and volume of material to be dredged.

#### **Shoreline Program**

- **Tappan Highlands Shoreline Stabilization Project:** The project was awarded to Tucson, Inc of New Philadelphia and a preconstruction meeting was held on December 20. Substantial completion is scheduled for March 2018.
- **Seneca Lake Hickory Grove and East Shore Shoreline Stabilization Project:** The project was awarded to Tucson, Inc of New Philadelphia and a preconstruction meeting was held on December 20. Substantial completion is scheduled for March 2018.
- **Leesville Lake – South Fork Marina Shoreline Project:** Plans are complete for this rock riprap and segmental concrete block retaining wall project at the South Fork Marina. The project will be constructed by our Engineering Crew, and will begin as soon as the Corps permit is received.

### **7.09 USACE PROJECTS STATUS REPORT**

No significant changes have occurred. The next partnering meeting with USACE will take place March 28 in Huntington.

Mr. Slogar reported that he participated in a conference call earlier this week with representatives of the U.S. Army Corps of Engineers in which discussion occurred about alleviating conditions from high water events.

### **7.10 IMMINENT OR PENDING LITIGATION**

No report at this time.



## 8. SUBDISTRICTS

No business at this time.

## 9. EXECUTIVE SESSION

On motion by Ms. Limbach, seconded by Mr. Paquette, the Board of Directors entered executive session at 11:39 a.m. to discuss matters related to ORC §121.22 (G) (1) [Employment] and (4) [Bargaining Sessions]. On roll call: Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes; Mr. Paquette-yes; and Mr. Sprang-yes. The executive session ended at 12:20 p.m.

## 10. ADJOURN

There being no further business, on motion by Mr. Maupin, seconded by Mr. Paquette, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, February 23, 2018, at 9:00 a.m. at the MWCD Annex Building, 2050 Reiser Avenue SE, New Philadelphia.

*01.19.2018,km*

*Approved 02.23.2018*