

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at the MWCD Annex Building
December 20, 2019, 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, December 20, 2019, 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: Mr. Gresh, Ms. Limbach, Mr. Maupin, and Mr. Moorehead. On motion by Mr. Maupin, seconded by Mr. Gresh, Mr. Sprang was excused.

Ms. Limbach, President of the Board of Directors, presided.

Present from MWCD staff were Scott Barnhart, Adria Bergeron, Donnie Borland, Mary Burley, Jim Cugliari, Scott Heller, John Hoopingarner, Brad Janssen, Dave Lautenschleger, Doug Little, Dan Mager, Bill Martin, Karen Miller, Jonathan Mizer, Jim Pringle, Steve Rice, Aaron Stump, and Nate Wilson.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also in attendance for all or portions of this meeting were: Bruce Robinson (*MWCD Development Advisory Committee*); Terry Fercana (*Environmental Design Group*); Dave Devey (*Falcon Camp*); Chris Baughman (*Canton resident*); Tim Fawver (*Minerva resident*); J.D. Long (*Harrison News Herald*); Greg Jones (*U.S. Army Corps of Engineers, Huntington*); and Sean Logan (*Sean Logan & Associates, LLC/Woolpert*).

Mr. Fawver and Ms. Baughman addressed the Board with concerns relative to campground improvements at Tappan Park. Staff will be in contact with these individuals to address their concerns.

3. APPROVAL OF MINUTES

On motion by Mr. Gresh, seconded by Mr. Moorehead, the minutes of the November 22 and December 7, 2019, meetings of the Board of Directors were approved.

Greg Jones, U.S. Army Corps of Engineers, Huntington District, was present with the Project Partnership Agreement between The Department of the Army and Muskingum Watershed Conservancy District for Zoar Levee and Diversion Dam, Dam Safety Modification Project.

4. FINANCIAL

Mr. Cugliari presented the financial report for the eleven-month period ending November 30, 2019. Total Base Operating Income was \$15,907,663 compared to \$12,134,575 in 2018.

Total operational revenue through November 2019 is \$30.6 million, up 15% over the prior year.

- General and Administrative/Support is \$685,538 or 77% of budget, down 23% from the prior year. As discussed in previous months, it is down due to a decrease in interest income.
- Conservation income is \$416,184 or 53% of the budget through November. There were no water sales from the Utica Shale in 2019 which accounts for \$280,000 of the shortfall compared to budget. Sharecrop

numbers are still coming in, but we expect to fall short of the budget in sharecrop due to the impacts from the flooding earlier in the year.

- Oil and gas royalties were \$784,446 during November, and 17.2 million year to date (122% of budget and 27% over the prior year).
- Park Revenue is \$6,558,389 through November, 97% of budget and 5% over the prior year. Our projections will fall short of budget, although, a good fall has significantly closed the gap.
- Non-park revenue is \$5,773,747, or 99% of budget through November. This is 4% over the prior year.

Total operational expenses through November 2019 is \$14.7 million. Operational expenses are relatively flat compared to the prior year (1% increase over prior year) and are in line with the amounts budgeted.

Other Income and Expense

- Capital improvements (park master plan) continue to progress in the parks (down 4% in total from prior year). With one month remaining in 2019 we anticipate closing the year at \$35 million.

Maintenance Assessment Fund

- Maintenance Assessment expenses total \$5.6 million through November 2019, which is comparable to \$4.2 million in the prior year.

The Conservancy District is in good financial position through November. Our projected cash balance at the end of the year will be ahead of the amount budgeted.

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

5. PAYMENT OF BILLS

On motion by Mr. Moorehead, seconded by Mr. Maupin, the report of the payment of bills for the period ending November 30, 2019, was approved as presented.

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Maupin, seconded by Mr. Moorehead, 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.

6.01b FALCON CAMP PROPOSED CHANGE TO LEASE AREA

On motion by Mr. Gresh, seconded by Mr. Maupin, a change increasing the lease area for Falcon Camp, as recommended and set forth in the above memorandum, was approved.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Mr. Maupin, seconded by Mr. Moorehead, 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 BUDGET ADJUSTMENT REPORT

On motion by Mr. Moorehead, seconded by Mr. Gresh, a report of budget adjustments made during the partial fourth quarter (through November) of 2019, including any adjustments that may be necessary during the month of December, as recommended and set forth in the above memorandum, was approved as presented.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b ENGINEERING REORGANIZATION

On motion by Mr. Gresh, seconded by Mr. Moorehead, proposed changes to the organizational structure for positions within the Engineering Department, as recommended and set forth in the above memorandum, were approved.

6.04a CHARLES MILL PARK MAIN CAMPGROUND REDEVELOPMENT PHASE 3

On motion by Mr. Moorehead, seconded by Mr. Maupin, a request to advertise for bids and award a contract for the Charles Mill Park main campground redevelopment Phase 3 project, as recommended and set forth in the above memorandum, was approved.

6.04b FALCON CAMP AND CAMP NEOSA SHORELINE PROJECT

At the August 2019 meeting, the Board authorized the bid and award of the Leesville Falcon Camp and Camp NEOSA Shoreline Stabilization Project. The engineer's estimate is \$455,000.00. Sealed bids were received on November 27, 2019, with the following results:

Company	Bid Amount
Ohio Erie Excavating LLC, Bolivar	\$371,207.00
Tucson Inc., New Philadelphia	\$391,917.00
Efficient Services, Carrollton	\$409,492.30
E. Mullins Construction LLC, Wheelersburg	\$410,879.00
Glenn O. Hawbaker, New Philadelphia	\$412,918.00
Sheckler Excavating, Malvern	\$422,811.59
Albatross Management, Lakeville	\$437,918.00
Red Malcuit Inc., Strasburg	\$494,391.00
Lockhart Concrete, Akron	\$541,032.00

The lowest bid was reviewed, references checked, and the bid is deemed awardable.

A contract will be executed with Ohio Erie Excavating LLC in the amount of \$371,207.00. This memo is provided for informational purposes only and no Board action is necessary.

6.04c MASTER PLAN IMPLEMENTATION – CONSTRUCTION SERVICES CONTRACT EXTENSION

On motion Mr. Moorehead, seconded by Mr. Gresh, extension of the terms of contracts for construction services through December 31, 2021, as recommended and set forth in the above memorandum, was approved.

6.04d MASTER PLAN PROGRAM MANAGEMENT CONSULTANT FEES

On motion Mr. Gresh, seconded by Mr. Maupin, extension of a contract with ms consultants and the associated fee through December 31, 2020, as recommended and set forth in the above memorandum, were approved.

6.04e TAPPAN MARINA FUEL SYSTEM IMPROVEMENTS

At the October 2019 meeting, the Board authorized the bid and award of the Tappan Marina Fuel System Improvements Project. The engineer’s estimate is \$297,000.00. Sealed bids were received on November 21, 2019, with the following results:

Company	Base Bid	Alternate No.1
A. Graziani & Company, Inc., New Castle, PA	\$291,380.00	\$13,340.00
SM Miller Construction Company, Grove City	\$337,044.00	\$17,700.00

The lowest bid was reviewed, references checked, and the bid is deemed awardable.

A contract will be executed with A. Graziani & Company Inc. in the amount of \$304,702.00.00. This amount includes the base bid and Alternate No.1 (installation of a 6-ft ornamental fence with a single gate). This memo is provided for informational purposes only and no Board action is necessary.

6.04f PURCHASE OF RENTAL BOATS

On motion by Mr. Gresh, seconded by Mr. Maupin, a request to advertise for bids and award a contract for purchase of boats and motors for the rental fleet, as recommended and set forth in the above memorandum, were approved.

6.05a PWM GRANT PROGRAM – 2019/2020 RECOMMENDATIONS

On motion by Mr. Gresh, seconded by Mr. Maupin, award recommendations for the Projects in Watershed Management funding for 2020, as recommended and set forth in the above memorandum, were approved.

6.05b PWM GRANT RECOMMENDATION: SUMMIT COUNTY FLOODING TASKFORCE

On motion by Mr. Gresh, seconded by Mr. Maupin, award of Projects in Watershed Management funding to the Summit County Flooding Taskforce, as recommended and set forth in the above memorandum, was approved.

6.06 DREDGE EQUIPMENT TRANSFER TO ODNR

On motion by Mr. Maupin, seconded by Mr. Moorehead, transfer of dredge equipment formerly utilized at Charles Mill to the Ohio Department of Natural Resources, as recommended and set forth in the above memorandum, was authorized.

6.07 PROFESSIONAL SERVICES AGREEMENT: HYLAND SOFTWARE

On motion by Mr. Moorehead, seconded by Mr. Maupin, an agreement with Hyland Software for providing professional services, as recommended and set forth in the above memorandum, was approved.

6.08 CONTRACTED SERVICES FOR PROCESSING MAINTENANCE ASSESSMENT

On motion by Mr. Maupin, seconded by Mr. Gresh, a contract with Woolpert for processing the MWCD and Chippewa Subdistrict assessment billing files, as recommended and set forth in the above memorandum, was approved.

6.09 RENEWAL OF MOU WITH OHIO UNIVERSITY

On motion by Mr. Maupin, seconded by Mr. Moorehead, a memorandum of understanding between MWCD and the Voinovich School/Ohio University, as recommended and set forth in the above memorandum, was approved.

6.10 CAMPGROUND RULES REVISIONS

On motion by Mr. Moorehead, seconded by Mr. Gresh, revisions to the campground rules document for 2020, as recommended and set forth in the above memorandum, were approved.

OTHER BUSINESS

No other business.

7. REPORTS

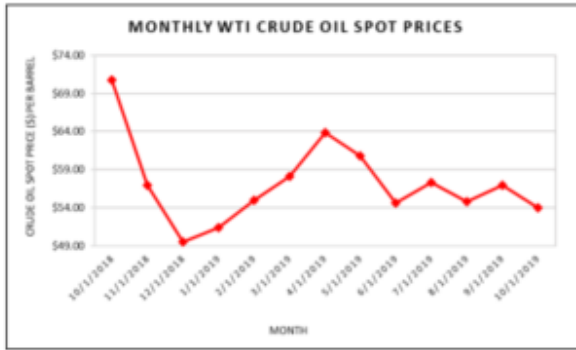
7.01 UTICA ROYALTY REVENUE REPORT

Utica royalty revenue is currently generated by 81 producing wells at Clendening, Seneca, and Leesville Reservoirs. A breakdown of the currently producing wells by operator and reservoir, along with the monthly royalty revenue can be seen on the attached page (*copy on file*).

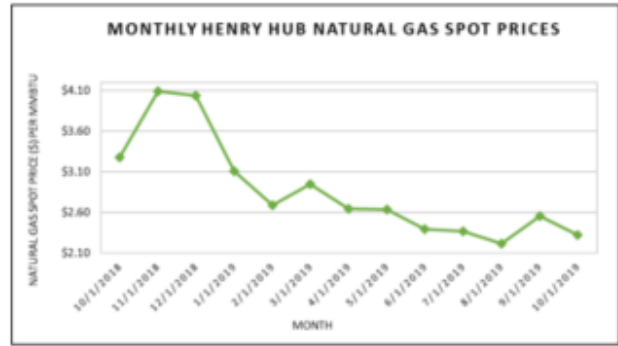
Utica royalties for November 2019 totaled \$773,068.92, which was a 19% decrease from the previous month of October 2019 of \$916,487.47.

The U.S. Energy Information Administration Prices Reports¹:

- The WTI Crude Oil Spot Price² for Oct. 2019: **\$53.96 per barrel**



- The Henry Hub Natural Gas Spot Price for Oct. 2019: **\$2.33 per MMBT**



¹ Source: U.S. Energy Information Administration (2/11/ 2019)

² 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.

³ 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 CONSERVATION REPORT

Conservation staff attended the 48th Annual Water Management Association of Ohio (WMAO) Conference on November 13-14 in Columbus Ohio. Presentations and break-out sessions included topics on: Mineral Resource Management, Lake Management, Agriculture, Floodplain Management, Dam Safety, Sustainable Farming, Nutrient Management, Recreation, Groundwater, Data and Coordination, Drinking Water, Stormwater Management, Education, and Water Treatment. There were also multiple networking opportunities along with a student poster presentation.

On November 20, Conservation staff took the Director of the Ohio Public Works Commission (Clean Ohio Grant Funding Program) on a forestry field trip to Leesville Lake. We visited multiple timber stands showcasing the various phases of timber management on MWCD properties and invasive species control. The Director left the field trip with a much better idea of how we manage our forests/properties for sustainability and conservation.

On December 10, Conservation staff attended the NRCS Area III Conservation Partnership meeting in Walnut Creek, Ohio. Topics included NRCS updates, Soil and Water Conservation District updates, National Wild Turkey Federation service and assistance, and Ohio's Collaborate Oak Management Project. There were also breakout planning sessions in the afternoon regarding education, wildlife, forestry, agriculture, conservation planning, and watershed planning. Planning for 2020 was a focus.

Work has begun on the orphan well plugging at Seneca Lake. Ohio Department of Natural Resources is leading the project and has started on construction of the access roads, staging locations, and site preparation above spillway. As drawdown of the lake continues ODNR will be able to begin site preparation below spillway elevation.

7.03 ENGINEERING REPORT

PROJECTS IN DESIGN

- Charles Mill Lake Main Campground Redevelopment - Phase 3
- Tappan Marina WWTP and Sanitary Sewer Improvements
- Tappan Marina Building Renovation

PROJECTS UNDER CONSTRUCTION

- **Atwood Camp Area 4 Restroom Improvement:** Tucson, Inc., began mobilization and tree clearing operations on the project in late November. The project involves installation of a new pre-fabricated CXT restroom with four family restrooms and construction of a pump station and sanitary force main sewer. Substantial completion is scheduled for March 2020.
- **Atwood Lake Main Campground Improvements - Phase 2:** Tucson, Inc., began mobilization and tree clearing operations on the project in late November. The project calls for the reconstruction of 72 RV campsites in existing Camp Areas B and C to provide full utility hookups and concrete pads. The project also includes a renovation of the existing restroom/shower building, with an addition that includes family restrooms and a laundry, as well as a new picnic shelter, playground area, walking paths and abutments for new cluster docks. Stabilization of the existing shoreline within the project limits is also included. Substantial completion is scheduled for October 2020.
- **Charles Mill Lake Park Main Campground Redevelopment – Phase 2:** Restroom renovation and landscaping continues. Electric has been energized and startups on the pump stations have occurred. Concrete RV pads and paving has been completed. This project involves the reconstruction of the existing middle section of the campground with 66 full-hookup RV campsites with gravel pads, 9 tent sites, renovations to the existing restroom/shower building, and a new pre-fabricated CXT restroom/shower building. Substantial completion for the campground is nearly complete. Substantial completion for the shower house is behind and is now scheduled for January 2020.
- **Piedmont Campground Redevelopment Phase 2:** All project work is complete with the exception of the final seeding and mulching, landscaping, final electrical testing and the additional boat trailer parking area near the marina added by change order. Substantial completion is scheduled for December 2019.
- **Pleasant Hill Cabins Phase 1:** Cabins 1, 2, 3, 8, 9 and 10 are complete. Cabin #4: prepped/stained interior walls, ceilings and loft subfloor. Installed interior staircase and stonework around fireplace. Cabin #5: Installed ceramic tile in bathrooms and fireplace hearth, dry stack stone around fireplace, and interior staircase and hardwood flooring. Cabin #6: installed lighting, ceiling fans, switches and outlet. Installed handrails on exterior porch railings. Cabin #7: installed interior trim, doors and kitchen/bathroom cabinetry. Finished installing HVAC registers and cold air return ductwork. Substantial completion is scheduled for February 2020.
- **Pleasant Hill Horse Camp Electric Upgrade:** Advertisement for bids for the project began November 25 and bids will be opened on December 19. This project involves installation of new electric pedestals with 50A, 30A and 20A receptacles at each of the 38 existing campsites in the horse camp area. The electric pedestals are designed to be easily removable in the event of flooding. Work on the project will begin in the winter with substantial completion in May 2020.
- **Seneca Lake Marina Point Campground Redevelopment Phase 1:** Concrete RV pads and paving are completed. Landscaping is almost complete. Bio-retention basins are being constructed. Landscaping is

underway. The picnic shelter is complete. The project will provide 98 seasonal RV sites with full utility hook-ups, a new pre-fabricated CXT restroom and shower building, playground, basketball court, and picnic shelter. Substantial completion is scheduled for December 2019.

- **Tappan Lake Park Campground Renovation – Phase 2:** Power is connected and electrical work complete. Landscaping is 90% complete. Construction continues on the shower house with final finishes being applied. The only remaining asphalt is the dump station surface coarse, and the small walking path by the wood bridge Signage installation underway. Substantial completion is scheduled for December 2019.
- **Tappan Marina Support Facilities Grading:** The project on the north side of State Route 250 is substantially complete. WWTP effluent extension into lake proceeding during winter drawdown. Seawall modifications are underway. Completion of the seawall work is scheduled for January 2020.
- **Tappan Lake Park Deersville Ridge Road RV and Boat Storage Lot:** Seeding and mulching is underway to cover up disturbed areas during winter shutdown. The project has been extended into 2020 due to extra work/change conditions required for drainage work, raising the grade of the parking lot, and storm sewers. Final construction will proceed next spring for the parking lot gravel surface install and curb installation. Substantial completion is being extended to Spring 2020.

DREDGING PROGRAM

- **Seneca Lake:** The dam safety permit from ODNR was received on November 14, but construction will not begin until spring due to winter weather restrictions. Dredging work will begin once construction of the basin is finished, and the entire project should be complete by November 2020.
- **Leesville Lake:** Two small dredging projects will be completed during this winter's drawdown. The first project at Palermo Boat Club will be completed by Jim Romig Excavating and the second project at Hensel's Landing Dock Association will be completed by MWCD's Engineering Department heavy equipment crew.

SHORELINE PROGRAM

- **Leesville Lake – Camp NEOSA / Falcon Camp:** Bids were opened on November 27, and the project has been awarded to Ohio Erie Excavating, LLC. The project covers 2,350 feet of shoreline stabilization in the two campground areas, and includes a combination of rock riprap, live stake plantings, and vegetated coir logs as erosion protection measures. Substantial completion is scheduled for March 2020.
- **Piedmont Lake – Reynolds Road Cottage Area:** Bids were opened on December 10 and an award will be made once the bids are reviewed. The project covers 1,000 feet of shoreline and includes a combination of rock riprap, live stake plantings, vegetated coir logs, and soil encapsulated lifts as erosion protection measures. Substantial completion is scheduled for March 2020.
- **Seneca Lake – Churchman Point:** This 800-foot project will be constructed by the MWCD Engineering Department heavy equipment crew.

U.S. ARMY CORPS OF ENGINEERS PROJECTS/PROGRAMS

Mohawk Dam

- No significant update this month.

Zoar Levee

- Authority for the project has been delegated to Huntington District.
- The Project Partnership Agreement (PPA) with MWCD is anticipated to be executed within the next few months.

7.04 2019 GOALS UPDATE

The Board received an updated report on the status of the 2019 goals.

7.05 IMMEDIATE OR PENDING LITIGATION

No report.

8. SUBDISTRICTS

8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

On motion by Mr. Maupin, seconded by Mr. Moorehead, the report of the payment of bills for the period ending November 30, 2019, for the Chippewa Subdistrict, was approved as presented.

9. EXECUTIVE SESSION

On motion by Mr. Moorehead, seconded by Mr. Gresh, the Board of Directors entered executive session at 11:40 a.m. to discuss matters related to ORC §121.22 (G) (1) [Employment]. On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; and Mr. Moorehead-yes. The executive session ended at 12:27 p.m.

10. ADJOURN

There being no further business, on motion by Mr. Gresh, seconded by Mr. Maupin, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, January 24, 2020, at 9:00 a.m. at the MWCD Annex Building.

12.20.2019,km
Approved 01.24.2020