

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at the Messerly Recreation Building, Charles Mill Lake Park  
October 21, 2016, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at the Messerly Recreation Building, Charles Mill Lake Park, 1277A State Route 430, Mansfield, Ohio, on Friday, October 21, 2016, 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. Moorehead, Mr. Pryce, and Mr. Sprang.

On motion by Mr. Moorehead, seconded by Ms. Limbach, Mr. Maupin was excused.

Present from MWCD staff were Barbara Bennett, Mike Bittinger, Mary Burley, Jim Crandall, Jim Cugliari, Tom Fisher, Scott Heller, John Hoopingarner, Nick Lautzenheiser, Ted Lozier, Tony Luther, Karen Miller, John Olivier, Mike Rekestis, Steve Rice, Boris Slogar, Eric Stechschulte, Melissa Tylke, and Jeff Yohe.

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

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

Also in attendance for all or portions of this meeting was: David Parham, Harry Horstman, Jim Schoch (*Muskingum Watershed Conservancy Foundation*); Hal Sheaffer and Leo Phillips (*John Appleseed Heritage Center*); John Yaussy and Marty Larsen, Jr. (*Charles Mill Marina*); Terry Fercana (*Environmental Design Group*); Marilyn Moorehead.

**3. APPROVAL OF MINUTES**

On motion by Ms. Limbach, seconded by Mr. Moorehead, the minutes of the September 23, 2016, meeting of the Board of Directors were approved.

**4. FINANCIAL**

Mr. Cugliari presented the financial report for the period ending September 30, 2016. The total operating revenue is \$17,165,346.00 with operating expenses of \$11,189,690.00 resulting in an excess of revenue over expense of \$5,975,656.00.

**General Fund**

- Total revenues are 61.30% of budget and down nearly 14% from 2015.
- The Use of Water Assets line item which is mainly water sales is down nearly 50% from 2015 or \$430,000.
- Interest income is 65.21% of budget and up 46% from 2015.
- Overall expenses are 67.46% of budget and up 11.45% from 2015.

**Conservation Fund**

- Total revenue is 77.76% of budget.
- As reported in September, the forestry revenues are running behind budget at this time, but it is anticipated that budget will be met by year end.
- Mineral Operations-Gas and Oil Royalties are 84.80% of budget and up 65.64% from 2015.
- Overall expenses are 63.68% of budget and down 5.58% from 2015.

**Recreation Fund: Parks**

- Total revenue is 93.84% of budget and 2.39% ahead of 2015. This time last year, we were 97.07% of budget. The main factor is that the Alive Festival revenue has not been received for September accounting.
- Park Camping revenue is 99.89% of budget compared to 102% in 2015 but also up 2.41% from 2015.
- General Park operations has met and exceeded budget by nearly 23% and is up 17.36% from 2015.
- Total expenses are 76.24% of budget compared to 69.41% of budget in 2015 and up 6.29% from 2015.

**Revenue Fund: Non-Parks**

- Total revenue is 90.09% of budget compared to 89.66% in 2015 and up 2.33% from 2015.
- Nearly all revenue line items are in line with budget and running ahead of 2015.
- Total expenses are 72.80% of budget compared to 71.33% in 2015 and down 2.72% from 2015.

**Maintenance Assessment Fund**

- Total collections for the assessment are 99.83% of budget with all counties having completed their settlements.
- Total expenses are 64.84% of budget and up 47.81% from 2015.

Overall operations continue to be in line with budget projects. Once again, we have experienced a strong recreation season. Expenses have been maintained within budget entering the fourth quarter of 2016.

Mr. Sprang commented that the “Economic Engine” should have a notation of “year-to-date” instead of the current date.

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

**5. PAYMENT OF BILLS**

On motion by Ms. Limbach, seconded by Mr. Pryce, a report of the payment of bills for the period ending September 30, 2016, was approved as presented.

**6. BUSINESS**

**6.01a LEASE TRANSACTIONS**

On motion by Ms. Limbach, 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 NEW MARINA LEASE**

As was discussed at the May 20, 2016, meeting of the Board of Directors, the current marina lease is based on a document developed in the ‘40s and ‘50s, originally called a “Boat Livery Agreement,” and primarily addressed boat rentals and bait and tackle sales. Boat and motor sales, docking, off-season storage, repair services, and restaurants, are now offered at most marinas. Throughout the years, site and public access facility responsibilities have shifted back and forth between marina operators and MWCD, resulting in a varying amount and quality of maintenance and development. Standards, code, and regulatory requirements have changed as well, along with increasing costs of facility development. To better serve the boating public, and to form a partnership with marina operators, a new lease agreement has been developed reflecting and addressing the changes outlined above.

Current marina operators, reviews of similar state and municipal leases, and consultations with Dennis Kissman of Marina Management Services, Inc., and appraiser Gil Snyder, provided much of the input

used to develop the new marina lease. The changes and additions would clarify site responsibilities, address improvements to public boating access facilities, simplify the system of payments to MWCD, reduce and even eliminate many of MWCD's administrative costs, and through the inclusion of standards, help ensure safe and quality facilities and services. The new lease document will help improve boating facilities on MWCD reservoirs.

The new Marina Lease, along with a summary of significant changes and additions, is attached and presented now for review purposes only. No action is required from the Board at this time. Approval will be sought at the November 21, 2016, meeting.

**6.02a 2017 NAVIGATIONAL AIDS GRANT PROGRAM**

On motion by Mr. Pryce, seconded by Ms. Limbach, the proposed Resolution of Authorization to apply for financial assistance through the Ohio Department of Natural Resources Navigational Aids Grant Program, as recommended and set forth in the above memorandum, was approved.

**6.02b 2017 MARINE PATROL ASSISTANCE GRANT PROGRAM**

On motion by Mr. Pryce, seconded by Ms. Limbach, the proposed Resolution of Authorization to apply for financial assistance through the Ohio Department of Natural Resources, Division of Watercraft Marine Patrol Assistance Grant Program, as recommended and set forth in the above memorandum, was approved.

**6.02c BUSINESS PLANS**

Members of the Board received a copy of the updated 5-year business plans for the master plan implementation period at Atwood Lake, Charles Mill, Piedmont Marina, Pleasant Hill, Tappan, and Seneca Lake Park. As a part of our 2016 Goal, staff agreed to provide updated business plans within 90 days of the Board of Directors approval of the program schedule.

The business plans reflect the projected revenues and expenses as a result of completion of Phase 1 projects. The financials are based on phased pricing assumptions detailed in Appendix A of each business plan as well as detailed lot count numbers that were provided by MS Consultants.

The business plans will be updated annually and reflect changes in construction schedules or changes in project scope that may occur throughout the master plan implementation period.

Mr. Heller reviewed and provided additional details regarding the business plans. No action was requested.

**6.02d BUY BOARD COOPERATIVE PURCHASING PROGRAM**

On motion by Mr. Pryce, seconded by Ms. Limbach, participation in the Buy Board Cooperative Purchasing Program, as recommended and set forth in the above memorandum, was authorized.

**6.02e 2017 PRELIMINARY BUDGET REVIEW**

Members of the Board received a copy of the 2017 preliminary budget. It is anticipated that the 2017 budget will be presented to the Board for consideration at the November meeting.

**6.02f PWM – STARK COUNTY ZIMBER DITCH ADDITIONAL PWM FUNDING REQUEST**

On motion by Ms. Limbach, seconded by Mr. Pryce, a request from Stark Parks for PWM funding in the amount of \$105,090.76 for a share of the local match for the Stark County Zimber Ditch project, as recommended and set forth in the above memorandum, was approved.

**6.03a HUMAN RESOURCES SUMMARY**

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

**6.03b WAGE ADJUSTMENTS - 2017**

On motion by Mr. Pryce, seconded by Mr. Moorehead, a three percent (3%) increase in wages for full-time and part-time staff effective January 1, 2017, as recommended and set forth in the above memorandum, was approved.

**6.03c 2017 SEASONAL AND VARIABLE HOUR EMPLOYEE STAFFING PLAN**

This matter was tabled until the November meeting.

**6.04a ATWOOD LAKE PARK CAMPGROUND AREA 20 – BID RESULTS**

At the July 22, 2016, meeting, the Board authorized soliciting bids and entering a construction contract for the Atwood Lake Park Campground Area 20. Construction documents were prepared by Woolpert Inc., of Dayton, Ohio.

Sealed bids were received and opened on Thursday, September 22, 2016, with the following results:

<b>Contractor</b>	<b>Total Bid with Alternate # 1</b>
The Beaver Excavating Company	\$6,795,392.39
Lockhart Concrete Company	\$6,868,386.00
Tucson, Inc.	\$7,084,175.05
Mark Schaffer Excavating	\$7,367,842.90
Jeffrey Carr Construction	\$7,506,281.25
Central Allied Enterprises Inc.	\$7,946,852.45
The Great Lakes Construction Company	\$8,476,451.05
NL Construction Corp	Non-Responsive
2K General Company	Incomplete Bid

Alternate #1 consists of upgrading the camper pads from asphalt to concrete. The amount of the low bid is below the engineer's estimate of \$6,942,152.00 and is an acceptable bid. Staff has entered a contract with The Beaver Excavating Company of Canton, Ohio, for their low bid amount of \$6,795,392.39.

Construction began on October 6, 2016 and substantial completion is scheduled for September 29, 2017. This memo is provided for informational purposes only and no action is required.

**6.04b MASTER PLAN INDIVIDUAL PARK DESIGN CONTRACTS  
FINAL PROJECT ACCOUNTING RATIFICATION**

On motion by Mr. Pryce, seconded by Ms. Limbach, contract modifications in the amount of \$143,890.00 and \$34,841.35, for the Master Plan individual park design contracts, as recommended and set forth in above memorandum, were ratified.

**6.04c MASTER PLAN IMPLEMENTATION  
CONSTRUCTION SERVICES: ADMINISTRATION AND INSPECTION RFPs**

On motion by Mr. Pryce, seconded by Ms. Limbach, authorization to release a Request for Proposals for the administration and inspection services on the Master Plan projects, as recommended and set forth in the above memorandum, was granted.

**6.04d PIEDMONT MARINA AND CAMPGROUND – WWTP FINAL DESIGN**

On motion by Mr. Pryce, seconded by Ms. Limbach, a contract with OHM Advisors in the amount of \$65,920.00 for the Piedmont Marina and Campground project, as recommended and set forth in the above memorandum, was approved.

**6.04e SENECA BEACH CONCESSION – BUILDING DEMOLITION AND SITE PREPARATION**

On motion by Mr. Moorehead, seconded by Ms. Limbach, a request to bid and award the Seneca beach concession building demolition and site preparation contract, as recommended and set forth in the above memorandum, was approved.

**6.04f SENECA BEACH CONCESSION – PURCHASE OF BUILDING**

On motion by Ms. Limbach, seconded by Mr. Moorehead, purchase of the building for the Seneca beach concession from Public Restroom Company through the Buy Board Cooperative Purchasing Program at a cost of \$549,707.00, as recommended and set forth in the above memorandum, was approved

**6.04g SENECA PARK – CAMPGROUND DESIGN (AREAS P-2, P-13, P-21A, P-16)  
DESIGN CONTRACT AMENDMENT**

On motion by Mr. Pryce, seconded by Mr. Moorehead, an amendment to the Seneca Park campground areas P-2, P-13, P-21A, and P-16 in the amount of \$155,000, as recommended and set forth in the above memorandum, was approved

**6.04h SENECA PARK – TERMINAL PUMP STATION AND FORCE MAIN TO SENECAVILLE  
REQUEST TO ADVERTISE AND AWARD**

On motion by Ms. Limbach, seconded by Mr. Pryce, a request to bid and award a contract for the Seneca Lake Park pump station and force main project, as recommended and set forth in the above memorandum, was approved

**6.04i SENECA PARK – VILLAGE OF SENECAVILLE WASTEWATER AGREEMENT  
APPROVAL OF AGREEMENT**

On motion by Ms. Limbach, seconded by Mr. Pryce, an agreement with the Village of Senecaville for providing sewage treatment, as recommended and set forth in the above memorandum, was approved

**6.05 SPONSOR FOR THE TUSCARAWAS RIVER WATER TRAIL**

On motion by Ms. Limbach, seconded by Mr. Pryce, approval for the MWCD to serve as a sponsor for the Tuscarawas River Water Trail, as recommended and set forth in the above memorandum, was granted.

**6.06 JOINT SWCD PROJECT FOR WATERSHED SPECIALIST PARTNERSHIP PROJECT**

On motion by Ms. Limbach, seconded by Mr. Moorehead, renewal of a three-year partnership program with Carroll and Harrison SWCDs for watershed work in the Atwood, Leesville, Tappan, and Clendening sub-watersheds, as recommended and set forth in the above memorandum, was authorized.

**6.07 DEVELOPMENT ADVISORY COMMITTEE**

On motion by Ms. Limbach, seconded by Mr. Moorehead, acknowledgment of the services of Marty Larsen and Richard Milleson, along with the reappointment of Michael Gunther, Bryan Haviland, JoEllen Hayes, and George Romanoski, as recommended and set forth in the above memorandum, was approved.

**6.08 OPERATIONAL POLICY REVISION – EXECUTION OF DOCUMENTS**

On motion by Ms. Limbach, seconded by Mr. Pryce, proposed revisions to Operational Policy No. 1010, Execution of Documents, as recommended and set forth in the above memorandum, were approved.

**OTHER BUSINESS**

Mr. Slogar informed the Board that a change order has been submitted for the Tappan dredging project in an amount of approximately \$400,000. Although this amount is less than 10% of the total contract cost (approximately 4%), because of the large amount of the change order, the approval of the Executive Director and Chief Financial Officer will be necessary per MWCD policy.

**7. REPORTS**

**7.01 MARINAS REPORT**

A Summary of Marina Operations report for the period ending September 30, 2016, was distributed to Board members.

October is an extremely busy month for all marinas, with boats being moved off docks for the season. Piedmont alone takes almost 60 houseboats out of the water during a short window of time. Many dock structures are being moved to their winter storage locations as well. Off-season operations also include the shrink-wrapping, winterization, and storage of hundreds of boats.

The marina building renovation project at Piedmont, which will include the addition of ADA accessible restrooms, a new, more efficient floor plan, outdoor deck, and self-serve food area, is out for bid. Work will occur during the winter months.

Brennan Construction Services will begin work on the public launch ramp replacement project at Leesville South Fork. A similar project at the public ramp located adjacent to Charles Mill Marina will go out for bid in November.

Design work continues on improvements to the fueling systems at both Seneca and Piedmont marinas.

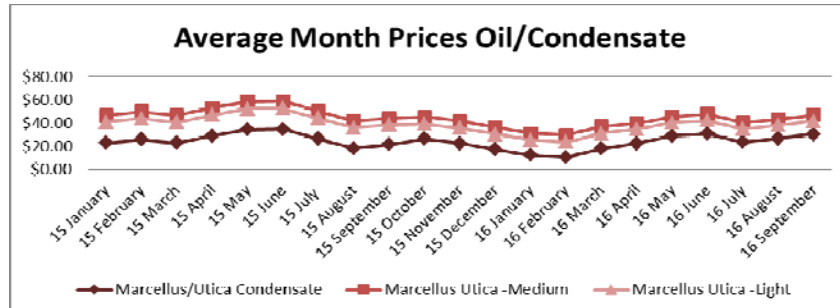
**7.02 UTICA ROYALTY REVENUE REPORT**

Utica royalty revenue is currently generated by 50 wells on adjacent private property. The MWCD’s proportional share of the wells varies significantly see attachment for more detail.

Utica royalty revenue decreased from August ‘16 (\$1,839,394.53) to September ‘16 (\$503,982.52).

Some individual items of note:

- The decrease in revenue can be attributed to the large payment from August ‘16 (1.8 million) which was the result of additional wells from Antero coming on line and the flush production (several cumulative months) from these wells.
- Ascent Resources informed the MWCD that an accounting error on the RH Hamilton Unit resulted in an overpayment. Staff has discussed with Ascent and determined the cause and the overpayment amount. This overpayment amount is recouped by Ascent and reflected in the attached report as deducted from September ‘16 revenue for the RH Hamilton Unit.
- The Ohio Market Report prices posted for \$/barrel of Ohio Oil/Condensate on September 30, 2016
  - Marcellus Utica Medium \$47.24
  - Marcellus-Utica Light \$41.74
  - Marcellus – Utica Condensate (Formerly ALS) \$30.24



- The Henry Hub Natural Gas Spot Price for October 4, 2016: \$2.84

**7.03 FORESTRY REPORT**

**Forest Management** – With help from interns we had a very productive summer in terms of TSI and Inventory.

**Active Operations**

- TSI project underway on 118-acre tract at Wills Creek and 75% completed
- 115 acres of invasive species control on nine projects have been completed by staff to date

**Future TSI operations**

- 48 Acres of TSI (Invasive/Grapevine Control and a Crop Tree Release) out to contract at Leesville and Bolivar
- 60-Acre TSI (Ailanthus and Grapevine Control) project planned at Clendening (Fisher Ridge) to be contracted.

**Inventory** – Forest Inventory is currently 74% complete.

- Completed: Charles Mill, Clendening, Dover, Leesville, Pleasant Hill, Tappan, and Wills Creek

- Current projects: Atwood (33% complete); Piedmont (68% complete); and Seneca (55% complete)
- Pine Inventory is on hold until winter (91% complete)
- Completed Pine Inventory: Atwood, Beach City, Bolivar, Clendening, Leesville, Piedmont, Pleasant Hill, Seneca, and Tappan

**Timber Harvesting** – A dry summer kept operations running smoothly all summer. Multiple equipment failures by one pine logger setback year-end pine revenue projections.

#### **Active/Recent Harvests**

- Leesville – A 25-acre thinning operation in conjunction with FFA Camp Muskingum harvest is complete
- Tappan/Beall pine harvest is complete
- Clendening – A 19-acre Pine Shelterwood harvest is complete
- Seneca – A 6-acre and a 11-acre pine thinning are complete
- Tappan/McGonagle – Pine harvest is 95% Complete

#### **Future Harvests**

- Tappan – 30-acre pine harvest on Willis Run Road
- Leesville – 60-acre hardwood thinning planned for Fall-Spring
- Pleasant Hill – 17-acre Ash salvage around Richland Cottage Area is scheduled to begin October 24
- Mohawk – 44-acre thinning

#### **Other Items**

- Staff participated at the Paul Bunyan Show; gave a presentation on tree identification.

#### **7.04 2016 GOALS**

Mr. Hoopingarner provided an update on the status of accomplishment of the 2016 goals.

#### **7.05 MASTER PLAN UPDATE**

Mr. Slogar distributed a written report to the Board on the Master Plan Implementation.

#### **Program Status**

- Detailed design continues on the following 2016 projects:
  - Atwood: Sanitary Sewer System, Special Event Parking Improvements
  - Piedmont: Water and Electric Utility Improvements
  - Pleasant Hill: Area 22 Campground, Sanitary System Improvements
  - Seneca: P-13 and P-21 Campgrounds, Beach Concession/Restroom Building, Sanitary Main
  - Tappan: East Campground, WWTP Phase 1 Improvements
- Agreements have been reached with the Village of Perrysville for wastewater treatment from Pleasant Hill Lake Park and with the Village of Senecaville for wastewater treatment from Seneca Lake Parkside. These agreements have been sent to the respective Villages for final review. Board of Directors approval for the Village of Senecaville agreement was granted in today's business portion of the meeting. Approval for the Village of Perrysville agreement should be requested at the November 18, 2016, meeting.

#### **Individual Projects Status**

- **Atwood Area 20 Campground:** A construction contract for the project in the amount of \$6,795,392.39 was awarded to The Beaver Excavating Company on October 6. Work is underway and substantial completion is scheduled for September 29, 2017. An interim milestone date of June 30, 2017, has been set for completion of 75 campsites and the restroom/shower building.
- **Tappan ADA Restroom and Shower House:** CCI Construction has completed the masonry block construction and the building is under roof except for the glue-laminated wood trusses in the entryways which



will be installed in November. Site grading and seeding is completed and parking lot and sidewalk paving will be finished in October. Rough plumbing and electrical and interior finishing is underway inside the building. The project will be substantially completed prior to the 2017 camping season.

- **Seneca Lake Park – Terminal Pump Station and Force Main to Senecaville:** Advertising for this project will start in November 2016 with bids to be opened in December. The project involves the replacement of the existing terminal Parkside Pump Station located near the middle shower house and construction of approximately 11,500 feet of 6-inch force main across MWCD property and along the Hatchery Road right-of-way to the Senecaville wastewater treatment plan. The engineer's estimate for construction is \$1,060,000. The project is to be completed in mid-2017.
- **Atwood Sanitary Sewer System:** Advertising for this project will start in November 2016 with bids to be opened in December. The project will construct just over 3,000 feet of sanitary sewer from the proposed campground area 20 to the existing main lift station located near camp area B. The engineer's estimate for construction is \$430,000. The project is to be completed in mid-2017.
- **Pleasant Hill Area 22 Campground:** Advertising for this project will start in November 2016 with bids to be opened in December. The project will include 59 full-hookup RV campsites, a CXT restroom/shower building, picnic shelter and playground to be located on the east side of the park near existing Camp Area E. The engineer's estimate for construction is \$3,400,000. The project is to be completed in late 2017.
- **Atwood Lake Bridge and Trail Phase II:** The project is substantially complete and open for use. Punch list work and landscape planting have been completed.

#### **7.06 DREDGE PROGRAM STATUS – TAPPAN LAKE DREDGING PROJECT**

- With areas in the east end of the main lake and Clear Fork Bay already complete, hydraulic dredging continued in Beaverdam Run Bay. Approximately 13,000 cubic yards were dredged from this bay over the last month, which is lower than normal as one dredge was temporarily out of service for repairs. The total volume dredged to date for this second phase at Tappan Lake is currently 129,161 cubic yards out of the 160,000 cubic yard contract, which equates to approximately 81% complete.
- The contractor was able to successfully negotiate with a local property owner to allow construction of additional dewatering basins off of State Route 646 and Henderson Road. While these basins were being constructed, material continued to be pumped to the Addy Road and Deersville Road DMRA sites. Pumping to the Addy Road site has now stopped and the site will be reclaimed as soon as the material sufficiently dries out. Dredging should continue into late November as the remaining 30,000 cubic yards is scheduled to be dredged before this winter's drawdown of the lake.

#### **7.07 USACE PROJECTS STATUS REPORT**

##### **Bolivar Dam**

- Ribbon cutting ceremony was held on October 14, 2016.
- Contractor hoping to finish site restoration work by end of November including paving the road over the dam.
- Abutment restoration and relief well rehab contract will take effect in the spring.
- Four of the six gates are replaced and completely rehabbed. Final two to be replaced by end of November.
- Local cost share for next year to be paid quarterly as amount needed will likely be less than budgeted (up to \$1.5 million maximum anticipated).

##### **Dover Dam**

- Wrapping up close-out documents.
- Real estate work continuing over the next few months.

##### **Zoar Levee**

- Detailed design is ready to begin and the creation of a detailed project schedule and estimate is underway.

- Plan is to install an internal erosion interception trench and two berms with filters at the pump station ponding area and along the landward tow of the levee.
- Overall timeline for this project is very similar to that of Mohawk Dam.

**Mohawk Dam**

- The draft Dam Safety Modification Report is under review and was presented to the Rick Management Center in Colorado last week. The next step is to present the report to the Dam Safety Oversight Group in Knoxville on November 1 with the goal of report approval by May 2017.
- FFY 19-20 construction anticipated and local cost-share funding needed in FFY18. A Project Partnership Agreement will likely be executed in the first or second quarter of FFY18.

**7.08 IMMEDIATE OR PENDING LITIGATION**

This matter was discussed in executive session.

**8. SUBDISTRICTS**

No business at this time.

**9. EXECUTIVE SESSION**

On motion by Ms. Limbach, seconded by Mr. Moorehead, the Board of Directors entered into executive session at 12:40 p.m. to discuss matters related to ORC §121.22 (G) (2). On roll call: Ms. Limbach-yes; Mr. Moorehead-yes; Mr. Pryce-yes; and Mr. Sprang-yes. The executive session ended at 1:23 p.m.

**10. ADJOURN**

There being no further business, on motion by Mr. Moorehead, seconded by Mr. Pryce, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, November, 18, 2016, at 9:00 a.m. at the Kent State University Tuscarawas, Science and Technology Center.

*10.21.2016,km*  
*Approved 11.18.2016*