

**Maumee Watershed Conservancy District**  
Board of Directors Meeting  
April 12, 2022

The Board of Directors of the Maumee Watershed Conservancy District met in regular session at the Maumee Watershed Conservancy District office in Defiance, Ohio, on April 12, 2022. In attendance were Richard Ricker, George Ropp and Mark Moats, Directors; Clark Lynn Army, General Manager; Wendy Yunker, Sec/Treas; Kurt Warnimont, Maintenance Manager; Jim Weaner, Legal Counsel; Steve Wilson, Project Manager; Derek Dalton, Stantec and Richard Mara, Findlay resident.

President George Ropp called the meeting to order at 9:00 a.m.

**Approval of Minutes:** The minutes of the March meeting were approved as mailed. Motion was made by Dick and seconded by Mark. Yeas 3.

**Approval of Financial Reports:** The financial reports for March along with the CD tracking were approved as mailed. Motion was made by Mark and seconded by Dick. Yeas 3.

**2021 Annual Report:** Directors have reviewed the annual report for 2021. Mark moved to approve the annual report and distribute it to the Conservancy Court Judges for their approval. Dick seconded. Yeas 3.

**Annual Conservancy Court Hearing Assignments:** Dick and Wendy will be giving the Financial Report, Mark will be giving the Year in Review Report and George will cover the Maintenance Report.

**MWCD Appraiser Meeting Update:** Lynn informed the Directors that he met with the appraisers and they were updated on 2021 District activities.

**Lower Blanchard and H2Ohio Update:** Steve reported that the updated FEMA flood mapping is finalized and will be available for review from April 18 to May 15. There is a 90-day public comment period. Maps will become official 30 to 60 days after public comment period. Meadville Land Services will return this week or next to complete work on the H2Ohio wetland restoration project.

**Upper Blanchard River Update and Proposed Additional Hydraulics Improvement for the City of Findlay:** Steve Wilson reported on the following Upper Blanchard activities:

### Norfolk Southern Railway Bridge

- No update on the FRA NEPA documentation.
- NS has completed their review of the 60% plans and Stantec has addressed their comments. 90% plans will be submitted by mid-April.
- No additional calls have been held with NS regarding potential financial participation.

### Hydraulic Improvements Phase 1

- An eminent domain mediation session is scheduled for April 22 with the owner of the remaining parcel to be purchased.

### Additional Hydraulic Improvements (in the City of Findlay)

- Eminent domain proceedings continue on 2 of the outstanding parcels. A tentative settlement has been reached on 2 other parcels.
- Stantec submitted 100% plans on April 8 and the plans have been provided to the Directors
- Time of bidding for this project will be dependent on the successful conclusion of property acquisition. Possible bid date is July 2022.
- Department of Development has reviewed application for a brownfield grant to clean up former chromium plating works. Steve expects final approval and grant agreement sometime in May.

### **Eagle Creek Dry Storage Basin Planning Update and Property Acquisition:**

Steve Wilson reported that he reviewed the Demolition Bids that were received today concerning the buildings on MWCD properties in Eagle Township. All Excavating came in as the lowest bidder. Steve is familiar with this company has knowledge of work that was done in the past by this contractor and recommended the Directors to accept their bid.

**Adoption of Resolution:** After discussion, a motion was made by Mark to approve the following resolution:

**Resolution No. 2281  
To Award All Excavating  
And Demolition for  
the Eagle Township buildings Demo**

**BE IT RESOLVED**, that the Directors of the Maumee Watershed Conservancy District move to send a Notice of Award to All Excavating and Demolitions with the bid of \$86,000. The Demolition should be completed by August 31<sup>st</sup>, 2022.

Motion was seconded by Dick Ricker, Yeas 3.

Steve Wilson continued to report that the 404 and 401 permit applications are being refined based on pre-application meetings with the U.S Army Corps of Engineer and Ohio EPA and will be formally submitted before the end of April. Stantec has submitted short term and long-term proposals for completing the final design of the Basin.

Derek Dalton stated that the preliminary engineering is completed and those funds are depleted. The final design has been broken down, at the Directors request, into 3 different stages. Derek went over the first stage tasks that are intended to keep the project moving forward and not cause any delay in scheduling of final design and construction.

**Adoption of Resolution:** After discussion, a motion was made by Mark to approve the following resolution:

**Resolution No. 2282  
To Approve the First Stage of  
Final Design for Eagle Creek  
Dry Storage Basin**

**BE IT RESOLVED**, that the Directors of the Maumee Watershed Conservancy District move to approve Stage 1 of the final design work of the Eagle Creek Storage Basin in the amount of \$781,315 so that Stantec can continue progressing forward without any delays.

Motion was seconded by Dick Ricker, Yeas 3.

**Little Auglaize River Update:** The John Deere Gator has been ordered. Contractors are being assigned the work to be done this year and staff Spring/Summer assignments have been assigned.

**Grassy Creek and Schaller Ditch Update:** Contractor is prepared to begin work once the field conditions improve. Lynn stated he spoke with Matt Gruber from Ground Solutions this morning and he will be sending over the signed easement agreement today for the Harbortown Homes along Schaller Ditch.

**Proposal for Office Clerk Position Update:** Lynn formally announced he will be retiring at the end of May, and he recommends that MWCD post a job opening for an office clerk to help Wendy in the office. Lynn read a draft proposed position description with the qualifications needed and a job description for the position.

**St. Joseph River logjam Update:** Contractor has been working and have removed about 78 logjams to date this year.

**Legal Counsel Update:** Jim reported the pre-court meeting in Judge Schmenk's chambers is scheduled, he will get with the court clerk to see how many judges will be attending via virtual or in person. Jim also has the Judgement entry prepared for the approval of the annual report and the Judgement entry renewing another term for Director Ricker.

**General Manager Report:** Lynn informed the Directors that he held an informational meeting with an engineer and George Ropp to discuss the possibility of bringing on another consultant engineer in the future. Lynn also attended a meeting with Mayor Muryn and others regarding operation and maintenance options for Eagle Creek; held staff meetings, employee reviews, and assigned Spring/Summer work assignments; gave survey training to employees; checked all financials and advised Wendy on CDARS investment strategies; attended public information meeting in Findlay; held an appraiser update meeting; reviewed board meeting minutes.

**Secretary/Treasurer Report:**

- Received and hand entered Defiance Co 1<sup>st</sup> half payments – 515 parcels
- Received and hand entered Mercer Co 1<sup>st</sup> half payments – 301 parcels
- Uploaded Wood County, Van Wert County and Putnam County 1<sup>st</sup> half assessment payments
- Typed the Board meeting minutes and distributed them to Lynn, Jim Weaner and the Directors for approval
- Uploaded the approved February minutes onto the MWCD website and updated next meeting date
- Completed the March financial reports and paid end of month and 1<sup>st</sup> quarter taxes
- Toured all 50 miles of the St Joe River with Kurt
- Attended meeting in Findlay with Mayor Muryn, Lynn and Steve Wilson
- Attended public informational meeting in Findlay on Upper Blanchard and Eagle Creek activities
- Updated the Conservancy Court list
- Prepared letters and the 2021 Annual Report to mail out for the Conservancy Court Judges for their review
- Prepared log for Contractors requesting bidding packet for demolition
- All invoices are paid up to date with supporting vouchers filed
- Restocked office and cleaning supplies – clean office, conference room and bathrooms weekly
- Check our bank accounts daily to verify balance and activity

- CDAR investing with Lynn
- Training with Lynn on Survey Equipment
- Attended staff meeting

**Maintenance Report:**

- Removing Misc. Debris and Brush from 15' Easement areas as found
- Began Spring inspections with notes all District work areas, weather permitting
- Serviced District Spray Rigs for upcoming spray season
- Assisted District Manager with road side service for a flat tire
- Installed new Brake shoes and Rotors on rear of District Managers Vehicle
- Serviced District Kubota mower and District Office mower
- Spring fertilizer spread on District Office yard
- Attended Survey Instrument class, received Employee annual review, and Spring/Summer work assignment from District Manager
- Cut and Removed 9 Trees from LA River, and 1 Large Tree from Town Creek
- Cut and removed 3 trees from berm on Prairie Creek
- Maintenance on District equipment during poor weather days (Chainsaws, UTVs, Hand tools, etc.)
- Parts ordered for leaking Spigot outside of District Office
- Greased District John Deer Tractor
- Cleaned District Cold Storage Building
- Washed and Greased District Snow plow, put away for the season
- Watch District office as needed, check mail and phone messages

**Meeting dates 2022:** May 6 (Court), June 14, July 12, August 16, September 13 (Tour), October 11, November 8, December 13

**Adjournment:** George moved for adjournment at 9:50 a.m. Dick seconded. Yeas 3.

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George Ropp, President

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Wendy J Yunker, Sec/Treas.

# Maumee Watershed Conservancy District

## Audit Committee Meeting

April 12, 2022

The Maumee Watershed Conservancy District Audit Committee met in regular session at the District Office at 1464 Pinehurst Dr., Defiance, Ohio, on April 12, 2022. In attendance were Richard Ricker, George Ropp and Mark Moats, Directors; Clark L. Army, General Manager, Wendy J. Yunker, Secretary/Treasurer and Jim Weaner, Legal Counsel.

George called the meeting to order at 10:00 a.m.

Wendy explained the financial procedures, while the committee reviewed the vouchers, bank reconciliation and financial statements to be in accordance with, and to satisfy the State Auditors checks and balances of an accounting system.

George moved to adjourn the Audit Committee meeting at 10:20 a.m.

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George Ropp, President

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Wendy J Yunker, Sec/Treas.