

Conservancy District
Board of Directors Meeting
December 13, 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 December 13, 2022. In attendance were George Ropp, Mark Moats and David Kuhn, Directors; Wendy Yunker, General Manager, Sec/Treas; Emilee Rankin, Administrative Clerk; Todd Krugh, Interim Maintenance Manager; Connor Mosier, Maintenance Worker; Jim Weaner, Legal Counsel; Steve Wilson, Project Manager; Adam Hoff, Engineer; Derek Dalton, Stantec.

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

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

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

Election of Officers: Mark moved to have George Ropp continue to serve as Board President and Mark Moats serve as Board Vice President. Dave seconded. Yeas 3.

Policy and Procedure Manual Review: After review of the Policy and Procedure Manual, Wendy stated she wouldn't recommend any changes to be made. Mark moved to accept the Policy and Procedure Manual as is, George seconded. Yeas 3.

2023 Appropriations, Disbursements and Estimated Resources: Wendy went over each line item for the 2023 Appropriations, Disbursements and Estimated Resources

Adoption of Resolution: Motion was made by Mark to approve the following resolution:

Resolution No. 2311
2023 Appropriations, Disbursements and
Estimated Receipts and Resources

BE IT RESOLVED, that the Directors of the Maumee Watershed Conservancy District approve the 2023 Appropriations, Disbursements and Estimated Resources (as attached).

Motion seconded by Dave. Yeas 3.

Storage Facility Renewal: Wendy stated the storage facility lease is due to expire Feb 1, 2023 so reached out to Ken Dasher for a renewal contract. The renewal contract has an increased rate of \$800/month and will run from March 1, 2023 to February 28, 2025. Mark moved to accept the renewal rate and dates, seconded by Dave. Yeas 3.

Blanchard River Partnership Renewal: George moved to continue to support the Blanchard River Partnership program with a \$50 donation. Dave seconded. Yeas 3.

Employee Evaluation: Director Ropp moved to go into executive session at 10:20am to discuss employee compensation. Mark seconded, Yeas 3.

Regular Board meeting returned to open session at 10:31.

Adoption of Resolution: Motion was made by George to approve the following resolution:

**Resolution No. 2312
Employee Salary Adjustments
And add Emilee Rankin as a signee**

BE IT RESOLVED, that the Directors of the Maumee Watershed Conservancy District approve a one-time bonus check in the amount of \$1,500 to Wendy Yunker and a one-time bonus check of \$1,000 each to Gregory Todd Krugh and Connor Mosier payable in 2022. The Directors also move to increase Emilee Rankin's hourly wage to \$20/hr on the first paycheck of 2023. Directors also move to add Emilee to the bank signature card and approve payment for her to obtain notary certificate.

Mark seconded the motion, Yeas 3.

Re-Appropriation of Accounts: Wendy stated a couple accounts need reappropriated for 2022 to account for the bonus checks.

Adoption of Resolution: Motion was made by Mark to approve the following resolution:

**Resolution No. 2313
To Amend 2022 Receipts/Appropriations**

<u>Acct#</u>	<u>Description</u>	<u>Current</u>	<u>Add'l Approp</u>	<u>Total Approp</u>
10-05-01	Payroll	292,000.00	2,675.00	294,675
10-06-02	MEDI	4,460.00	40.00	4,500.00

Dave seconded the motion. Yeas 3.

Lucas County Jeffers Road Bridge Replacement: Adam Hoff stated he has reviewed the plans submitted by Lucas County Engineer for the replacement of Jeffers Road bridge and reported that the plans meet the headwater requirements of the Maumee Watershed.

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

**Resolution No. 2314
To Approve Bridge/Ditch Plans**

Be It Resolved, that the Directors of the Maumee Watershed Conservancy District accept the information submitted as having no variance with any plans of the District, on bridge and ditch improvements by counties, as follows:

<u>COUNTY</u>	<u>BRIDGE/DITCH</u>	<u>DATE FILED</u>
Lucas	Lucas Co. Jeffers Road Bridge #860	11/30/22

Dave seconded the motion. Yeas 3.

Lower Blanchard and H2Ohio Ottawa Update: Steve Wilson reported Biohabitats will return in the Spring of 2023 to check for invasive species and to determine if re-planting is needed.

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

Upper Blanchard – NS Bridge

- Monthly conference calls are being held with Federal Rail Administration (FRA).
- NS completed their review of the 90% plans. Most of the comments have already been addressed by Stantec. Next step is submittal of 95% plans and technical specifications.

Upper Blanchard – Hydraulic Improvements Phase 1

- Mediation session was held on December 7, 2022 with no resolution. Trial date for the eminent domain (if needed) was set for June 25, 2023.

Upper Blanchard – Additional Hydraulic Improvements

- Tentative settlement has been reached on 1 of the 2 remaining parcels.
- Stantec submitted 100% plans on April 8.
- Bidding of this project will be dependent on the successful conclusion of property acquisition and remediation of the brownfield site.
- Remediation plans and bid documents for the brownfield site will be complete this month.
- The MOU with the State Historical Preservation Office has been executed. Excavation of artifacts will take place in the Spring.

Derek Dalton presented a slide show of pictures of work that has been performed on Upper Blanchard benching activities and pictures of essentially how the Eagle Creek dry storage basin will be designed to work.

Eagle Creek Dry Storage Basin Planning Update and Property Acquisition: Steve Wilson presented the grant agreement for the final \$30 million.

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

**Resolution No. 2315
To Execute Gant Agreement
For final \$30 million**

BE IT RESOLVED, that the Directors of the Maumee Watershed Conservancy District move to approve Wendy Yunker to sign the \$30 million dollar pass through grant agreement with Ohio Department of Natural Resources.

Motion was seconded by Dave, Yeas 3.

Steve Wilson continued to report that the appraisal review by ODNR for the farmland parcel (~30 acres owned by 400 Main St LLC) has been approved. Jim Weaner stated that he has reviewed the transfer assignment and the title work and believes we will need to set back some money for final title work clean up like we did on the Alt property, but recommends the transfer assignment.

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

**Resolution No. 2316
To Accept the Land Assignment from BRWS
And Authorize General Manager to sign all
Documents related to land transfer and tax payments**

BE IT RESOLVED, that the Directors of the Maumee Watershed Conservancy District move to accept the land assignment of about 30 acres in Eagle Township to be purchased with the grant money from the State of Ohio, administered by ODNR. Directors authorize Wendy Yunker to sign all documents related to receiving this property.

Motion seconded by Mark. Yeas 3.

Derek Dalton stated that Stantec is ready to begin Phase 3 engineering tasks of the final design for the basin and requests the board to authorize payment.

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

**Resolution No. 2317
To Authorize Payment for
Stantec Engineering Phase 3
Of the Eagle Creek Basin**

BE IT RESOLVED, that the Directors of the Maumee Watershed Conservancy District move to authorize Stantec engineering firm to continue on to Phase 3 engineering tasks in the amount of \$1,577,970.

Motion seconded by Mark. Yeas 3.

Steve Wilson stated he has a request out to four different appraisers for flowage easement quotes for Eagle Township properties. He has only received one of those requests back so far and with there not being a meeting in January, he has requested authorization to proceed with selecting the appraiser to keep the appraisal process rolling.

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

Resolution No. 2318
To Authorize Steve Wilson and Wendy Yunker
To select the appraiser for flowage easements

BE IT RESOLVED, that the Directors of the Maumee Watershed Conservancy District move to authorize Steve Wilson and Wendy Yunker to select the lowest bidding appraiser to appraise 12 parcels in Eagle Township for flowage easements.

Motion seconded by Dave. Yeas 3.

Steve Wilson continued to report of the following Eagle Creek Activity:

- Negotiations continue with the 2 remaining residential owners.
- Three (3) farmland parcels have agreed verbally; appraisals on these have begun.
- Conditional Letter of Map Revision (CLOMR) has been submitted to FEMA.
- Coordination is ongoing with USGS on relocation of the stream gauge that is currently located at TR 49. USGS has recommended moving it to CR 40.
- The public involvement open house for the proposed improvements to US 68/SR 15 interchange was held on November 29 with 60 people attending.
- ODOT will be recommending Alternative 1 for the US 68/SR 15 interchange to the ODOT Central Office for funding through a program named "Reconnecting Communities".
- A Memorandum of Understanding outlining the transfer of property from MWCD to the City after construction of the Basin has been drafted and is being reviewed by the City. ODNR reviewed the draft and approved the language.

Little Auglaize River Update: All Contractors have their work lists, just waiting for good weather conditions to perform work.

Grassy Creek and Schaller Ditch Update: Contractor is lined up for next year.

Legal Counsel Update: Jim Weaner reported earlier in the meeting that he has reviewed all documents pertaining to the land assignment for 30 acres of farmland. Jim discussed with Pat Sadowski to include an advance of one year property taxes to be included on purchase agreements going forward as well as requesting title searches be performed ahead of time on remaining properties to avoid last minute title work clean up.

General Manager/Secretary Treasurer Report:

- Published the board meeting notice in the Crescent News
- Completed employee reviews for all staff members
- Ordered government forms for end of year reports
- Prepared 2023 folders and books for record keeping
- Estimated expenses and receipts for new year for Director approval
- Worked with Ken Dasher to get shop renewal contract
- Attended open house for Interchange Alternatives in Findlay
- Provided Kurt with job description and informed him of process to return to work
- All invoices are paid up to date with supporting vouchers filed – signed off on the vouchers and financial reports
- Check our bank accounts daily to verify the balance
- Typed minutes from November meeting, distributed them to Jim Weaner and Directors for their review
- Uploaded the September meeting minutes onto our website
- Emilee paid end of month taxes
- Met with Maintenance workers weekly for updates
- Provided the Directors with Board meeting information packet: previous meeting minutes, agenda, financial reports, CDARS list

Maintenance Report by Todd Krugh: Todd reported he dropped off the flatbed truck to Chadd at Right of Way Management to begin making alterations for the spray rig set up. Todd and Connor have been working on Fall stream inspections.

Meeting dates 2023: February 21, March 14, April 11, May 5 (Court), June 13, July 11, August 8, September 12, November 14, December 12

Adjournment: Mark moved for adjournment at 11:51 a.m. George seconded. Yeas 3.

George Ropp, President

Wendy J. Yunker, Sec/Treas.

Maumee Watershed Conservancy District
Audit Committee Meeting
December 13, 2022

The Maumee Watershed Conservancy District Audit Committee met in regular session at the District Office at 1464 Pinehurst Dr., Defiance, Ohio, on December 13, 2022. In attendance were George Ropp, Mark Moats and David Kuhn, Directors; Wendy J. Yunker, General Manager, Secretary/Treasurer; Emilee Rankin, Administrative Clerk; Todd Krugh, Interim Maintenance Manager and Jim Weaner, Legal Counsel.

George called the meeting to order at 12:00 p.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 12:20 p.m.

George Ropp, President

Wendy J. Yunker, Sec/Treas.