

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
May 20, 2022, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at Kent State University Tuscarawas, 330 University Drive NE, New Philadelphia, Ohio, on Friday, May 20, 2022, 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: James Gresh, Joanne Limbach, Gordon Maupin, Robert Moorehead, and Clark Sprang. Mr. Maupin, President of the Board of Directors, presided.

MWCD staff in attendance were Adria Bergeron, Mary Burley, Craig Butler, Jim Crandall, Steve Demuth, Brad Janssen, Doug Little, Michael Mahaffey, Ryan McCleaster, Karen Miller, Jonathan Mizer, Boris Slogar, Mark Swiger, Matt Thomas, Nate Wilson, and Ethan Zucal.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also in attendance for all or portions of this meeting were: Shawn Dignity (*Harrison New Herald*); Chad Amos (*Ohio Department of Agriculture*); and Sheila Hurley (*Muskingum Watershed Conservancy Foundation*).

Mr. Butler informed the Board that Stacie Stein, a current employee of MWCD who worked at the front desk of the Bryce Browning Building, passed away on Tuesday, May 17, 2022, following a courageous five-month battle with cancer. She will be fondly remembered by all for her infectious smile and her welcoming attitude toward employees and the public.

Mr. Little reported that the contractor is now on-site performing work in the area about which Mr. Esker had addressed his concerns to the Board. Work should be completed within a week.

Members of the Board, along with staff, recognized Clark Sprang for his service on the Board of Directors. He has relocated to South Carolina; and Karen Miller for her more than 49 years of service as an employee of MWCD. She will be leaving the organization on June 24, 2022.

3. APPROVAL OF MINUTES

On motion by Mr. Sprang, seconded by Ms. Limbach, the minutes of the April 22, 2022, meeting of the Board of Directors were approved.

4. FINANCIAL

Mr. Crandall presented the financial report for the four-month period ending April 30, 2022. The total operating income is \$7,330,560 compared to \$6,350,361 in 2021.

The operational revenue is \$13,002,495 compared to \$11,464,277 in 2021, or a 13% increase.

- Oil and Gas revenue had another strong month in April and is \$4,435,486 YTD (38% of budget), a 38% increase over the prior year and due to commodity price increases.
- Natural Resource and Land Management is \$1,271,833 (33% of budget), a 6% increase over the prior year. Cottage revenue is contained in this number and is \$731,569 or 12% increase over 2021. Docking revenue is \$354,317 or a 7% increase and is attributed to timing of payments processed.
- Park Revenue is \$5,666,782 YTD (52% of budget), a 2% increase over the prior year.
- Marina Revenue is \$1,348,278 (39% of budget), which is flat when compared to the prior year.

Operational expenses are \$5,671,935, an increase of 11% over the prior year. Expenses are elevated across the board through April compared to the prior year.

- General Administration/Support expenses are \$1,728,619 compared to \$1,472,651, a 17% increase over the prior year and is largely attributed to personnel cost increases. There were several retirement payouts in 2022.
- Marina expenses are \$561,411 compared to \$468,071, a 20% increase over the prior year. Increases in personnel due to positions being filled in 2022 and increases in resale costs contribute to the increase.
- Ranger expenses are \$447,630 compared to \$371,031, a 21% increase attributed to capital expenditures through April.

Capital Improvement and Park Master plan expenditures are down thru April compared to the prior year. Total capital and master plan expenditures are \$2,209,621 thru April, down 44% from the prior year.

Maintenance Assessment Fund

Maintenance Assessment revenue is \$3,668,331 thru April, 1% increase over prior year. All counties have reported their first half settlement. Expenditures are \$2,145,646, a 62% increase over the prior year. Expenditures are within budgeted expectations.

The financial performance through the first four months has been positive. As we move into the recreation season, we will continue to see expenditures increase, which we will monitor in comparison to budget.

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

5. PAYMENT OF BILLS

On motion by Ms. Limbach, seconded by Mr. Moorehead, the report of the payment of bills for the period ending April 30, 2022, was approved as presented.

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Sprang, seconded by Ms. Limbach, 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 SHORT TERM WATER SUPPLY | ATWOOD LAKE

On motion by Mr. Sprang, seconded by Ms. Limbach, a short term water sale agreement with EAP Ohio, LLC (Encino Energy), as recommended and set forth in the above memorandum, was approved.

6.01c ATWOOD BEACH CONCESSION AGREEMENT

On motion by Mr. Sprang, seconded by Ms. Limbach, termination of an agreement with Kathy's Cookies, Candies & Catering for operation of the Atwood Beach Concession and a one-year agreement with Empire Recreation Management (ERM), Atwood LLC for operation of the same, as recommended and set forth in the above memorandum, were approved.

6.01d SMART WAY INTERNET | ATWOOD

On motion by Ms. Limbach, seconded by Ms. Sprang, an agreement with Smart Way Communications, LLC for use of the Atwood Lake water tower to attach equipment to aid in the delivery of internet services to areas surrounding Atwood Lake, as recommended and set forth in the above memorandum, was approved.

6.01e EAP OHIO, LLC LEASE | TAPPAN RESERVOIR

On motion by Mr. Sprang, seconded by Ms. Limbach, lease of the oil and gas rights at Tappan Reservoir to EAP Ohio, LLC (Encino Energy), as recommended and set forth in the above memorandum, was approved.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Mr. Sprang, seconded by Ms. Limbach, 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 2022 NATUREWORKS GRANT APPLICATIONS

On motion by Mr. Gresh, seconded by Ms. Limbach, five resolutions of authorization for application for NatureWorks grant funding, as recommended and set forth in the above memorandum, were adopted.

6.02c BUDGET ADJUSTMENTS

On motion by Ms. Limbach, seconded by Mr. Sprang, budget adjustments, as recommended and set forth in the above memorandum, were approved. Mr. Maupin-no.

6.02d 2022 ARPA FIRST RESPONDER GRANT

On motion by Mr. Sprang, seconded by Mr. Gresh, a resolution of authorization for application for the 2022 American Rescue Plan Act first Responder Wellness, Recruitment Retention, and Resiliency Grant funding, as recommended and set forth in the above memorandum, was adopted.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b PERSONNEL POLICY REVISION | UNIFORMS, CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

On motion by Mr. Sprang, seconded by Mr. Gresh, proposed revisions to Personnel Policy No. 606, as recommended and set forth in the above memorandum, were approved.

6.03c PERSONNEL POLICY REVISION | ORGANIZATIONAL DESCRIPTION

On motion by Mr. Gresh, seconded by Ms. Limbach, proposed revisions to Personnel Policy No. 101, as recommended and set forth in the above memorandum, were approved.

6.03d PERSONNEL POLICY REVISION AND NEW POLICY | MILITARY LEAVE

On motion by Ms. Limbach, seconded by Mr. Sprang, proposed revisions to Personnel Policy No. 407 and a proposed new Personnel Policy No. 410, as recommended and set forth in the above memorandum, were approved.

6.04a PARK AMENITY | FINAL PLAN DEVELOPMENT

On motion by Mr. Gresh, seconded by Mr. Moorehead, an amendment to the Park Amenity and Activity Survey Design Contract with Environmental Design Group, as recommended and set forth in the above memorandum, was approved.

6.04b PLEASANT HILL CABIN CLEANING CONTRACT

On motion by Mr. Sprang, seconded by Ms. Limbach, a contract with The Cleaning Crew, Inc. for cleaning the Pleasant Hill Park cabins, as recommended and set forth in the above memorandum, was approved.

6.05 COOPERATIVE WORK AGREEMENT | ODA/DSWC 2022 WORK PLAN

Chad Amos provided a brief overview of this cooperative program.

On motion by Ms. Limbach, seconded by Mr. Sprang, the 2022 Work Plan as part of the Cooperative Work Agreement above memorandum, was approved.

6.06 OTHER BUSINESS

Sheila Hurley provided an update on the business of the Muskingum Watershed Conservancy Foundation.

- The Jr. Sailing Program at Atwood Yacht Club will offer two sessions this summer – June 21-24 and July 12-15. This is a day camp opportunity that is managed by Tyler and Stacy Rippel. Information and registration can be accessed on the Atwood Yacht Club website. Participants are not required to be members of the Yacht Club.
- Ed and Debbie Lee have contacted the Foundation to request that consideration be given to observation of the 10th anniversary of the Butch Heavilin Dog Park at Atwood. Ideas brought forth at the recent Foundation

meeting included installation of a bench or similar seating. Also an anniversary celebration may be planned.

- A grant in the amount of \$3,300 was approved for the Atwood Area Fall Festival for returning of the petting zoo to that event.
- A grant in the amount of \$2,500 was approved for the Ohio and Erie Canalway for development of a connector trail from the Towpath Trail to the Village of Zoar.
- The Foundation’s annual golf outing will be held on Thursday, August 11
- The next meeting of the Foundation’s Board of Trustees will be held at Pleasant Hill.

Mr. Butler provided the following updates:

- Staff is working with Mike Caputo of Capitol Partners to establish a legal way to handle situations in which there is an abandoned camper. Currently, it is a very complicated procedure to remedy situations of this type.
- Staff continues to investigate the potential for solar power usage. There can be education opportunities in the parks as well as the potential for purchase of solar power to augment existing utility costs.
- The closing of State Route 250 in the Tappan Lake area is on track for following the Fourth of July holiday. MWCD is also working with Ohio Department of Transportation to increase the level of State funding for certain MWCD roadways (over the past years, this funding has been reduced from \$250K to \$100K).
- The EV charging station is now active at Tappan Marina. Staff continues the process of determining additional locations.
- Regarding the Johnny Appleseed property, MWCD is working through the Richland County Land Bank to obtain funding for demolition of the property. There is a lot of salvageable materials there. There is a possibility of glamping opportunities which would include hiking and biking trails.
- Mr. Slogar reported that strategic planning sessions are scheduled for next week, May 23, 24, and 26 with Great Lakes GrowthWorks.

7. REPORTS

7.01 UTICA ROYALTY REVENUE REPORT

Utica royalty revenue is currently generated by 92 producing wells at Clendening, Seneca, Dover, Piedmont, and Leesville reservoirs. A breakdown of the monthly royalty revenue can be seen on the attached page (*copy on file*).

Utica royalties for April totaled \$899K (\$898,564.12) which was an approximate 13% decrease in month-over-month revenue from March (\$1.03M).

Please see the attached Royalty Report Exhibit (*copy on file*).

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

We held our annual cottage site lessee meeting on April 23. Attendance was good with a wide variety of discussion topics including aquatic vegetation, water quality, roads, dredging, shoreline, trails, law enforcement, rules and regulations, and rates, among others. Staff will be following up on certain action items from the meeting. A big thank you goes out to our staff who attended the meeting, the input from their areas of expertise continues to be a valuable component for these meetings.

Staff continues to prepare for the upcoming recreation season in our cottage site areas. Contractors for both mowing and mosquito control are lined up and, in some cases, have already started.

Docking decal sales are ongoing and communication with the various associations is going well.

Staff is working with engineering on improvements to several access walkways in some of our cottage areas.

Wills Creek boundary marking continues to make progress to delineate the recently acquired acreage.

Staff attended the USACE partnering meeting to give updates on some of our program areas.

Staff is working with several of the local county health departments to address ongoing septic system permitting in cottage areas.

We are currently working on access improvements at Beach City and Atwood. At Beach City we are working with the USACE to improve access for one of our agricultural producers.

7.03 ENGINEERING REPORT

MASTER PLAN IMPLEMENTATION (ONGOING)

Projects in Design

- Clendening WWTP and Sewer Improvements
- Clendening Cabins
- Leesville North Fork WWTP and Sewer Improvements
- Pleasant Hill – Area G Amenities
- Seneca Lake – Parkside Beach Amenities
- Seneca Lake - Marina Point Splashpad
- Tappan Lake – Beach Concession / Restroom Upgrade

Projects Under Construction

- **Atwood Activity Center Renovations:** Project is currently out for bids. Bids will be opened on May 26, 2022.
- **Clendening Motel Demo:** Demolition in progress. Substantial Completion scheduled for May 19, 2022.
- **Piedmont Marina Dock Access and Parking Improvements:** Substantial completion has been reached. Contractor is working on final punch list items. Final completion is scheduled for May 2022.
- **Seneca Marina Building Site Improvements and ADA Access:** Substantial completion has been reached. Contractor is working on final punch list items. Final completion is scheduled for May 2022.
- **Tappan Marina Parking Lot, Dock Access, and Shoreline Improvements:** Substantial completion has been reached. Paving and striping are complete. Contractor is working on final punch list items and waiting on delivery of parking lot light fixtures. Final completion is scheduled for May 2022.
- **Tappan Park East Campground Lift Station Generator:** There were supply issues on the generator, but it has been delivered and installed. Final completion is scheduled for May 2022.
- **Tappan Welcome Center:** Bids were opened on May 5, 2022. All bids were more than 10% over the engineer's estimate and not awardable.

DREDGING AND SHORELINE (ongoing)

Dredging Program

- **Atwood Lake:** Sheckler Excavating completed dredging work at the Atwood Village Cottage Area on February 15. Site restoration of the access path will be completed once weather conditions allow.

Shoreline Program

- **Atwood Pines Cottage Area and Area 1 Campground Shoreline:** The shoreline work is substantially complete at all locations, but the site restoration work cannot be completed until weather and site conditions allow.
- **Charles Mill Yacht Point and Sites Lake Cottage Area Shoreline:** The shoreline work is substantially complete at both Sites Lake and Yacht Point cottage areas. Final restoration will be finished once weather and site conditions allow.

U.S. ARMY CORPS OF ENGINEERS PROJECTS/PROGRAMS (ongoing)

Zoar Levee

- The second demonstration section for the cutoff trench was completed using modified mix designs and is under evaluation.

Magnolia Levee

- The project has received full funding from the federal government. A town hall meeting with local residents will be scheduled following execution of the Project Partnership Agreement (PPA), which is under review.

7.04 CONSERVATION REPORT

MWCD American Chestnut Planting Research Plot at Tappan

Conservation and NR&LM-Forestry have worked together with The American Chestnut Foundation (TACF), Empire Chestnut Company, Carroll County, and researchers from The Ohio State University to plant 200 Chestnut trees as part of a long-term reforestry experiment and demonstration plot.

The planting consisted of 100 TACF's backcrossed trees and 100 open pollinated hybrid trees planted side by side for ease of comparison. When these trees reach nut bearing age (approximately 5 years) MWCD Conservation will also survey the surrounding forests and fields for evidence of natural regeneration.

MWCD has the unique ability to plant, monitor and manage test plantings within the watershed. This small plot is an important first step in better understanding how Chestnut trees can again be a part of Ohio's forests.

Strategic Planning and Conferences

Conservation was involved in multiple strategic and planning processes last month. Efforts like these will help MWCD build stronger conservation partnerships and opportunities.

- MWCD Main Strategic Plan | April 18
- MWCD DAC Conservation Sub-Committee | April 21
- ODA, Region 5 (Muskingum River) Watershed Strategic Planning | April 26
- USACE – Biannual Partnering Meeting | May 5
- MWCD DAC Quarterly Meeting | May 6
- MWCD Conservation Goal Setting Retreat, Dennison | May 10
- ODNR- Ohio Wildlife Diversity Conference, Columbus | May 11

7.05 RECREATION REPORT

MARINAS REPORT

- Discussion with Tappan Volunteer Fire Department (TVFD) for acquiring the building across from the Tappan Marina. Appraisal of building and land is completed. Negotiations continue with TVFD.
- Continued communication with leased marinas. Internal meetings to prioritize action items for leased areas. Site Visit at Leesville North Fork and South Fork with Keith Ott.
- Docking Capacity Audit consultant hired for Seneca and Tappan Marinas (KS Associates). Meetings have been held with staff and a final report will be completed by June 2022. Site visits scheduled.

PARKS REPORT

- Glamping and other unique camping opportunities are being explored for the 2022/2023 seasons. Potential consultants are being sought out for input on potential sites throughout the District.
- Continued communication with contracted vendors on action items for the 2022 season. Site visit at Tappan Activity Center with Jim Figurski to update on store renovations. Discussion with Atwood Store vendors had with staff.
- “Safety in the Parks” – Cameras for Seneca Park, Seneca Marina, and Piedmont Marina have been installed. Safety will continue to be discussed and emphasized in Park and Marina Managers meetings. Park Security Staff has over 10 hires and trainings have been held.
- Trails Development & Maintenance throughout the District. Trails Implementation Group along with other partners continue discuss on trails and points of interest within the District. Sites being discussed are Appleseed, Wills Creek, and Atwood Lodge Area.
- Master Plan Phase II - Amenities schedule ready for bid and construction process. Internal meetings with staff and EDG continue to narrow down plans for the parks.
- “Sustainability in the Parks” Recycling of scrap metals has begun within parks along with conversations on shrink wrap recycling from boats. Educational event added with Rural Action for the Atwood Fall Festival in October 2022.

7.06 MARKETING/COMMUNICATIONS REPORT

ONGOING PROJECTS

- History Video
- Trade Shows
- Park and Marina brochure updates for 2022
- Seasonal Camper lotteries
- Boat/ cabin rental rack card updates for 2022
- Updates to website/social media
- Planning marketing/advertising for 2022
- All-employee Meetings (March 24)

OUTREACH COORDINATOR PROJECTS

- Annual Report
- Development Advisory Committee
- Litter campaign
- Lakeviews

2022 COMMUNITY PRESENTATIONS

- January 13: Cambridge, OH – Cambridge Lion’s Club: General Overview of MWCD
- February 15: Dennison, OH – OMEGA Quarterly Meeting: MWCD Overview
- February: Athens, OH – Ohio University Environmental Lecture: MWCD, Oil & Gas (Butler)
- March 1: Dover, OH – Dover/New Philadelphia Kiwanis Club: MWCD Overview
- March 2: New Philadelphia, OH – Buckeye Career Center Career Carnival
- March 4: (Virtual) NE District Auditors Presentation: Maintenance Assessment
- March 25: Canton, OH – Utica Green Upstream & Midstream Conference (Butler/Janssen)
- April 5: Scio, OH – ODOT Construction kick-off at Tappan Marina
- April 20: Louisville, OH – Louisville Rotary: Conservation Overview
- April 26: New Philadelphia, OH – Cub Scout Meeting: What is a Watershed
- May 3: Schoenbrunn 250th Anniversary Celebration: New Philadelphia
- May 6, 2022: (Virtual) – Association of State Dam Safety Officials: *What I’ve Seen: Dam Safety Stories and Lessons Learned from the Field.* (Slogar, panelist)
- May 11, 2022: Ohio Tourism Day at the Statehouse – Columbus, OH

PUBLICATIONS IN APRIL

- Compass Magazine
- Ohio Magazine
- Amish Country Magazine
- Guest Quest (Atwood)

DIGITAL IN APRIL

- Ohio travel (Pleasant Hill Cabins)
- Newsyomom.com (weekly e-blasts March – October)

INTERVIEWS IN APRIL

- April 21, 2022: WJER (Tuscarawas County) Earth Day and Cemetery Bay Ribbon cutting

E-BLASTS IN APRIL

- April 7, 2022: Take the Adventure BINGO Challenge at MWCD Lakes
- April 10, 2022: Meet the Easter Bunny
- April 12, 2022: Join the MWCD Earth Day Challenge

PRESS RELEASES IN APRIL

- April 14, 2022: Join the MWCD Earth Day Challenge and Receive a FREE Night of Camping
- April 15, 2022: Cemetery Bay Ribbon Cutting

WEBSITE AND SOCIAL MEDIA ANALYTICS

April 2022	Website (Pageviews vs LY)	Website (Pageviews vs Last Month)	Facebook (followers)	Instagram
MWCD	32,135 (+13.48%)	32,135 (+.10%)	5,840	433
Atwood	25,703 (-15.45%)	25,703 (-7.51%)	11,873	1,191
Charles Mill	14,539 (-18.15%)	14,539 (-5.14%)	4,282	886
Clendening	4,201 (-15.30%)	4,201 (+44.71%)	1,785	93
Piedmont	5,034 (-11.81%)	5,034 (+61.76%)	5,259	158
Pleasant Hill	22,764 (-10.43%)	22,764 (-6.14%)	15,115	1,445
Seneca Marina	4,432 (-8.47%)	4,432 (+82.61%)	1,090	570

Seneca Park	16,470 (-3.8%)	16,470 (+.36%)	11,492	570
Tappan	24,465 (-2.96%)	24,465 (+17.94%)	11,844	887

BOARD AFFILIATIONS

- Ohio Travel Association
- Tuscarawas County Convention and Visitors Bureau
- Cambridge/Guernsey County Visitor Convention Bureau
- Ohio Parks and Recreation Association
 - Conference Committee

7.07 IMMEDIATE OR PENDING LITIGATION

No report at this time.

8. SUBDISTRICTS

8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

On motion by Mr. Sprang, seconded by Ms. Limbach, the report of the payment of bills for the period ending April 30, 2022, for the Chippewa Subdistrict, was approved as presented.

9. EXECUTIVE SESSION

There was no executive session.

10. ADJOURN

There being no further business, on motion by Mr. Sprang, seconded by Ms. Limbach, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, July 22, 2022, at 9:00 a.m., at Kent State University Tuscarawas.