

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at Kent State Tuscarawas  
November 20, 2009, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at Kent State Tuscarawas, Science and Advanced Technology Center, New Philadelphia, Ohio, on Friday, November 20, 2009, 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. Boyle, Mr. Horstman, Mr. Kokovich, Mr. Parham, and Mr. Pryce.

Present from MWCD staff were Scott Barnhart, Mary Burley, James Cugliari, John Hoopingarner, Mark Jukich, Kelli Karns, Darrin Lautenschleger, Karen Miller, John Olivier, and Boris Slogar.

Mr. Pryce, President of the Board of Directors, presided.

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

Also in attendance for all or portions of this meeting were: Richard Bassetti (*MWCD Development Advisory Committee member*); and Eric Reip (*New Philadelphia resident*).

**3. APPROVAL OF MINUTES**

On motion by Mr. Parham, seconded by Mr. Horstman, the minutes of the October 23, 2009, meetings of the Board of Directors were approved.

**4. FINANCIAL**

Mr. Cugliari presented the financial report for the period ending October 31, 2009. The total revenue is \$17,474,836.00, with expenses of \$10,141,604.00, resulting in an excess of revenue over expenses of \$7,333,233.00. The total cash balance as of October 31, 2009 is \$8,082,172.15, of which \$533,629.19 is in the general checking account and business savings account and \$7,166,260.18 is in the maintenance assessment business savings account.

**Maintenance Fund – General**

- Revenues are 44.33% of budget with expenses at 89.45% of budget.
- In the Administrative – Operation and Administrative Non-Operating expenses, there will be budget adjustments made to bring these two line items into line with actual expenses.

**Maintenance Fund - Conservation**

- Revenues are 51.07% of budget.
- Timber Harvesting revenues were \$82,940.00 as a result of the first payment on a sale at Mohawk.
- Farm Operations-Sharecrops revenues have started to come in during the month of November. It is still anticipated to meet the revenue budget of \$300,00.00.

**Maintenance Fund – Recreation Parks**

- Total parks revenue is 97.28% of budget.
- There are a number of items that have met or exceeded the budget projections in this area including Park Camping.

- Vacation Cabins are at 85.64% of budget with the November reservations for next season to be accounted for.
- Camper Trailer Storage is currently at 47.43% of budget with additional revenues to be received.
- Expenses are 88.74% of budget for the year and within budget projections.

**Maintenance Fund – Recreation - Non Parks**

- Total revenues in this area are 88.71% of budget.
- Marina operations overall continue to lag behind budget projections.
- Cottage sites, club sites and multiple docks will all be near budget projections.
- Expenses are 69.68% of budget.

**Maintenance Assessment Fund**

- Revenues came in at 101.77% of budget for the year. This is net of any reimbursements or credits that may have occurred.
- Expenses are in line with budget projections.

Overall, we are streamlining expenses for the balance of the year and keeping expenses to essential items for the operation of the Conservancy District. Atwood Resort Operations continue to put a strain on the rest of the operation.

On motion by Mr. Kokovich, seconded by Mr. Boyle, the financial report was accepted as presented.

**AUDIT REPORT – JANUARY 1, 2008 THROUGH DECEMBER 31, 2008**

Members of the Board received copies of the Audit Report performed by Snodgrass of Steubenville, for the period of January 1, 2008, through December 31, 2008 as certified by Mary Taylor, CPA, Auditor of State.

**5. PAYMENT OF BILLS**

On motion by Mr. Horstman, seconded by Mr. Kokovich, a report of the payment of bills for the period ending October 31, 2009, was approved as presented.

**6. BUSINESS**

**6.01 LEASE TRANSACTIONS**

On motion by Mr. Parham, seconded by Mr. Horstman, 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.

**6.02a 2010 MARINE PATROL ASSISTANCE GRANT PROGRAM**

On motion by Mr. Boyle, seconded by Mr. Kokovich, a Resolution of Authorization for application of grant funding for the 2010 marine patrol program, as recommended and set forth in the above memorandum, was adopted.

**6.02b 2010 PRELIMINARY BUDGET REVIEW**

Mr. Cugliari presented and reviewed the preliminary budget for the year 2010. The final budget will be presented for consideration at the December meeting.

**6.03a HUMAN RESOURCES SUMMARY**

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

**6.03b NEW PERSONNEL POLICY – EXEMPT (SALARIED) EMPLOYMENT STATUS**

On motion by Mr. Boyle, seconded by Mr. Parham, the new personnel policy entitled “Exempt Employment Status,” as recommended and set forth in the above memorandum, was approved with an implementation date of the first full pay period in January 2010.

**6.04a TRASH REMOVAL BIDS**

On motion by Mr. Parham, seconded by Mr. Horstman, award of contracts for trash removal services, as recommended and set forth in the above memorandum, was approved.

**6.04b TAPPAN LAUNCH RAMP IMPROVEMENTS**

On motion by Mr. Kokovich, seconded by Mr. Boyle, an agreement with the apparent low bidder at a cost not to exceed \$400,000 for construction of the Tappan Lake launch ramp improvements, as recommended and set forth in the above memorandum, was authorized.

**6.04c 2009 WELL ABANDONMENT PROJECT**

On motion by Mr. Boyle, seconded by Mr. Horstman, advertisement for bids for a 2009 Well Abandonment Project and financing through Ohio EPA’s Water Pollution Control Loan Fund, as recommended and set forth in the above memorandum, were authorized.

**6.04d EMPLOYMENT CONTRACT WITH CHIEF COUNSEL**

On motion by Mr. Horstman, seconded by Mr. Parham, the employment contract with KPLD Law for legal services for the period of December 1, 2009, through November 30, 2010, as recommended and set forth in the above memorandum, was approved.

**6.04e SITES LAKE WASTEWATER TREATMENT PLANT – CONSTRUCTION AWARD**

On motion by Mr. Parham, seconded by Mr. Kokovich, award of contracts in the amount of \$473,573 to Stanley Miller Construction and \$48,435 to Spring Electrical Construction for the Sites Lake wastewater treatment plant construction, as recommended and set forth in the above memorandum, was approved. Mr. Boyle abstained.

**6.05 SCHEDULE OF BOARD MEETINGS FOR 2010**

On motion by Mr. Horstman, seconded by Mr. Boyle, the proposed schedule of meeting dates for 2010, as recommended and set forth in the above memorandum, was approved.

**6.06 PARTNERS IN WATERSHED MANAGEMENT  
TECHNICAL REVIEW ADVISORY GROUP**

On motion by Mr. Parham, seconded by Mr. Boyle, amended bylaws establishing the Technical

Review Advisory Group, as recommended and set forth in the above memorandum, were approved.

**6.07 DOCKING FEES FOR 2010**

On motion by Mr. Kokovich, seconded by Mr. Horstman, a proposal to hold docking fees for 2010 at the same rate as 2009, as recommended and set forth in the above memorandum, was approved.

**6.08 OTHER BUSINESS**

No other business at this time.

**7. REPORTS**

**7.01 SUMMARY OF MARINA OPERATIONS**

Members of the Board received a Summary of Marina Operations report through October 31, 2009.

**7.02 CUSTOMER SERVICE SURVEYS**

Members of the Board received copies of customer services surveys that were recently sent to five user groups: 1) vacation cabins; 2) cottage site lessees; 3) seasonal campers; 4) overnight campers; and 5) marina patrons. Preliminary indications are for a high rate of return of these surveys with approximately 1,000 surveys returned to date. The results will be compiled and available for the Board's review as early as the December meeting.

**7.03 ATWOOD REGIONAL WATER AND SEWER DISTRICT UPDATE**

Mr. Parham is a member of the Atwood Regional Water and Sewer District (ARWSD) Board of Trustees as the representative from the MWCD. At a meeting of the ARWSD Board of Trustees held Monday, November 16, the monthly sewer rates were increased from \$38 to \$40 for residential customers beginning with the December billing period. The development of a regional water system was also discussed at this meeting. A special meeting is scheduled on November 25 when ARWSD will receive cost estimate information for a regional water system. ARWSD is also investigating potential funding sources for a regional water supply system.

**7.04 IMMINENT OR PENDING LITIGATION**

No report at this time.

**7.05 UPDATE ON 2009 GOALS**

Mr. Hoopingarner reported on the progress of meeting the "Goals for 2009" as adopted by the Board on January 23, 2009.

**8. LEGISLATIVE REVIEW**

**8.01 CURRENT LEGISLATIVE ACTIVITIES**

No report at this time.

## 9. SUBDISTRICTS

### 9.01a      **BLACK FORK SUBDISTRICT BUDGET AND APPROPRIATION RESOLUTION FOR 2010**

On motion by Mr. Boyle, seconded by Mr. Horstman, the budget and appropriation resolution for 2010 for the Black Fork Subdistrict of the Muskingum Watershed Conservancy District, as recommended and set forth in the above memorandum, was approved.

### 9.01b      **BUFFALO CREEK SUBDISTRICT BUDGET AND APPROPRIATION RESOLUTION FOR 2010**

On motion by Mr. Boyle, seconded by Mr. Horstman, the budget and appropriation resolution for 2010 for the Buffalo Creek Subdistrict of the Muskingum Watershed Conservancy District, as recommended and set forth in the above memorandum, was approved.

### 9.01c      **CHIPPEWA SUBDISTRICT BUDGET AND APPROPRIATION RESOLUTION FOR 2010**

On motion by Mr. Boyle, seconded by Mr. Horstman, the budget and appropriation resolution for 2010 for the Chippewa Subdistrict of the Muskingum Watershed Conservancy District, as recommended and set forth in the above memorandum, was approved.

### 9.01d      **DUCK CREEK SUBDISTRICT BUDGET AND APPROPRIATION RESOLUTION FOR 2010**

On motion by Mr. Boyle, seconded by Mr. Horstman, the budget and appropriation resolution for 2010 for the Duck Creek Subdistrict of the Muskingum Watershed Conservancy District, as recommended and set forth in the above memorandum, was approved.

### 9.02      **MEDINA COUNTY SWCD – RESOLUTION OF SUPPORT**

On motion by Mr. Parham, seconded by Mr. Boyle, a resolution of support of the Medina County Soil and Water Conservation District to seeking grant funding to develop a Balanced Growth Plan for the watershed encompassing the headwaters of Chippewa Creek in south-central Medina County, as recommended and set forth in the above memorandum, was adopted.

## EXECUTIVE SESSION

On motion by Mr. Horstman, seconded by Mr. Parham, the Board of Directors entered into executive session at 10:15 a.m. to discuss matters related to ORC §121.22 (G) (1) (employment and compensation); and (2) sale of property. On roll call: Mr. Boyle-yes; Mr. Horstman-yes; Mr. Kokovich-yes; Mr. Parham-yes; and Mr. Pryce-yes. On motion by Mr. Kokovich, seconded by Mr. Boyle, the Board returned to open session. The executive session ended at 11:17 a.m.

## VOLUNTARY PAY REDUCTION – EXECUTIVE MANAGEMENT

In open session, on motion by Mr. Kokovich, seconded by Mr. Boyle, a voluntary three (3) percent pay reduction by members of senior management commencing November 1, 2009, was approved. On roll call: Mr. Boyle-yes; Mr. Horstman-yes; Mr. Kokovich-yes; and Mr. Parham-yes.

**GOALS FOR 2010**

Mr. Pryce mentioned that the “Goals for 2009” that were adopted by the Board in January of 2009 were a helpful tool utilized throughout the year. He inquired whether the Board would like to establish a similar five-point plan for the coming year. With the consensus of the Board members, Mr. Hoopingarner offered to compile a list of potential goals for 2010 with input from staff and Board members for presentation at the December meeting.

**10. ADJOURN**

There being no further business, on motion by Mr. Kokovich, seconded by Mr. Boyle, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, December 18, 2009, at 9:00 a.m. at Kent State Tuscarawas Science and Advanced Technology Center, New Philadelphia, Ohio.

*11/20/2009*

*Approved 12/18/2009*