

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
April 22, 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, April 22, 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 (via virtual connection). Mr. Maupin, President of the Board of Directors, presided.

MWCD staff in attendance were Adria Bergeron, Julie Bickis, Mary Burley, Craig Butler, Hilary Celuch, Jim Crandall, Scott Heller, Brad Janssen, Doug Little, Ryan McCleaster, Anna Miller, Karen Miller, Jonathan Mizer, Kara Musser, Boris Slogar, Matt Thomas, Nate Wilson, Jeff Yohe, and Ethan Zucal.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also in attendance for all or portions of this meeting were: Shawn Dignty (*Harrison New Herald*); Jennifer Ponchak (*Village of McConnelsville/Follow the River Environmental*); Zack Morris and Allie Hinton (*Rea & Associates*); John Hoopingarner and Sheila Hurley (*Muskingum Watershed Conservancy Foundation*); Kodi Brock (*Brandywine Construction*); Chris Esker and Rick Esker (*Thelma Esker Lease A-389-X*); and Terry Farzana (*Environmental Design Group*).

Chris Esker addressed the Board stating that he has recently met with staff at the site at Atwood. However, nothing has been done since that time. Mr. Little responded that staff has a punch list of items that need to be accomplished by the contractor, but wet weather conditions have prevented access to the site. Completion of the project was scheduled for May 1 and the contractor will be granted an extension on that deadline. General restoration work is the primary task.

Mr. Esker also asked if there had been any consideration of his suggestion to establish a fund to assist cottage site lessees with costly tree removals. Mr. Janssen responded, stating that historically trees on the leased lot have been the responsibility of the cottage site lessee and trees located off leased premises have been the responsibility of MWCD. On an annual basis, the District allocates approximately \$100,000 to address trees in the cottage areas. He added that there have been instances where MWCD has worked with individual cottage site lessees with these situations. Ms. Limbach suggested that a more in-depth review be conducted to consider the issue.

Mr. Mizer reported that there has been no progress on the encroachment matter at Seneca where a cottage site lessee built a patio on the public use area.

Ms. Hurley reported on the Muskingum Watershed Conservancy Foundation. At their March 11 meeting, the Board of Trustees : 1) established the deadline for the mini-grant program which provides funding for youth camps on MWCD; expanded the scope of the Thomas W. Hudson Charitable Fund to include funding for the Atwood Jr. Sailing program; and approved \$7,155 in funding for an upcoming weekend event to be held at Pleasant Hill Park. The annual MWCF Golf Outing will be held on Thursday, August 11, at Oak Shadows Golf Club. The next meeting of the MWCF Board of Trustees is Friday, May 13, at 10:30 a.m. at the MWCD Annex.

3. APPROVAL OF MINUTES

On motion by Ms. Limbach, seconded by Mr. Gresh, the minutes of the March 18, 2022, meeting of the Board of Directors were approved.

4. FINANCIAL

Mr. Crandall presented the financial report for the three-month period ending March 31, 2022. The total operating income is \$6,498,660 compared to \$4,686,821 in 2021.

The operational revenue is \$10,536,177 compared to \$8,307,913 in 2021, or a 21% increase.

- General Administration and Support is \$248,432, up 296%. The cause for the increase is interest revenue is allocated 100% to operations in 2022.
- Oil and Gas revenue had another strong month in March and is \$3,529,383 YTD, a 49% increase over the prior year and due to commodity price increases.
- Park Revenue is \$4,914,110 compared to \$4,274,757 (15% increase) in the prior year. Marina revenue is \$1,059,786 compared to \$883,018 (20% increase) in the prior year. In order to produce more timely financial reporting and include most of the March activity, an additional week of revenue was included in the 2022 numbers which contributes to the increases year over year. When looking at comparable weeks, parks and marinas were up 4% year over year. See Park and marina net income analysis for further insight.

Operational expenses are \$4,037,517, an increase of 11% over the prior year. Expenses are elevated across the board through the first quarter in comparison to the prior year. We are noticing inflationary increases (utilities, materials and supplies, resale items, etc.) and will continue to monitor in relation to budget moving forward. At this point, all expenses are within budgeted expectations.

Capital Improvement and Park Master plan expenditures are down in the first quarter compared to the prior year. Projects are moving forward, but the timing of the larger capital project expenditures will be in the third and fourth quarter.

Maintenance Assessment Fund

Maintenance assessment first half collections started in March. Revenue is \$1,938,838 compared to \$1,965,879 in the prior year. Maintenance assessment expenditures are \$1,833,845, up 96% from the prior year, mainly in the shoreline protection line item. We currently have three large shoreline projects on-going. All expenses are within budgeted expectations.

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 March 31, 2022, was approved as presented.

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Gresh, 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 TAPPAN PROPERTY SALE

On motion by Mr. Gresh, seconded by Mr. Moorehead, sale of an approximately .75 acre parcel at Tappan Reservoir to Our TLC Properties, LLC., as recommended and set forth in the above memorandum, was approved. Kodi Brock expressed her gratitude for the cooperation and consideration given Our TLC Properties, LLC, and the approval of the sale of this property to them.

6.01c PIEDMONT | REYNOLDS ROAD AEP EASEMENT

On motion by Mr. Moorehead, seconded by Mr. Gresh, an easement with American Electric Power to provide service for the Piedmont Reynolds road launch ramp parking lot, as recommended and set forth in the above memorandum, was approved.

6.01d OHIO FFA CAMP MUSKINGUM | PROPOSED LEASE AREA CHANGES

On motion by Ms. Limbach, seconded by Mr. Gresh, changes in the lease area for FFA Camp Muskingum, increasing their area by approximately 5 acres, as recommended and set forth in the above memorandum, was approved.

6.01e TAPPAN ACTIVITY CENTER AND BEACH CONCESSION AGREEMENTS

On motion by Mr. Moorehead, seconded by Ms. Limbach, concession agreements with Jim Figurski for operation of the Tappan Activity Center and Beach Concession, as recommended and set forth in the above memorandum, were approved.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Mr. Gresh, 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 USE OF CREDIT CARDS QUARTERLY REVIEW

On motion by Ms. Limbach, seconded by Mr. Gresh, a report detailing credit cards held by the Conservancy District, as recommended and set forth in the above memorandum, was approved. On the Board’s suggestion, staff will investigate the possibility of utilizing the “AmazonSmile” with the proceeds designated for the Muskingum Watershed Conservancy Foundation.

6.02c GENERAL LIABILITY INSURANCE RENEWAL

On motion by Mr. Moorehead, seconded by Mr. Gresh, renewal of the general liability insurance through The Ohio Plan (Whitaker Myers Group), as recommended and set forth in the above memorandum, was approved.

6.02d BUDGET ADJUSTMENTS

On motion by Mr. Gresh, seconded by Ms. Limbach, budget adjustments for the first quarter of 2022, along with two supplemental budget increases, as recommended and set forth in the above memorandum, were approved.

6.02e AUDIT OF DISTRICT RECORDS

Representatives of Rea & Associates presented their findings for the audit of the 2021 financial records of the MWCD. The audit report will be filed with the Auditor of State later today. On motion by Ms. Limbach, seconded by Mr. Gresh, the Board accepted the audit report as presented.

Members of the Board commended the Finance staff for their work in receiving a “clean” audit. Mr. Crandall added that this report is a result of the cooperation from all MWCD employees.

6.02f DEPOSITORY CONTRACTS

On motion by Ms. Limbach, seconded by Mr. Gresh, the Board approved and authorized the Chief Financial Officer to execute five-year depository agreements, as recommended and set forth in the above memorandum. Mr. Moorehead - abstain.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b POSITION DESCRIPTION UPDATE | EXECUTIVE ASSISTANT

On motion by Ms. Limbach, seconded by Mr. Gresh, the proposed position description for a full-time Executive Assistant, as recommended and set forth in the above memorandum, was approved.

6.03c POSITION DESCRIPTION REVISION | PROGRAM SPECIALIST VARIABLE TO FT

On motion by Ms. Limbach, seconded by Mr. Gresh, proposed revisions to the Program Specialist position description making it a full-time position, as recommended and set forth in the above memorandum, were approved.

6.04a ATWOOD PARK ACTIVITY CENTER RENOVATION

On motion by Ms. Limbach, seconded by Mr. Gresh, bid and award of the Atwood Park Activity Center Renovation project, as recommended and set forth in the above memorandum, was authorized.

6.04b PIEDMONT REYNOLDS ROAD LAUNCH RAMP | PARKING LOT IMPROVEMENT PROJECT

On motion by Mr. Moorehead, seconded by Ms. Limbach, bid and award of the Parking Lot Improvement project at Piedmont Reynolds Road launch ramp, as recommended and set forth in the above memorandum, was authorized.

6.05 MEMORANDUM OF UNDERSTANDING | MWCF

On motion by Ms. Limbach, seconded by Mr. Moorehead, the proposed Memorandum of Understanding between the MWCD and the Muskingum Watershed Conservancy Foundation, as recommended and set forth in the above memorandum, was approved.

6.06 RECORDS RETENTION | LEGAL

On motion by Mr. Moorehead, seconded by Mr. Gresh, the proposed records retention schedule for the legal department, as recommended and set forth in the above memorandum, was approved.

6.07 2022 CAMPGROUND RULES

On motion by Mr. Moorehead, seconded by Ms. Limbach, proposed revisions to the Campground Rules for the 2022 season, as recommended and set forth in the above memorandum, were approved.

6.08 PROPOSED DAILY RATES FOR 2023

On motion by Mr. Sprang, seconded by Ms. Limbach, proposed daily rates for the 2023 season, as recommended and set forth in the above memorandum, were approved.

6.09 OPERATIONAL POLICY REVISIONS

On motion by Ms. Limbach, seconded by Mr. Gresh, proposed revisions to operational policies, as recommended and set forth in the above memorandum, were approved.

6.10 2021 ANNUAL REPORT

On motion by Mr. Moorehead, seconded by Mr. Gresh, the 2021 annual report, as recommended and set forth in the above memorandum, was approved for preparation for presentation to the Conservancy Court.

6.11 OTHER BUSINESS

Mr. Slogar reported regarding the progress of the Strategic Planning process. A kick-off meeting was held with representatives of Great Lakes GrowthWorks. Upcoming meetings/work sessions will be held on May 23, 24, and 26. In addition, twelve individuals have been selected to serve on a stakeholder group (this includes some internal and external representatives). A survey will also be distributed to all employees during the process.

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 March totaled \$1.03M (\$1,027,908.80) which was an approximate 14% decrease in month-over-month revenue from January (\$1.19M).

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

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

- The reforestation project has begun at Tappan on the acquired Buxton Farm acreage.
- We held our annual association/club site meeting on April 9. Attendance was good with a wide variety of discussion topics including dredging, aquatic vegetation, law enforcement, rules and regulations, signage, and liability questions, among others.
- Staff attended the annual youth camp directors meeting at Ohio FFA Camp Muskingum in April. This was the first opportunity to meet in person since the start of the pandemic. After an overview of MWCD program updates hot topics for the camps were discussed. Topics included pandemic response, employment, marketing, continued communication, and recycling efforts, among others.
- Staff attended the walk-through for the Atwood Glens drainage and walkway project. Restoration is being finalized for the project in advance of the recreation season.
- Staff would like to share with the Board a letter of appreciation received in April:

Good afternoon Brad,

I wanted to say "thanks" to you and MWCD for providing so many acres of public land for hunting. Hunting permission for the general public is practically non-existent without a heavy pocketbook for hunting leases. Your organization allows the freedom to hunt with simply an Ohio hunting license. I have spent THOUSANDS of hours, hiking, scouting, hunting, and walking with my family on your lands in the past ten years of my life. This year I shot a monster buck on your property. My son got his first "MWCD" doe this year during youth gun which is another amazing opportunity.

While the camping "tourists" traffic can be pretty inconvenient at times, the available land hunting opportunities are worth it for us hunting locals on MWCD grounds. Please continue to acquire adjoining acreage for generations after us to be able to AFFORDABLY enjoy the many benefits of outdoor life and activities.

36-year Tuscarawas County resident

7.03 ENGINEERING REPORT

MASTER PLAN IMPLEMENTATION (ONGOING)

Projects in Design

- Atwood Activity Center Renovations
- Clendening WWTP and Sewer Improvements
- Clendening Cabins, Laundry and Motel Demo
- Leesville North Fork WWTP and Sewer Improvements

Projects Under Construction

- **Piedmont Marina Dock Access and Parking Improvements:** Concrete steps are completed, waiting on handrails. Stone is being spread to expand the parking lot. Final completion is scheduled for May 2022.
- **Seneca Marina Building Site Improvements and ADA Access:** Substantial completion has been reached. Seawall is complete. Retaining walls and sidewalk have been poured. Deck framing is complete; composite decking will be installed shortly. Final completion is scheduled for May 2022.
- **Tappan Marina Parking Lot, Dock Access, and Shoreline Improvements:** Shoreline improvements are complete. Installation of site lighting and electrical conduits is ongoing. Parking lot is graded and waiting on asphalt plants to open for final paving. Final completion is scheduled for May 2022.
- **Tappan Park East Campground Lift Station Generator:** Waiting on generator delivery. Due to delays in production, final completion is now scheduled for May 2022.
- **Tappan Welcome Center:** Project is currently at bid. Bids are scheduled to be opened on April 28, 2022.

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.
- **Pleasant Hill Lake Clearview Boat Club:** Project is complete.

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)

Mohawk Dam

- Post-Implementation Review is underway by USACE.

Zoar Levee

- The second demonstration section for the cutoff trench was completed April 4 using modified mix designs and will be cured for 21 days before it can be evaluated.

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

- Research Activity; Ongoing. Conservation is coordinating several new projects this year.

A temporary Motus receiving antenna (motus.org) has been placed on MWCD property, Tappan Lake area. This project is a collaborative effort between MWCD, ODNR, Ohio State University and Ohio University to monitor seasonal bird and bat migration through Ohio. This station is part of a larger network of antennas on public and private lands providing critical data for researchers studying wildlife population migrations.

MWCD is assisting ODNR Inland fisheries Unit with their sportfish and broodstock assessment at Clendening and Leesville Lakes. Monitoring efforts are focused on abundance and fish movement within the lakes. Targeted species for this assessment were Muskellunge, Crappie, Saugeye Flathead and Blue Catfish.

- Conservation Strategic Planning; Ongoing. Efforts are progressing with stakeholder and expert interviews this month and next. We are planning a Goal Setting Retreat as our next phase on May 10 at Dennison, Ohio.
- MWCD Conservation coordinated a site visit to our Coshocton Forest property on April 11, 2022. Conservation, Recreation-Trails, NR&LM- Forestry met with ODNR Mineral Resource Management Division to explore federal infrastructure funding opportunities that could assist the District with improved access, trail development and hazard mitigation for the property.
- MWCD Conservation and Harrison County SWCD hosted a Pasture Planning Workshop for local landowners at the former Buxton farm property next to Tappan Lake. This workshop highlighted different fencing options, financial assistance opportunities, and BMPs for grazing on similar soils in the area. This workshop also provided a great opportunity to highlight research and conservation efforts on the property including our 2021 PWM support for soil testing. MWCD Natural Resources and Land Management – Forestry is coordinating the planting 22,000 pine trees on the upper section of property.

Mr. Thomas also informed the Board that representatives of the University of Akron have contacted MWCD regarding a potential acquisition of property by the University. They have inquired about the possibility of MWCD providing “temporary” funding which they would reimburse. Mr. Maupin stated that in his past position as Executive Director of The Wilderness Center, there was a fund established to assist organizations in similar situations. The consensus of the Board was that staff should proceed with gathering more information about this matter.

Mr. Thomas also added that Elaine Grissom, owner of the former Whiskey Run Golf Course near Seneca Reservoir, has contacted the District about disposition of her property.

7.05 RECREATION REPORT

MARINAS REPORT

- Ongoing – Discussions 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.
- Ongoing - Continued communication with leased marinas. Attention action items for start of the 2022 season.
- Marina Restaurants operating and majority of their projects are complete for the 2022 season.
- Docking Capacity Audit consultant identified with the intent to start with Seneca and Tappan marinas.

PARKS REPORT

- Ongoing - 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.
- Ongoing – Continued communication with contracted vendors on action items for the 2022 season.
- Ongoing – “Safety in the Parks” – Cameras for Seneca Park, Seneca Marina, and Piedmont Marina have been ordered. Installation of cameras at Seneca Park and Marina are complete with Piedmont in early May.
- Ongoing – Trails Development and Maintenance throughout the District. Trails Implementation Group meeting in mid-April to continue discuss on trails and points of interest within the District.
- Ongoing – Master Plan Phase II - Amenities schedule ready for bid and construction process.
- Ongoing – “Sustainability in the Parks” Recycling of scrap metals has begun within parks along with conversations on shrink wrap recycling from boats. Educational events will be added in Summer 2022.

7.06 MARKETING/COMMUNICATIONS REPORT

ONGOING PROJECTS

- History Video
- Trade Shows
 - Cambridge Home and Garden Show: March 10-12
 - Outdoor Hunting and Fishing Show: March 26-27 (MAPS Air Museum in North Canton)
- 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 meeting (3/24)

OUTREACH COORDINATOR PROJECTS

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

COMMUNITY PRESENTATIONS

- December 21, 2021: Cambridge Kiwanis Club
- January 13: Cambridge Lion’s Club
- February 15: OMEGA Quarterly Meeting
- March 1: New Philadelphia Kiwanis Club
- March 2: Buckeye Career Center Career Carnival
- March 4: NE District Auditors Presentation
- March 25: Utica Green Upstream and Midstream Conference (Craig B., Brad J., Panel Discussion)
- April 5: ODOT Construction kick-off at Tappan Marina

PUBLICATIONS IN MARCH

- Compass Magazine
- Ohio Magazine

- Amish Country Magazine
- Guest Quest (Atwood)

DIGITAL IN MARCH

- Ohio Travel (Pleasant Hill Cabins)
- Newsymom.com (weekly e-blasts March – October)

E-BLASTS IN MARCH

- March 10, 2022: Spring Lakeviews Newsletter

PRESS RELEASES IN MARCH

- March 1, 2022: Matt Moneymaker to appear at Pleasant Hill Lake Park’s Bigfoot Event this Fall
- March 10, 2022: MWCD Remembers “The Perfect Public Servant”

WEBSITE AND SOCIAL MEDIA ANALYTICS

Mar. 2022	Website (Pageviews vs LY)	Website (Pageviews vs Last Month)	Facebook (followers)	Instagram
MWCD	34,098 (-7.39%)	26,798 (+27.24%)	5,802	430
Atwood	30,040 (-23.44%)	15,016 (+100.05%)	11,803	1,184
Charles Mill	16,700 (-15.92%)	9,136 (+82.79%)	4,260	873
Clendening	3,022 (-43.63%)	1,380 (+118.99%)	1,757	91
Piedmont	3,168 (-35.47%)	1,707 (+85.59%)	5,242	153
Pleasant Hill	26,319 (-7.18%)	12,840 (+104.98%)	14,723	1,432
Seneca Marina	2,618 (-1.41%)	1,350 (+93.93%)	1,056	561
Seneca Park	18,247 (-30.64%)	7,931 (+130.07%)	11,435	561
Tappan	22,588 (-17.91%)	12,872 (+75.48%)	11,774	877

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

Mr. Mizer reported that in the matter of the contract for development of a new website for the MWCD, the contractor has agreed to complete the project and there should be no need for legal action at this time. He also reported on several recent court cases that have involved the Sunshine Law, i.e. use of a consent agenda; and the improper citation of the code sections cited for executive session dealing with employment. Legal staff will continue to monitor these matters.

8. SUBDISTRICTS

8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

On motion by Mr. Gresh, seconded by Ms. Limbach, the report of the payment of bills for the period ending March 31, 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 Ms. Limbach, seconded by Mr. Moorehead, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, May 20, 2022, at 9:00 a.m., at Kent State University Tuscarawas.

04.22.2022, km

Approved 05.20.2022