

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
January 21, 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, January 21, 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, and Robert Moorehead. Clark Sprang attended the meeting virtually and did not participate in the voting. Mr. Maupin, President of the Board of Directors, presided.

MWCD staff in attendance were Adria Bergeron, Julie Bickis, Mary Burley, Craig Butler, Jim Crandall, Brad Janssen, Ryan McCleaster, Karen Miller, Jonathan Mizer, Boris Slogar, Matt Thomas, and Nate Wilson.

2. INTRODUCTION OF VISITORS AND PUBLIC COMMENT

Also in attendance for all or portions of this meeting were: Shawn Dignity (*Harrison New Herald*); Sheila Hurley (*Muskingum Watershed Conservancy Foundation*); and Miles Pillar (*NGC Red Hill, Dover*).

Ms. Hurley reported that the Muskingum Watershed Conservancy Foundation sent its annual appeal to just over 400 individuals and organizations. To date, receipts resulting from that appeal are \$9,125. The first grant cycle deadline for the year is March 31, 2022. The first quarterly meeting of the Board of Trustees will be Friday, January 28, at 1:00 p.m. at the MWCD Annex.

Mr. Butler referred to a letter delivered via email on January 14, 2022, from Lisa Potts, a Seneca camper. The letter stated that she and her husband are “permanent campers” at Marina Point Campground at Seneca Lake. Among their concerns are recent seasonal camping rate increases, gate entrance and security concerns at Marina Point, and trash pickup at Marina Point. A copy of this email is on file. Staff has met and discussed Ms. Potts’ concerns. A response has been drafted and a copy of that letter will be provided to the Board when it is finalized.

3. APPROVAL OF MINUTES

On motion by Ms. Limbach, seconded by Mr. Gresh, the minutes of the December 17, 2021, meeting of the Board of Directors were approved.

4. FINANCIAL

Mr. Crandall presented the financial report for the twelve-month period ending December 31, 2021. The total operating income is \$12,649,167 compared to \$6,056,271 in 2020. The operational revenue is \$29,192,172 or 122% of budget, compared to \$22,266,840 or 106% of budget in 2020. All line items exceeded the 2021 revenue budget except for general administration/support.

- General Administration/Support ended the year with \$671,400 (95% of budget). Interest income represented \$439,339, or 88% of budget.

- Natural Resources and Land Management ended the year with \$3,899,279 (104% of budget).
 - Agricultural operations exceeded budget, \$148,227 of revenue for the year (102% of budget).
 - Timber and Pine revenue exceeded budget, \$374,791 of revenue for the year (104% of budget).
 - Cottage Site Revenue was slightly under budget, \$2,581,759 (99.81% of budget), however the lease department in total met budget. Club sites and multiple docks \$570,696 (106% of budget.)
- Park Operations ended the year with \$10,599,696 of revenue (123% of budget) and an increase of 41% over the prior year.
- Marina Operations ended the year with \$3,224,129 of revenue (100% of budget).

Operational expenses ended the year at \$16,543,005 (87% of budget), and a 1% increase over the prior year. All departments did an excellent job of controlling expenditures throughout the year.

Capital Improvement and Park Master Plan expenditures are within budgeted expectations.

Maintenance Assessment Fund

Maintenance Assessment revenue is \$6,050,458, 102% of budget. Expenditures are \$5,302,021, 73% of budget. This is a decrease in expenses of 5% compared to the prior year.

The financial performance of the Conservancy District was excellent in 2021. The overall cash balance increased by \$3,534,019.

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

5. PAYMENT OF BILLS

On motion by Mr. Gresh, seconded by Ms. Limbach, the report of the payment of bills for the period ending December 31, 2021, 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 SENECA MARINA DOCKSIDE RESTAURANT LEASE

On motion by Mr. Moorehead, seconded by Ms. Limbach, a three-year lease agreement with PBU Incorporated for operation of the Seneca Marina Dockside Restaurant, as recommended and set forth in the above memorandum, was approved. Mr. Sprang suggested that we may want to consider having an outside consultant review the terms of this type of lease. Mr. McCleaster expressed his agreement with Mr. Sprang's comment, however, he also mentioned that he has checked similar lease arrangements at Cleveland MetroParks where, up until recently when MetroParks decided to operate such facilities internally, a similar percentage was part of their lease agreement.

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 Mr. Moorehead, seconded by Ms. Limbach, a report detailing credit cards held by the Conservancy District, as recommended and set forth in the above memorandum, was approved.

6.02c CREDIT ACCOUNT REWARDS YEARLY REVIEW

On motion by Mr. Moorehead, seconded by Ms. Limbach, a report of rewards offered by credit card companies for accounts held by the Conservancy District and the appointment of Hilary Celuch as Compliance Officer, as recommended and set forth in the above memorandum, were approved.

6.02d BUDGET ADJUSTMENTS

On motion by Mr. Gresh, seconded by Ms. Limbach, fourth quarter budget adjustments, as recommended and set forth in the above memorandum, were approved.

6.02e 2021 ALIVE REVIEW

On motion by Ms. Limbach, seconded by Mr. Gresh, an evaluation and reconciliation of Northeast Productions, Inc. (Alive Music Festival), to ensure compliance with the agreement signed May 21, 2021, as performed by Rea & Associates and as recommended and set forth in the above memorandum, was approved.

Some discussion about events similar to this festival took place – Mr. McCleaster pointed out the benefits of the publicity that the facility receives. It was also suggested that some of the practices used by the organizers such as the number of complimentary passes that are issued be compared to other similar events. In addition, it would be beneficial to track the amount of staff effort/time that is expended in preparation for the event.

6.02f DEEP SHALE ROYALTY REVENUE DISTRIBUTION | 2021 ALLOCATION

On motion by Mr. Gresh, seconded by Mr. Moorehead, an updated distribution of deep shale royalty revenue for 2021, as recommended and set forth in the above memorandum, was approved.

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 TAPPAN ASSISTANT MARINA MANAGER

On motion by Ms. Limbach, seconded by Mr. Moorehead, a new position of Marina Assistant Manager for Tappan Marina, as recommended and set forth in the above memorandum, was approved.

6.03c REVISED 2022 SEASONAL AND VARIABLE HOUR EMPLOYEE STAFFING PLAN

On motion by Mr. Gresh, seconded by Ms. Limbach, a revised 2022 Seasonal and Variable Hour Employee Staffing Plan, as recommended and set forth in the above memorandum, was approved.

6.04a PURCHASE OF RENTAL BOATS

On motion by Ms. Limbach, seconded by Mr. Gresh, a request to advertise for bids and award a contract for purchase of pontoon boats, as recommended and set forth in the above memorandum, was approved.

6.04b CHARLES MILL PARK MAIN CAMPGROUND PHASE 3 PROJECT

On motion by Mr. Gresh, seconded by Ms. Limbach, execution of change orders for the Charles Mill Park Main Campground Phase 3 Project, as recommended and set forth in the above memorandum, was ratified.

6.04c PLEASANT HILL CAMPGROUND AREA G PROJECT

On motion by Ms. Limbach, seconded by Mr. Gresh, execution of change orders for the Pleasant Hill Campground Area G Project, as recommended and set forth in the above memorandum, was ratified.

6.04d PIEDMONT MARINA DOCK ACCESS AND PARKING LOT IMPROVEMENTS PROJECT

At the October 2021 meeting, the Board authorized the bid and award of the Piedmont Dock Access and Parking Lot Improvements project. The engineer’s estimate is \$110,000.00. Bids were received on December 16, 2021, with the following results:

Contractor	Bid Amount
Stanley Miller Construction, East Sparta	\$116,975.00
Albatross Management, Lakeville	\$118,980.00
Kinsey Excavating and Trucking, New Philadelphia	\$122,271.10
Wolf Creek Contracting, Waterford	\$144,899.49
Ohio West Virginia Excavating, Powhatan Point	\$155,035.00

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with Stanley Miller Construction for \$116,975.00.

This memo is provided for informational purposes only. No Board action is required.

6.04e MASTER PLAN PROGRAM MANAGEMENT CONSULTANT FEES FOR 2022

On motion by Mr. Gresh, seconded by Ms. Limbach, a one-year extension of the Master Plan Program Management Consultant contract with ms consultants, as recommended and set forth in the above memorandum, was authorized.

6.04f TAPPAN MARINA WASTEWATER TREATMENT PLANT

On motion by Ms. Limbach, seconded by Mr. Gresh, execution of change orders for the Tappan Marina Wastewater Treatment Plan Project, as recommended and set forth in the above memorandum, was ratified.

6.05 OTHER BUSINESS

- Mr. Butler informed the Board that the developers of the upcoming Tappan Lakeside Resort (featured in a recent article published in *The Times Reporter* on January 9, 2022) have approached the MWCD with a request to obtain two small parcels of property adjacent to their 9-acre site. This development is located at the intersection of U.S. Route 250 and Mill Hill Road, across from the Tappan Lake launch ramp. The proposed use for the property in question would be for parking for a proposed convenience store. All the property in question is located below spillway. Mr. Butler also stated that the Ohio Department of Transportation is requiring a traffic safety study and mentioned the possibility of requiring a turn lane installation. In addition, the U.S. Army Corps of Engineers would be involved due to the property's location being below spillway.
- Ms. Limbach stated that she had attended a virtual master planning meeting hosted by the U.S. Army Corps of Engineers. She noted that one participant at the meeting asked a question concerning fracking; and another inquired about trails at Atwood Reservoir. Both individuals were instructed to contact MWCD with their concerns.
- Ms. Limbach suggested that a sequel to the MWCD history, *A Valley Renewed*, should be considered in the near future. There is a great deal of history that should be memorialized since the publication of that book.

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 December totaled \$1.05 million (\$1,054,205.46) which was an approximate 12% increase in month-over-month revenue from November (\$944,000.00)

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

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

We are currently working with some of our youth camps on potential lease area modifications to accommodate the construction of outdoor amphitheatres.

Outer boundary marking and signage has started at Seneca and is expected to continue for several weeks.

The installation of fish structures at Atwood in conjunction with ODNR Division of Wildlife continues to progress. Approximately 500 trees have been staged and are being prepared for placement. Placement is currently being scheduled dependent on weather conditions and open water conditions.

Staff attended two virtual USACE master planning meetings in early January. USACE presented an overview of their fee lands, land use classifications, and potential resource objectives being evaluated along with an updated timeline for implementation.

Staff also attended a meeting hosted by USACE for their sustainable rivers program. This meeting focused primarily on Beach City, and engaging stakeholders to help define strategies for the focus area.

Preparations have begun by Leases staff for our annual spring mailings as well as docking decal sales.

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
- Tappan Welcome Center

Projects Under Construction

- **Pleasant Hill RV and Boat Storage Lot:** Paving, fencing, grading and site restoration complete. Electrical work and concrete apron in progress. Final completion is scheduled for February 2022.
- **Seneca Marina Building Site Improvements and ADA Access:** Seawall is almost complete. Deck has been removed. Lower-level wall has been exposed and waterproofed. Final completion is scheduled for May 2022.
- **Tappan Marina Parking Lot, Dock Access, and Shoreline Improvements:** Contract was awarded to Tucson, Inc. Mobilization will begin shortly. 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 February 2022.
- **Tappan Marina WWTP Generator:** Waiting on generator delivery. Due to delays in production, final completion is now scheduled for February 2022.

DREDGING AND SHORELINE (ONGOING)

Dredging Program

- **Seneca Lake:** Dredging work is complete and the contractor is working on punch list items and final restoration work.
- **Atwood Lake:** A small excavation dredging project is scheduled for the Atwood Village cottage area at Camille Road during this winter's drawdown. Proposals from contractors have been requested for approximately 1,800 cubic yards (cy) of material to be removed. The project will improve water depth and boat access at several docks in this small bay.
- **Pleasant Hill Lake:** Another small excavation dredging project is scheduled for this winter's drawdown at the Clearview Docking Association at the western end of the lake. Proposals were received from local

contractors, and Shrock Premier Construction will be awarded the contract for 1,100 cy of material to be removed.

Shoreline Program

- **Atwood Pines Cottage Area and Area 1 Campground Shoreline:** Tree clearing work began in late December and excavation has begun for the rock riprap work. Substantial Completion is scheduled for February 2022.
- **Charles Mill Yacht Point and Sites Lake Cottage Area Shoreline:** Preliminary layout was done in December, and now that elevated lake levels have subsided, the contractor has recently begun clearing and grubbing work. Substantial completion is scheduled for February 2022.
- **Seneca Marina Shoreline:** This shoreline project has been combined with the Marina Building Site Improvement and ADA Access project discussed above in Master Plan.

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

Mohawk Dam

- Construction is complete and as-built plans are being finalized. An updated Dam Safety Action Class (DSAC) rating is anticipated in the next few months.

Zoar Levee

- The demonstration section for the cutoff trench was constructed and remains under review.

Magnolia Levee

- The Project Partnership Agreement (PPA) remains under review at USACE headquarters. A draft of this document has been received by MWCD.

Strategic Planning: Mr. Slogar informed the Board that letters of interest were mailed on January 3 with responses due January 28, 2022. It is anticipated that there will be five responses/proposals submitted. Hope to have a draft plan by the end of April. The Conservation strategic plan will be woven into the overall plan.

7.04 CONSERVATION REPORT

Conservation Strategic Planning Process (ongoing) - Conservation will be working with SEC (Sustainable Economics Consulting, Wooster Ohio) to lead our strategic planning process for Conservation. Several "kick off" meetings are in the planning stage for January and February that will bring together staff at all levels to provide an opportunity to contribute to this process. The results of this plan will be integrated into the larger MWCD Master Strategic Plan being led by Engineering.

Water Quality Coordinator – A strong candidate was selected to fill the Water Quality Coordinator position and we are now in the final screening process for employment. With a tentative start date of February 1, 2022, this person will be leading our water quality monitoring efforts throughout the district.

Pollinators (ongoing) – Conservation has been working closely with Recreation and Natural Resources and Land Management departments to increase the acreage of pollinator and prairie plantings in our parks. We will be developing a more comprehensive plan which will include MWCD property outside of the park system in the coming years.

Shrink Wrap Recycling (ongoing) – Conservation is working with MWCD (owned or leased) marinas to reduce the amount of shrink wrap plastic entering landfills by 1/3 this year, with the goal of having 100% recycled by 2023.

Rural Action (ongoing) – Conservation department is working with Rural Action in three main focal areas (Watershed Improvement Projects, Outreach & Education, and Sustainability of MWCD events hosted in our parks) as part of a larger conservation initiative.

Beach City Environmental Evaluation (ongoing) – Site evaluation of the Beach City recreational pool, as part of the USACE Sustainable Rivers Project, evaluates and explores options of operating Corps dams to achieve a more ecologically sustainable flow while maintaining flood control. This is a joint effort between MWCD, USACE, and The Nature Conservancy with the goal of enhancing the shallow pool behind the dam to incorporate more biodiversity and habitat and potentially providing new opportunities for recreation.

7.05 RECREATION REPORT

MARINAS REPORT

- Ongoing – Discussion with Tappan Volunteer Fire Department for acquiring the building across from the Tappan Marina.
- Ongoing – Continued communication with leased marinas on action items for the 2022 season.

PARKS REPORT

- Glamping and other unique camping opportunities are being explored for the 2022/2023 seasons.
- 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 in early 2022.
- Ongoing – Trails Development and Maintenance throughout the District. Trails Technician hired and becoming acclimated to our trail system. Buckeye Trail Association discussions for a 5-year partnership.
- Ongoing – Master Plan Phase II - Amenities for parks are being discussed and finalized in order to begin the 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.
- There is a renewed interest in the Appleseed property at Charles Mill Reservoir with the potential for a bike course.

7.06 MARKETING/COMMUNICATIONS REPORT

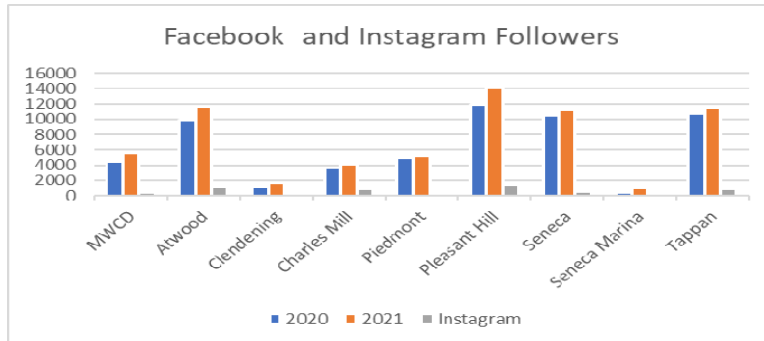
ONGOING PROJECTS

- Website redesign: in progress
- Park and Marina brochure updates for 2022
- Boat/cabin rental rack card updates for 2022
- Updates to website/social media
- Planning marketing/advertising for 2022

OUTREACH COORDINATOR PROJECTS

- Litter campaign
- Lakeviews newsletter
- DAC (added nine new members)
- Annual Report
- Presentations to community stakeholders/ civic groups
- Presentations to Auditors

2021 YEAR-END REVIEW
Facebook and Instagram



Total Followers: 66,330

Atwood Lake Park

Audience

Current audience Potential audience

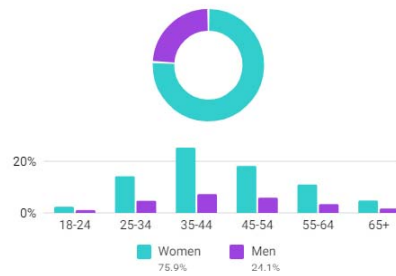
Facebook Page Likes

11.7K

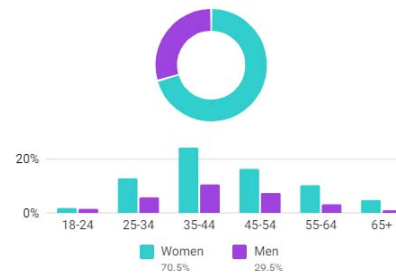
Instagram Followers

1.2K

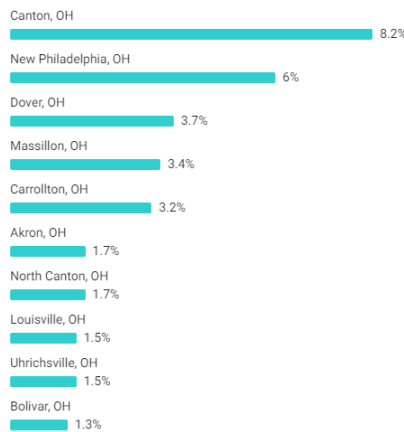
Age & Gender



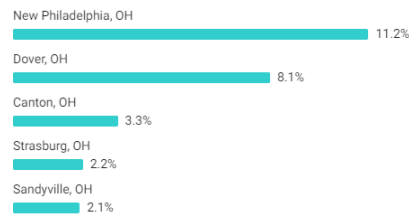
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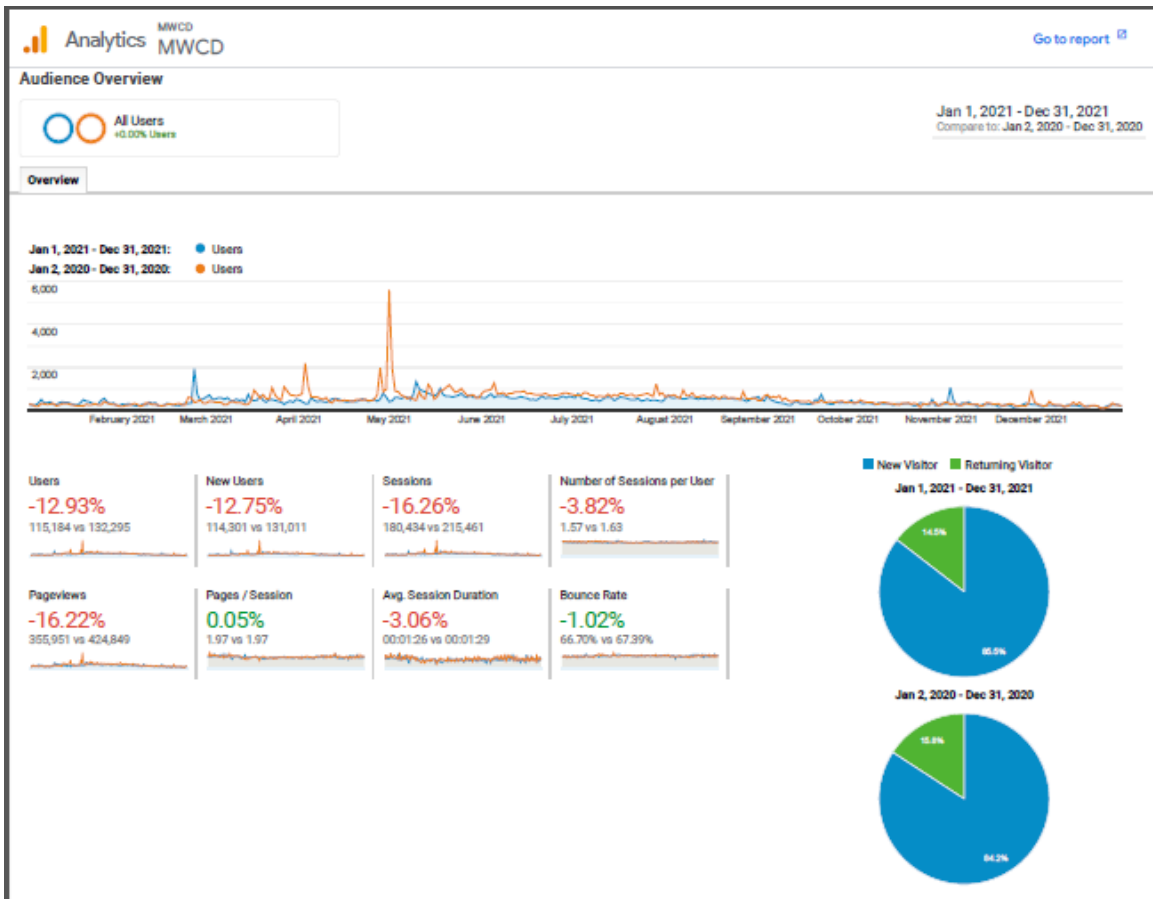
Top Cities



Top Cities



Website



Region ?	Acquisition	
	Users ? ↓	New Users ?
	111,665 % of Total: 96.94% (115,184)	110,772 % of Total: 96.91% (114,301)
1. Ohio	76,458 (66.09%)	74,222 (67.00%)
2. Pennsylvania	13,417 (11.60%)	12,319 (11.12%)
3. Michigan	3,612 (3.12%)	3,306 (2.98%)
4. West Virginia	3,231 (2.79%)	3,061 (2.76%)
5. New York	2,332 (2.02%)	2,160 (1.95%)
6. Virginia	1,596 (1.38%)	1,544 (1.39%)
7. Texas	1,258 (1.09%)	1,193 (1.08%)
8. (not set)	1,153 (1.00%)	1,135 (1.02%)
9. Florida	1,144 (0.99%)	1,061 (0.96%)
10. California	1,105 (0.96%)	1,078 (0.97%)

City ?	Acquisition	
	Users ? ↓	New Users ?
	76,458 % of Total: 66.38% (115,184)	74,222 % of Total: 64.94% (114,301)
1. Columbus	9,947 (12.21%)	9,030 (12.17%)
2. Cleveland	6,880 (8.45%)	6,048 (8.15%)
3. (not set)	4,898 (6.01%)	4,389 (5.91%)
4. Cincinnati	4,035 (4.95%)	3,532 (4.76%)
5. New Philadelphia	3,723 (4.57%)	3,347 (4.51%)
6. Mansfield	2,526 (3.10%)	2,362 (3.18%)
7. Canton	2,251 (2.76%)	2,104 (2.83%)
8. Massillon	2,237 (2.75%)	2,098 (2.83%)
9. Dover	1,662 (2.04%)	1,433 (1.93%)
10. Saint Clairsville	1,275 (1.57%)	1,189 (1.60%)

Ms. Bergeron also distributed statistical information relative to reservations made through the MWCD system during the year 2021.

7.07 IMMEDIATE OR PENDING LITIGATION

No report at this time.

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 December 31, 2021, for the Chippewa Subdistrict, was approved as presented.

9. EXECUTIVE SESSION

On motion by Ms. Limbach, seconded by Mr. Gresh, the Board of Directors entered executive session at 11:45 a.m. to discuss matters related to ORC §121.22 (G) (1) Employment and Dismissal. On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; and Mr. Moorehead-yes. The executive session ended at 12:35 p.m.

10. ADJOURN

There being no further business, on motion by Mr. Gresh, seconded by Ms. Limbach, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, February 18, 2022, at 9:00 a.m.

01.21.2022, km
Approved 02.18.2022