

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at the MWCD Main Office via Teleconference  
April 23, 2021, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held via Teleconference on Friday, April 23, 2021, at 9:00 a.m., pursuant to notice duly given all Directors, and the general public in accordance with law.

SPECIAL NOTE: Because of Executive Order 2020-01D, issued March 9, 2020, and the Orders of the Ohio Department of Health and pursuant to emergency legislation passed by the Ohio Legislature, this meeting was conducted through electronic technology. Members of the public wishing to observe the meeting were instructed to register in advance at [www.mwcd.org/meeting](http://www.mwcd.org/meeting). Members of the public wishing to submit comments prior to the meeting were instructed to email comments to [comments@mwcd.org](mailto:comments@mwcd.org), prior to 5:00 p.m. on Thursday, April 22, 2021. Members of the public were also advised that comments would not be accepted after 5:00 p.m., April 22. Any comments received were provided to the Board of Directors for their information and were directed to the appropriate staff members for follow-up, if appropriate.

**1. ROLL CALL**

Directors present were: Mr. Gresh, Ms. Limbach, Mr. Maupin, Mr. Moorehead, and Mr. Sprang. James Gresh, President of the Board of Directors, presided.

MWCD staff in attendance (*electronically*) were Joe Baker, Adria Bergeron, Julie Bickis, Mary Burley, Craig Butler, Jim Crandall, Jim Cugliari, Steve Demuth, Scott Heller, Brad Janssen, John Maxey, Ryan McCleaster, Karen Miller, Jonathan Mizer, Boris Slogar, Eric Stechschulte, Nate Wilson, Jeff Yohe, and Ethan Zucal.

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

Also in attendance for all or portions of this meeting (*electronically*) were: J.D. Long (*Harrison News Herald*); and Luke Selfridge (Executive Director) and Glen Krassen (*Sustainable Ohio Public Energy Council*).

Mr. Butler provided the following updates on former contacts made through recent Board meetings:

- **Request from Mrs. Davison: Johnson Hill Road Improvements at Tappan** - Our initial review included a field trip to the site, an initial conversation with the Township Trustees, and an inspection of historic land acquisition files and aerial photographs. Further review next steps include having our engineering group determine whether the topography and soil type allows for a feasible and suitable location for personal vehicles and heavy township equipment such as snowplows or other maintenance equipment. We will also need to consider current user groups and the impacts that would be created by potentially adding improvements. We will also continue our conversation with the Township Trustees including a potential field site visit. A meeting is scheduled with Engineering onsite to look at the feasibility as discussed above. We have initially reached out to current user groups for feedback and will continue to do so where appropriate. We would plan to pull the Township back into the conversation after our onsite meeting with Engineering.
- **Request from Mr. Blakeney: Beach lease and drainage at Atwood** - Our initial review included a field visit onsite with Mr. Blakeney to discuss his request and concerns. We followed up by providing additional information to Mr. Blakeney as well as updating him on additional action items discussed during the field visit. Further review next steps include a scheduled meeting onsite with our engineering group. Parallel to

this effort we continue to communicate with Mr. Blakeney and other residents for updates from MWCD as well as their efforts to establish a beach association lease for consideration by MWCD. We met onsite with Engineering and are following-up to discuss potential solutions. We have been consistently communicating with Mr. Blakeney and other residents and they are making good progress on establishing a beach association lease for consideration.

### 3. APPROVAL OF MINUTES

On motion by Ms. Limbach, seconded by Mr. Sprang, the minutes of the March 26, 2021, meeting of the Board of Directors were approved.

### 4. FINANCIAL

Mr. Cugliari presented the financial report for the three-month period ending March 31, 2021. The total operating revenue is \$8,308,833, with operating expenses of \$3,593,143 resulting in an excess of revenue over expenses of \$4,715,690 from operations compared to \$3,371,006 in 2020.

The overall operating revenue is up 14% from 2020. The main factors are as follows:

- Parks revenue is up nearly \$1.1MM or 34% from 2020. Part, if not the majority, of this increase is due to the timing of seasonal camping payments, although we are experiencing an increase in both camping and vacation cabin reservations.
- Marina revenue is up nearly \$120K and 16% from 2020. Again, the seasonal camping and docking revenue is up due to timing of payments, but we are still seeing an increase in other areas.

The overall operating expenses are down 8% from 2020 or approximately \$320K. Expenses in all categories, with the exception of Rangers, are down from 2020.

Capital Improvement and Park Master Plan expenses are both down compared to 2020. Master Plan expenses are down \$4.6MM as this reflects the planned reduced Master Plan budget for 2021.

The Maintenance Assessment Fund revenue through March is \$1,965,000 as receipt of first half settlements have begun. Total expenses are \$933,000 to date and in line with budget.

For this reporting period, a quarterly Park and Marina Net Income Analysis report is provided for your review. This offers a little more in-depth information for these operations.

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

### 5. PAYMENT OF BILLS

On motion by Ms. Limbach, seconded by Mr. Maupin, the report of the payment of bills for the period ending March 31, 2021, was approved as presented.

## 6. BUSINESS

### 6.01a LEASE TRANSACTIONS

On motion by Ms. Limbach, seconded by Mr. Sprang, 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 OIL AND GAS LEASE AMENDMENT AND EXTENSION | SENECA LAKE

On motion by Mr. Sprang, seconded by Mr. Moorehead, an Amendment to and Extension of an Oil & Gas Lease with Antero Resources for a project at Seneca Lake, as recommended and set forth in the above memorandum, was approved.

### 6.01c TAPPAN MARINA RESTAURANT CONCESSION AGREEMENT

On motion by Ms. Limbach, seconded by Mr. Maupin, a concession agreement with Mark Donohoe and Shari Lewis for operation of the Tappan Marina Restaurant, as recommended and set forth in the above memorandum, was approved.

### 6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Ms. Limbach, seconded by Mr. Sprang, 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 BUDGET ADJUSTMENTS

On motion by Ms. Limbach, seconded by Mr. Sprang, budget adjustments for the first quarter of 2021, as recommended and set forth in the above memorandum, were approved.

### 6.02c USE OF CREDIT CARDS QUARTERLY REVIEW

On motion by Mr. Sprang, seconded by Mr. Maupin, a report of the use of credit cards for the first quarter of 2021, as recommended and set forth in the above memorandum, was approved.

### 6.02d GENERAL LIABILITY INSURANCE RENEWAL

On motion by Mr. Sprang, seconded by Mr. Moorehead, renewal of the general liability insurance with Whitaker Myers Group/Ohio Plan Management, as recommended and set forth in the above memorandum, was approved.

### 6.02e RECORDS RETENTION – FINANCE

On motion by Mr. Maupin, seconded by Mr. Sprang, a proposed records retention and one-time records disposal schedules for the Finance Department, as recommended and set forth in the above memorandum, were approved.

**6.03a HUMAN RESOURCES SUMMARY**

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

**6.03b GROUP HEALTH PLAN REVIEW**

On motion by Mr. Sprang, seconded by Ms. Limbach, a seven-month renewal of the group health plan with Aultcare, as recommended and set forth in the above memorandum, was approved.

**6.04a ATWOOD COTTAGE DRAINAGE AND ACCESS STUDY – PILOT PROJECT**

On motion by Mr. Maupin, seconded by Ms. Limbach, a contract with Hull and Associates, Inc. for the final design phase of the Atwood Lake Cottage Drainage and Access Study pilot project, as recommended and set forth in the above memorandum, was approved. Mr. Moorehead-abstain.

**6.04b ENGINEERING VEHICLE PURCHASE**

On motion by Ms. Limbach, seconded by Mr. Moorehead, purchase of a new F-550 dump truck for the Engineering Department at cost of \$66,384 (including trade-in), as recommended and set forth in the above memorandum, was approved.

**6.05 2021 CAMPGROUND RULES**

On motion by Mr. Sprang, seconded by Mr. Moorehead, proposed revisions to the Campground Rules for the 2021 season, as recommended and set forth in the above memorandum, were approved.

**6.06 PROPOSED DAILY RATES FOR 2022**

On motion by Mr. Maupin, seconded by Mr. Moorehead, proposed daily camp rates for parks and marinas for the 2022 season, as recommended and set forth in the above memorandum, were approved.

**6.07 OPERATIONAL POLICY REVISIONS**

On motion by Ms. Limbach, seconded by Mr. Sprang, proposed revisions to operational policy numbers 3015 and 5010, as recommended and set forth in the above memorandum, were approved. Mr. Moorehead-abstain.

**6.08 SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL RESOLUTION**

Luke Selfridge (Executive Director) and Glen Krassen of the Sustainable Ohio Public Energy Council were available to answer questions about this matter.

On motion by Mr. Maupin, seconded by Ms. Limbach, authorization for the MWCD to join the Sustainable Ohio Public Energy Council as a member and its electric account programs through agreements as negotiated and approved by the Executive Director and MWCD Legal Counsel, as recommended and set forth in the above memorandum, was approved.

## OTHER BUSINESS

### Mr. Butler provided the following updates:

- Preparations are underway for the upcoming Conservancy Court session to be held on June 4, 2021.
- The Ohio General Assembly is currently working on the budget which has been passed in the House with discussion occurring now in committee in the Senate. There is also language in the omnibus budget bill that would allow for public meetings to continue to be held virtually until the end of 2021.
- There has been legislative activity relative to a park district in Ohio trying to use eminent domain for construction of a recreational trail. At this point, there would be no impact on MWCD.
- Rep. Tim Ginter (Ohio House District 5) has introduced a bill dealing with the unitization of gas and oil wells. MWCD is working with legislators to address concerns on this matter.
- The Development Advisory Committee will meet next Friday, April 30. The formation of new sub-committees is progressing very well.
- Application for grant funding through the Appalachian Regional Committee is being prepared to help fund broadband at Tappan.
- Application for funding through the CARES Act for infrastructure is being prepared, specifically for broadband, telecommunications, and generator installations.
- Position descriptions are being developed for Conservation staff.
- Ms. Burley provided an update on changes in daily internal operations relative to COVID-19.

## 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.

Utica royalties for March totaled 783,010.00 which was a 9% increase in month-over-month revenue from February (\$716,724.19). Please see the attached Royalty Report Exhibit.

### 7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

Forestry held the 2021 Tree Giveaway for MWCD Atwood, Piedmont, and Seneca lake cottage lessees on Saturday April 10. The event had a total of 80 participants this year and will result in a total of 775 trees planted around the lake areas. Native tree types distributed included: Dogwood, Redbud, Paw Paw, Persimmon, Sugar and Red Maple, Red Oak, Pin Oak, White Oak, Swamp White Oak, Bitternut Hickory, Tulip Poplar, Blackgum, and River Birch.

Throughout March of 2021, Natural Resources/Land Management staff teamed up with Engineering staff for access improvements on lands across the District. Multiple parking/pull-off/access areas were dressed up and gravel added. In certain areas other improvements included gates and signage. These areas are important for safe access to MWCD lands by the public and are heavily utilized throughout the season, for hunting, fishing, hiking, and other recreation opportunities.

Outer Boundary marking of MWCD lands started in late 2020 and continued into the first few months of 2021. Approximately 50 miles of boundary were marked, including signage, at Clendening, Mohawk, and Tappan.

**2021 MWCD Priority Projects Update: Revenue/Cost Priorities**

- **Cottage Site Rates:** We convened the Board of Appraisers on March 30 for an initial discussion. MWCD staff gave an overview of previous appraisals and prior analysis of lease rates, including the most recent reappraisal accomplished in 2013. Additional statistics were also discussed. The Board Chair introduced a potential alternate appraisal methodology for discussion. After discussion, additional action items included: staff will provide the Board Chair and other members of the Board of Appraisers with additional information to further explore the feasibility of this potential alternate appraisal methodology, and the Board of Appraisers will continue to discuss the appropriate next steps and action items.
- **CO2 Carbon Credits:** We continue to identify and gather additional information, including some additional mapping analysis, in preparation for follow-up conversations with multiple parties, working towards a potential preassessment analysis.
- **Cottage Sites Expansion:** We had an initial meeting to discuss the history of the program along with any limitations we might possibly face. We plan to conduct additional mapping analysis and field site visits to identify opportunities, while at the same time identify potential partnerships to meet with.

**7.03 ENGINEERING REPORT**

**MASTER PLAN IMPLEMENTATION (ONGOING)**

**Projects in Design**

- Atwood Activity Center Renovations Preliminary Design
- Clendening WWTP and Sewer Improvements
- Leesville North Fork and South Fork WWTP and Sewer Improvements
- Seneca Marina Building Deck Expansion
- Tappan Welcome Center
- Park Amenity and Activity Survey

**PROJECTS UNDER CONSTRUCTION**

- **Leesville North Fork Marina Fuel Upgrades:** The project was awarded to A. Graziani & Company. A preconstruction meeting was held March 9. New dock extension arriving the week of March 12. Substantial completion is scheduled for June.
- **Pleasant Hill Cabin and Toad Road Paving:** Project was awarded to Barbicas Construction Company Inc. A preconstruction meeting was held April 1. Substantial completion is scheduled for May.
- **Tappan Marina Renovations:** The glulam trusses are installed. Roof decking is being installed. Drywall and painting are underway in the kitchen. Stone veneer is being added to the columns. Interior MEP work is continuing. Substantial completion is scheduled for June.
- **Tappan Marina Sanitary Sewer and WWTP Improvements:** Wastewater treatment plant tank installation is completed. Construction of sanitary lift station and piping to serve the marina is underway. Substantial completion is scheduled for April 2021.

**DREDGING PROGRAM (*no significant updates*)**

- **Seneca Lake:** Dredging will begin in late April and substantial completion is scheduled for September 2021.
- **Atwood Lake North Shore Cottage Area:** Restoration of the lake access path has been completed, and the disposal site will be seeded once site conditions allow.

**SHORELINE PROGRAM**

- **Pleasant Hill Loudonville Wildlife Club Area:** Final restoration is complete and only one punch list item remains.
- **Seneca Lake Churchman Point Phase 2:** Project is complete.
- **Atwood Lake**
  - **North Shore Cottage Area:** Project is complete.
  - **Park Beach:** Project is complete.
  - **Glens Cottage – Anchor Lane Beach Area:** Project is complete.
  - **Glens Cottage - Cherry Lane Shoreline and Drainage:** Project is complete.
- **Projects in Design**
  - Atwood Pines Cottage Area and Area 1 Campground Shoreline
  - Charles Mill Yacht Point and Sites Lake Cottage Area Shoreline
  - Seneca Marina Shoreline

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

**Mohawk Dam**

- Construction is progressing well and the contractor is currently working on relief well housings.

**Zoar Levee**

- The contractor will be reaching out to residents soon to set up a project update/information briefing.

**Magnolia Levee**

- Design is expected to be completed by July. The Project Partnership Agreement (PPA) with MWCD is under review at USACE and is expected to be provided to MWCD in the next few months.

**Partnering Meeting:**

- A partnering meeting with USACE was held on April 14 at Seneca Lake Welcome Center. A tour of Senecaville Dam and the ODNR fish hatchery was conducted after the meeting.

**7.04 RECREATION REPORT**

**MARINAS REPORT**

- Ongoing – Tappan Marina on schedule for mid-June opening. Food options being discussed for Memorial Day weekend and beyond (as needed).
- Ongoing – Tappan Marina Restaurant lease agreement discussion with lessee for the 2021 season.
- Meetings with leased marinas on action items and operational guidelines for the 2021 season.

**PARKS REPORT**

- Parks & Marinas Advisory Committee (PMAC) – Staff received self-nominations for a limited number of seats on this committee for the upcoming season.
- Ohio Collaborative update
- Alive Music Festival date still pending for July 2021 dates. Action plan for event guidelines being designed by staff and event organizer.
- Ongoing - Second phase amenities for parks being discussed within department via results of the survey and focus groups. Staff recommendations to follow.

- Park Managers have reached out to local health department officials to discuss operations during the 2021 season. Staff working hard to confirm list of events for the season.
  - Themed Day Camps, Guided Kayak Tours, Poker Paddles, Campouts, Family Fun Camp, Movies at the Lake, Car Shows, Passport to Fishing, Guided Hikes, Trails Challenge, Bike Safety, and other Outreach and Safety Education Programs.

## 7.05        **MARKETING/COMMUNICATIONS REPORT**

### **ONGOING PROJECTS**

- Website redesign: in progress (review/updates)
- Welcome Back Campers
- Updates to website/social media
- HFP Racing
- Park and Marina brochure updates for 2021
- Boat/cabin rental rack card updates for 2021
- Planning marketing/advertising for 2021 (Ohio Co-op [influencer campaign])
- Whoa Zone

### **OUTREACH COORDINATOR PROJECTS**

- Litter campaign
- Annual Report
- Development Advisory Committee

### **PUBLICATIONS IN MARCH**

- Compass Magazine
- Amish Country Magazine
- Ohio Magazine

### **RADIO ADVERTISING IN MARCH**

- iHeart Mansfield: Pleasant Hill Cabin promotion
- WJER (Tusc. Co.): Atwood Cabin promotion

### **DIGITAL ADVERTISING IN MARCH**

- Facebook campaign: General MWCD camping

### **INTERVIEWS IN MARCH**

- WHBC (Canton) March 1: Whoa Zone

### **PRESS RELEASES IN MARCH**

- March 5, 2021: MWCD Advisory Committee to Welcome New Member (Alsept)

### **E-BLASTS IN MARCH**

- March 15, 2021: Lakeviews newsletter

## 7.06        **CONTINUITY OF OPERATIONS PLAN (COOP) UPDATE**

A Continuity of Operations Plan (COOP) Team was established in August of 2020. Scott Tritt, Safety Administrator and Team Leader held meetings and began communication with the team by creating a team in Microsoft through Microsoft Teams. Team members are:



- Becky Oakes, Finance Department Representative
- Jeremiah Warner, Engineering Utilities Operations Representative
- Open Position, Park Representative
- Jeremy Hoffer, Marina Representative
- Steve Demuth, IT Representative
- Mark Swiger, Natural Resources Representative
- Dylan Sayre, Park Representative

#### PROGRESS TIMELINE

- August 31, 2020: First meeting held via TEAMS. All members were introduced to COOP theory and provided information on how to complete Mission Essential Function (MEF) spreadsheet. Assignment was made on September 1, 2020, to add MEFs. Team members began inputting information to SharePoint spreadsheet.
- September 25, 2020: Team met again to review MEF and gather more data.
- September 29, 2020: Confidential statement for COOP was proposed to Legal counsel for review and approval. FEMA recommends this to be used in the introduction to the COOP and as the footer on every page.
- October 2, 2020: An approval was received. Approved Confidential statement is below:

*The Muskingum Watershed Conservancy District COOP should be strictly controlled. Muskingum Watershed Conservancy District data includes private personnel data, proprietary patents and designs, security and infrastructure records and marketing information. The information in this plan is distributed only to Muskingum Watershed Conservancy District personnel with a “need to know” and with the understanding that they will hold this information confidential and will not disclose any information in this plan to third parties without the prior written consent of the Executive Director. Any third party approved by the Executive Director must execute a binding non-disclosure statement that has been vetted by the legal department.*
- October, 2020: Scott Tritt, Team Leader researched and found a SaaS from Agility Preparis, a firm based in Denver Colorado, specializing in Business Continuity Planning (BC planning). Realizing that a COOP requires many hours and many people to assemble, and a small team of MWCD staff would have a monumental task on their hands to develop a plan, the software program provided a vehicle to help MWCD staff have information at their fingertips to better facilitate putting together a cohesive, compliant plan. In addition, Agility Preparis offers expert guidance and auditing as we progress through the process. After several online meetings with Agility Preparis, it was determined that safety funds could be used to acquire a limited number of seats for the Agility Planner for the first year.
- December 7, 2020: The COOP Team received the good news that our COOP would be completed using a BC Planner in a standardized platform. The BC Planner uses FEMA and ANSI based standards to develop a plan that is adaptable and can be continuously updated. This was a HUGE step in moving our Business Continuity plans forward!
- January 2021: We brought the Agility BC Planner online and Scott Tritt began training as the overall Business Continuity Planner administrator. Program setup was complete by the end of January.
- February 2021: The first Team Leads for the BC Planner were assigned in their respective departments- Mary Burley and Jim Cugliari (IT and Finance). Realizing that our plan will be a combination of departments and work groups, only two Team leads were initially assigned to help test and try various aspects of the BC Planner. In addition, with the limited user base; creative assignments would be required to complete tasks and unassign user and assign new users for more tasks. Team leads were provided deadlines and training to help get moving.
- March 2021: Scott Tritt followed up with Team leads and helped them work through the process.

- April 8, 2021: IT has completed all their task assignments in the BC Planner.
- April 12, 2021: The Finance group has begun making assignments.
- Moving forward: As we become more proficient with the BC Planner, more departments and work groups are being added. This process takes time and concentration to move through the planner logic. The BC planner assignments are work in addition to everyday workloads. The process takes thought and some research into methods of how tasks are completed and how they would be completed in a crisis /shut down mode. The benefit of the BC planner is the ability to develop, revisit and revise the plan as we put the plan into practice, and it is tested.

The COOP will likely identify issues that may require financial resources to help remedy and ensure that the MWCD COOP is sound and can function in times of crisis.

### **7.07 DISASTER RECOVERY PLAN (DRP) UPDATE**

A Disaster Recovery Plan (DRP) was developed and implemented (as requested in the IT audit) to cover all key business processes of the Finance Department reliant on information technology. The completed plan is on file but is a confidential document and cannot be included here due to the highly confidential information it contains related to MWCD information technology.

There will be an overall MWCD Disaster Recovery Plan (DRP) included as part of the Continuity of Operations Plan (COOP). The DRP will be expanded to encompass all key technology related business processes of the MWCD as the Continuity of Operations Plan is developed. It is a plan that will be put in place for all MWCD, not just the Finance department, that will outline the procedures for technology disaster recovery, as well as plans for recovering critical technology infrastructure throughout MWCD. The primary objective of a DRP is to develop, test, and document a well-structured and easily understood strategy which will help MWCD recover as quickly and efficiently as possible from an unexpected disaster or emergency which interrupts information technology operations. A Disaster Recovery Plan (DRP) outlines the procedures for technology disaster recovery, as well as plans for recovering critical technology infrastructure.

A Disaster Recovery Plan (DRP) outlines the following:

- The process that will be used to update the plan.
- How the plan will be stored for ease of accessibility.
- How the plan is triggered and invoked.
- Plan review and exercise timelines.
- Backup strategy of key business processes.
- Detailed listing of hardware and software required, along with configuration settings and key contacts for each key business process.
- Disaster recovery procedure of each key business process based on three separate scenarios (total loss of data, total loss of hardware, total loss of site).

### **7.08 2021 MWCD PRIORITY PROJECTS | FIRST QUARTER UPDATE**

Board members received a written first quarter update of the 2021 MWCD Priority Goals (copy on file).

**7.09 IMMEDIATE OR PENDING LITIGATION**

Mr. Mizer informed the Board that Julie Bickis, Associate Counsel, recently joined the MWCD staff. There are seven (7) new members of the Conservancy Court. There will be a practice session in preparation of the June 4 session to ensure that all will run smoothly.

**8. SUBDISTRICTS**

**8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT**

On motion by Ms. Limbach, seconded by Mr. Sprang, the report of the payment of bills for the period ending March 31, 2021, for the Chippewa Subdistrict, was approved as presented.

**9. EXECUTIVE SESSION**

No Executive Session at this meeting.

**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, May 21, 2021, at 9:00 a.m.

*04.23.2021, km*  
*Approved 05.21.2021*