

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at the MWCD Main Office via Teleconference  
May 22, 2020, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held via Teleconference on Friday, May 22, 2020, 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, May 21, 2020. Members of the public were also advised that comments would not be accepted after 5:00 p.m., May 21. Comments 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. Joanne Limbach, President of the Board of Directors, presided.

MWCD staff in attendance (*electronically*) were Joe Baker, Scott Barnhart, Adria Bergeron, Mary Burley, Craig Butler, Jim Crandall, Jim Cugliari, Steve Demuth, Wendy Derr, John Hoopingarner, Brad Janssen, Michael Kobilarcsik, Kaylynn Kotlar, David Lautenschleger, Anna Miller, Karen Miller, Jonathan Mizer, Matt Ott, Jim Pringle, Boris Slogar, Eric Stechschulte, Mark Swiger, Scott Tritt, Nate Wilson, and Jeff Yohe.

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

Also in attendance for all or portions of this meeting were: Terry Fercana (*Environmental Design Group*); J. D. Long (*Harrison News Herald*); Sean Logan (*Woolpert*); Chad Amos (*Ohio Department of Agriculture*); Bruce Robinson (*MWCD Development Advisory Committee*); and Doug McLarnan (*Gambier resident*).

**3. APPROVAL OF MINUTES**

On motion by Mr. Moorehead, seconded by Mr. Maupin, the minutes of the April 17, 2020, meeting of the Board of Directors were approved.

**4. FINANCIAL**

The financial report for the four-month period ending April 30, 2020, was presented. The total operating revenue is \$8,713,617 with operating expenses of \$5,142,770 resulting in an excess of revenues over expenses of \$3,570,847 from operations compared to \$10,217,151 in 2019.

The overall operating revenues are down 42% from the prior year and 36% of the 2020 budget. The main factors are as follows:

- General Administrative – Interest income continues to be down from the previous year due mainly to declining balances.
- Conservation is down in the Timber Harvesting area due to a timber contract executed in early 2019 and Pine Pulpwood Operations being down an additional \$5,000.
- Oil and Gas revenue is down 63% from 2019 or a little over \$5.5mm due to receiving a flush payment for new wells at Seneca and now declining prices.
- Parks revenue is down 8% from 2019 and 43% of budget due mainly to the extension into May for the payment plan option for seasonal campers and due to the amount of refunds that have been issued to date. Vacation Cabin revenue is also down approximately \$15,000.
- Non-Park revenue is down 5% from 2019 and 30% of budget due again mainly to the extension into May for the payment plan option for seasonal campers as well as refunds issued. Docking in the marina areas is also down.

The overall operating expenses are up 8% from 2019 and 29% of budget. The Health Insurance – Laser line item has a significant impact on this increase. In addition, Parks and Non-Parks operations are running ahead of 2019 expenses.

Total Capital Expenses are up 76% from 2019 due mainly to Road Maintenance projects and Water and Sewer projects. The Park Master Plan is up 15% from 2019 and 28% of budget.

Maintenance Assessment revenue for the first half settlements have all been received except Stark County. Expenses are 12% ahead of 2019 and 22% of budget.

We continue to review the impacts on the budget because of the COVID-19 situation. We will discuss this situation in more detail as the 2020 budget is an agenda item.

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

## **5. PAYMENT OF BILLS**

On motion by Mr. Sprang, seconded by Mr. Gresh, the report of the payment of bills for the period ending April 30, 2020, were approved as presented.

## **6. BUSINESS**

### **6.01a LEASE TRANSACTIONS**

On motion by Mr. Maupin, seconded by Mr. Moorehead, 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 LAND ACQUISITION – TAPPAN LAKE**

On motion by Mr. Gresh, seconded by Mr. Moorehead, purchase of 144 acres at Tappan Reservoir and the associated budget adjustment, as recommended and set forth in the above memorandum, were approved.

**6.01c SENECA BEACH CONCESSION AGREEMENT**

On motion by Mr. Moorehead, seconded by Mr. Sprang, a lease agreement with Tracy Marchiano for operation of the Seneca Beach Concession, as recommended and set forth in the above memorandum, was approved.

**6.02a INVOICES PRIOR TO PURCHASE ORDERS**

On motion by Mr. Maupin, seconded by Mr. Moorehead, 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 2020 BUDGET REVIEW**

Discussion took place relative to the current situation with the COVID-19 pandemic as it related to budgetary concerns.

**6.03a HUMAN RESOURCES SUMMARY**

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

**6.03b PERSONNEL POLICY REVISION – DRUG FREE WORK PLACE**

On motion by Mr. Sprang, seconded by Mr. Maupin, proposed revisions to Personnel Policy 708, Drug Free Workplace,” as recommended and set forth in the above memorandum, were approved.

**6.03c TEMPORARY PERSONNEL POLICIES – COVID-19**

On motion by Mr. Gresh, seconded by Mr. Maupin, temporary personnel policies recently implemented in response to the COVID-19 emergency, as recommended and set forth in the above memorandum, were ratified.

**6.04a PIEDMONT MARINA AND CAMPGROUND WATER TREATMENT PLAN AND SCADA PROJECT**

At the May 2019 meeting, the Board authorized the bid and award of the Piedmont Marina and Campground Water Treatment Plant and Supervisory Control and Data Acquisition (SCADA) Project. The engineer’s estimate is \$547,630.00. Sealed bids were received on April 9, 2020, with the following results:

<b>Company</b>	<b>Base Bid</b>
Border Patrol LLC, Hopedale	\$543,934.00
Tucson Inc., New Philadelphia	\$557,740.50

The lowest bid was reviewed, references checked, and the bid is deemed awardable.

A contract will be executed with Border Patrol LLC in the amount of \$543,934.00. This memo is provided for informational purposes only. No Board action is necessary.

**6.04b SENECA DREDGING PROJECT**

On motion by Mr. Moorehead, seconded by Mr. Sprang, Amendment #4 to the CMR agreement with PCi Dredging for the Seneca dredging project, as recommended and set forth in the above memorandum, was approved.

**6.04c TAPPAN MARINA RENOVATION AND SITE IMPROVEMENTS**

At the May 2019 meeting, the Board authorized the bid and award of the Tappan Marina Renovation and Site Improvements project in the amount of \$6,100,000.00. Sealed bids were opened on June 25, 2019, with no awardable bids received. The bid results were reported at the August 2019 meeting.

The Board then authorized the modified project to be re-bid and awarded at the January 2020 meeting in the amount of \$4,695,000.00. Bids were received on April 9, 2020 with the following results:

CONTRACTOR	BASE BID
Knoch Corporation, North Canton	\$5,300,000.00
Grae-Con, Steubenville	\$5,940,886.76

There were 13 alternate items included in the bids but since the base bids were not awardable, the alternate items were not considered. Both bids are 10% over the engineer’s estimate and therefore are non-awardable as per ORC and policy requirements. The Engineering and Recreation Departments are evaluating the bid results and expect to present a recommendation to the Master Plan Oversight Team in May.

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

**6.05 WETLAND RESTORATION PROJECT – ASHLAND COUNTY**

On motion by Mr. Maupin, seconded by Mr. Gresh, an agreement allowing MWCD to assist with a wetland restoration project in Ashland County under an existing MOU with the U.S. Fish and Wildlife Service Private Land Office, as recommended and set forth in the above memorandum, was approved.

**6.06 COOPERATIVE WORK AGREEMENT – ODA/DSWC 2020 WORK PLAN**

On motion by Mr. Maupin, seconded by Mr. Gresh, the 2020 Work Plan associated with a Cooperative Work Agreement with the Ohio Department of Agriculture Division of Soil and Water Conservation, as recommended and set forth in the above memorandum, was approved.

**6.07 SHORT-TERM WATER SUPPLY AND TEMPORARY ACCESS AGREEMENT | TAPPAN LAKE**

On motion by Mr. Maupin, seconded by Mr. Moorehead, a short-term water supply and temporary access agreement with Encino Energy, as recommended and set forth in the above memorandum, was approved.

**6.08 2019 ANNUAL REPORT OF OPERATIONS**

On motion by Mr. Sprang, seconded by Mr. Gresh, the 2019 Annual Report of Operations was approved for presentation to the Conservancy Court at their annual meeting on June 5.

## **6.09 ELECTION OF OFFICERS**

The following elections occurred:

- On motion by Mr. Moorehead, seconded by Mr. Sprang, Mr. Gresh was elected President and Mr. Maupin was elected Vice-President.
- On motion by Mr. Maupin, seconded by Mr. Gresh, Mr. Butler was appointed Secretary of the Board, respectively.
- On motion by Mr. Moorehead, seconded by Mr. Gresh, Mr. Cugliari was reappointed Treasurer of the Board.

The Board expressed their appreciation to Mr. Hoopingarner for his years of service.

## **6.10 OTHER BUSINESS**

In response to an inquiry from Mr. Gresh, a status update of MWCD facilities was provided. Mr. Butler and Mr. Barnhart responded, stated that the Memorial Day Weekend is expected to be very busy. With the opening of campgrounds to daily campers as well as seasonal campers, the response has been good. Facilities will be near capacity over the weekend.

Mr. Butler recognized the efforts of Scott Tritt, Safety Administrator, in establishing sanitation protocols for all locations, including the proper training of staff as it relates to those cleaning procedures.

Mr. Barnhart reported that fireworks displays have been temporarily suspended and the Alive Festival at Atwood Park has been canceled for 2020. Programming in the park areas has changed with many planned activities with postponed or canceled entirely. Beach toys have been removed and MWCD beaches will be on a “swim at your own risk” basis.

This year’s seasonal camper lottery was held recently by means of phone call-in and the customer response for that event was positive.

## **7. REPORTS**

### **7.01 CONSERVATION REPORT**

Forestry had four reforestation projects around the District. The purpose of these projects was to reforest areas that have lost trees due to disease, storm damage, natural decline or park renovations. Tree shelters (tubes) were used to help protect the trees from deer browse and mowers. The shelters also promote growth by acting like a mini greenhouse. Tree shelters at Atwood and Pleasant Hill parks are labeled with the name of the tree planted so that visitors can identify the younger trees. About 350 trees have been planted and sheltered at Tappan Park’s dredge disposal site including species such as oak, hickory, yellow-poplar, and black cherry. Approximately 1,000 trees have been planted at Charles Mill Lake’s abandoned “Mifflin Ballfield” and include species such as swamp white oak, river birch, and sycamore. Nearly 350 trees have been planted and sheltered at Atwood Park including species such as dogwood, redbud, and pawpaw. Finally, close to 300 trees have been planted and sheltered at Pleasant Hill Park including species such as dogwood, redbud, oak, hickory, and river birch. In total, close to 2,000 trees were planted.

Conservation is gearing up for the upcoming beach monitoring and recreation water quality testing season. The beaches at Seneca, Tappan, Atwood, Pleasant Hill, and Charles Mill will be tested on a weekly basis for Ecoli bacteria. Results will be posted to the Ohio Department of Health’s Beachguard website, and data will be recorded internally. In addition, monitoring and testing for Harmful Algal Blooms (HABs) will be conducted using a combination of resources including internal staff, Citizen Lake volunteers, and data from the Ohio EPA and other partners. Several MWCD field and lab equipment upgrades have been ordered and installed, and updated Ecoli and HAB brochures are drafted and being reviewed for order and distribution in the near future.

Under the guidelines of the MWCD Partition Fence Policy, Conservation Staff is currently working with adjacent landowners at several locations on Fence Line Agreements.

Conservation Staff is working in conjunction with Engineering Staff on the boundary survey and boundary posting for the recently acquired 1,837 acre Coshocton Forest at Wills Creek (former AEP lands). Signage is also being installed along with marking paint for post visibility.

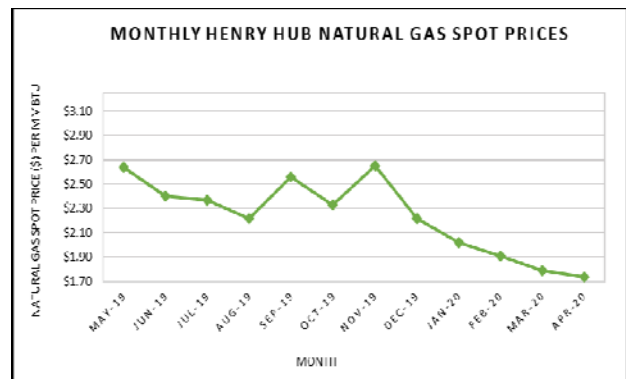
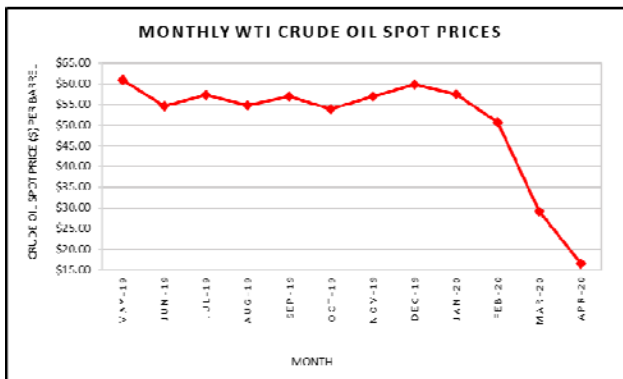
**7.02 UTICA ROYALTY REVENUE REPORT**

Utica royalty revenue is currently generated by 90 producing wells at Clendening, Seneca and Leesville Reservoirs. A breakdown of the monthly royalty revenue can be seen on the attached page.

Utica royalties for **April 2020** totaled **\$777,720.16** which was a **13% decline** in month-over-month revenue from **March 2020** (\$878,689.37)

The U.S. Energy Information Administration Prices Reports<sup>1</sup>:

- o The WTI Crude Oil Spot Price<sup>2</sup> for Apr. 2020:
- o **\$ 16.55** per barrel
- o The Henry Hub Natural Gas Spot Price for Apr. 2020: **\$ 1.74** per MMBT



**7.03 MARINAS REPORT**

Both private and MWCD-operated marinas have obviously been impacted by the COVID-19 situation. Leesville South Fork Marina, Atwood East and West marinas, and Charles Mill and Pleasant Hill marinas, have been operating under the guidelines established by the Governor’s orders. Following Governor’s orders, MWCD-operated marinas and associated campgrounds began permitting seasonal camping and docking on May 2, and began offering fuel sales on May 8. MWCD-operated marinas added retail sales, boat rentals, bait

sales and cabin rentals on May 15. All these services will be offered with procedures and guidelines developed specifically to keep our staff and guests safe.

Bids for the Tappan Marina Renovation Project were opened March 25. Unfortunately, only two bids were received, and neither was awardable. MWCD staff and our architects have been working steadily since, to value engineer the project, reduce costs, while keeping the design of the building basically intact. It is our goal to go out for bid in time for construction to begin later this summer.

The upgrade of the Tappan Marina fueling system, which includes a new fuel dock and dispenser, sanitary boat pump-out system, and updates to the fuel storage tank, is nearing completion, with fuel sales expected by Memorial Day. Work has begun on the new wastewater treatment plant as well.

Due to the uncertainty inherent in restaurant operations due to COVID-19, and the already shortened season due to the renovation project set to begin in August, Cindy and Kent Murray, will not open Latitude 40 Restaurant at Tappan this summer, but are excited about reopening next May in a renovated facility. We are looking into inviting local food trucks to come to the facility for this summer.

The Dockside Restaurant at Seneca Marina will be open for inside dining on May 21, in accordance with the Governor's recent order, and following recommended social distancing and cleaning guidelines. They will also have a food trailer on hand to serve those wishing to dine outside on the adjacent deck.

The new wastewater treatment plant at Piedmont is currently under construction, with completion anticipated this summer. Phase 2 of the campground renovation project is complete and turned out very well.

## 7.04 ENGINEERING REPORT

### MASTER PLAN IMPLEMENTATION (ONGOING)

#### Projects in Design

- **Pleasant Hill East Loop Roadway Improvements**
- **Pleasant Hill RV and Boat Storage Lot**
- **Tappan Lake Park Valley Trail and Utilities Extension**

#### Projects Under Construction

- **Atwood Camp Area 4 Restroom Improvement:** Tucson Inc. has completed installation of the sanitary force main sewer and lift station wet well on the project. The building foundation and waterline work is complete. The contractor is currently working on plumbing connections and electrical improvements. Plans for prefabricated CXT restroom have been approved by State of Ohio and the building is in production. An exact date for delivery and installation is still pending. The original substantial completion date of March has been extended due to the CXT delivery delay.
- **Atwood Lake Main Campground Improvements - Phase 2:** Tucson Inc. has completed excavation, embankment, and shoreline stabilization work as well as installation of storm sewers, sanitary sewers, and water main. Contractors are currently working on electrical conduit and pedestal base installations at campsites and fine grading of campsite pads and roadways. Shower house renovations continue with plumbing, mechanical and electrical rough ins in progress. Installation of roof trusses for building additions is also underway. The project includes reconstruction of 72 RV campsites in existing Camp Areas B and C, renovation of the existing restroom/shower building, a new picnic shelter, playground, walking paths and abutments for cluster docks. Substantial completion is scheduled for October.
- **Charles Mill Lake Park Main Campground Redevelopment – Phase 3:** Lockhart Concrete is currently installing sanitary sewer and waterlines and electrical work is beginning as well. This project involves the

reconstruction of the existing southern section of the main campground with 51 full-hookup RV campsites with concrete pads and a new pre-engineered restroom. Substantial completion is scheduled for October.

- **Piedmont Campground Redevelopment Phase 2:** Final walkthrough was performed mid-April. A change order is being considered for road repairs to the main campground roadway. Substantial completion was met in April. Final completion was extended for coordination with final paving.
- **Piedmont Water Treatment Plant and SCADA:** The pre-construction meeting was held with Border Patrol LLC on April 28th. Substantial completion is scheduled for September.
- **Pleasant Hill Campground Area G:** Shrock Premier Custom Construction has completed tree clearing and demolition work within the project site and is currently working on earthwork operations. This project involves the construction of a new campground on the site of the former cabin neighborhood. The project will provide 49 full-hookup RV campsites, a new pre-engineered restroom/shower building, and a picnic shelter. Substantial completion is scheduled for October.
- **Seneca Lake Marina Point Campground Redevelopment Phase 2:** Tucson Inc. has completed earthwork and is working on sanitary sewer installation. The project will provide 102 seasonal RV sites with full utility hook-ups, 2 pre-engineered restrooms/shower houses, 2 picnic shelters, boat ramp, volleyball court, and key card gate entrance. Substantial completion is scheduled for March 2021.
- **Tappan Lake Park Campground Renovation – Phase 2:** Completion of final landscaping was delayed due to high reservoir levels covering the lower portion of the campground. Final punch list items are underway. Final paving of dump station to proceed as soon as possible. Substantial completion is extended to May.
- **Tappan Lake Park Deersville Ridge Road RV and Boat Storage Lot:** Final electrical wiring, concrete curb and fence are complete. Paving is complete. Detention basin outlet structure grouting, final seeding and mulching and final punch list needed. Substantial completion is extended to May.
- **Tappan Marina Fuel Upgrades:** Final utilities connections are complete. The new abutment for the courtesy dock and fuel dock is completed. Pending State of Ohio inspection and testing, the project will be complete. Substantial completion is extended to May.
- **Tappan Marina Sanitary Sewer and WWTP Improvements:** Submittals continue to be coordinated between the contractor and design team. Mobilization is underway. Substantial completion is April 2021.

## **DREDGING AND SHORELINE (ONGOING)**

### **Dredging Program**

- **Seneca Lake:** PCi Dredging has begun construction of the large Peninsula DMRA settling basin which is scheduled to be complete by August. Dredging at the southeast end of the lake will begin once the basin is constructed, with substantial completion for the entire project expected in November.

### **Shoreline Program**

- **Leesville Lake – Camp NEOSA / Falcon Camp:** Ohio Erie Excavating has been working on installation of live stakes at both projects, as well as the coir log at Camp NEOSA. Substantial completion is expected in May.
- **Piedmont Lake – Reynolds Road Cottage Area:** The project is substantially complete with minor punch list items remaining.
- **Seneca Lake – Churchman Point:** The project is substantially complete, with final restoration work to be completed as weather conditions allow.
- Design work has begun on the following shoreline projects being planned for construction during the 2020/2021 winter drawdown.
  - Atwood Lake – North Shore Cottage Area
  - Charles Mill – Yacht Point Cottage Area
  - Pleasant Hill – Loudonville Wildlife Club
  - Seneca Lake – Churchman Point Docking Association Phase 2



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

**Mohawk Dam**

- No significant update during this reporting period.

**Zoar Levee**

- No significant update during this reporting period.

**USACE/MWCD Partnering**

- A virtual partnering meeting will be held May 27.

**7.05 IMMEDIATE OR PENDING LITIGATION**

There was no report.

**8. SUBDISTRICTS**

**8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT**

On motion by Mr. Maupin, seconded by Mr. Moorehead, the report of the payment of bills for the period ending April 30, 2020, for the Chippewa Subdistrict, were approved as presented.

**9. EXECUTIVE SESSION**

On motion by Mr. Sprang, seconded by Mr. Gresh, the Board of Directors entered executive session at 11:00 a.m. to discuss matters related to ORC §121.22 (G) (1) [Employment]. On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes; and Mr. Sprang-yes. The executive session ended at 11:28 a.m.

**10. ADJOURN**

There being no further business, on motion by Mr. Moorehead, seconded by Mr. Gresh, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, July 24, 2020, at 9:00 a.m.

Conservancy Court is currently scheduled to convene on Friday, June 5, 2020, at 11:00 a.m. via a virtual meeting format.