

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
July 23, 2021, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held at Kent State University Tuscarawas, Science and Technology Center, 330 University Drive NE, New Philadelphia, Ohio, on Friday, July 23, 2021, 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: Joanne Limbach, Gordon Maupin, Robert Moorehead, and Clark Sprang. Mr. Maupin, President of the Board of Directors, presided. On motion by Ms. Limbach, seconded by Mr. Sprang, James Gresh was excused.

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, 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: J.D. Long (*Harrison News Herald*); Bruce Robinson (*Development Advisory Committee*); Sean Logan (*Woolpert*); and Noah Carrothers (*Tappan Marina employee*).

3. APPROVAL OF MINUTES

On motion by Ms. Limbach, seconded by Mr. Sprang, the minutes of the May 21, 2021, meeting of the Board of Directors were approved.

4. FINANCIAL

Mr. Crandall presented the financial report for the six-month period ending June` 30, 2021. The total operating income is \$8,983,015, compared to \$4,863,094 in 2020.

The operational revenue is \$16,952,521 or 72% of budget, compared to \$12,608,887 or 53% of budget in 2020. As we have discussed in prior meetings, the first half of 2020 is difficult to compare to since COVID affected our operational revenues significantly the first half of the year. For comparison purposes, we were at 72% of budgeted revenues in 2019, carried by oil and gas revenue.

- Oil and gas revenue was \$913,342 for the month of June and \$5,302,915 year-to-date. In 2020, we were at \$4,293,386 or a 24% increase year over year. Commodity prices are driving the increase in 2021.
- Park revenue is \$7,241,471 through the end of June, compared to \$4,338,240 through the same period in 2020. This is a 67% increase in revenue. Park camping is 98% of budget through June, and nearly every category is up significantly over the prior year.
- Marina revenue is \$1,989,536 through June, up 26% over the prior year.
- Ranger revenue is down due to the timing of the receipt of the marine patrol grant.

Operational expenses are 43% of budget through June, up 3% over the prior year. From a budget perspective, operational expenses are within our expectations.

Park Master Plan and capital expenditures are down 63% and 53% respectively, as planned. Projects are progressing, and the decrease is relative to the reduced capital budgets in 2021.

Maintenance Assessment Fund

Revenues are in-line with the budget and the prior year. We should begin receiving second half settlements late July or August. Expenses are down 38% from the prior year, PWM expenditures are down \$695,726 due to the timing of reimbursement requests.

Overall, the first half of the year was financially strong. See the Park and Marina quarterly analysis for more in-depth review of the recreational activity.

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

5. PAYMENT OF BILLS

On motion by Mr. Sprang, seconded by Ms. Limbach, the reports of the payment of bills for the periods ending May 31 and June 30, 2021, were approved as presented.

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Ms. Limbach, 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 TERMINATION OF LEASE AUTHORIZATION TO FILE SUIT

On motion by Ms. Limbach, seconded by Mr. Moorehead, the Board declared Lease #7300-R breached by the Lessee and terminated, ordered staff to provide the proper notice of termination of the lease, and further authorized staff to file a lawsuit against the Lessee and current occupant to reclaim the premises and recover any amounts due to the MWCD under the lease, as recommended and set forth in the above memorandum.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Ms. Limbach, 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 BUDGET ADJUSTMENTS

On motion by Mr. Sprang, seconded by Ms. Limbach, a budget adjustment report for the second quarter of 2021, as recommended and set forth in the above memorandum, was approved.

6.02c USE OF CREDIT CARDS QUARTERLY REVIEW

On motion by Ms. Limbach, seconded by Mr. Moorehead, a quarterly report of credit cards held by MWCD, as recommended and set forth in the above memorandum, was approved.

6.02d OHIO EPA – BACKUP GENERATORS

On motion by Mr. Sprang, seconded by Ms. Limbach, a Resolution of Authorization to proceed with filing of a grant application for four backup generators for wastewater facilities, as recommended and set forth in the above memorandum, was adopted.

6.03a HUMAN RESOURCES SUMMARY

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

6.03b BIZLIBRARY AGREEMENT

On motion by Mr. Sprang, seconded by Mr. Moorehead, a 4-year agreement with BizLibrary, including a budget adjustment, as recommended and set forth in the above memorandum, were approved.

6.03c PERSONNEL POLICY REVISION – HOLIDAYS

On motion by Mr. Sprang, seconded by Ms. Limbach, revisions to Personnel Policy #403, "Holidays," as recommended and set forth in the above memorandum, were approved.

6.03d ELECTION OF TREASURER

On motion by Ms. Limbach, seconded by Mr. Sprang, James Crandall, III, was elected treasurer effective June 30, 2021, as recommended and set forth in the above memorandum.

6.04a ATWOOD ACTIVITY CENTER RENOVATION

On motion by Mr. Sprang, seconded by Mr. Moorehead, a contract with Woolpert, Inc., for final design of the Atwood activity center renovation project, as recommended and set forth in the above memorandum, was approved.

6.04b ATWOOD WEST MARINA RESTROOM / SHOWER HOUSE REHABILITATION

On motion by Mr. Sprang, seconded by Ms. Limbach, a request to bid and award the Atwood West Marina restroom/shower house rehabilitation project, as recommended and set forth in the above memorandum, was approved.

6.04c CLENDENING MARINA CABINS

On motion by Mr. Sprang, seconded by Mr. Moorehead, a contract with The Trasher Group, Inc., for final design of the Clendening Marina cabins project, as recommended and set forth in the above memorandum, was approved. The Board requested that an income analysis be prepared for this project.

6.04d LEESVILLE NORTH FORK MARINA WASTEWATER SYSTEM IMPROVEMENTS

On motion by Ms. Limbach, seconded by Mr. Sprang, a contract with CTI Engineers, Inc., for final design of the Leesville North Fork Marina wastewater system improvements project, as recommended and set forth in the above memorandum, was approved.

6.04e PLEASANT HILL RV AND BOAT STORAGE LOT

This matter was tabled until the next meeting. The Board requested that more detail be provided, including revenue projections/payback, and other options that may be available.

6.04f PIEDMONT WATER TREATMENT PLANT AND SCADA PROJECT

On motion by Mr. Sprang, seconded by Ms. Limbach, a change order and final accounting for the Piedmont water treatment plan and SCADA project, as recommended and set forth in the above memorandum, were ratified.

6.04g SENECA NOBLE LANE ROADWAY IMPROVEMENTS PROJECT

At the May 2021 meeting, the Board authorized the bid and award of the Seneca Noble Lane Roadway Improvements Project. The engineer's estimate is \$115,000.00. Sealed bids were opened on Thursday June 24, 2021. Bid results are as follows:

CONTRACTOR	BID AMOUNT
Parnell and Associates, Cambridge	\$91,314.84
Albatross Management, Lakeville	\$113,272.00

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with Parnell and Associates in the amount of \$91,314.84.

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

6.04h SENECA MARINA SITE IMPROVEMENTS AND ADA ACCESS

On motion by Mr. Sprang, seconded by Mr. Moorehead, a request to bid and award the Seneca Marina site improvements and ADA access project, as recommended and set forth in the above memorandum, was approved.

6.04i TAPPAN PARK EAST CAMPGROUND LIFT STATION GENERATOR PROJECT

At the February 2021 meeting, the Board authorized the bid and award of the Tappan Park East Campground Lift Station Generator Project. The engineer’s estimate is \$60,000.00. Bids were received on July 8, 2021, with the following results:

CONTRACTOR	BASE BID	ALTERNATE 1	ALTERNATE 2
JMP Resources, Uniontown	\$52,400.00	\$9,652.00	\$14,960.00
Beck Electric, Waynesburg	\$56,300.00	\$12,000.00	\$9,799.90
Hilscher-Clarke, Canton	\$80,560.00	\$14,400.00	\$14,190.00
Yates Electric, Aliquippa, PA	\$81,060.00	\$11,374.00	\$18,330.40

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with JMP Resources for \$62,052.00. This includes the base bid and alternate #1 (the addition of telemetry via SCADA [Supervisory Control and Data Acquisition] to allow for remote system monitoring). Alternate #2 (a fenced area around the generator and project site) was not selected.

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

6.04j TAPPAN MARINA WWTP GENERATOR PROJECT

At the February 2021 meeting, the Board authorized the bid and award of the Tappan Marina WWTP Generator Project. The engineer’s estimate is \$60,000.00. Bids were received on July 8, 2021, with the following results:

CONTRACTOR	BASE BID	ALTERNATE 1
JMP Resources, Uniontown	\$54,030.00	\$9,652.00
Beck Electric, Waynesburg	\$54,500.00	\$12,000.00
Yates Electric, Aliquippa, PA	\$89,229.00	\$9,705.30

The lowest bid was reviewed and deemed to be acceptable. A contract will be executed with JMP Resources for \$63,682.00. This includes the base bid and alternate #1 – the addition of telemetry via SCADA (Supervisory Control and Data Acquisition) to allow for remote system monitoring.

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

6.05 OVER HORSEPOWER PERMITS FOR HOUSEBOATS

On motion by Mr. Sprang, seconded by Mr. Moorehead, the process of permitting over-horsepower for houseboats on MWCD waters, as recommended and set forth in the above memorandum, was approved.

6.06 OPERATIONAL POLICY REVISIONS

On motion by Ms. Limbach, seconded by Mr. Moorehead, revisions to Operational Policy #1055, “Investment Policy,” as recommended and set forth in the above memorandum, were approved.

OTHER BUSINESS

Mr. McCleaster reported that this year's Alive Music Festival was a very successful event.

Mr. Butler reported that staff has been working to resolve a water quality issue at Pleasant Hill Reservoir where a probable HAB was detected. The testing levels have been very low and could very likely be the result of something such as grass clippings in the water. Also included in Mr. Butler's report was an update relative to the Judge James property at Seneca and the status of House Bill 152.

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 May totaled \$1.17 million (\$1,166,661.45) which was an 38% increase in month-over-month revenue from April (\$845,570.16).
- Utica royalties for June totaled \$903,638.26, which was an 23% decrease in month-over-month revenue from May (\$1.17 million).

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

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

- Forestry Staff participated in the annual OFA Camp Canopy helping to teach students about Silviculture. Around 62 students attended this year's camp. Natural resource and forestry professionals from around the state volunteered to help teach classes. The students take a test at the end of the weeklong camp where the higher scoring students can earn scholarships to several statewide colleges and universities including Hocking College, The Ohio State University, Zane State College and Ohio University.
- Forestry has been making progress on various Timber Stand Improvement (TSI) projects. In house we have been actively working on controlling tree-of-heaven, bush honeysuckle and other invasives in stands that will need future management. Several projects have been put out to bid that focus on controlling grapevines. Once the vines have been controlled, many of the stands will need to be improved additionally by focusing on pre-commercially thinning the stands to optimize growth on crop trees.
- Leases is currently scheduling out several larger cottage lessee lease conferences. This will allow us to alleviate the large backlog of conferences previously cancelled due to the pandemic restrictions.
- Aquatic vegetation management season is in full swing. Spot treatments are ongoing at Piedmont, Seneca, and other lakes as needed to assist with lake recreation activities.

2021 MWCD Priority Projects Update: Revenue/Cost Priorities

- Cottage Site Rates: Since the last update in April we continue to make progress. Additional data has been sent to the Board of Appraisers to conduct a "Test of Reasonableness" (TOR) for the potential new methodology. The results of the TOR are currently being reviewed by the Board of Appraisers to identify observations and ask additional pertinent questions. Once the Board of Appraisers has discussed and

combined their thoughts, they anticipate sharing additional information and guidance with staff, likely in another working session.

- Cottage Sites Expansion: Since the last update in April we have developed an internal team led by Land, Recreation, and Engineering to examine the initial locations at Atwood for potential expansion. This team met to discuss ideas and action item next steps in the review process. A field trip is to be scheduled in the near term on-site to further refine ideas and logistics. Concurrently, additional property title due diligence is being conducted as well as some preliminary mapping.

7.03 ENGINEERING REPORT

MASTER PLAN IMPLEMENTATION (ONGOING)

Projects in Design

- Atwood Activity Center Renovations Preliminary Design
- Clendening WWTP and Sewer Improvements
- Clendening Cabin/Park Model, Laundry and Motel Demo
- Leesville North Fork and South Fork WWTP and Sewer Improvements
- Pleasant Hill RV & Boat Storage Lot
- Seneca Marina Building Site Improvements and ADA Access
- Seneca Vacation Cabin Lane Repair
- Tappan Welcome Center
- Park Amenity and Activity Survey

Projects Under Construction

- Leesville North Fork Marina Fuel Upgrades: Project is complete.
- Pleasant Hill Cabin and Toad Road Paving: Project is complete.
- Pleasant Hill Cabin Road Landscaping: Project is complete.
- Tappan Marina Renovations: Kitchen equipment has been installed. Siding is being completed. Site work has been completed excluding paving. Interior drywall is being painted. Outside restrooms and showers are complete and open. Elevator has been installed. Final completion date has been revised and is now scheduled for the end of August.

DREDGING AND SHORELINE (ONGOING)

Dredging Program- *no significant update*

- **Seneca Lake:** Dredging at the southeast end of the lake, near the Judge James property, will be done this summer as substantial completion is scheduled for September 2021.
- **Atwood Lake North Shore Cottage Area:** Restoration of the disposal site will be completed once weather and site conditions allow.

Shoreline Program - Projects in Design - *no significant update*

- 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 nearing completion with no significant issues reported.

Zoar Levee

- No significant update for this month.

Magnolia Levee

- The project schedule has been pushed back to 2022 with a Project Partnership Agreement (PPA) expected to be provided to MWCD in the spring of 2022.

Members of MWCD staff attended the recent Change of Command ceremony at the U.S. Army Corps of Engineers headquarters in Huntington, West Virginia, on July 15, 2021. Col. Jason A. Evers, who assumed command of the Huntington District on July 17, 2018, retired. Assuming the duties as commander of the Huntington District is Col. Jayson H. Putnam.

7.04 RECREATION REPORT

MARINAS REPORT

- Marinas are having a successful season thus far with net income up 45% from 2020 season.
- Ongoing – Tappan Marina opening schedule pushed back to August. Food options being discussed with vendor for the remainder of the season.
- Ongoing – Discussion with Tappan Volunteer Fire Department for acquiring the building across from the Tappan Marina.
- Continued communication with leased marinas on action items and operational guidelines for the 2021 season.

PARKS REPORT

- Parks are extremely busy this season and operating at a high level of success with net income up 128% from 2020 season.
- Parks and Marinas Advisory Committee (PMAC) – Held first meeting in May with committee member. Discussed communication efforts and project suggestions for each park.
- Ongoing – Phase I of “Security in Parks” with cameras has been completed. Phase II to start 2022.
- Ongoing – Trails Development and Maintenance throughout the District. Interviews held for Trails Coordinator position.
- Ongoing – Master Plan Phase II - Amenities for parks being discussed within department and Environmental Design Group (EDG) via results of the survey, focus groups, and staff interviews. Recommendations to follow after on-site visits with EDG are completed.
 - Top areas include Water-based activities, improvements to beach areas, and additional activity zones in parks

7.05 MARKETING/COMMUNICATIONS REPORT

Events/ Ongoing Projects

- Beach Party at Pleasant Hill Lake Park- June 5
- Beach Party at Atwood Lake Park- June 17
- Website redesign: in progress
- Updates to website/ social media
- Advertising for 2021
- Influencer visit at Pleasant Hill Lake Park <https://whatshouldwedotodaycolumbus.com/pleasant-hill-lake-park-perrysville-ohio/>

Outreach Coordinator Projects

- Litter campaign

- Lakeviews Newsletter
- Annual Report
- DAC

Publications in May/June

- Compass Magazine
- Amish Country Magazine: (Featuring Charles Mill and Pleasant Hill)
- Horseman's Corral: Pleasant Hill Horse Camp
- Great Outdoors: (Times Reporter Special Section)
- Summer special: (Wheeling Times/ Harrison News Herald/ Times Leader)
- TravelHost of Akron/ Canton
- Ohio Magazine

Radio Advertising in May/June

- iHeart Mansfield: Outdoor Recreation, Memorial Day/ Fireworks/ Christmas in July (Charles Mill and Pleasant Hill)
- iHeart Wheeling: Outdoor Recreation (Clendening, Piedmont, Seneca, Tappan)
- WJER (Tuscarawas County): Atwood/ Tappan: Outdoor recreation/ Fireworks
- WTUZ (Tuscarawas County): Atwood/ Tappan: Outdoor recreation/ Fireworks

Digital Advertising in May/June

- Facebook campaign: General MWCD Camping
- Digital Display ads

Television Advertising in May/June

- WKYC Channel 3 (Cleveland)
- WEWS Channel 5 (Cleveland)
- WHIZ (Zanesville)
- WTOV-9 (Wheeling/ Steubenville)

OTT Advertising Markets (Over The Top – streaming television)

- Cleveland
- Columbus
- Pittsburgh

Interviews in May/June

- WJER Radio (Tuscarawas County) May 4, 2021: Tappan Marina and Restaurant
- WKYC Channel 3 (Cleveland) May 7, 2021: Camping, summer activities
- WKBN Radio Mahoning Valley Sportsman: May 20, 2021- General MWCD (45-minute interview for program)
- WHBC Radio (Canton) – May 24, 2021 – Memorial Day, Tappan Marina, Whoa Zone
- Fox 8 (Cleveland) - July 9 (One Tank Trip, Pleasant Hill)
- WTOV-9 (Wheeling/ Steubenville) Road Trippin' Tappan Lake Park

Press Releases in May/June

- May 10, 2021: Boating Advisory at Charles Mill, and Pleasant Hill Lakes
- May 13, 2021: Vessel Safety Checks at MWCD Lakes

- May 18, 2021: MWCD Executive Elected to State-wide Recreation Board
- May 25, 2021: MWCD Rangers Achieve Ohio Collaborative Certification
- June 4, 2021: Muskingum Watershed Conservancy Foundation and Encino Energy Donate New Dive Suits to the Joint Rescue and Recovery Dive Team
- June 28, 2021: 14-Year-Old Boy Found Unresponsive in Pleasant Hill Lake

E-Blasts in May/ June

- May 5, 2021: You're invited to a ribbon cutting at Atwood Lake Park!
- May 19, 2021: Buy now and save 30% on WhoaZone passes at Atwood and Pleasant Hill Lake Parks!
- June 8, 2021: Go Kayaking on a MWCD Lake
- June 16: Independence Day Fireworks on MWCD Lakes

Community Outreach

- Ribbon Cutting at Atwood Lake Park (May 15)
- Check giveaway at Tappan Lake (Encino Energy/ MWCF): (June 3)
- Ranger Day at Atwood, Charles Mill, Seneca, and Tappan (June 19)
- Leesville Canoe and Kayak Race Sponsorship (July 17)

Annual Travel Guide Advertisements

- Ohio Travel Guide
- Tuscarawas County Visitors Guide
- Visit Canton Visitors Guide
- Cambridge/ Guernsey County Visitors Guide
- Mohican/Loudonville Visitors Guide
- Carroll County Visitors Guide
- Destination Mansfield Visitors Guide

7.06 IMMEDIATE OR PENDING LITIGATION

No report at this time.

8. SUBDISTRICTS

8.01 PAYMENT OF BILLS – CHIPPEWA SUBDISTRICT

On motion by Ms. Limbach, seconded by Mr. Moorehead, the reports of the payment of bills for the periods ending May 31 and June 30, 2021, for the Chippewa Subdistrict, were approved as presented.

9. EXECUTIVE SESSION

On motion by Ms. Limbach, seconded by Mr. Sprang, the Board of Directors entered executive session at 12:18 p.m. to discuss matters related to ORC §121.22 (G) (1) Employment, (2), and (3). On roll call: Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes; and Mr. Sprang-yes. The executive session ended at 1:47 p.m.

10. ADJOURN

There being no further business, on motion by Mr. Sprang, seconded by Mr. Moorehead, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, August 27, 2021, at 9:00 a.m.

07.23.2021, km

Approved 08.27.2021