

**SUMMARY OF MINUTES
BOARD OF DIRECTORS
MUSKINGUM WATERSHED CONSERVANCY DISTRICT
Held at Kent State University Tuscarawas
September 24, 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, September 24, 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: James Gresh, Joanne Limbach, Robert Moorehead, and Clark Sprang. Mr. Sprang, Vice-President of the Board of Directors, presided. On motion by Ms. Limbach, seconded by Mr. Moorehead, Mr. Maupin 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, Matt Thomas, 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*); and Terry Fercana (*Environmental Design Group*).

3. APPROVAL OF MINUTES

On motion by Ms. Limbach, seconded by Mr. Moorehead, the minutes of the August 27, 2021, meeting of the Board of Directors were approved.

4. FINANCIAL

Mr. Crandall presented the financial report for the eight-month period ending August 31, 2021. The total operating income is \$10,560,393 compared to \$5,805,097 in 2020.

The operational revenue is \$21,918,394 or 92% of budget, compared to \$16,904,704 or 70% of budget in 2020.

- Natural Resources and Land Management has \$2,806,338 of revenue through August 31, 9% ahead of last year and 74% of budget. Natural Resources and Land Management encompasses leasing revenue as well as land revenue including water sales, farm operations and timber.
 - Multiple docks revenue is \$510,681 (107.5% of budget), 8% increase over 2020.
 - We have received \$167,853 in water sales through August 31 (419% of budget).
 - Forestry revenue which includes both pine and pulpwood as well as timber is at \$202,786, or 56% of budget. This is down 8% from the prior year, however, at this point is projected to meet budget.
- Park revenue is \$9,095,140 (106% of budget) through the end of August, compared to \$6,403,996 through the same period in 2020. This is a 42% increase in revenue. All parks have exceeded their revenue budget

through August. Park camping is \$7,876,600, 116% of budget. Vacation cabins are at \$698,973, 81% of budget and on track to meet budget.

- Marina revenue is \$2,727,988 (85% of budget) through August, up 7% over the prior year. Marinas are projected to meet budget.

Operational expenses are 60% of budget through August, 2% higher than 2020.

Maintenance Assessment Fund

Maintenance Assessment revenue is \$4,840,408, 81% of budget. Expenditures are \$2,872,860, 40% of budget.

2021 continues to be an excellent financial year for the Conservancy District.

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

5. PAYMENT OF BILLS

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

6. BUSINESS

6.01a LEASE TRANSACTIONS

On motion by Mr. Moorehead, 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 POTENTIAL LAND ACQUISITION – WILLS CREEK

This memo was withdrawn.

6.02a INVOICES PRIOR TO PURCHASE ORDERS

On motion by Mr. Moorehead, 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 AUDIT OF MWCD FINANCIAL STATEMENTS

On motion by Ms. Limbach, seconded by Mr. Moorehead, a contract with Rea & Associates for audit of MWCD financial statements for the period of 2021 through 2023, as recommended and set forth in the above memorandum, was ratified.

6.02c BUDGET ADJUSTMENTS

On motion by Mr. Gresh, seconded by Ms. Limbach, proposed supplemental budget increases as recommended and set forth in the above memorandum, were approved.

6.02d 2022 H2OHIO GRANT APPLICATION – MAERMAN WETLAND

On motion by Mr. Gresh, seconded by Ms. Limbach, a Resolution of Authorization to apply for grant funding through the ODNR Ohio River Basin H2Ohio Wetland Grant Program for the Maerman wetland project located in Ashland County, as recommended and set forth in the above memorandum, was approved.

6.02e 2022 H2OHIO GRANT APPLICATION – TAGGART WETLAND

On motion by Mr. Gresh, seconded by Ms. Limbach, a Resolution of Authorization to apply for grant funding through the ODNR Ohio River Basin H2Ohio Wetland Grant Program for the Taggart wetland project located in Tuscarawas County, as recommended and set forth in the above memorandum, was approved.

6.03a HUMAN RESOURCES SUMMARY

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

6.04a ATWOOD PARK MAIN CAMPGROUND PHASE 2 PROJECT

On motion by Ms. Limbach, seconded by Mr. Moorehead, execution of all change orders for the Atwood Park Main Campground Phase 2 Project, as recommended and set forth in the above memorandum, was ratified.

6.04b ATWOOD WEST MARINA RESTROOM/SHOWER HOUSE REHABILITATION PROJECT

At the July 2021 meeting, the Board authorized the bid and award of the Atwood West Marina restroom and shower house rehabilitation project. The engineer’s estimate is \$495,000.00. Sealed bids were received on August 26, 2021, with the following results:

Contractor	Base Bid	Alternate #1	Alternate #2
N.L. Construction, Canton	\$528,007.00	(\$7,500.00)	\$8,400.00
Gor-Con Construction, Dover	\$618,595.00	(\$7,975.00)	\$19,925.00

The lowest bid was reviewed and deemed to be acceptable. Alternate #1 is a deduction of stone veneer and replacement with fiber cement siding on the exterior of the building and Alternate #2 is for dump station upgrades. A contract will be executed with N.L. Construction for \$528,907.00. This includes the base bid and both alternates.

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

6.04c SENECA MARINA RETAINING WALL BLOCK MATERIAL PURCHASE

On motion by Mr. Gresh, seconded by Mr. Moorehead, purchase of retaining wall block from North Coast Red-Rock, as recommended and set forth in the above memorandum, was authorized.

6.04d SENECA MARINA SHORELINE STABILIZATION AND SITE IMPROVEMENT PROJECT

On motion by Mr. Moorehead, seconded by Ms. Limbach, combination of the Seneca Marina Site Improvement and the Shoreline Stabilization Project, along with permission to bid and award of the now-entitled Seneca Marina Shoreline Stabilization and Site Improvement Project, as recommended and set forth in the above memorandum, were authorized.

6.04e TAPPAN MARINA PARKING LOT, DOCK ACCESS, AND SHORELINE IMPROVEMENTS

On motion by Ms. Limbach, seconded by Mr. Gresh, permission to bid and award the Tappan Marina Parking Lot, Dock Access, and Shoreline Improvements Project, as recommended and set forth in the above memorandum, was granted.

6.05 2021 ANNUAL MAINTENANCE ASSESSMENT

On motion by Ms. Limbach, seconded by Mr. Gresh, the maintenance assessment for the year 2021 in the aggregate sum of \$6,075,198.00, as recommended and set forth in the above memorandum, was approved.

6.06 USGS WATER MONITORING GAGES – ANNUAL OPERATION AND MAINTENANCE CONTRACTS

On motion by Ms. Limbach, seconded by Mr. Gresh, execution of the 2022 Joint Funding Agreements with the U.S. Geological Survey, as recommended and set forth in the above memorandum, was authorized.

6.07 OTHER BUSINESS

Mr. Butler reported on the following matters:

- The Legislative Day was held at Tappan Marina on Friday, September 17, 2021. There were approximately 35 participants.
- On Monday, September 27, Jack Marchbanks, Director of the Ohio Department of Transportation, will join MWCD staff representatives and others for a tour of the Tappan area. The major topic of discussion will be the future Route 250 corridor.
- Meetings with Ohio Department of Transportation District 11 to discuss the upcoming closure of State Route 250 in 2022 have resulted in some changes to the plans. The original closure was scheduled to be 150 days. ODOT officials have agreed to a shorter period for construction – 100 days, starting July 6, 2022, through the end of October 2022. Details for signage for local detours are being worked out with the cooperation of Harrison County officials.
- Staff attended the 2021 Holmes County SWCD cover crop aerial seeding event held Tuesday, September 7 at the Holmes County airport. Ms. Limbach, Mr. Maupin, and Mr. Sprang also attended this event.

- Discussions are underway with the Tappan Volunteer Fire Department regarding the relocation of their facilities.
- The MWCD Board of Appraisers has been working on a proposal for an alternative cottage site reappraisal process.

Ms. Burley and Mr. Mizer provided information regarding research staff has compiled regarding COVID-19 conditions and the safety precautions implemented by other area entities.

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 August totaled \$816,509.65 which was a 10% increase in month-over-month revenue from July (\$740,220.54)

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

7.02 NATURAL RESOURCES AND LAND MANAGEMENT REPORT

Forestry is working to update new mapping software. GPS handheld units have become outdated which will cause the shift to updated GIS field map technology utilizing handheld phone and/or tablet devices. Field testing is ongoing to generate the proper workflow and test areas with or without service.

Forestry is working on several fence agreements to occur in late 2021 or in 2022.

A timber sale at Leesville has begun and should be ongoing over the next several weeks.

Reforestation preparations continue at Tappan. Mowing was recently completed and spraying is set to occur in the next few weeks.

Forestry staff attended the summer meeting of the Society of American Foresters (SAF). Current events and issues were discussed along with several presentations and networking opportunities.

Staff attended the 2021 Holmes County SWCD cover crop aerial seeding on September 7 at the Holmes County airport.

The Atwood Glens drainage and walkways pilot evaluation is ongoing. Staff met in the field recently to review and prioritize sites in the field and generate an action item list to continue to move forward.

Leases staff held three successful group “catch-up” lease conferences. We had a total of 28 attendees and completed a total of 20 lease conferences. Subsequent conferences are being planned to capture the remaining outstanding lessees.

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
- Seneca Marina Building Site Improvements and ADA Access
- Tappan Welcome Center
- Park Amenity and Activity Survey

Projects Under Construction

- Pleasant Hill RV and Boat Storage Lot: Bid opening will be September 30.
- Seneca Vacation Cabin Lane Repair: Roadway repairs and chip seal are complete.
- Tappan Marina Renovations: Substantial completion has been achieved. All final inspections have been completed and approved. Punch list items are being addressed.
- Tappan Park East Campground Lift Station Generator: Generator pad construction is underway. Substantial completion date is scheduled for November 1.
- Tappan Marina WWTP Generator: Generator pad construction is underway. Substantial completion date is scheduled for November 1.

DREDGING PROGRAM (ONGOING)

- Seneca Lake: Dredging work is nearing completion at the southeast end of the lake near the Judge James property. Substantial completion is scheduled for September 2021.
- Atwood Lake North Shore Cottage Area: Project is complete.

SHORELINE PROGRAM - PROJECTS IN DESIGN

- Atwood Pines Cottage Area and Area 1 Campground Shoreline: Design will be complete by late October, and the bid opening is expected to be in late November.
- Charles Mill Yacht Point and Sites Lake Cottage Area Shoreline: Project is currently out to bid; bid opening is scheduled for October 14.
- Seneca Marina Shoreline: Plans for the shoreline and waterfront improvements are complete and ready to be advertised for bids.

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

Mohawk Dam

- Construction is nearing completion with no significant issues reported.

Zoar Levee

- The contractor is working on pre-condition surveys with residents. USACE anticipates the contractor will construct demonstration sections in October.

Magnolia Levee

- Awaiting State of the Art determination from ASA office. This decision will impact MWCD's financial requirement for this project.

Operations

- Crane installation at Pleasant Hill (bulkhead hoist) will be completed within a few weeks; both Piedmont and Wills Creek spillway structure access bridges have been installed.

Other

- Col. Jayson Putnam, Huntington Commander, and senior staff attended MWCD’s legislative day event at Tappan Marina on September 17.

7.04 LAKE DRAWDOWN SCHEDULE FOR 2021-2022

In accordance with the U.S. Army Corps of Engineers Control Manuals, the following table shows proposed lake drawdowns for the winter of 2021-2022. This schedule will be presented to the U.S. Army Corps of Engineers for review and implementation and to the Ohio Department of Natural Resources.

Reservoir	Normal Pool	Winter Level	Total Drawdown (feet)	Begin 2021 Drawdown	Release Duration (days)	Suggested intermediate refill schedule by March 15, 2022
Atwood	928.00	920.00	8.0	November 8	42	926.00
Charles Mill	997.00	992.00	5.0	November 1	35	995.00
Clendening	898.00	893.00	5.0	November 15	35	896.00
Leesville	963.00	955.00	8.0	November 15	42	961.00
Piedmont	913.00	908.00	5.0	November 1	35	911.00
Pleasant Hill	1020.00	1014.00	6.0	November 15	42	1018.00
Seneca	832.20	824.20	8.0	November 1	42	830.20
Tappan	899.30	891.30	8.0	November 15	42	897.30

NOTE: Due to planned construction at Atwood, Charles Mill, Leesville, Seneca, and Tappan Lakes, we request that additional drawdown occur to the elevations noted. All reservoirs with extended drawdown will be held at the requested elevation until February 15, 2022, and then returned to normal winter schedule elevations.

- To accommodate autumn boating, fishing and hunting, and to help reduce shoreline erosion, it is recommended that the drawdowns occur on an even release basis and at the rate stipulated above (release duration) so as to reach the intended lowered elevation.
- We request of the U.S. Army Corps of Engineers that refill begin February 15 on those reservoirs that can reasonably meet the intermediate refill date due to the nature of the reservoir, precipitation in that area, etc. For those reservoirs that cannot reasonably meet the March 15 refill date, we request refill to begin refill on February 1. This delay will allow MWCD an additional two weeks to address any projects that need to be completed during drawdown, i.e. shoreline stabilization projects, dredging, dock repairs, etc.

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

7.05 CONSERVATION REPORT

Ongoing – Conservation Boat; fabrication and rigging for the Conservation work boat currently on schedule for October 2021 delivery from Oquawka, Illinois.

Ongoing –Pleasant Hill algae bloom and water quality; Conservation continues to monitor the intensity and distribution of algae blooms that have occurred at Pleasant Hill this summer. MWCD monitors and tests twice weekly for algae toxins and communicates results through ODH.gov website BeachGuard and through Everbridge to our cottage lessees if necessary. No samples taken this year had toxin levels above Ohio Department of Health advisory.

Other Business – Conservation is requesting authorization to apply for H2Ohio funds targeting wetlands within the Ohio River Basin. In partnership with USFWS and Rural Action we have identified two projects within the Muskingum Watershed: 1) for a 65-acre wetland creation and enhancement in Ashland County; and 2) an acid mine mitigation project in Carroll and Tuscarawas counties.

7.06 RECREATION REPORT

MARINAS

- Ongoing – Tappan Marina update and Waters Edge Kitchen + Bar update.
- 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

- End of Season meetings with all Park Managers and staff.
- Ongoing – Phase I of “Security in Parks” with cameras has been completed. Phase II to start 2022.
- Ongoing – Trails Development & Maintenance throughout the District. Trails Coordinator position filled.
- 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.

7.07 MARKETING/COMMUNICATIONS REPORT

EVENTS/ ONGOING PROJECTS

- Website redesign: in progress
- Updates to website/ social media
- Fall Advertising for 2021
- Legislative Day
- Tappan Marina Media Day October 4, 2021
- Tappan Marina Community Open House October 9, 2021
- Bounty on the Bridge, October 14, 2021

OUTREACH COORDINATOR PROJECTS

- Litter campaign
- Lakeviews Newsletter
- DAC
- Legislative Day – September 17

PUBLICATIONS IN AUGUST

- Compass Magazine
- Amish Country Magazine: (Featuring Charles Mill / Pleasant Hill)
- Horseman’s Corral: Pleasant Hill Horse Camp
- TravelHost of Akron/ Canton
- Ohio Magazine

RADIO ADVERTISING IN AUGUST

- iHeart Mansfield: Outdoor Recreation (Charles Mill and Pleasant Hill)
- iHeart Wheeling: Outdoor Recreation (Clendening, Piedmont, Seneca, Tappan)
- WJER (Tusc County): Atwood/ Tappan: Outdoor recreation/ Fireworks
- WTUZ (Tusc County): Atwood/ Tappan: Outdoor recreation/ Fireworks

DIGITAL ADVERTISING IN AUGUST

- Facebook campaign: General MWCD Camping
- Digital Display ads

TELEVISION ADVERTISING IN AUGUST

- 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

PRESS RELEASES IN AUGUST

- August 19, 2021: MWCD Announces Chief Financial Officer Transition
- August 27, 2021: Tappan Marina Open House Coming This Fall

E-BLASTS IN AUGUST

- August 9: 40% off Flash Sale on Camping

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 Mr. Moorehead, seconded by Ms. Limbach, the report of the payment of bills for the period ending August 31, 2021, for the Chippewa Subdistrict, was approved as presented.

8.02 CHIPPEWA SUBDISTRICT – 2021 ANNUAL MAINTENANCE ASSESSMENT

On motion by Ms. Limbach, seconded by Mr. Gresh, the Chippewa Subdistrict maintenance assessment for the year 2021 in the aggregate sum of \$340,130.92, as recommended and set forth in the above memorandum, was approved.

9. EXECUTIVE SESSION

No executive session necessary.

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, October 22, 2021, at 9:00 a.m. at Tappan Lake Marina.

09.24.2021, km
Approved 10.22.2021