

**SUMMARY OF MINUTES  
BOARD OF DIRECTORS  
MUSKINGUM WATERSHED CONSERVANCY DISTRICT  
Held at the MWCD Main Office via Teleconference  
October 23, 2020, 9:00 a.m.**

A meeting of the Board of Directors of the Muskingum Watershed Conservancy District was held via Teleconference on Friday, October 23, 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, October 22, 2020. Members of the public were also advised that comments would not be accepted after 5:00 p.m., October 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, Donnie Borland, Mary Burley, Craig Butler, Jim Crandall, Jim Cugliari, Steve Demuth, Scott Heller, Brad Janssen, David Lautenschleger, Daniel Louwers, Dan Mager, John Maxey, Ryan McCleaster, Anna Miller, Karen Miller, Matt Miller, Jonathan Mizer, Matt Ott, Jim Pringle, Eric Stechschulte, Aaron Stump, Mark Swiger, Matt Thomas, Melissa Tylke, Nate Wilson, and Jeff Yohe.

**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*); Sean Logan (*Woolpert*); Terry Fercana (*Environmental Design Group*); and George Madden.

**3. APPROVAL OF MINUTES**

On motion by Ms. Limbach, seconded by Mr. Sprang, the minutes of the September 18, 2020, meeting of the Board of Directors were approved.

**4. FINANCIAL**

The financial report for the nine-month period ending September 30, 2020. The total Base Operating Income is \$6,218,109 compared to \$15,533,999 in 2019.

Total operating revenue is \$18,668,579 or 89% of budget compared to \$27,775,155 in 2019. Again, as indicated in previous reports, the main variance is in the Oil and Gas line item.

**OPERATING REVENUE**

- Parks revenue is 94% of budget and up 13% from 2019. The increase from 2019 is nearly \$800,000.
- Non-Park revenue is 90% of budget and up 8% from 2019. The increase from 2019 is nearly \$400,000.

**OPERATING EXPENSES**

- Total operating expenses are 72% of budget and up 2% from 2019.
- The Health Insurance Laser line item is \$250,000 more to date than in 2019. When considering this variance, operating expenses overall are flat.

Total Capital Improvement and Master Plan expenses are at 63% and 72%, respectively, through three quarters of the year.

Maintenance Assessment revenues are complete for the year with all counties settling for the second half. Included in the financials is the Schedule of Assessment Collections by county for 2020.

Overall, the financials reflect a pretty good recovery from early projections relative to the effects of COVID-19. The only area in which there will be no recovery is in the Utica Shale – Oil and Gas line item where we are projecting a \$3M shortfall.

Included this month is the Quarterly Park and Marina Net Income Analysis which will provide a more detailed report on the recreation operations.

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

**5. PAYMENT OF BILLS**

On motion by Ms. Limbach, seconded by Mr. Sprang, the report of the payment of bills for the period ending September 30, 2020, 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 PROPOSED TERMINATION OF EASEMENT**

On motion by Mr. Maupin, seconded by Ms. Limbach, release of an easement from AC Ohio Real Estate Group LLC (former Atwood Lodge), as recommended and set forth in the above memorandum, was authorized.

**6.01c RENEWAL – TAPPAN MARINA BOAT, MOTOR, TRAILER SALES AND SERVICE LEASE**

On motion by Mr. Maupin, seconded by Mr. Moorehead, renewal of the above-referenced lease, as recommended and set forth in the above memorandum, was approved.

**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 USE OF CREDIT CARDS QUARTERLY REVIEW**

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

**6.02c BUDGET ADJUSTMENTS**

On motion by Mr. Moorehead, seconded by Ms. Limbach, the budget adjustments for the third quarter ending September 30, 2020, as recommended and set in the above memorandum, was approved.

**6.02d PARK AND MARINA AUDITS**

On motion by Ms. Limbach, seconded by Mr. Sprang, park and marina audits, as recommended and set in the above memorandum, were approved as presented.

**6.02e 2021 BUDGET DRAFT**

A preliminary 2021 budget was reviewed and no action was requested. The final budget will be presented at the November meeting for consideration.

**6.02f 2021 MARINE PATROL ASSISTANCE GRANT PROGRAM**

On motion by Ms. Limbach, seconded by Mr. Sprang, a resolution of authorization to apply for grant funding for the 2021 marine patrol program, as recommended and set in the above memorandum, was adopted.

**6.02g 2021 NAVIGATIONAL AIDS GRANT PROGRAM**

On motion by Ms. Limbach, seconded by Mr. Sprang, a resolution of authorization to apply for grant funding for the 2021 navigational aids program, as recommended and set in the above memorandum, was adopted.

**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.

**6.03b PROPOSED LEXIPOL POLICY – RECRUITMENT AND SELECTION**

On motion by Ms. Limbach, seconded by Mr. Maupin, the proposed Lexipol policy for “Recruitment and Selection,” as recommended and set forth in the above memorandum, was adopted.

**6.03c CHANGE IN ORGANIZATIONAL STRUCTURE – DIRECTOR OF MARKETING/COMMUNICATIONS**

On motion by Mr. Maupin, seconded by Mr. Moorehead, revisions to the Marketing and Public Affairs position description and a title change to Director of Marketing/Communications, as recommended and set forth in the above memorandum, were approved.

**6.04a TAPPAN MARINA SUPPORT FACILITIES GRADING IMPROVEMENTS PROJECT**

On motion by Ms. Limbach, seconded by Mr. Maupin, change orders for the Tappan Marina support facilities grading improvements project, as recommended and set forth in the above memorandum, were ratified.

**6.05 PWM GRANT REQUEST – STARK COUNTY ZIMBER DITCH PROPERTY ACQUISITIONS**

On motion by Mr. Maupin, seconded by Mr. Sprang, a PWM fund request for Stark County Zimber Ditch property acquisitions, as recommended and set forth in the above memorandum, was approved.

**6.06 UNMANNED AERIAL VEHICLES (UAV) POLICY**

On motion by Mr. Maupin, seconded by Mr. Sprang, a proposed new operational policy entitled “Unmanned Aerial Vehicles (UAV),” as recommended and set forth in the above memorandum, was approved.

**6.07 OTHER BUSINESS**

Mr. Butler provided the following information:

- Matt Mayer, an MWCD Ranger, recently received a Lifetime Achievement Award from the Attorney General of Ohio. He was nominated and supported by a distinguished list of law enforcement peers. Ranger Mayer was recognized by the Board for receiving this prestigious award.
- Mr. Butler and the Board expressed their gratitude and appreciation to Dan Mager for taking the role as Interim Chief of Recreation.
- A 2020 goal was to engage a third-party consultant to conduct an education program on boardsmanship for members of the Board. The services of Great Lakes GrowthWorks have been contracted to conduct this training set for November 6, 2020.
- An open house to showcase Phase 1 Master Plan projects is planned on October 28 at Seneca Park. Another open house will be scheduled in the Charles Mill/Pleasant Hill region.
- The Tappan Marina renovation project is well underway.
- The search process continues to fill the positions of Chief Counsel and Education and Outreach Coordinator.

## 7. REPORTS

### 7.01 CONSERVATION REPORT

Conservation collected roughly 300 tires throughout the 2020 year at several MWCD properties. Thanks to Rick Gump and his crew, they could deliver 4.85 tons of tires to Liberty Tire Recycling in Minerva, Ohio. This recycling project was completed thanks to recycling permits granted to MWCD from the Stark-Tuscarawas-Wayne Recycling District.

Conservation attended the Water Management Association of Ohio's two-part webinar titled: "Nine-Element Plans in Ohio." Nine-Element Nonpoint Source Implementation Strategic Plans (NPS-IS) are science based watershed plans developed for a specific watershed geographic area to focus on projects related to improvements to the water resources, including water quality and ecological protection/restoration. The plans are state endorsed through the Ohio Environmental Protection Agency (OEPA) based on guidance from the United States Environmental Protection Agency (USEPA). The EPA Section 319 grant funding program requires these plans to help ensure projects succeed. The webinar focused on an introduction and background into the NPS-IS program and the nine key elements of the plan, guidance on drafting a plan, and several case study examples of plans and successful projects. Conservation is planning to conduct additional research in our watershed to understand better our appropriate level of participation in these plans moving forward.

The kick-off meeting for the MWCD-Buckeye Trail Association Memorandum of Understanding was held in September at the Beall Farmstead at Tappan. We discussed short-term projects and strategies for 2021 along with some longer term regional initiatives, and plan to follow-up as we enter 2021 to start on these initiatives.

Along with other MWCD staff, Conservation virtually attended the Ohio River Basin Symposium & Summit 2020 titled: "Bridging Visions to Protect Our Health, Economy and Environment in the Ohio River Basin". The Ohio River Basin Alliance (ORBA) hosted a series of workshops and speakers for the Ohio River Basin Plan 2020. The focus was on the goals of the strategic plan which include: Reliable Flood Control and Risk Reduction; River Transportation Corridor; Healthy, Productive Ecosystems; World-Class Recreation Opportunities; Abundant Clean Water; and Knowledge-Informed Decisions. Staff looks forward to our continued participation in future workgroup planning sessions, and our continued contribution and support for this important partnership/alliance.

Staff attended the Zoar Trail Connection Partners open house event at the Zoar Wetlands Arboretum in the Village of Zoar. This regional trail initiative is a collaboration of partners including MWCD, Ohio and Erie Canal, Village of Zoar, Zoar Community Association, Zoar Wetlands Arboretum, Lawrence Township, Buckeye Trail, North Country Trail, Tuscarawas County Parks, Tuscarawas County Commissioners, and the US Army Corps of Engineers. The open house was held at the Arboretum shelter and was a chance for public input into the Zoar Connections Open Space Draft. This Draft includes preliminary engineered maps and cost estimates for trail connections in and around the Village of Zoar. MWCD owns approximately 25 acres of property on the northeast end of the Village. Trail connections consist of a combination of nature trails and paved trails to accommodate and capture multiple users for this unique historical and cultural area.

**7.02 UTICA ROYALTY REVENUE REPORT**

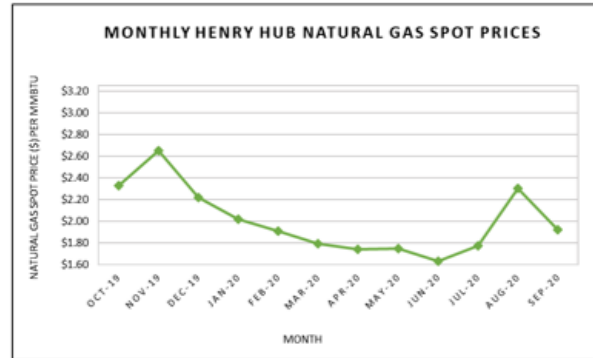
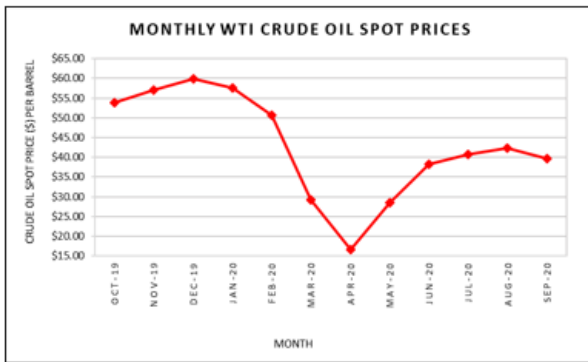
Utica royalty revenue is currently generated by 92 producing wells at Clendening, Seneca and Leesville Reservoirs. A breakdown of the monthly royalty revenue can be seen on the attached page (*copy on file*).

Utica royalties for **September 2020** totaled **\$376,923.21** which was a **11% increase** in month-over-month revenue from August 2020 (\$338,803.31).

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

- o The WTI Crude Oil Spot Price<sup>2</sup> for Sept 2020: **\$ 39.63** per barrel

- o The Henry Hub Natural Gas Spot Price for Sept 2020: **\$ 1.92** per MMBT



**7.03 MARINAS REPORT**

October is an extremely busy time at all marinas. Seasonal docking permits run through October 15, so a couple thousand boats will be coming off the docks in a relatively short period. Many are removed by the boat owners themselves, but a large amount is removed by marina staff, winterized and then placed in storage. Once this process is complete, most marina docks are disconnected from shore, and then floated to winter storage areas.

2020 was an extremely challenging year for marina staff. Their hard work paid off with revenues at levels certainly not expected this spring. Through September, total revenues at MWCD-operated marinas increased by 14% from 2019. Boat rental revenues rose by over \$255,000, an increase of 71%! Individual rentals stats include:

MARINA	2019 BOAT RENTALS	2020 BOAT RENTALS
Clendening	\$63,093	\$115,610
Piedmont	\$71,109	\$122,141
Seneca	\$135,482	\$232,728
Tappan	\$88,477	\$143,650

Total revenues may meet budget - a truly amazing accomplishment by marina staff. Most important though, marina staff stayed healthy and safe, and kept customers safe, as well.

The Tappan Marina renovation project is in full swing, with most of the demolition work now complete. Except for a brief period of around 4 days, access to all docks was maintained throughout the docking season. Those 4 days only affected seasonal dockers on one dock, and marina staff provided a water taxi service for those wishing to access their boats. Access was maintained for Ohio Valley Boats' activities at the marina, as well. Much progress has been made on the new wastewater treatment plant across US Route 250.

Members of the Board agreed with a suggestion from Mr. Butler that this report be expanded to include the park operations along with marinas.

Mr. Mager reported that the parks experienced a very strong finish to the 2020 recreation season. He recognized John Olivier, Deputy Chief of Marina Operations, who will be retiring effective October 30, 2020.

#### 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 Lake Main Campground Improvements Phase 2:** Tucson Inc. has completed all utility installations, concrete pads, picnic shelter, and asphalt paving in the campground. Landscaping work is underway. Shower house renovations are approximately 90% complete with fixture installations ongoing. The project includes reconstruction of 72 RV campsites in existing Camp Areas B and C, renovation of the existing restroom/shower building, playground, walking paths, and abutments for cluster docks. Substantial completion is scheduled for November 2020.
- **Charles Mill Lake Park Main Campground Redevelopment Phase 3:** Lockhart Concrete is currently working on finish grading and restroom construction. All RV pads have been poured and all paving is complete. 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 2020.
- **Piedmont Water Treatment Plant and SCADA:** Plant start-up has taken place and we are expecting the SCADA subcontractor to program the system soon. Substantial completion is scheduled for October 2020.
- **Pleasant Hill Campground Area G:** Shrock Premier Custom Construction has completed all utility installations, concrete pads, the picnic shelter, and asphalt paving in the campground. Landscaping work is underway. Shower house renovations are approximately 60% complete. 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 December 2020.
- **Seneca Lake Marina Point Campground Redevelopment Phase 2:** Tucson is working on finish grading, trash enclosures, shower house and restroom construction. All concrete RV pads have been poured. The project will provide 102 seasonal RV sites with full utility hook-ups, two pre-engineered restrooms/shower houses, two picnic shelters, a boat ramp, a volleyball court, and a key card gate entrance. Substantial completion is scheduled for March 2021.
- **Tappan Marina Renovations:** Demolition of planned marina building components is wrapping up. Sanitary sewer in the lower level is being installed. Substantial completion is June 2021.

- **Tappan Marina Sanitary Sewer and WWTP Improvements:** Wastewater treatment plant tank installation is completed. Work on running electric lines and water lines is currently taking place. Substantial completion is April 2021.
- **Tappan Marina Sanitary Sewer and WWTP Improvements:** Grading of the site has begun. Directional drilling of the conduits under US 250 is ongoing. Wastewater treatment plant tank installation is scheduled to begin mid-month. Substantial completion is April 2021.

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

##### **Dredging Program (*no significant update*)**

- **Seneca Lake:** The excavation and embankment work for the peninsula settling basin is now complete. Once the access platform is constructed and the riser pipe outfall structure is set, the basin will be complete. Three dredges have been placed in the lake and the contractor has begun fusing pipe in preparation for dredging activity. Actual dredging of approximately 70,000 cubic yards is expected to begin near the end of October. Substantial completion for the dredging work was planned by the end of this year but will likely extend into the spring.
- **Atwood Lake – North Shore Cottage Area:** Plans are being developed for dredging of approximately 4,000 cubic yards by the MWCD Heavy Equipment Crew during this winter’s drawdown.

##### **Shoreline Program**

- **Leesville Lake – Camp NEOSA / Falcon Camp:** The project is substantially complete, and we are working on final project closeout.
- **Leesville Lake – Dove Road Shoreline Slip:** GeoStabilization International (GSI) has begun installation of the drilled soil nails to stabilize the slip along the shoreline at Dove Road. All work is expected to be complete by mid to late October.
- **Pleasant Hill Loudonville Wildlife Club Area:** Project is currently out to bid.
- **Seneca Lake – Churchman Point Phase 2:** Design is nearly complete and will be advertised for bid in late October.
- **Atwood Lake - North Shore Cottage Area:** Design is complete for this project near the entrance to the bay at Marina West. The project will be constructed by the MWCD Heavy Equipment Crew this drawdown.

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

##### **Mohawk Dam**

- Pre-construction meeting with the relief well contractor DRS Enterprises and their subcontractor Mersino was held in early October.

##### **Zoar Levee**

- DRS Enterprises is currently in the process of submitting contract requirements and are scheduled to be granted Notice To Proceed in December. USACE is awaiting the Structural Assessments and Vibration Monitoring Plans.

##### **Magnolia Levee**

- USACE is currently in the Planning, Engineering and Design (PED) phase of the project. USACE is also working on a letter to MWCD from the commander that will express the need for the project in partnering with MWCD. The Project Partnering Agreement (PPA) is in the process of being drafted for execution in 2021.

#### **7.05 IMMEDIATE OR PENDING LITIGATION**

There was no report.



## 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 September 30, 2020, for the Chippewa Subdistrict, was approved as presented.

## 9. EXECUTIVE SESSION

On motion by Ms. Limbach, seconded by Mr. Sprang, the Board of Directors entered executive session at 11:39 a.m. to discuss matters related to ORC §121.22 (G) (1) Employment, (3), and (4). On roll call: Mr. Gresh-yes; Ms. Limbach-yes; Mr. Maupin-yes; Mr. Moorehead-yes; and Mr. Sprang-yes. The executive session ended at 1:07 p.m.

In open session, on motion by Ms. Limbach, seconded by Mr. Sprang, employment contracts for the Chief of Recreation and the Director of Marketing/Communications were approved.

## 10. ADJOURN

There being no further business, on motion by Ms. Limbach, seconded by Mr. Maupin, the meeting of the Board of Directors was adjourned. The next regularly scheduled meeting is Friday, November 20, 2020, at 9:00 a.m.

*10.23.2020, km*  
*Approved 11.20.2020*